# **Glen Innes Severn Council Meeting**

# *27 OCTOBER 2022*

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Action Sheets Report		Printed: Friday, 21 October 2022 9:25:08 AM

^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 Par	sons 3	1/10/2022	Reid, Adam	19 Jun 2020 3:03pm zzPrice, Graham
		Estate	19.05/20 RESOLUTION				Item 1 completed and with GM for signing and final lodgement.
							19 Jun 2020 3:04pm zzPrice, Graham - Target Date Revision
			That Council: 1. Lodges a Development Appli	cation for a five			Target date changed by Price, Graham from 11 June 2020 to 28 August 2020
			(5) lot subdivision on Lot	1 DP 500396,			09 Jul 2020 3:32pm zzPrice, Graham
			Dumaresq Street in accord provisions of the Environmen				Item 1 completed and DA lodged.
			Assessment Act 1979.				14 Jul 2020 9:30am zzPrice, Graham
			<ol> <li>On completion of the subdi Liston Legal to undertake a with Mr DeJong subject to v as outlined in this report.</li> </ol>	contract of sale endor mortgage			MED requested to promote the land as per Council resolution on the 14/7/2020. Following promotion carried out:, 1. Added to Glen Inns 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
			<ol> <li>Initially promotes the sale of for industrial land in Lot 1 Di</li> </ol>				group.
			Glen Innes Highlands web	site and other			10 Aug 2020 4:15pm zzPrice, Graham
			suitable mediums, as identifie this report.	d in the body of			Promotion has been carried out through the VIC. Subdivision DA has been lodged and is pending approval.
			4. Offers the three (3) lots for				25 Aug 2020 2:35pm zzPrice, Graham
			plus GST and that successfu offered a five (5) year inter finance mortgage.				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.
			<ol> <li>Requests applicants express purchase land to demonstra</li> </ol>				25 Aug 2020 2:37pm zzPrice, Graham - Target Date Revision
			criteria:	te the following			
			The capacity of development to				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.
			employment;				10 Sep 2020 2:51pm zzPrice, Graham
							The Development consent has been approved which will now allow the pursuing of the Subdivision certificate.

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DATE	NO.			DATE	OFFICER	
			The quality of the Expression of			30 Sep 2020 8:35am zzPrice, Graham
			Interest, supporting their proposed			Surveyor to be engaged to finalise the survey.
			future development (for example, a well-developed, clear and realistic			29 Oct 2020 2:26pm zzPrice, Graham - Target Date Revision
			action plan, supported by research where appropriate and including an accurate financial plan/budget); and			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.
			The demonstrated ability of the individual ability.			29 Oct 2020 2:26pm zzPrice, Graham
			individual, organisation or company to deliver a development on the site			Pending a quotation from Surveyor Jim Noad to finalise the linen plan.
			in a timely manner.			17 Nov 2020 4:07pm zzPrice, Graham
			A division was called for, voting on which was as follows:			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.
			For Against			02 Dec 2020 11:39am zzPrice, Graham
			Cr C Sparks Cr D Newman Cr G Frendon Cr A Parsons			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.
			Cr C Price			15 Feb 2021 9:30am zzPrice, Graham
			Cr J Smith Cr S Toms The division was declared CARRIED by 7 votes to 0.			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.
			CARRIED			15 Feb 2021 9:33am zzPrice, Graham - Target Date Revision
						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.
						10 Mar 2021 12:20pm zzPrice, Graham
						Surveyor appointed to undertake survey work. Roadworks scheduled for completion by 30 June 2021.

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						09 Apr 2021 3:24pm zzPrice, Graham
						Project on track for completion by 30 June due to wet weather delaying the capital works schedule.
						13 May 2021 2:48pm zzPrice, Graham
						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.
						19 May 2021 1:24pm zzPrice, Graham - Target Date Revision
						Target date changed by Price, Graham from 28 May 2021 to 30 June 2021 - Pending Infrastructure timetable.
						07 Jun 2021 3:03pm zzPrice, Graham
						Work scheduled to be completed by 30 June 2021. Roadworks and kerb and guttering will then allow the completion of the subdivision certificate.
						07 Jun 2021 3:15pm zzPrice, Graham - Target Date Revision
						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.
						07 Jul 2021 10:16am zzPrice, Graham
						Work commenced on road and kerb and gutter but delayed due to wet weather.
						10 Aug 2021 5:10pm zzPrice, Graham
						Wet weather continues to delay works. Survey cannot be completed until such time as the kerb and gutter is completed.
						07 Sep 2021 2:22pm zzPrice, Graham
						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.

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^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE	COMMENTS
DATE	NO.			DATE	OFFICER	12 Oct 2021 8:57am zzPrice, Graham
						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.
						03 Nov 2021 2:34pm zzPrice, Graham
						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.
						04 Nov 2021 2:54pm zzPrice, Graham - Reallocation
						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.
						10 Nov 2021 9:03am zzJames, Sari
						As the Property Officer I am waiting on Bill Liston to get back to me with further information and understanding of the subdivision.
						17 Nov 2021 9:16am zzJames, Sari
						As the Property Officer I am waiting on Bill Liston to get back to me with further information and understanding of the subdivision.
						17 Nov 2021 9:17am zzJames, Sari - Target Date Revision
						Target date changed by James, Sari from 26 November 2021 to 16 December 2021
						22 Nov 2021 11:10am zzJames, Sari - Target Date Revision
						Target date changed by James, Sari from 16 December 2021 to 25 February 2022
						25 Nov 2021 10:52am zzJames, Sari
						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.

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						08 Dec 2021 9:06am zzJames, Sari
						I have called Council's legal representative and left a message today with the receptionist.
						12 Jan 2022 9:07am zzJames, Sari
						I contacted the Surveyor who has stated he has passed on this information to Council's legal representative.
						14 Feb 2022 12:50pm zzJames, Sari
						Surveyor has been contacted and will meet with Council survey team this week to discuss the site.
						15 Feb 2022 1:15pm zzJames, Sari - Target Date Revision
						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.
						24 Feb 2022 2:45pm zzJames, Sari
						Council survey team to meet with surveyor to survey the site, aiming for next week.
						09 Mar 2022 8:55am zzJames, Sari
						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.
						15 Mar 2022 4:22pm zzJames, Sari
						Survey team met with the Surveyor on Monday the 14th of March, Council is now waiting upon the response from the visit.
						30 Mar 2022 11:07am zzJames, Sari
						Surveyor has pegged the area and needs to come back for further surveying when he weather has cleared.
						07 Apr 2022 3:55pm Appleby, Keith - Reallocation
						Action reassigned to Reid, Adam by Appleby, Keith - New staff member in role.

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DATE	NO.			DAIL	Officer	27 Apr 2022 8:44am Reid, Adam
						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.
						28 Apr 2022 10:25am Reid, Adam
						Property Officer contacted Surveyor. Surveyor has not finished survey work due to personal illness. Surveyor to report back within two weeks.
						26 May 2022 10:37am Reid, Adam
						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.
						09 Jun 2022 9:32am Reid, Adam
						PAO has requested quotes from two local surveying groups. Awaiting reply.
						14 Jun 2022 3:03pm Reid, Adam - Target Date Revision
						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.
						15 Jul 2022 10:03am Reid, Adam
						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
						08 Aug 2022 2:09pm Reid, Adam
						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.

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D	Division:	Date From:
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0	Officer:	
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^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						26 Aug 2022 10:20am Reid, Adam
						New England Surveying and Engineering provided Draft Subdivision Plan. DDPRS to finalise the outstanding Conditions of Consent before submitting for authorisation.
						06 Oct 2022 3:35pm Reid, Adam
						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.
27/05/2021	7.11	Information update - Proposed	Moved Cr A Parsons Seconded Cr G Fr	rendon 22/12/2022	Williams,	07 Jun 2021 9:33am Williams, Anthony
		Partnership with the Youth Insearch Organisation	15.05/21 RESOLUTION THAT:		Anthony	This report will now become the current document related to the Partnership with Youth Insearch. The MCS will liaise with the CEO Youth Insearch to seek funding as identified within this report. The MCS will provide a further report to the October Meeting of Council.
			<ol> <li>Council supports a partnersh Insearch which jointly seeks</li> </ol>			07 Jun 2021 9:38am Williams, Anthony - Target Date Revision
			and/or philanthropy investmer fund a Youth Insearch Com Worker within the Local Goverr	imunity Based		Target date changed by Williams, Anthony from 10 June 2021 to 30 September 2021
			a minimum of three (3) days	per week over		08 Jul 2021 2:28pm Watt, Anna - Target Date Revision
			<ul> <li>two (2) consecutive years.</li> <li>Following additional research, 1 Community Services submits a to Council for its consideration. contain details of progress relat strategic, and other implication</li> </ul>	further report The report will ted to financial,		Target date changed by Watt, Anna from 30 September 2021 to 29 October 2021 - This report will now become the current document related to the Partnership with Youth Insearch. Council's MCS will liaise with the CEO of Youth Insearch to seek funding as identified within this report. The MCS will provide a further report to Council's Ordinary Meeting in October.
			A division was called for, voting on	which was as		26 Jul 2021 12:28pm Williams, Anthony
			follows: For Against			The MCS has arranged a meeting for Thursday 29 July between Councils Youth staff, Youth insearch Regional Coordinator and Youth Insearch CEO
			Cr C Sparks Nil Cr G Frendon Cr A Parsons Cr C Price Cr S Toms			to discuss progress.
			The division was declared carried by 5 v	otes to 0.		
			CARRIED			

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^MEETING	ITEM	SUBJECT	MOTION	TARGET	RESPONSIBLE	COMMENTS
DATE	NO.			DATE	OFFICER	
						11 Aug 2021 7:41am Williams, Anthony
						Youth insearch have submitted an application to the Safer Communities Program. The Mayor provided a letter of support for this application. It is proposed to submit an application to the Black Summer Bushfires Recovery Grant program which closes on 2 September. The application will provide for a full time Youth insearch Community Based Worker position at Glen Innes for two years.
						24 Aug 2021 7:38am Williams, Anthony
						The MCS is collaborating with Youth Insearch to submit an application for the 'Four You Alliance' Program to the Black Summer Bushfire Recovery Fund. The Mayor has once again provided a Letter of Support and the MCS is currently seeking support letters from the Emmaville Central, and Glen Innes High Schools. If successful, this project will benefit both the Glen Innes Severn and Inverell LGA's. At Risk young people will receive ongoing professional support from Youth Insearch, Project Rockit, the batr program and the Reach Foundation. Applications close at 5pm 2 September 2021.
						06 Sep 2021 10:20am Williams, Anthony
						The Black Summer Bushfires Grants due date has been pushed out until 6 October. The MCS has supplied Letters of Support for the joint application from the Mayor, Glen Innes High School and Emmaville Central School. The additional time will assist Youth Insearch Grant writes to polish the application.
						16 Sep 2021 4:50pm Williams, Anthony
						No additional updates of note at this time. Awaiting advice regarding the Regional Partnerships Grant and the closing date for the Black Summer Bushfires Grant.
						30 Sep 2021 8:16am Williams, Anthony
						No additional update available at this time. The MCS remains in regular contact with Youth Insearch with Grant applications submitted. We are also jointly seeking other grant opportunities as they arise.

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						12 Oct 2021 5:42pm Williams, Anthony
						No additional update available at this time. The MCS remains in regular contact with Youth Insearch with Grant applications submitted. We are jointly seeking other grant opportunities as they arise.
						21 Oct 2021 7:41am Williams, Anthony
						The action will remain ongoing until the Partnership has been successful in attracting the Grant Funding sought to achieve the outcome. The Manager of Community Services will provide an updated report to Council not later than the May 2022 Ordinary Council Meeting which will be 12 months since Council resolved to participate in the Partnership.
						21 Oct 2021 7:43am Williams, Anthony - Target Date Revision
						Target date changed by Williams, Anthony from 29 October 2021 to 31 May 2022 - The action is ongoing pending attainment of funding. A further report will be provided to Council not later than the May 2022 Ordinary meeting of Council.
						30 Oct 2021 8:53am Williams, Anthony
						Black Summer Bushfires Grant Application lodged. Continual investigation and application for other Grant opportunities is explored by the partnership.
						01 Dec 2021 3:47pm Williams, Anthony
						Ongoing commitment wit Youth Insearch. MCS to contact Youth Insearch for an update on progress.
						13 Jan 2022 5:31pm Williams, Anthony
						No additional information available at time of update. Grant applications are still in the process.
						02 Feb 2022 11:59am Williams, Anthony
						MCS has had communication with the CEO of Youth Insearch and arranging a meeting to discuss the way forwards with our project whilst we await the outcome of current Grant applications.

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DAIL	110.			DAIL	officer	24 Feb 2022 10:22am Williams, Anthony
						There has not yet been a determination on existing grant applications. We continue to seek additional opportunities for funding.
						22 Mar 2022 12:42pm Williams, Anthony
						The Black Summer Bushfire Grant application was unsuccessful. MCS to discuss actions moving forwards with Youth Insearch and provide an update.
						29 Mar 2022 9:01am Williams, Anthony
						Meeting between MCS and Youth Insearch scheduled for 7 April 2022.
						07 Apr 2022 8:43am Williams, Anthony
						Meeting between MCS and Youth Insearch delayed at their request until Monday 11 April 2022.
						26 Apr 2022 10:06am Williams, Anthony
						Meeting was held with Youth Insearch Regional Coordinator (YIRC) however there were no substantive information arising from the discussions related to the Partnership with Council. The Youth Insearch CEO has a pending update for his staff the (YIRC) will keep the MCS informed. Introductions were made between the YIRC and Council's YW and a commitment was made from the YIRC to have an increased presence with Council's Youth Team.
						29 May 2022 2:52pm Williams, Anthony
						MCS has planned discussion with Youth Insearch Tuesday 31 May to discuss partnership arrangements and actions moving forwards. MCS will provide additional information post meeting.
						29 May 2022 3:00pm Williams, Anthony - Target Date Revision
						Target date changed by Williams, Anthony from 31 May 2022 to 30 June 2022 - Target revised pending MCS meeting with Youth Insearch and MCS unplanned leave.

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						30 Jun 2022 9:52am Williams, Anthony
						Email received from Youth Insearch 23 June they have been successful receiving funding from the Safer Communities funding application. IThe MCS is awaiting further communication from Youth Insearch to ascertain how this funding may assist young people from our LGA.
						30 Jun 2022 9:56am Williams, Anthony - Target Date Revision
						Target date changed by Williams, Anthony from 30 June 2022 to 31 July 2022 - Meeting with Youth Insearch pending post their having a successful Regional funding application.
						19 Jul 2022 9:30am Williams, Anthony
						MCS has discussed with Youth Insearch their successful Grant application for Safer Communities. The funding will be rolled out with a presence in several local communities including Tamworth, Inverell, Armidale and Glen Innes, Acting CEO of Youth Insearch James South advised the MCS that the Community Based Worker for Glen Innes will be factored in. The funding is for two (2) years. Youth Insearch Regional Coordinator - Meg Hanlon advised the plan is to have a presence one (1) day per week at various Children's Court sittings and other target areas remain in the planning. Youth Insearch made a commitment to remain in contact with Council regarding the rollout of their services.
						19 Jul 2022 9:36am Williams, Anthony - Target Date Revision
						Target date changed by Williams, Anthony from 31 July 2022 to 31 July 2022 to 31 July 2022 - Please refer note 19 July 2022.
						19 Jul 2022 9:36am Williams, Anthony - Target Date Revision
						Target date changed by Williams, Anthony from 31 July 2022 to 30 September 2022 - MCS has discussed with Youth insearch their successful Grant application for Safer Communities. The funding will be rolled out with a presence in several local communities including Tamworth, Inverell, Armidale and Glen Innes, Acting CEO of Youth Insearch James South advised the MCS that the Community Based Worker for Glen Innes will be factored in. The funding is for two (2) years. Youth Insearch Regional Coordinator - Meg Hanlon advised the plan is to have a presence one (1) day per week at various Children's Court sittings and other target areas remain in the planning. Youth Insearch made a commitment to remain in contact with Council regarding the rollout of their services.

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DATE	NO.				DATE	OFFICER	18 Aug 2022 11:34am Williams, Anthony
							Awaiting confirmation of a meeting date from Youth Insearch Regional Coordinator Meg H. Meeting will discuss proposed Youth Insearch Involvement for Glen Innes post successful Grant application.
							14 Sep 2022 12:46pm Williams, Anthony
							MCS and DCCS have met with Youth Insearch who advised they have appointed a Youth Worker for Armidale and Glen Innes. The worker has commenced in the position and is currently having regular attendance at the Youth Booth.
							29 Sep 2022 1:34pm Williams, Anthony
							MCS to hold additional discussions with Youth Insearch and prepare a final report for the December 2022 Council Meeting.
							29 Sep 2022 1:36pm Williams, Anthony - Target Date Revision
							Target date changed by Williams, Anthony from 30 September 2022 to 22 December 2022 - MCS to prepare a report for the December Council Meeting.
28/10/2021	7.12	Proposal to make the Town Hall Cashless	Moved Cr A Parsons Se	conded Cr G Frendon	30/11/2022	Watt, Anna	08 Nov 2021 4:15pm Watson, Amy - Target Date Revision
		Fidil Cashiess	16.10/21 RESOLUTION				Target date changed by Watson, Amy from 11 November 2021 to 01 March 2022 - Date has been moved out due to the cashless not being
			from Friday, 1 July 2022.	e becomes a cashless venue			implemented until 1 July 2022. Date picked in March is a reminder to put notices in with Rates and create signage for front counter. The cashless announcement will be advertised in "Our council" for month of November.
			A division was called fo follows:	or, voting on which was as			20 Jan 2022 10:51am Mepham, Danielle - Reallocation
			For	Against			Action reassigned to Newsome, Ann by Mepham, Danielle - FA will be on maternity leave during the time this action is required to be completed.
			Cr C Sparks	Cr A Parsons			15 Feb 2022 10:22am Newsome, Ann
			Cr D Newman Cr G Frendon				Have commenced creating flyers to go with any bulk mailouts from 20/2/2022. Have contacted MCO re social media and website
			The division was declared	carried by 3 votes to 1.			communication.
			CARRIED				

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						15 Feb 2022 10:29am Newsome, Ann - Target Date Revision
						Target date changed by Newsome, Ann from 01 March 2022 to 01 June 2022 - have commenced creating flyer and contacted MCO about social media communication. The date has been revised as a countdown to 30 June 2022 change over.
						21 Apr 2022 9:51am Newsome, Ann
						Flyers have been completed and sent to the printers for inclusion with rates notices. Copies of the flyer have been created for display at the front counter. Customers paying in cash are being advised of the change.
						05 May 2022 10:34am Newsome, Ann - Target Date Revision
						Target date changed by Newsome, Ann from 01 June 2022 to 01 July 2022
						05 May 2022 10:36am Newsome, Ann
						Target changed to implementation date
						05 May 2022 10:40am Newsome, Ann - Target Date Revision
						Target date changed by Newsome, Ann from 01 July 2022 to 01 July 2022 - change to post implementation date
						17 May 2022 4:05pm Newsome, Ann
						Public awareness campaign has commenced., Social media posts of the change have been done., Signage in at the front counter., The change to cashless is being brought to the attention of people paying in cash.
						06 Jun 2022 3:11pm Newsome, Ann
						Public awareness continues.
						14 Jun 2022 4:04pm Newsome, Ann
						public awareness continues
						01 Jul 2022 11:42am Watt, Anna - Target Date Revision
						Target date changed by Watt, Anna from 01 July 2022 to 04 July 2022
						20 Jul 2022 11:43am Watt, Anna - Target Date Revision
						Target date changed by Watt, Anna from 04 July 2022 to 29 July 2022

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Division:		Date From:
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Officer:		
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24/02/2022       7.28       Proposed Sale of 23 Bourke Street Deepwater       Moved Cr A Parsons       Seconded Cr J Parry 31/12/2022       31/12/2022       Reid, Adam       09 Mar 2022 9:11am Kepham, Danielle - CFO resignation. 18 Oct 2022 3:50pm Watt, Anna Water cycle still to be completed.         24/02/2022       7.28       Proposed Sale of 23 Bourke Street Deepwater       Moved Cr A Parsons       Seconded Cr J Parry 31/12/2022       Reid, Adam       09 Mar 2022 9:11am Kepham, Danielle - CFO resignation. 18 Oct 2022 9:50pm Watt, Anna Water cycle still to be completed.         24/02/2022       7.28       Proposed Sale of 23 Bourke Street Deepwater       Moved Cr A Parsons       Seconded Cr J Parry 31/12/2022       Reid, Adam       09 Mar 2022 9:01am zzhames, Sari         24/02/2022       7.28       Froposed Sale of 23 Bourke Street Deepwater       Moved Cr A Parsons aconded Cr J Parry 31/12/2022       Reid, Adam       09 Mar 2022 9:01am zzhames, Sari         24/02/2022       7.28       Froposed Sale of 23 Bourke Cr T Arandale Cr T Arandale Cr T Arandale Cr T Arandale Cr T Arandale Cr T Arandale       Nil       Cr T Arandale Cr T Arandale Cr T Arandale       Surveyor to survey the area when the weather has cleared. Cr T Arandale Cr T Arandale       Or Apr 2022 3:57pm Appleby, Keith - Reallocation	^MEETING DATE	ITEM NO.	SUBJECT	MOTION		TARGET DATE	RESPONSIBLE	COMMENTS
24/02/2022       7.28       Proposed Sale of 23 Bourke       Moved Cr A Parsons       Seconded Cr J Parry       31/12/2022       Reid, Adam       OP Mar 2022 9.01am / Zames, Sari         24/02/2022       7.28       Proposed Sale of 23 Bourke       Moved Cr A Parsons       Seconded Cr J Parry       31/12/2022       Reid, Adam       OP Mar 2022 9.01am / Zames, Sari         24/02/2022       7.28       Proposed Sale of 23 Bourke       Moved Cr A Parsons       Seconded Cr J Parry       31/12/2022       Reid, Adam       OP Mar 2022 9.01am / Zames, Sari         24/02/2022       7.28       Proposed Sale of 23 Bourke       Moved Cr A Parsons       Seconded Cr J Parry       31/12/2022       Reid, Adam       OP Mar 2022 9.01am / Zames, Sari         24/02/2022       7.28       Proposed Sale of 23 Bourke       Moved Cr A Parsons       Seconded Cr J Parry       31/12/2022       Reid, Adam       OP Mar 2022 9.01am / Zames, Sari         24/02/2022       7.28       Proposed Sale of 23 Bourke       Moved Cr A Parsons       Seconded Cr J Parry       31/12/2022       Reid, Adam       OP Mar 2022 9.01am / Zames, Sari         24/02/2022       7.28       Proposed Sale of 23 Bourke       Moved Cr A Parsons       Seconded Cr J Parry       31/12/2022       Reid, Adam       OP Mar 2022 9.01am / Zames, Sari         24/02/2022       7.28       Transol       Transol								08 Aug 2022 12:10pm Newsome, Ann
24/02/2022       7.28       Proposed Sale of 23 Bourke Street Deepwater       Moved Cr A Parsons       Seconded Cr J Parry       31/12/2022       Reid, Adam       Og Mar 2022 9.01am ZtJames, Sari         24/02/2022       7.28       Proposed Sale of 23 Bourke Street Deepwater       Moved Cr A Parsons       Seconded Cr J Parry       31/12/2022       Reid, Adam       Og Mar 2022 9.01am ZtJames, Sari         24/02/2022       7.28       Proposed Sale of 23 Bourke Street Deepwater       Moved Cr A Parsons       Seconded Cr J Parry       31/12/2022       Reid, Adam       Og Mar 2022 9.01am ZtJames, Sari         24/00/2022       7.28       Proposed Sale of 23 Bourke Street Deepwater       Moved Cr A Parsons       Seconded Cr J Parry       31/12/2022       Reid, Adam       Og Mar 2022 9.01am ZtJames, Sari         24/02/2022       7.28       Proposed Sale of 23 Bourke       Moved Cr A Parsons       Seconded Cr J Parry       31/12/2022       Reid, Adam         24/02/2022       7.28       Proposed Sale of 23 Bourke       Moved Cr A Parsons       Seconded Cr J Parry       31/12/2022       Reid, Adam       Og Mar 2022 9.01am ZtJames, Sari         24/02/2022       7.28       Proposed Sale of 23 Bourke Street, Deepwater       32 Bourke Street, Deepwater       23 Bourke Street, Deepwater       32 Bourke Street, Sale of Bourke, Sari Grom 10 March 2022 to 30 April 2022         70       A division was calle								still working on getting the Australia post bar codes correct on sundry
24/02/2022       7.28       Proposed Sale of 23 Bourke Street Deepwater       Moved Cr A Parsons       Seconded Cr J Parry       31/12/202       Reid, Adam       Of Mar 2022 9:51am Mepham, Danielle - Reallocation Action reassigned to Watt, Anna by Mepham, Danielle - CFO resignation. 18 Oct 2022 3:50pm Watt, Anna         24/02/2022       7.28       Proposed Sale of 23 Bourke Street Deepwater       Moved Cr A Parsons       Seconded Cr J Parry       31/12/202       Reid, Adam       Of Mar 2022 9:01am Action reassigned to Watt, Anna by Mepham, Danielle - CFO resignation. 18 Oct 2022 9:01am ZzJames, Sari         24/02/2022       7.28       Proposed Sale of 23 Bourke Street Deepwater       Moved Cr A Parsons       Seconded Cr J Parry       31/12/202       Reid, Adam       Of Mar 2022 9:01am ZzJames, Sari         30.02/22 RESOLUTION       That Council calls for Expressions of Interest for the sale of land described as tot 32 Deposited Plan 978853 at 23 Bourke Street is to be surveed this week by a contracted surveyor. A division was called for, voting on which was as follows:       12 Mar 2022 13:34am zzJames, Sari 1 Target date changed by James, Sari forn 10 March 2022 to 30 April 2022 to 30 April 2022 to 30 April 2022 to 30 April 2022 to 30 April 2022       30 Mar 2022 11:09am zzJames, Sari Cr T Alt Cr T Arandale Cr C R Baham Cr L Gresham Cr C Sparks       Surveyor to survey the area when the weather has cleared. Cr C Sparks       07 Apr 2022 3:57pm Appleby, Keth - Reallocation Action reassigned to Reid, Adam by Appleby, Keth - New staff member in role								08 Aug 2022 12:16pm Newsome, Ann - Target Date Revision
24/02/2022       7.28       Proposed Sale of 23 Bourke Street Deepwater       Moved Cr A Parsons       Seconded Cr J Parry       31/12/2022       Reid, Adam       O9 Mar 2022 9:01am zzJames, Sari         24/02/2022       7.28       Proposed Sale of 23 Bourke Street Deepwater       Moved Cr A Parsons       Seconded Cr J Parry       31/12/2022       Reid, Adam       O9 Mar 2022 9:01am zzJames, Sari         30.02/22 RESOLUTION       That Council calls for Expressions of Interest for the sale of land described as Lot 32 Deposited Plan 978833 at 23 Bourke Street, Deepwater.       15 Mar 2022 8:37am zzJames, Sari       23 Bourke Street is to be surveyed this week by a contracted surveyor.         A division was called for, voting on which was as follows:       For       Against       17 Mar 2022 11:34am zzJames, Sari - Target Date Revision         Cr T Ath       Nii       Surveyor to survey the area when the weather has cleared.       Cr Y Aparsons Cr C Gresham Cr L Gresham Cr C Sparks       O7 Ap 2022 11:09am zzJames, Sari       30 Mar 2022 11:09am zzJames, Sari         The division was declared carried by 7 votes to 0.       Target date Changed by James, Sari Form James, Sari       Cr Aparsons       Cr Aparsons								November 2022 - Allow for a rates and water payment cycle before a hard stop to collecting cash. Allow time for Australia Post bar codes to be
24/02/2022       7.28       Proposed Sale of 23 Bourke Street Deepwater       Moved Cr A Parsons Seconded Cr J Parry       31/12/2022       Reid, Adam       09 Mar 2022 9:01am zzJames, Sari         30.02/22       RESOLUTION       That Council calls for Expressions of interest for the sale of land described as Lot 32 Deposited Plan 978833 at 23 Bourke Street. Deepwater.       Property Officer is Gathering more information before commencing the Expression of interest.         A division was called for, voting on which was as follows:       For       Against       15 Mar 2022 8:37am zzJames, Sari         For       Against       30 Mar 2022 1:34am zzJames, Sari Farget Date Revision       10 March 2022 to 30 April 2022         For       Against       30 Mar 2022 1:34am zzJames, Sari       17 Mar 2022 1:34am zzJames, Sari Farget Date Revision         Cr T Alt       Nil Cr T Arandale       Surveyor to survey the area when the weather has cleared.       07 Apr 2022 3:57pm Appleby, Keith - New staff member in role         Cr G Sparks       The division was declared carried by 7 votes to 0.       The division was declared carried by 7 votes to 0.       Action reassigned to Reid, Adam by Appleby, Keith - New staff member in role								15 Sep 2022 9:11am Mepham, Danielle - Reallocation
24/02/2022       7.28       Proposed Sale of 23 Bourke Street Deepwater       Moved Cr A Parsons Seconded Cr J Parry 30.02/22 RESOLUTION       31/12/2022       Reid, Adam       09 Mar 2022 9:01am zzJames, Sari         30.02/22 RESOLUTION       30.02/22 RESOLUTION       Property Officer is Gathering more information before commencing the Expression of Interest.         7.88       That Council calls for Expressions of interest for the sale of land described as Lot 32 Deposited Plan 978853 at 23 Bourke Street.       15 Mar 2022 8:37am zzJames, Sari         23 Bourke Street, Deepwater.       A division was called for, voting on which was as follows:       17 Mar 2022 11:34am zzJames, Sari from 10 March 2022 to 30 April 2022         For       Against       30 Mar 2022 11:09am zzJames, Sari       30 Mar 2022 11:09am zzJames, Sari         Cr T Ath Cr T Arandale Cr R Banham Cr L Gresham Cr L Gresham Cr L Gresham Cr C A Parsons Cr C Sparks       Nil       Surveyor to survey the area when the weather has cleared.         Of Ap 2022 3:57pm Appleby, Keith - New staff member in role       Cr A Parsons       Action reassigned to Reid, Adam by Appleby, Keith - New staff member in role								Action reassigned to Watt, Anna by Mepham, Danielle - CFO resignation.
24/02/2022       7.28       Proposed Sale of 23 Bourke Street Deepwater       Moved Cr A Parsons       Seconded Cr J Parry       31/12/2022       Reid, Adam       09 Mar 2022 9:01am zzJames, Sari         30.02/22       RESOLUTION       Property Officer is Gathering more information before commencing the Expression of Interest.         That Council calls for Expressions of interest for the sale of land described as Lot 32 Deposited Plan 978853 at 23 Bourke Street, Deepwater.       15 Mar 2022 9:01am zzJames, Sari         A division was called for, voting on which was as follows:       For       Against       23 Bourke Street, Deepwater.         For       Against       30 Mar 2022 11:34am zzJames, Sari       Target date changed by James, Sari from 10 March 2022 to 30 April 2022         To T Alt       Nil       Nil       Surveyor to survey the area when the weather has cleared.         Cr T At andale       Surveyor to survey the area when the weather has cleared.       07 Apr 2022 3:57pm Appleby, Keith - New staff member in role         Cr A Parsons Cr C Sparks       The division was declared carried by 7 votes to 0.       The division was declared carried by 7 votes to 0.								18 Oct 2022 3:50pm Watt, Anna
Street Deepwater       30.02/22 RESOLUTION       Property Officer is Gathering more information before commencing the Expressions of Interest for the sale of land described as Lot 32 Deposited Plan 978853 at 23 Bourke Street is to be surveyed this week by a contracted surveyor.         A division was called for, voting on which was as follows:       15 Mar 2022 8:37am zJames, Sari       23 Bourke Street is to be surveyed this week by a contracted surveyor.         For       Against       17 Mar 2022 11:34am zJames, Sari - Target Date Revision         Cr T Alt       Nil       30 Mar 2022 11:09am zJames, Sari         Cr T Arandale       Cr T Arandale       Surveyor to survey the area when the weather has cleared.         Cr I Gresham       Cr I Gresham       07 Apr 2022 3:57pm Appleby, Keith - New staff member in role         Cr J Parry       Cr A Parsons       Cr Gresham       Action reassigned to Reid, Adam by Appleby, Keith - New staff member in role         The division was declared carried by 7 votes to 0.       The division was declared carried by 7 votes to 0.       Action reassigned to Reid, Adam by Appleby, Keith - New staff member in role								Water cycle still to be completed.
30.02/22 RESOLUTION       Property Officer is Gathering more information before commencing the Expression of Interest.         That Council calls for Expressions of Interest for the sale of Iand described as Lot 32 Deposited Plan 978853 at 23 Bourke Street, Deepwater.       15 Mar 2022 8:37am zzJames, Sari         23 Bourke Street, Deepwater.       23 Bourke Street is to be surveyed this week by a contracted surveyor.         A division was called for, voting on which was as follows:       17 Mar 2022 11:34am zzJames, Sari Target Date Revision         For       Against       30 Mar 2022 11:09am zzJames, Sari         Cr T Alt       Nil       30 Mar 2022 11:09am zzJames, Sari         Cr T Banham       Vision was declared Erried by 7 votes to 0.       Surveyor to survey the area when the weather has cleared.         Cr J Parry       Cr A Parsons       Cr C Sparks       Action reassigned to Reid, Adam by Appleby, Keith - New staff member in role         The division was declared Erried by 7 votes to 0.       The division was declared Erried by 7 votes to 0.       Survey of the erried by 7 votes to 0.	24/02/2022	7.28		Moved Cr A Parsons Secon	ded Cr J Parry	31/12/2022	Reid, Adam	09 Mar 2022 9:01am zzJames, Sari
of land described as Lot 32 Deposited Plan 978853 at 23 Bourke Street, Deepwater.       IS Mar 2022 8:37 an 22 anes, San         A division was called for, voting on which was as follows:       23 Bourke Street is to be surveyed this week by a contracted surveyor.         For       Against       Target date changed by James, Sani         Cr T Alt       Nil       30 Mar 2022 11:09am zzJames, Sani         Cr T Aradale Cr R Banham Cr J Parry       Surveyor to survey the area when the weather has cleared.         Cr L Gresham Cr J Parry       Cr A parsons Cr C Sparks       07 Apr 2022 3:57pm Appleby, Keith - New staff member in role         The division was declared carried by 7 votes to 0.       The division was declared to 7.			Street Deepwater	30.02/22 RESOLUTION				
23 Bourke Street, Deepwater.       23 Bourke Street is to be surveyed this week by a contracted surveyor.         A division was called for, voting on which was as follows:       17 Mar 2022 11:34am zJames, Sari - Target Date Revision         For       Against       Target date changed by James, Sari from 10 March 2022 to 30 April 2022         For       Against       30 Mar 2022 11:09am zJames, Sari         Cr T Alt       Nil       Surveyor to survey the area when the weather has cleared.         Cr T Arandale       Cr T Arandale       Surveyor to survey the area when the weather has cleared.         Cr J Banham       Cr L Gresham       07 Apr 2022 3:57pm Appleby, Keith - Reallocation         Cr J Parry       Cr A Parsons       Action reassigned to Reid, Adam by Appleby, Keith - New staff member in role         The division was declared carried by 7 votes to 0.       The division was declared carried by 7 votes to 0.       Surveyor to survey the area surveyor.								15 Mar 2022 8:37am zzJames, Sari
follows:     Target date changed by James, Sari from 10 March 2022 to 30 April 2022       For     Against       Cr T Alt     Nil       Cr T Atandale     Surveyor to survey the area when the weather has cleared.       Cr R Banham     Cr L Gresham       Cr J Parry     Cr A Parsons       Cr C Sparks     Action reassigned to Reid, Adam by Appleby, Keith - New staff member in role								23 Bourke Street is to be surveyed this week by a contracted surveyor.
For       Against       Target date changed by James, Sari from 10 March 2022 to 30 April 2022.         Cr T Alt       Nil       30 Mar 2022 11:09am zzJames, Sari         Cr T Arandale       Surveyor to survey the area when the weather has cleared.         Cr T A sandam       Cr L Gresham         Cr J Parry       Action reassigned to Reid, Adam by Appleby, Keith - New staff member in role         Cr C Sparks       The division was declared carried by 7 votes to 0.					voting on which was as			17 Mar 2022 11:34am zzJames, Sari - Target Date Revision
Gr T Alt     Nil     30 Mar 2022 11:09am zzJames, Sari       Gr T Atrandale     Surveyor to survey the area when the weather has cleared.       Gr R Banham     07 Apr 2022 3:57pm Appleby, Keith - Reallocation       Cr L Gresham     O7 Apr 2022 3:57pm Appleby, Keith - New staff member in Cr J Parry       Cr A Parsons     cr C Sparks   The division was declared carried by 7 votes to 0.					Against			Target date changed by James, Sari from 10 March 2022 to 30 April 2022
Cr T Arandale       Surveyor to survey the area when the weather has cleared.         Cr R Banham       07 Apr 2022 3:57pm Appleby, Keith - Reallocation         Cr L Gresham       Action reassigned to Reid, Adam by Appleby, Keith - New staff member in role         Cr A Parsons       role         Cr C Sparks       The division was declared carried by 7 votes to 0.					÷			30 Mar 2022 11:09am zzJames, Sari
Cr L Gresham       07 Apr 2022 3:57pm Appleby, Keith - Reallocation         Cr J Parry       Action reassigned to Reid, Adam by Appleby, Keith - New staff member in         Cr A Parsons       role         Cr C Sparks       The division was declared carried by 7 votes to 0.				Cr T Arandale				Surveyor to survey the area when the weather has cleared.
Cr J Parry Action reassigned to Reid, Adam by Appleby, Keith - New staff member in Cr A Parsons role Cr C Sparks The division was declared carried by 7 votes to 0.								07 Apr 2022 3:57pm Appleby, Keith - Reallocation
Cr C Sparks The division was declared carried by 7 votes to 0.				Cr J Parry				Action reassigned to Reid, Adam by Appleby, Keith - New staff member in
								role
CARRIED				The division was declared car	rried by 7 votes to 0.			
				CARRIED				

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	Division:	Date From:
	Committee: Council	Date To:
	Officer:	
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^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						27 Apr 2022 8:41am Reid, Adam
						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.
						27 Apr 2022 8:43am Reid, Adam - Target Date Revision
						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.
						28 Apr 2022 10:26am Reid, Adam
						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
						14 Jun 2022 3:05pm Reid, Adam
						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.
						14 Jun 2022 3:09pm Reid, Adam - Target Date Revision
						Target date changed by Reid, Adam from 30 June 2022 to 31 August 2022 - Draft expression of interest being developed
						20 Jul 2022 12:09pm Reid, Adam
						Expression of interest approved and sent to local real estate agents. Submissions to close 4.00pm 17 August 2022.
						20 Jul 2022 12:14pm Reid, Adam - Target Date Revision
						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.
						09 Sep 2022 12:23pm Reid, Adam
						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

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	Officer:	
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^MEETING DATE	ITEM NO.	SUBJECT	MOTION		TARGET DATE	RESPONSIBLE	COMMENTS
							06 Oct 2022 3:28pm Reid, Adam
							Received two Expression of Interest from local Real Estate Agents. Property Administration Officer discussing with Director of Infrastructure as to how to progress,
28/04/2022	7.16	Review and Repeal of	Moved Cr T Arandale	Seconded Cr L Gresham	31/10/2022	Sayers, Peter	10 May 2022 12:11pm Sayers, Peter - Target Date Revision
		Aboriginal Employment Strategy	20.04/22 RESOLUTION	20.04/22 RESOLUTION			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.
			THAT Council:				07 Jun 2022 4:29pm Sayers, Peter - Target Date Revision
			<ol> <li>Repeals the Aboriginal Employment Strategy;</li> <li>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</li> <li>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.</li> </ol>				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. <b>22 Jun 2022 10:16am Sayers, Peter - Target Date Revision</b> 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 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
			A division was called t follows:	for, voting on which was as			2022.
			For	Against			03 Aug 2022 3:17pm Sayers, Peter
			Cr T Alt Cr T Arandale Cr R Banham Cr L Gresham Cr J Parry	Cr A Parsons Cr C Sparks			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.
			The division was declare	d carried by 5 votes to 2.			
			CARRIED				

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Γ	Division:		Date From:	
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	Officer:			
	Action Sheets Report		Printed: Friday, 21 October 2022 9:25:08 A	м

^MEETING DATE	ITEM NO.	SUBJECT	MOTION		TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
							07 Sep 2022 11:53am Sayers, Peter
							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.
							06 Oct 2022 12:22pm Sayers, Peter
							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.
26/05/2022	7.7	Quarterly Budget Review - March 2022	Moved Cr J Parry Second	ded Cr T Alt	16/12/2022	Watt, Anna	06 Jun 2022 3:14pm Newsome, Ann
		March 2022	8.05/22 RESOLUTION				revised date to allow for work on Jigsaw to be completed
							06 Jun 2022 3:16pm Newsome, Ann - Target Date Revision
			contained in this report	d adopts the information with the estimated annual cluding Capital Grants and			Target date changed by Newsome, Ann from 09 June 2022 to 14 June 2022 - time constraints due to Project Jigsaw
			Contributions) of \$1M be	ing the result of the March			16 Jun 2022 11:10am Newsome, Ann
			2022 Quarterly Budget Rev	view.			allocated to Brett should be completed by 20/6/2022
			A division was called for follows:	r, voting on which was as			16 Jun 2022 11:11am Newsome, Ann - Target Date Revision
			For	Against			Target date changed by Newsome, Ann from 14 June 2022 to 21 June 2022 - Allocated to Brett should be completed by 20/6/2022
			Cr R Banham	Nil			16 Jun 2022 11:38am Newsome, Ann - Target Date Revision
			Cr T Arandale Cr T Alt Cr L Gresham				Target date changed by Newsome, Ann from 21 June 2022 to 27 June 2022 - date post council meeting
			Cr J Parry				01 Jul 2022 11:42am Watt, Anna - Target Date Revision
			Cr A Parsons Cr C Sparks				Target date changed by Watt, Anna from 27 June 2022 to 22 July 2022
			The division was declared	carried by 7 votes to 0.			
			CARRIED				

Item 7.1

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Officer:			
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^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE	COMMENTS
DAIL	NO.			DAIL	Officer	20 Jul 2022 11:44am Watt, Anna - Target Date Revision
						Target date changed by Watt, Anna from 22 July 2022 to 29 July 2022 - CFO out of the office this week.
						09 Aug 2022 4:46pm Newsome, Ann
						As part of the preparation of financial statements practical will be updated
						09 Aug 2022 4:48pm Newsome, Ann - Target Date Revision
						Target date changed by Newsome, Ann from 29 July 2022 to 30 September 2022 - to be completed as part of financial statement prep
						15 Sep 2022 9:12am Mepham, Danielle - Reallocation
						Action reassigned to Watt, Anna by Mepham, Danielle - CFO resignation.
						15 Sep 2022 2:13pm Watt, Anna - Target Date Revision
						Target date changed by Watt, Anna from 30 September 2022 to 16 December 2022 - Extension on Financial Statements.
						18 Oct 2022 4:08pm Watt, Anna
						To be actioned as part of the Financial Statement preparations.
26/05/2022	7.8	Borrowings Proposal	Moved Cr T Arandale Seconded Cr L Gresham	28/02/2023	Watt, Anna	06 Jun 2022 3:21pm Newsome, Ann
			9.05/22 RESOLUTION			banks have been contacted for loan information
						14 Jun 2022 4:05pm Newsome, Ann
			THAT Council: 1. Approves the drawdown of borrowings of			tab corp have advised that any loan through then will not be drawn down until next financial year
			\$2.3M.			14 Jun 2022 4:07pm Newsome, Ann - Target Date Revision
			<ol> <li>These borrowing be used to underpin Council reserves.</li> </ol>			Target date changed by Newsome, Ann from 09 June 2022 to 30 June 2022
						01 Jul 2022 11:42am Watt, Anna - Target Date Revision
						Target date changed by Watt, Anna from 30 June 2022 to 15 July 2022

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Divisi	sion:	Date From:
Comp	mittee: Council	Date To:
Office	er:	
Action Sheets Report		Printed: Friday, 21 October 2022 9:25:08 AM

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE	COMMENTS
						20 Jul 2022 11:44am Watt, Anna - Target Date Revision
			A division was called for, voting on which was as follows:			Target date changed by Watt, Anna from 15 July 2022 to 29 July 2022 - CFO out of the office this week.
			For Against			09 Aug 2022 4:58pm Newsome, Ann - Target Date Revision
			Cr R Banham Nil Cr T Arandale			Target date changed by Newsome, Ann from 29 July 2022 to 30 September 2022 - to allow time for the bank process
			Cr T Alt			15 Sep 2022 9:12am Mepham, Danielle - Reallocation
			Cr L Gresham Cr J Parry Cr A Parsons			Action reassigned to Wilkins, Kimberley by Mepham, Danielle - CFO resignation.
			Cr C Sparks			15 Sep 2022 9:13am Mepham, Danielle - Reallocation
			The division was declared carried by 7 votes to 0.			Action reassigned to Watt, Anna by Mepham, Danielle - CFO resignation.
			CARRIED			15 Sep 2022 10:43am Watt, Anna - Target Date Revision
						Target date changed by Watt, Anna from 30 September 2022 to 28 February 2023
						15 Sep 2022 10:44am Watt, Anna
						This action has not yet been progressed due to the focus on Project Jigsaw. Our , Auditors and TCorp have been advised.
						18 Oct 2022 4:07pm Watt, Anna
						This action has not yet been progressed due to the focus on Project Jigsaw and the CFO, FA, MA positions being vacant.
26/05/2022	7.10	Correction of Boundary	Moved Cr T Alt Seconded Cr T Arandale	30/12/2022	Davidson, Andrea	06 Jun 2022 11:47am Davidson, Andrea - Target Date Revision
		Realignment request between Glen Innes Severn Council and Tenterfield Shire Council	11.05/22 RESOLUTION		Target date changed by Davidson, Andrea from 09 June 2022 to 30 December 2022 - Tenterfield Council will submit a new application with	
		Tenternela shire council	THAT Council:			the revised resolution wording and Council await the response
			1. Receives and notes this report as an			06 Jun 2022 11:47am Davidson, Andrea
			amendment.			Council has forwarded the resolution from the May meeting to Tenterfield Council. Tenterfield Council will the submit the application with the amended resolution wording

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	Division:	Date From:
	Committee: Council	Date To:
	Officer:	
Action Sheets Report		Printed: Friday, 21 October 2022 9:25:08 AM

^MEETING DATE	ITEM NO.	SUBJECT	MOTION		TARGET DATE	RESPONSIBLE	COMMENTS
51116			2. Agrees that Tente	rfield Shire Council make an	0,110		04 Jul 2022 3:19pm Davidson, Andrea
			Government and	the Minister for Local the Governor to alter the e Glen Innes Severn Council			All information has been forward to the Tenterfield Shire Council for submission
				enterfield Local Government			13 Jul 2022 10:47am Davidson, Andrea
			having an area of and 60 DP753289	ring part Lot 140 DP751487, 40.47ha, and lots 21, 22, 59 I, having a combined area of e Glen Innes Severn Council			Currently awaiting determination of the boundary realignment submission from OLG, No further information available until this determination is received.
			Local Governme Tenterfield Local (	nt area to the Shire of Government area.			01 Aug 2022 9:22am Davidson, Andrea
			<ol> <li>Recommends to T they obtain a pr</li> </ol>	enterfield Shire Council that fior commitment from the			Still awaiting determination of the boundary realignment submission from OLG, No further information available until this determination is received.
				ved, and that any costs idertaking the boundary			06 Sep 2022 12:00pm Davidson, Andrea
				e reimbursed by them to the			No further information at this point
							12 Sep 2022 9:22am Davidson, Andrea
			A division was called for follows:	, voting on which was as			No further information at this stage
				A			26 Sep 2022 9:27am Davidson, Andrea
			For Cr R Banham	Against Nil			No further information as yet
			Cr T Arandale	NII			10 Oct 2022 8:25am Davidson, Andrea
			Cr T Alt Cr L Gresham				No further information as yet
			Cr J Parry				18 Oct 2022 4:04pm Watt, Anna
			Cr A Parsons Cr C Sparks				Advice was received from the OLG on the 11 October 2022; GISC and Tenterfield councils are in the process of reviewing the information.
			The division was declared	carried by 7 votes to 0.			
			CARRIED				

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Division:	Date From:
Committee: Council	Date To:
Officer:	
Action Sheets Report	Printed: Friday, 21 October 2022 9:25:08 AM

^MEETING DATE	ITEM NO.	SUBJECT	MOTION		TARGET DATE	RESPONSIBLE OFFICER	COMMENTS			
25/08/2022	7.25	Operation of the Glen Innes	Moved Cr T Alt Seconde	d Cr T Arandale	30/06/2023	Archibald,	29 Aug 2022 2:46pm Archibald, Graham			
	Aquatic Centre Gri 27.08/22 RESOLUTION THAT Council:	Granam	Graham	Granam		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.				
				neral Manager to consider a w of the Glen innes and			29 Aug 2022 2:50pm Archibald, Graham - Target Date Revision			
			Operational Plan 2. Seeks Expressions	s of interest to lease the Glen			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.			
			Aquatic Centre co	entre and the Emmaville ommencing in the 2023-2024			18 Oct 2022 1:45pm Archibald, Graham - Target Date Revision			
		Financial Year; and 3. Endorses the continuation of a further one (1)								Target date changed by Archibald, Graham from 31 October 2022 to 30 June 2023
			year for the curr	ent lease agreement for the			18 Oct 2022 1:48pm Archibald, Graham - Target Date Revision			
			Emmaville Aquatic Centre. A division was called for, voting on which was as follows: For Against			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.				
							18 Oct 2022 1:48pm Archibald, Graham			
			Cr R Banham Cr T Arandale Cr T Alt Cr L Gresham Cr J Parry Cr A Parsons Cr C Sparks	Nil			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.			
			The division was declared CARRIED by 7 votes to 0.							
			CARRIED							
			1							

Item 7.1

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Division:		Date From:
Committee:	Council	Date To:
Officer:		
Action Sheets Report		Printed: Friday, 21 October 2022 9:25:08 AM

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE	COMMENTS		
25/08/2022	7.27	Boundary Realignment request	Moved Cr A Parsons Seconded Cr T Alt	30/06/2023	Reid, Adam	09 Sep 2022 10:47am Reid, Adam - Target Date Revision		
		between Glen Innes Severn Council and Inverell Shire Council	29.08/22 RESOLUTION			Target date changed by Reid, Adam from 08 September 2022 to 31 December 2022 - Letter to Inverell Shire Council not yet approved.		
		countri	THAT Council:			09 Sep 2022 12:16pm Reid, Adam - Target Date Revision		
			<ol> <li>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</li> </ol>			Target date changed by Reid, Adam from 31 December 2022 to 30 June 2023 - After investigation into past Boundary Realignments, time frame extended.		
			DP1187044 having an area of approximately			06 Oct 2022 3:39pm Reid, Adam		
			700m <sup>2</sup> from the inverell Shire Council Local Government Area to the Glen Innes Severn Council Local Government Area;			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.				
			<ol> <li>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.</li> </ol>					
			A division was called for, voting on which was as follows:					
				For Against				
			Cr R Banham Nil Cr T Arandale Cr T Alt Cr L Gresham Cr J Parry Cr A Parsons Cr C Sparks					
			The division was declared carried by 7 votes to 0.					
			CARRIED					

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Division:	Date From:
Committee: Council	Date To:
Officer:	
Action Sheets Report	Printed: Friday, 21 October 2022 9:25:08 AM

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
25/08/2022	12.1	Tender T22-02 Centennial Parklands Skywalk	Moved Cr A Parsons Seconded Cr J Parry	31/12/2022	Appleby, Keith	15 Sep 2022 1:12pm Appleby, Keith - Target Date Revision
		Рагкіалоз экуwаік	36.08/22 RESOLUTION THAT Council:			Target date changed by Appleby, Keith from 08 September 2022 to 31 December 2022 - The tenderer has been advised that tender was unsuccessful. The project manager has been requested to review options and provide a proposal for alternate delivery. Pending this advice an application to extend grant deadline may be required.
			1. Does not accept the single tender received from Daracon Group under T22-02 Centennial			18 Oct 2022 11:46am Appleby, Keith
			<ol> <li>Parklands Skywalk.</li> <li>Explores other options for delivery of the project and requests a further extension of time for completion under the grant deed.</li> </ol>			A fee proposal has been received from Fleetwood Urban for the development of a revised design. It has been confirmed that the spiral component is not affordable within the available budget.
			A division was called for, voting on which was as follows:			
			For Against			
			Cr R Banham Nil Cr T Arandale Cr T Alt Cr L Gresham Cr J Parry Cr A Parsons Cr C Sparks The division was declared carried by 7 votes to 0. CARRIED			

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[		Division:	Date From:
		Committee: Council	Date To:
		Officer:	
	Action Sheets Report		Printed: Friday, 21 October 2022 9:25:08 AM

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
23/09/2022	7.20	Review of Volunteer Policy	Moved Cr A Parsons Seconded Cr L Gresham	31/12/2022	Williams,	29 Sep 2022 1:44pm Williams, Anthony
			22.09/22 RESOLUTION That Council notes the revised Glen innes Severn		Anthony	Council resolution demands changes to the Policy document. Policy document currently under review and will be re-submitted to a future Council Meeting.
			Council Volunteer Policy and requests that the			29 Sep 2022 1:44pm Williams, Anthony - Target Date Revision
			Manager of Community Services make further updates regarding the requirements for criminal checks and vaccinations (as the stated requirements may not be relevant to all volunteers).			Target date changed by Williams, Anthony from 07 October 2022 to 21 October 2022 - Process for final approval and display commenced by MCS. MCS to ensure completion post leave.
						18 Oct 2022 3:15pm Williams, Anthony - Target Date Revision
			A division was called for, voting on which was as follows: For Against			Target date changed by Williams, Anthony from 21 October 2022 to 31 December 2022 - Policy will be revised in accordance with Council resolution and presented to November or December 2022 Meeting for
			гот жваны			adoption.
			Cr R Banham Nil Cr T Arandale Cr T Alt Cr L Gresham Cr A Parsons Cr C Sparks			
			The division was declared carried by 6 votes to 0.			
			CARRIED			
23/09/2022	7.28	Airport Master Plan	Moved Cr L Gresham Seconded Cr T Arandale	07/11/2022	MacLachlan, Cameron	27 Sep 2022 10:14am MacLachlan, Cameron
			30.09/22 RESOLUTION			Documents have been prepared for public exhibition and submitted to the MCO.
			THAT Council:			05 Oct 2022 2:31pm Appleby, Keith - Target Date Revision
			<ol> <li>Approves for the Draft Airport Master Plan to be placed on public exhibition for 28 days from Thursday, 29 September 2022 until Wednesday, 26 October 2022.</li> </ol>			Target date changed by Appleby, Keith from 07 October 2022 to 07 November 2022 - Document is on public display until 28 October.

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Division:		Date From:	
Committee:	Council	Date To:	
Officer:			
Action Sheets Report		Printed: Friday, 21 October 2022	9:25:08 AM

EM O.	SUBJECT	MOTION		TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
		Council's website	ft Airport Master Plan on e, and that it be made ewing at the following			
		Cour     and	ccil's Town Hall Office; ccil's Church Street Office; Village Post Offices at Emmaville.			
		prepare a further exhibition period receiving any signif the Draft Airport N	nical Services Coordinator to report to Council after the in the event of Council icant submissions regarding faster Plan; otherwise, that Master Plan be adopted by			
		A division was called for follows:	, voting on which was as			
		For	Against			
		Cr R Banham Cr T Arandale Cr T Alt Cr L Gresham Cr A Parsons Cr C Sparks	Nil			
		The division was declared o	carried by 6 votes to 0.			
		CARRIED				

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## DOCUMENT AUTHORISATION

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RESPONSIBLE OFFICER: REVIEWED BY:		MANAGER ECONOMIC DEVELOPMENT DIRECTOR DEVELOPMENT, PLANNING & REGULATORY SERVICES				
VERSION NU	JMBER:	1				
DOCUMENT	NUMBER:	1				
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:	
1	14.04/21	21.04/21	Updates to align with the final adopted Economic Development Strategy 2020- 2040 and Action Plan 2020-2025	Manager Economic Development	MANEX & COUNCIL	
General Man	ager			17/7/2	Z(. Date	

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#### PURPOSE

The purpose of Local Economic Development Support Fund Policy (The Policy) is to consolidate relevant policies, guidelines and operational allocations for third-party organisations into one (1) policy. The Policy provides business and community access to financial support.

The Policy ensures that the criteria for funding supports local economic outcomes in alignment with the Economic Development Strategy 2020-2040 and Action Plan 2020-2025 (GIHEDS&AP).

#### APPLICABILITY

This policy applies to:

- Section 355 Committees;
- Local Businesses;
- Local Community Groups and Organisations;
- Local Not-for-Profit Organisations;
- Local Events; and
- Local Business and Industry Associations.

#### OUTCOMES

Glen Innes Severn Council is committed to supporting the local community to foster positive local economic outcomes.

Council believes that the whole community should be able to access council financial support that will deliver a positive Return on Investment (ROI) – financial or societal as a driver to improve socio-economic prosperity and wellbeing.

Funding will be aligned to, complimentary to and supportive of driving or delivering the vision, principles, strategy or actions of the Glen Innes Highlands Economic Development Strategy and Action Plan (GIHEDS&AP).

#### DEFINITIONS

LGA	Local Government Area
GIHEDS&AP	Glen Innes Highlands Economic Development Strategy 2020-2040 and Action Plan 2020-2025
The Policy	Local Economic Development Support Fund Policy
LEDSF-P	Local Economic Development Support Fund Panel
LEDSF-SC	Local Economic Development Support Fund Scorecard
GISC	Glen Innes Severn Council
GIH	Glen Innes Highlands

#### POLICY STATEMENT

The Policy establishes Council's position regarding providing third-party financial support to enable and support positive local socio-economic outcomes.

The Policy is aligned to the adopted GIHEDS&AP and provides the criteria to assess applications through the Local Economic Development Support Fund Scorecard (LEDSF-SC) and a Local Economic Development Support Fund Panel (LEDSF-P) whom review and make recommendations to Council.

#### Eligibility

The Policy may be used to provide financial assistance to:

- (a) A business entity proven by an Australian Business Number (ABN) and/or Australian Company Name (ACN) proposing to establish or expand an industry, service or business in the LGA; and
- (b) Local Volunteer Community Groups and/or Committees, Not-for-Profits, 355 Committees, Local Consortiums and Local Event Organisers proposing to incubate, activate or grow local initiatives, programs or events.

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#### Assessment Panel

Applications will be assessed by the LEDSF-P comprising of two (2) Councilors, the General Manager, the Director of Development Planning & Regulatory Services, the Manager of Economic Development and two (2) independent community representatives with demonstrated business knowledge. The term of the independent community representatives will be for two (2) years.

Council will nominate the 2 (two) Councilors commencing from September 2021 as part of the annual Delegates on Committees Report. Council will, as part of the report, endorse the recommended independent community representatives following an EOI process conducted by Council's Director Development, Planning and Regulatory Services.

#### **Assessment Criteria**

- (a) The extent to which the proposal aligns to the four (4) Strategic Pillars and Priorities in the GIHEDS&AP.
- (b) The extent to in the which the proposal leverages the opportunities for growth outlined in the GIHEDS≈
- (c) The extent to which the proposal delivers, supports or assists in the delivery of one or more action items in the GIHEDS≈
- (d) Evidence of the community need and community consultation and support for the proposal;
- (e) Demonstrated ability to successfully deliver the outcomes in a timely way;
- (f) The quality of the application (e.g. a well-developed, clear and realistic action plan, supported by research where appropriate and including an accurate financial/event plan and budget); and
- (g) The extent to which Council's budgeted funds are available for disbursement.

#### Assessment Score Card

Applications are to be submitted with the application form (Appendix B) and will initially assessed through **LEDSF-SC** (Appendix C) following the criteria summarised below. The initial assessment will be completed by the Manager of Economic Development and reviewed by the Director Development, Planning & Regulatory Services.

A score of less than 26% will be rejected and not be referred to the LEDSF-P for consideration. A score of 18% or above 26% will be referred to the LEDSF-P for consideration.

.....

The LEDSF-P will undertake a review of the accepted applications to determine the project application eligibility and requested project funding value in context to the number of overall applications and the total available funding available.

The panel agree by consensus the final recommendation to be presented to Council.

	CRITERIA	CRITERIA RATING
(a)	The extent to which the proposal aligns to the four (4) PLACE Strategic Pillars and Priorities in the GIHEDS&AP	40%
(b)	The extent to in the which the proposal leverages the opportunities for growth outlined in the GIHEDS&AP	24%
(c)	The extent to which the proposal delivers, supports or assists in the delivery of one or more action items in the GIHEDS&AP	20%
(d)	Evidence of the community need and community consultation and support for the proposal	5%
(e)	Demonstrated ability to successfully deliver the outcomes in a timely way.	5%
(f)	The quality of the application (e.g. a well-developed, clear and realistic action plan, supported by research where appropriate and including an accurate financial/event plan and budget	6%
ΓΟΤΑ	100%	

#### Table 1. Score Card Summary

#### VARIATION AND REVIEW

The LEDSF shall be reviewed every two (2) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council.

The term of the LEDSF-P does not expire on the review date, but shall continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

## Appendix A

## **Document Control Continued**

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
	15.12/20	35.02/21 RESOLUTION	New Policy consolidating the Events Prioritisation Policy, the Business Incentive Fund Guidelines and incorporating other delivery program and/or Operational Plan budget allocations.	Manager Economic Development	MANEX & COUNCIL
	27.11/2014	21.11/14	Review of the Event Event Prioritisation & Support Policy	Manager Tourism & Events	MANEX & COUNCIL
	15.12/2011	16.12/11	Establishment of the Event Prioritisation & Support Policy	Manager Tourism & Events	MANEX & COUNCIL
Business Incentive Fund Guidelines: V2	28.11/19	25.02/19	Revised to include Medical Practitioners and other professional people moving to and servicing the LGA,	Manager Economic Development	MANEX & COUNCIL
Business Incentive Fund Guidelines: V1	18.11/17	23.11/17	Establishment of the Business Incentive Fund Guidelines.	Manager Economic Development	MANEX & COUNCIL

#### Appendix B

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Economic Development Support Fund – Application Form:

#### Guidelines:

Before starting this application, you should ensure that you have read and understood the **Economic Development Support Fund Policy** and **Scorecard** herein contained within this document.

The Glen Innes Highlands Economic Development Strategy 2020-2040 and Action Plan 2020-2025 (GIHEDS&AP) can be downloaded from Council's website to assist in aligning your project and in order to achieve the required score for the application to progress to review by the Panel and the final Council approval.

Please ensure you complete all sections and attached supporting evidence and documentation.

#### Submissions should be addressed to:

General Manager Re: Economic Development Support Fund Application Glen Innes Severn Council PO Box 61 Glen Innes, NSW, 2370

Or emailed to: <u>council@gisc.nsw.gov.au</u> Subject line: Economic Development Support Fund Application

#### When to submit:

Applications can be submitted by July 31 annually for that financial year's financial allocation according to the final adopted Operational Budget.

Operating and Financial Year	Deadline for applications
FY21-22	31 July 2021
FY22-23	31 July 2022
FY23-24	31 July 2023

The Fund cannot fund any activity that has occurred in the previous operating or financial year. Projects must have a completion date prior to the end of the operating and financial year.

Project details:

Please provide the following details on your project.

APPLICANT NAME:	
Email:	
Phone:	
ORGANISATION/	
BUSINESS NAME:	
ABN/ACN:	
Entity Type:	
Address:	
Email:	
Phone:	
Alternative contact name:	Mahaita
Website/Social links:	Website: Linked In:
	Facebook: Twitter:
	Instagram:
	Other:
Brief description of your	(maximum 100 words)
organisation/business:	(maximum roo words)
Oine of any solid time // wait	
Size of organisation/business: (3 committee members, #FTE,	
(3 commutee members, #FTE, #volunteers etc)	
PROJECT NAME:	
PROJECT START DATE:	
PROJECT COMPLETION DATE:	
TOTAL PROJECT BUDGET:	
FUNDING VALUE REQUESTED:	
% OF PROJECT BUDGET:	
BRIEF PROJECT DESCRIPTION:	(maximum 200 words)
KEY OBJECTIVES:	HOW WILL YOU MEASURE SUCCESS?
1.	
2.	
3.	

Local Economic Development Support Fund Policy

## Project alignment:

ł,

Please provide rationale on how your project aligns to the following categories as they relate to the Glen Innes Highlands Economic Development Strategy 2020-2040 and Action Plan 2020-2025 and Economic Development Support Fund scorecard.

	ecard summary gory	Rational for alignment
(a)	The extent to which the proposal aligns to the four (4) PLACE Strategic Pillars and Priorities in the GIHEDS&AP	(maximum 200 words)
(b)	The extent to in the which the proposal leverages the opportunities for growth outlined in the GIHEDS&AP	(maximum 200 words)
(c)	The extent to which the proposal delivers, supports or assists in the delivery of one or more action items in the GIHEDS&AP	(maximum 200 words)
(d)	Evidence of the community need and community consultation and support for the proposal	(maximum 200 words)
(e)	Demonstrated ability to successfully deliver the outcomes in a timely way.	(maximum 200 words)
(f)	The quality of the application (e.g. a well- developed, clear and realistic action plan, supported by research where appropriate and including an accurate financial/event plan and budget	(Please list each attachment that supports your application provided as part of your application)

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Local Economic Development Support Fund Policy

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## Project detail:

Consider including documentation to support your application – some examples are provided below – should you have any questions please contact Manager Economic Development.

- 1. Business Plan
- 2. Business Proposal
- 3. Concept Plans or Proposals
- 4. Business Case
- 5. Project Plan / Detailed timing plan
- 6. Event Management Plan
- 7. Quotes & Estimates
- 8. Survey's and Research
- 9. Petitions
- 10. Resolutions and committee minutes
- 11. Letter of Support
- 12. Details of co-contributions
- 13. Economic Analysis / Reports
- 14. Community consultation and engagement

## Glen Innes Severn Council - Economic Development Support Fund - Project Scorecard

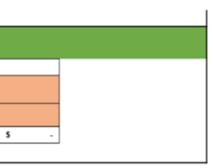
FORM INSTRUCTIONS: 1. Complete SECTION 1 - APPLICATION DETAIL S - all orange highlighted cells 2. Complete SECTION 4 - PROJECT DETAILED SCORING - all orange highlighted cells 3. SECTION 2 - SCORE CARD SUMMARY - will automatically populate to utilise for the final funding recommendation & decision 4. Complete SECTION 3 - FUNDING RECOMMENDATION & DECISION - all orange highlighted cells

SECTION 1 - APPLICATION DETAILS							
Review Date:		Applicant Name:					
Review Panel Name:		Project Name:					
		Project Budget:					
		Funding Requested:					
		% of Project Budget					

SECTION 2 - SCORE CARD SUMMAR	Y			
SCORE CARD SUMMARY				
CRITERIA	CRITERIA RATING	OVERALL WEIGHTED SCORE	OVERALL PERCENTAGE SCORE	
(aThe extent to which the proposal aligns to the four (4) PLACE Strategic Pillars and Priorities in the GIHEDS&AP	0	40%	0	0%
(bThe extent to in the which the proposal leverages the opportunities for growth outlined in the GIHEDS&AP	0	24%	0	0%
(of the extent to which the proposal delivers, supports or assists in the delivery of one or more action items in the GIHEDS&AP	0	20%	0	0%
(dEvidence of the community need and community consultation and support for the proposal	0	5%	0	0%
(eDemonstrated ability to successfully deliver the outcomes in a timely way.	0	5%	0	0%
(1)The quality of the application (e.g. a well-developed, clear and realistic action plan, supported by research where appropriate and including an accurate financial/event plan and budget	0	6%	0	0%
TOTAL	0	100%	0	0%
MAXIMUM AVAILABLE SCORE	190			

SECTION 3 - FUNDING RECOMMENDATION &	DECISION	
	FUNDING RECOMMENDATION	ĺ
	Minimal Acceptable Overall Percentage Scoring Level > Did the project have a total score of at least 50 (26%) (ACCEPT/REJECT)?	
Glen Innes Highlands Economic Development Strategy 2020-2040 and Action Plan 2020-2025 (GIHEDS&AP)	Minimal Acceptable Total Scoring Level > Did the project have a total score of at least 11.8 (26%) (ACCEPT/REJECT)?	
	TOTAL VALUE OF FUNDING RECOMMENDED	

## Item 7.3



Assessment Criteria	Convert Court	Okolasia Dillar	Evaluation Consideration	Scoring Basis rationale	5				
	General Goal	Strategic Pillar	Strategic Priorities	0-3	-				
	Improves existing and new resident socio-economic prosperity	People: Socio-Economic Wellbeing	Does the project continue to one of more of the following strategic pillars or priorities: 1. Local Jobs Program & Workforce 2. Highlands Hub - Community (Inclu. Jobs) 3. Digital Connectivity & Remote Readiness	0 if the project does not contribute to any strategic pillars or priorities 5 if the project contributes to the general goal of the strategic pillar 8 if the project contributes to one or more (1+) strategic priority +2 if the project takes a collaborative and complimentary approach with Council & Community					
(aThe extent to which the proposal aligns to the four (4) PLACE Strategic	Enables our towns & villages as vibrant & active places	Place: Attraction & Innovation	Does the project continuute to one of more of the following strategic pillars or priorities: 1. Marketing & Promotion 2. Healthcare & Social Assistance 3. Attracting & Retaining Population	0 if the project does not contribute to any strategic pillars or priorities 5 if the project contributes to the general goal of the strategic pillar 8 if the project contributes to one or more (1+) strategic priority +2 if the project takes a collaborative and complimentary approach with Council & Community					
Pillars and Priorities in the GIH-Place S&AP	Stimulates industries to achieve jobs growth and economic value	Prosperity: Economic Resilience & Investment	Does the project continuute to one of more of the following strategic pillars or priorities: 1. Diversification of Agriculture 2. Leveraging Growth Opportunities 3. Community Leadership & Advocacy	0 if the project does not contribute to any strategic pillars or priorities 5 if the project contributes to the general goal of the strategic pillar 8 if the project contributes to one or more (1+) strategic priority +2 if the project takes a collaborative and complimentary approach with Council & Community					
	Activates generational leadership and collaboration	Partnerships: Connection & Collaboration	Does the project continuute to one of more of the following strategic pillars or priorities: 1. Local Business Growth & Support 2. Consultation, Design Thinking & Problem Solving 3. Master Planning & Integrated Planning	0 if the project does not contribute to any strategic pillars or priorities 5 if the project contributes to the general goal of the strategic pillar 8 if the project contributes to one or more (1+) strategic priority +2 if the project takes a collaborative and complimentary approach with Council & Community					
Assessment Criteria			Evaluation Consideration	Scoring Basis rationale	S				
and a second sec	General Goal	Growth Industry	Key Growth Opportunities	0-3	- °				
	Leveraging the insights and key opportunities of the eight (8)	insights and key opportunities of the eight (8)	Renewable Energy	Does the project continuute to the following metrics: 1. Industry Sector Output - decreasing % agriculture providing local economic industry diversification 2. Business Counts per Sector - increasing % of local businesses in Sector 3. Local Jobs - number of FTE positions created by the proposal	0 if the project does not contribute to any metrics 5 if the project contributes to one (1) metric 8 if the project contributes to two/three (2-3) metrics -2 if the project takes a collaborative and complimentary approach with Council & Community				
						Visitor Economy	Does the project contribute to the following metrics: 1. Visitor Numbers - number of visitors the project will attract 2. Visitor Expenditure - Increase in Domestic overnight average spend per trip 3. Visitor Profile - Increase in Domestic overnight average stay	0 if the project does not contribute to any metrics 5 if the project contributes to one (1) metric 8 if the project contributes to two/three (2-3) metrics -2 if the project takes a collaborative and complimentary approach with Council & Community	
			Value-adding & Niche Agriculture	Does the project contribute to the following metrics: 1. Industry Sector Output - decreasing % agriculture providing local economic industry diversification 2. Business Counts per Sector - increasing % of local businesses in Sector 3. Local Jobs - number of FTE positions created by the proposal	0 if the project does not contribute to any metrics 5 if the project contributes to one (1) metric 8 if the project contributes to two/three (2-3) metrics +2 if the project takes a collaborative and complimentary approach with Council & Community				
(b) he extent to which the proposal leverages the opportunities for Growth			0000	Does the project contribute to the following metrics: 1. Average Household Income / Unemployment - more people in jobs in each household 2. Business Counts per Sector - increasing % of local businesses in Sector 3. Local Jobs - number of FTE positions created by the proposal	0 if the project does not contribute to any metrics 5 if the project contributes to one (1) metric 8 if the project contributes to two/three (2-3) metrics +2 if the project takes a collaborative and complimentary approach with Council & Community				
&/or helps to address the key challenges as outlined in the GIHEDS&AP	growth &/or helps to address the key challenges ti improve baseline metrics	Innovation & Entrepreneuralism	Does the project contirbute to the following metrics: 1. Education available to the community - participants in programs 2. Business Counts per Sector - increasing % of local businesses in Sector 3. Local Jobs - number of FTE positions created by the proposal	0 if the project does not contribute to any metrics 5 if the project contributes to one (1) metric 8 if the project contributes to two/three (2-3) metrics +2 if the project takes a collaborative and complimentary approach with Council & Community					
		Healthcare & Social Assistance	Does the project continuute to the following metrics: 1. Increased General Practitioners, Nurse Practitioners and Healthcare workers for the LGA 2. Improved Local Healthcare & Allied Health services 3. Local Jobs - number of FTE positions created by the proposal	0 if the project does not contribute to any metrics 5 if the project contributes to one (1) metric 8 if the project contributes to two/three (2-3) metrics +2 if the project takes a collaborative and complimentary approach with Council & Community					
			Does the project contirbute to the following metrics: 1. Population increase and/or improved population retention 2. Visitor Profile - Increase in Domestic overnight average stay 3. Use of disused or underutilised assets	0 if the project does not contribute to any metrics 5 if the project contributes to one (1) metric 8 if the project contributes to two/three (2-3) metrics +2 if the project takes a collaborative and complimentary approach with Council & Community					
		Key Challenges	Does the project contribute to the following metrics: 1. Stagnant Population Growth and Changing Demographics 2. Over-reliance on Agriculture 3. Availability of Labour & Skills	0 if the project does not contribute to any key challenges 5 if the project contributes to one (1) key challenges 8 if the project contributes to two/three (2-3) key challenges +2 if the project takes a collaborative and complimentary approach with Council & Community					

Score 0-3	Weight	Weighted Score
0-3		
	10%	0.1
	10%	0.1
	10%	0.1
	10%	0.1
0	40%	0.4
Score 0-3	Weight	Weighted Score
0-3		
	3%	0.03
	3%	0.03
	3%	0.03
	3%	0.03
	3%	0.03
	3%	0.03
	3%	0.03
	3%	0.03

Assessment Criteria			Evaluation Consideration	Scoring Basis rationale		
	Strategic Pillar	Strategic Priorities	Action Items	0-3		
	People: Socio- Economic Wellbeing	1. Local Jobs Program & Workforce 2. Highlands Hub - Community (inclu. Jobs) 3. Digital Connectivity & Remote Readiness	Please refer to final action items in the GIHEDS&AP	0 if the project does not contribute to any action items 5 if the project contributes to the strategic pillar however does not contibute to any action items 8 if the project contributes to one or more (1+) action items +2 if the project takes a collaborative and complimentary approach with Council & Community		
(cThe extent to which the proposal delivers, supports or assists in the	Place: Attraction & Innovation	1. Marketing & Promotion 2. Healthcare & Social Assistance 3. Attracting & Retaining Population	Please refer to final action items in the GIHEDS&AP	fi the project does not contribute to any action items     if the project contributes to the strategic pillar however does not contibute to any     action items     if the project contributes to one or more (1+) action items     +2 if the project takes a collaborative and complimentary approach with Council &     Community		
delivery of one or more action items in the GIH-Place S&AP	Prosperity: Economic Resilience &	1. Diversification of Agriculture 2. Leveraging Growth Opportunities 3. Community Leadership & Advocacy	Please refer to final action items in the GIHEDS&AP	if the project does not contribute to any action items     if the project contributes to the strategic pillar however does not contibute to any     action items     if the project contributes to one or more (1+) action items     *2 if the project takes a collaborative and complimentary approach with Council &     Community		
	Partnerships: Connection & Collaboration	1. Local Business Growth & Support     0       2. Consultation, Design Thinking & Problem Solving     5       3. Master Planning & Integrated Planning & Integrated     8		Community 0 if the project does not contribute to any action items 5 if the project contributes to the strategic pillar however does not contibute to any action items 8 if the project contributes to one or more (1+) action items +2 if the project takes a collaborative and complimentary approach with Council & Community		
Assessment Criteria			Evaluation Consideration	Scoring Basis rationale		
	General Goal	Economiic Impact Measures	Key Growth Opportunities	0-3		
(Œvidence of the community need and community consultation and support for the proposal	Projects should fit a social or economic need requested of the community 3. Petitions		Applicant should demonstrate how the community has been consulted and provide evidence of support f	0 if the project has not conducted any consultation 5 if the project has demonstrated some consultation but is unevidenced 8 if the project has provided statistically significant evidence of consultation with positive outcomes * 2 if the project takes a collaborative and complimentary approach with Council & Community		
Assessment Criteria			Evaluation Consideration	Scoring Basis rationale		
	General Goal	Types of evidence accepted	Outline of requirement	0-3		
(@emonstrated ability to successfully deliver the outcomes in a timely way.	evidence of their	Case Studies of completed projects     Sositive community feedback on previous projects     Detailed project plans	Applicant should provide evidence to demonstrate their ability to deliver projects on time, budget and with required resources.	0 if the project has not provided any evidence 5 if the project has provided some evidence however is non-conculsive 8 if the project has provided positive conclusive evidence +2 if the project takes a collaborative and complimentary approach with Council & Community		
Assessment Criteria			Evaluation Consideration	Scoring Basis rationale		
	General Goal	Types of evidence accepted	Key Growth OpportunitiesOutline of requirement	0-3		
(If he quality of the application (e.g. a well-developed, clear and realistic action plan, supported by research where appropriate and including an accurate financial/event plan and budget	The project application should be accompanied with a project plan including timing, resources and budget	Event Management Plan     Business Plan     Strategic Plan     Leveraging Research, Insights	Applicant should provide evidence to demonstrate their organisation, presentation and quality of their project's merits.	0 if the project has not provided any evidence 5 if the project has provided some relevant documentation however is inadequate 8 if the project has provided adequate and relevant documentation +2 if the project takes a collaborative and complimentary approach with Council & Community		
Assessment Criteria			Evoluation Consideration		-	
Assessment Criteria	Conoral Cool	Strategic Dillar	Evaluation Consideration			
(h)The extend to which Council's budgeted funds are available for	General Goal NA	Strategic Pillar NA	Outline of requirement There is limited annual budget determined in each annual operating plan - Council will consider what available funds are accessible for each application	Provide the total value of project funding		

0	24%	0.24
Score	Weight	Weighted Score
0-3		
	5%	0.05
	5%	0.05
	5%	0.05
	5%	0.05
0	20%	0.2
Score	Weight	Weighted Score
0-5		
	5%	0.05
0	5%	0.05
Score	Weight	Weighted Score
0-3	morgin	Treighted Geore
	5%	0.05
0	5%	0.05
Score	Weight	Weighted Score
0-3		
	6%	0.06
0		
0	6% 0.06	0.06
0		
0		

Applicant Name:	Business Name:	Project Name:	Brief Project Description	Project start date	Project end clate	Total Project Budget:	Funding Amount requested	by deadline	Completed & supplied Application Form		Evidence of Community need and consultation	Demonstrate d ability to successfully deliver the colicomes	Quality of Application	Acceptable Overall Percentage Scoring Level > Did the project have a total score of at least 60.0161	Minimal Acceptable Total Scoring Level > Did the project have a total score of at least 11.8 (26%)	CHUTEPOA	FUNDING RECOMMEND ION	AT resolution
SherynNours e		Feasibility Sludy - Community Workforce Recruiter Connector	Feasibility to extend the ACS healthcare workforce program to other future (ot vacancy needs. Funding pays ACS-GI as consultant to identify the scope of alignment between the HMRC and the CWRC. Deletiver an implementation plan if deemed viable.	2022	May 2023 (6 months)	\$25,705.00	\$21,955.00	yes	344	yes	346	548	good	60%	11.88	yes	\$ 21,955	00 son.) son
Scott Brown	Glen Innes Show Society	GISS	To run a soccessful Pastoral & Agricultural Show bringing the community together to celebrate all things rural and to give back to a struggling district, especially during the CCVID-19 pendemic (that has impacted our tast 2 Shows).	10th February 2023	12/02/2023	\$215.000.00	\$30.099.00	ym	3404	ym	342	544	good	59%	11.00	yes	\$ 7,000	00 When show is finished
Allana Price	Ben Falls Retreat	Cabins	Expansion of accommodation from total of 1 cabin to 5 cabins at 4 - 4.5 star level	10th July 2022	24th August 2022	\$272.225.00	\$27.225.00	yes	3448	yes	9 <b>8</b> 5	5105	good	66%	10.20	yes	\$ 7,045	00 Part on second of second of DA
John Lee	Karinya	New Units	Kannya Homes will construct 5 new units to complete the planned project. When completed the Kannya Complex will consist of 28 units and 2 cottages.	1/11/2022		\$1.000.000.00	\$25.000.00	yes	yes	yes	y#5	yes	good	54%	10.82	yes	\$ 20,000	00 Paritian analysistem (DC)
Karen King		Down A Gear Motorcycles	Building of sheds to house tilkes, reception and place of business & set up of business equipment	20th July 2021	3rd October 2022	\$44,811,88	\$20.932.00	yes	345	y <del>es</del>	345	Yes.	9004	63%	10.03	yes	5	
Moira Monrow	Spend In Glen	2022 Christmas Promotion	Annual Business Promotion to promote local spend	1/11/2022		\$16.500.00	\$10.000.00	yes	yes	Yes	yes.	yes	good	53%	10.60	yes	\$ 10.000	00 more at
Rob Anderson	Gien Industries	Precious Plastic Glen Innes	Acquisition and commissioning of plastic recycling equipment to provide another employment opportunity as well as engageling our community in providing zaw materials via recycling endearours.	1st May 2022		\$51,000.00	\$30.000.00	yes	yes	yes	yes	yes	9000	53%	10.58	yes	\$ 25.000	Provision of the inexity for Council to one support annular Control instantion on the clean seas
Niget King	Kings Gym	Expansion	Continued developmen and expansion of the gym - retrospective on expaned additional floor room		mosity completed	not provided	\$15.000.00	yes	no	10	no	yes	incompliate	o%	0.00	no	5	
							\$180,112.00									TOTAL RECOMMEN DED	\$ 91,000	00
																10008	5 11,00	

DEEDING 5

Category	No.	Grant Fund	Name of Grant/Project	Value of Grants Excl GST									
Unsuccessful applications	1	Regional Connectivity Program Round Two (2)	Deepwater Fibre to the Premises upgrade. Joint application with NBN Co.	\$2,779,958									
applications			Total unsuccessful applications	\$2,779,958									
		Building Better Regions Fund Round Six (6)	Highlands Business & Community Hub – Electrical upgrade and air conditioning installation	\$505,340									
		Regional NSW Business Case and Strategy Development Fund Round One (1)	Indoor Equine and Livestock Centre	\$106,250									
Applications pending decision	4	Regional NSW Business Case and Strategy Development Fund Round One (1)	New England Rail Trail - Operation & Activation Plans	\$478,111									
											Stronger Country Communities Round Five (5)	Anzac Park Playground Upgrades, Glen Innes and Emmaville Aquatic Centre Upgrades, Community Services Social Infrastructure Upgrades	\$932,710
			Regional Events Acceleration Fund Round Two (2)	2023 Australian Celtic Festival	\$113,500								
			Total pending applications	\$2,135,911									
Acquittal/ reporting/ variations	7	Various grant streams		Not applicable									
Approved applications	0	Reconnecting Regional NSW - Community Events Program	Glen Innes Severn Community Cohesion and Business Assistance Events Program – 11 Events.	\$301,708									
			Total approved applications	\$301,708									

## Grants and Funding FY 2022/2023 Summary - Up to 7 October 2022



## MINUTES Monthly Meeting Minerama Committee William Gardner Conference Room, Glen Innes Public Library 71 Grey St, Glen Innes Monday 12th September at 5:30pm

## 1. Meeting opened by Chairman Craig Daly at 5:35pm

- **Present:** Cathy Sexton, Belinda Parkinson, Ronnie Bombell, Carol Spry, Kathleen and Peter Batten, Maurice Velcich, Dione Goard, Craig Hulls
- Apologies: Eric Pierce Margo Davies Glen Little

## 2. Minutes of previous meeting

Minutes of the previous Meeting held on Monday 12 August 2022 were read. Minutes accepted and confirmed.

Moved: Cathy Seconded: Carol Carried

## Business arising from previous meeting.

Nominations of members at last meeting: Maurice Velich, Glen Little, Chris Sexton, Dione Goard and Belinda Parkinson were given to GISC and ratified by members present at this meeting

## 3. Reports

- Chairperson's report Most items will be covered in correspondence and general business
- Treasurer's report Nil to report as yet. Cathy presented a receipt for photocopying for reimbursement
- Correspondence out
- New England Instruments to attend James Gresham regarding Traction Club attendance Request to Photocreate for sponsorship Request for quote to Rock Wall Climbing Grant application to Barnaby Joyce Request for confirmation from Showgrounds Trust

Correspondence in Council Support for minerarma Marketing quote from EJ Freelance Booking confirmation Showgrounds Trust Quote from Rock Wall Sponsorship declined by photocreate

## **General Business:**

Position allocations for festival: Insider trader: bookings, site allocation and setup Actioned by Craig Daley Outsider traders: bookings, site allocation and setup Actioned by Cathy Sexton Children's activities: To be confirmed plus possible painted rocks, pet rocks, lucky door prize, fossicking on site, coloring competition and face painting Actioned by Belinda Parkinsonand Dione Goard Road control: Men's Shed Liaison Craig Daley

Key Register: No current committee members have keys to the container. Keys are to be organised and registered with Adam Reid.

Further discussion was heard from the Traction Cub regarding financial support for specialist equipment and targeted advertising. R Bombell will check insurance cover. Area identified for the display is the rear of the grandstand. The traction club requested camping fees be waived for members attending with machinery displays. Moved by Cathy Sexton Seconded Maurice Velich Carried.

Cathy Sexton to meet with R Bombell to discuss the operational plan. Craig Daly requested a meeting to discuss the marketing plan and the GISC input in more detail. Cathy and Craig to review all forms for participants and sponsors.

GISC is to be requested to provide a manned tent during the festival with local and minerarma information.

The possibility of Show Bags for children attending on Friday was discussed and supported in principle.

Stallholder badge or sticker was discussed and supported. Further discussion required with marketing to allow a budget for this.

Ronnie suggested a Noogurable representative be asked to open the festival. Discuss with the Land Council as a suitable person.

## 4. Next meeting: 10th October

5. Meeting closed at 6.55pm

Cr	aig Daly	1/10/2022						
	Cathy Sexton							
Chairman	S	ecretary	Date					



## PINKETT SPORTS COMMITTEE MINUTES OF ANNUAL GENERAL MEETING HELD ON: 13 July 2022

## MEETING OPENED: 6.30pm

**PRESENT:** Trevor Miller (Chairperson), Rachael Constable (Minute Taker) Tony & Barb Hollis, John Newberry, Jack Parry, Pat Newberry, Bernie Miller, Jack & Amy Miller, Donna Kempton, Neville Duddy, Ben Newbury

APOLOGIES: Garret Lawlor, Donna Barnes, Ace Hollis & Camron Hollis.

Moved Barb Hollis, seconded Donna Kempton that the apologies be accepted.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST: List the details of any conflicts of interest here. Nil

## MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING:

Moved Bernie Miller, seconded Amy Miller that the minutes of the previous meeting, dated 5<sup>th</sup> August 2021 be accepted.

### CARRIED

Item No.	Item	Action
5	REPORT FROM THE CHAIRPERSON / PRESIDENT:	
	Trevor thanked the committee over the past year for all their work.	
6	TREASURER REPORT	
	Amy presented report. Moved by Amy Miller, Seconded by Bernie Miller	
7	NOMINATIONS FOR MEMBERSHIP FOR THE COMING	
	<ul> <li>Trevor Miller</li> <li>Rachael Constable</li> <li>Amy Miller</li> <li>Bernie Miller</li> <li>Neville Duddy</li> <li>Barb Hollis</li> <li>Pat Newberry</li> <li>Ben Newbury</li> <li>Donna Barnes</li> <li>Garrett Lawlor</li> <li>John Newberry</li> <li>Jack Miller</li> </ul>	
8	VOTING:	
	Not required	

Item No.	Item	Action
9	ELECTION OF OFFICE BEARERS:	
	President Pat Newberry was nominated by Trevor Miller, Pat declined John Newberry was nominated by Tony Hollis, John accepted, seconded by Ben Newbury No other nomination John Newberry elected president.	
	Senior VP Jack Miller was nominated by Donna Kempton, Jack accepted, seconded by John Newberry No other nomination Jack Miller elected senior VP	
	Junior VP Ben Newbury was nominated by Trevor Miller, Ben accepted, seconded by Amy Miller No other nomination Ben Newbury elected junior VP	
	Secretary Rachael Constable was nominated by Amy Miller, Rachael accepted, seconded by Donna Kempton No other nomination Rachael Constable elected secretary	
	<b>Treasure</b> Amy Miller was nominated by Bernie Miller, Amy accepted, seconded by Tony Hollis No other nomination Amy Miller elected treasure	
	Bar Steward Donna Barnes	
	Canteen Barb Hollis	
	Kids Ring Kristy Newbury	
	Campdraft Co-ordinator Ben Newbury	
	Hall Hire Trevor moved the following: \$300/per day plus \$300/day bond. 50% less for committee members. Seconded Neville Duddy. CARRIED	
	Membership Amy Miller moved we keep it the same \$1, seconded Donna Kempton. CARRIED	
	Secretary Reimbursement Bernie Miller moves \$100 to secretary and \$100 to treasure, seconded Donna Kempton. CARRIED	
	Signatures on cheques	

Item No.	Item	Action
	Rachael Constable moved to have Amy Miller, Bernie Miller and Neville Duddy, seconded John Newberry. CARRIED	
10	SETTING OF DATES, TIMES AND LOCATION FOR MEETINGS FOR THE COMING YEAR:	
	<ul> <li>October</li> <li>December</li> <li>February</li> <li>July (AGM)</li> </ul>	

MEETING CLOSED: 7.30pm NEXT MEETING: October 2022

PROJECTS FUNCED FROM OTHER GRANTS 4         complete         Date         Date         Date           PROJECTS FUNCED FROM OTHER GRANTS 4         complete         5         2,079,258         5         6,454,763         5         6,347,977         Complete         Date	CAPITAL WORKS PROGRAM CA	RRIED FORWARD FR	OM 2019/2020								
CONTRIBUTIONS       S       2,079,254       S       6,454,763       S       6,347,977       Control         Bushfire Community Resilience and Economic Recovery Fund       BFR - Old Wytaliba Replanning       Draft Master Plan has been provided to Wytaliba Replanning       Draft Master Plan has been provided to Wytaliba Science of an po 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.       S       90,000       S       98,163       99%       30/08/2022         Glen Innes Indoor Sports Stadium       full Amount of Grant S5,500,000 with 54,221,492       Construction commenced on 14 June 2021 and is S5,500,000 with 54,221,492       S       6,264,763       S       6,164,075       93%       30/10/2022         Bushfire Community Resilience and Economic Recovery Fund       Construction commenced on 14 June 2021 and is S5,500,000 with 54,221,492       S       6,264,763       S       6,164,075       93%       30/10/2022         Bushfire Community Resilience and Economic Recovery Fund       Grant funding period has been extended into 2021/2022. A consultant has been engaged to develop a master plan for the airport precinct. Draft plan on public display.       S       100,000       S       85,739       95%       30/11/2022	Project	Works	Status Comments as at 30 September 2022	Adopted Budget		Revised Budge			Percentage	Completion	Completion
Economic Recovery Fund       Replanning       Management Plan has been provided to Wytaliba community for discussion. These documents have been received on a probino basis. This funding has now been received on a probino basis. This funding has now been received on a probino basis. This funding has now been received on a probino basis. This funding has now been received on a probino basis. This funding has now been received on a probino basis. This funding has now been received on a probino basis. This funding has now been received on a probino basis. This funding has now been received on a probino basis. This funding has now been received on a probino basis. This funding has now been received on a probino basis. This funding has now been received on a probino basis. This funding has now been received on a probino review in 2021/2022.       Image: stability of discussion. These documents have been received on a probino basis. This funding has now been received on a probing has been received on a probing and DCP review in 2021/2022.       Image: stability of discussion. These documents have been received on a probing and DCP review in 2021/2022.         Glen Innes Indoor Sports Stadium       Full Amount of Grant system and stability of the project and a stability of the project and a stability of the analytic of the project and a stability.       \$ 1,889,254       \$ 6,264,763       \$ 6,164,075       93%       30/10/2022         Bushfire Community Resilience and Economic Recovery Fund       Connectivity       Grant funding period has been extended into 2021/2022. A consultant has been engaged to develop a master plan for the airport precinct. Draft plan on public display.       \$ 100,000       \$ 85,739       95%       30/11/2022				\$ 2	,079,254	\$	6,454,763	\$ 6,347,977	,		
\$5,500,000 with \$4,221,492 from Regional Sport Infrastructure Fund and \$1,278,508 from Australian Government - Building Better Regions Fund.       \$	-	Replanning	Management Plan has been provided to Wytaliba 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	S	90,000	\$	90,000	\$ 98,163	99%	30/08/2022	
Economic Recovery Fund       2021/2022. A consultant has been engaged to develop a master plan for the airport precinct. Draft plan on public display.		\$5,500,000 with \$4,221,492 from Regional Sport Infrastructure Fund and \$1,278,508 from Australian Government - Building		S 1,	889,254	\$ 6	,264,763	\$ 6,164,075	93%	30/10/2022	
Total S 2 079 254 S 6 454 763 S 6 347 977			2021/2022. A consultant has been engaged to develop a master plan for the airport precinct. Draft	Ş	100,000	\$	100,000	\$ 85,739	95%	30/11/2022	
Total 2,07,22 3 0,00,03 5 0,00,07 1 1		Total		\$ 2,	079,254	\$ 6	,454,763		no the old 9 news		

Item 7.7

Page 53

Image: Commute index     Image: Commute index     Image: Commute index     Commute in	CAPITAL WORKS PROGRAM CA	RRIED FORWARD FR	OM 2020/2021									
BIRDED CRUMMAL PROGRAM REAM, SECTION 71 LINE CONTRELITIONS         Section 71 Line         Call         Line         Line <thl< th=""><th>Project</th><th>Works</th><th>Status Comments as at 30 September 2022</th><th></th><th>Adopted Budget</th><th></th><th>Revised Budget</th><th></th><th></th><th>Percentage</th><th>Completion</th><th>Completion</th></thl<>	Project	Works	Status Comments as at 30 September 2022		Adopted Budget		Revised Budget			Percentage	Completion	Completion
Main River Bridge       webstrotture and lander planks in place. Works week of November.       i <t< th=""><th></th><th></th><th></th><th>\$</th><th>3,700,000</th><th>\$</th><th>3,700,000</th><th>\$</th><th>2,171,742</th><th></th><th></th><th></th></t<>				\$	3,700,000	\$	3,700,000	\$	2,171,742			
Main River at Wytaliba       Main River at Wytaliba       Main River at Wytaliba       Sandball       Sandb			substrcuture and landed planks in place. Works currently underway for a deck pour targeting first	5	1,400,000	\$	1,400,000	5	336,803	60%	30/12/2022	
CANDFILL Future Landfill DevelopmentCANDFILL Future LandfillThis project is part of the long term rehabilitation of the Landfill Site. The works will continue into the D2022/023 to complete drainage works on the eastern and southene boundariance into be installed on the southene boundariance into the landfill project will carry into Wate Remediation properties have been purchased to allow drainage into the binstalled on the southene boundariance into the binstalled on the southene boundariance into the binstalled on the southene boundariance into the binstalled on the southene side of the 			Project complete pending final invoicing.	s	2,300,000	5	2,300,000	s	1,834,939	100%	00/01/1900	
Development       the Landfill Site. The works will continue to the 202/2023 to complete drainage works on the eastern and southern boundaries of the landfill. Project will carry into Waste Remediances provision. Provisione of additional proposed to be undertaken by June 2023. One of the two properties have been purchased to allow drainage lines to be installed on the southern side of the quarry. negotiations are underway rewarding an Aborignal Land clain. Additional drainage lines being installed around site to reduce surface water lingress into quarry.       s<	PROJECTS FUNDED FROM WASTE RESERVE			\$	284,065	\$	284,065	\$	170,603			
contributions       s       380,000       s       183,139       o       o         Safer Roads Grant       Bid Nob Road       Drainage materials procured and Purchase Order issued to contractor Stabilcorp for 4/10/22 start. Targeting completion in early December.       S       380,000       S       183,139       06/12/2022         Vision	LANDFILL: Future Landfill Development		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 to be undertaken by June 2023. 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 rewarding an Aboriginal Land claim. Additional drainage lines being installed around site to reduce surface water		284,065	s	284,065	5	170,603	70%	30/06/2023	
issued to contractor Stabilcorp for 4/10/22 start. Targeting completion in early December.	PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS			s	380,000	\$	380,000	\$				
Total S 4,364,065 S 4,364,065 S 2,525,484	Safer Roads Grant		issued to contractor Stabilcorp for 4/10/22 start.							15%	06/12/2022	
*Estimated as GISC aligns the old & new computer system data		Total		\$	4,364,065	\$	4,364,065			the old a second		

Project	Works	ROM 2021/2022 Status Comments as at 30 September 2022		Adopted Budget		Revised Budget		Project Actual +	Project	Proposed	Actual
Project	WORKS	Status comments as at 30 September 2022		Adopted Budget		nevised budget		Committed	Percentage Complete	Completion Date	Completion Date
BRIDGE RENEWAL PROGRAM GRANT &			\$	2,345,000	\$	2,345,000	\$	273,074			
SECTION 7.11 CONTRIBUTIONS Fixing Country Bridges	5220 Mt Mitchell Road, Yarrow Creek Bridge	Design has been procured and is complete. Piling contractor has been secured for Novemeber. Planned to commence construction in October 2022 pending weather.	\$	945,000	\$	945,000	S	220,408	5%	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	s	1,400,000	\$	1,400,000	\$	52,666	5%	30/04/2024	
PROJECTS FUNDED FROM GENERAL FUND			\$	727,825	\$	1,045,444	\$	551,014			
Finance: Project Jigsaw Open Office	Finance: Project Jigsaw	Planning and Data Migration in progress. Stage 1 Go	0								
Implementation	Open Office Implementation	Live was July 2022. The project is 80% complete	>	476,825	\$	785,825	\$	421,175	80%	16/12/2022	
	Open Office	Live was July 2022. The project is 80% complete Structure has been installed. Additional sheeting is being installed around the structure to provide wind protection.	\$	476,825 76,000		84,619		421,175 99,964	27%	30/09/2022	
Glen Innes Swim Centre Upgrade	Open Office Implementation Glen Innes Swim Centre	Structure has been installed. Additional sheeting is being installed around the structure to provide wind	\$		\$	84,619	\$				
Glen Innes Swim Centre Upgrade CBD Roundabout Landscaping Upgrade Signage	Open Office Implementation Glen Innes Swim Centre Upgrade CBD Roundabout Landscaping Upgrade Signage	Structure has been installed. Additional sheeting is being installed around the structure to provide wind protection. Preliminary design work underway. Minor work carried out.	\$	76,000 60,000 30,000	\$	84,619 60,000 30,000	\$ \$ \$	99,964 10,929 8,351	27%	30/09/2022 30/11/2022 31/08/2022	
Glen Innes Swim Centre Upgrade CBD Roundabout Landscaping Upgrade Signage Upgrade Electricity Dumaresq Street Industrial Estate	Open Office Implementation Glen Innes Swim Centre Upgrade CBD Roundabout Landscaping Upgrade Signage Upgrade Electricity Dumaresq Street Industrial Estate	Structure has been installed. Additional sheeting is being installed around the structure to provide wind protection. Preliminary design work underway.	\$	76,000 60,000	\$	84,619 60,000 30,000	\$ \$ \$	99,964 10,929	27%	30/09/2022 30/11/2022	
Implementation Glen Innes Swim Centre Upgrade CBD Roundabout Landscaping Upgrade Signage Upgrade Electricity Dumaresq Street Industrial Estate INFRASTRUCTURE PROJECTS FUNDED FROM GENERAL FUND	Open Office Implementation Glen Innes Swim Centre Upgrade CBD Roundabout Landscaping Upgrade Signage Upgrade Electricity Dumaresq Street Industrial Estate	Structure has been installed. Additional sheeting is being installed around the structure to provide wind protection. Preliminary design work underway. Minor work carried out.	\$	76,000 60,000 30,000	\$	84,619 60,000 30,000	\$ \$ \$	99,964 10,929 8,351	27%	30/09/2022 30/11/2022 31/08/2022	
Glen Innes Swim Centre Upgrade CBD Roundabout Landscaping Upgrade Signage Upgrade Electricity Dumaresq Street Industrial Estate INFRASTRUCTURE PROJECTS FUNDED FROM	Open Office Implementation Glen Innes Swim Centre Upgrade CBD Roundabout Landscaping Upgrade Signage Upgrade Electricity Dumaresq Street Industrial Estate	Structure has been installed. Additional sheeting is being installed around the structure to provide wind protection. Preliminary design work underway. Minor work carried out. Design being completed.	\$	76,000 60,000 30,000 85,000	\$ \$ \$ \$ \$	84,619 60,000 <u>30,000</u> 85,000	\$ \$ \$	99,964 10,929 8,351 10,596	27%	30/09/2022 30/11/2022 31/08/2022	

Project	Works	Status Comments as at 30 September 2022	Adopte	d Budget	1	Revised Budget	* P	Project Actual +	Project	Proposed	Actual
								Committed	Percentage Complete	Completion Date	Completion Date
Heavy Patching Program	Heavy Patching Program	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.	\$	993,639	\$	993,639	\$	311,699	30%	30/03/2023	
PROJECTS FUNDED FROM OTHER GRANTS	8.		s	4,891,778	s	6,271,778	s	2,862,776			
Safer Roads Grant	Bald Nob Segment 20	Drainage materials procured and Purchase Order issued to contractor Stabilcorp for 4/10/22 start. Targeting completion in early December. Note that prior years budget (7001C21) is to be used in conjunction with this job cost.	Ş	586,500	\$	586,500	-	988,178	5%	15/12/2022	
Fixing Local Roads	Lang Street/Furracabad Road	Project complete pending final invoicing from Glen Innes Aggregates and Colas.	\$	990,000	\$	990,000	\$	649,415	100%	00/01/1900	
Local Roads and Community Infrastructure Grant	Mt Slow Gravel Resheeting	Minor works commenced. Project deferred due to natural disaster recovery.	\$	296,000	\$	296,000	\$	1,565	1%	30/12/2022	
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.	Ş	3,019,278	\$	3,019,278	\$	1,220,744	75%	31/05/2023	
Fixing Local Roads	Gulf Road	Minor works commenced. Project planned to	\$		\$	1,380,000	\$	2,873	1%	31/05/2023	
		complete Otta seal section by May 2023.									

CAPITAL WORKS PROGRAM CA	ARRIED FORWARD FR	ROM 2021/2022									
Project	Works	Status Comments as at 30 September 2022		Adopted Budget		Revised Budget	•	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
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	Kerb, guttering installed, stormwater completed, road seal, footpaths, lighting, signage and line work yet to be installed.	\$		\$	500,000	\$	26,171	3%	30/10/2022	
PROJECTS FUNDED THROUGH THE PLANT FUND			\$		\$	15,000	\$				
New Plant Program	Flail Mower	Ordered pending delivery	\$		\$	15,000	\$		0%	30/11/2022	
PROJECTS FUNDED FROM REGIONAL ROADS GRANTS			\$	312,000	\$	312,000	\$	246,824			
Regional Roads Block Grant	Emmaville Road segment 180	Shoulder widening complete after experiencing issues with wet subgrade. Anticipated completion Nov 22.	\$	312,000	\$	312,000	\$	246,824	45%	30/11/2022	
PROJECTS FUNDED FROM THE SEWER FUND			\$	546,972	\$	555,472	\$	406,035			
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. The contractor is planned to return in October.	s	536,972	\$	546,972	Ş	398,580	45%	30/09/2023	
0	Sewer - New Mains (Private Works)	Complete	\$	8,000	\$	3,000	\$	2,886	25%	30/09/2022	
0	Sewer - New Services (Private Works)	Complete	\$	2,000	\$	5,500	\$	4,569	90%	30/09/2022	
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	Ş	145,000	\$	23,952	18%	30/09/2023	
PROJECTS FUNDED FROM THE WATER FUND			\$	655,000	\$	1,594,532	\$	922,470			

CAPITAL WORKS PROG	RAM CARRIED FORWARD F	ROM 2021/2022						
Project	Works	Status Comments as at 30 September 2022	Adopted Budget	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
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	\$ 165,442	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 500 automated water meters remain have been installed in Glen Innes. This project will be completed by end of September	\$ -	\$ 761,000	\$ 717,396	31%	30/09/2022	
Water Fund Renewals	Truck Wash Upgrade	Effluent dosage testing completed. Procurement of dosing equipment underway.	\$ -	\$ 142,000	\$ 5,676	5%	30/06/2023	
	Total		\$ 11,202,214	\$ 14,794,719	\$ 5,789,142			

roject W								
	Vorks	Status Comments as at 30 September 2022	Adopted Budget	Revised Budget	*Project Actual + Committed		<b>Completion Date</b>	
OADS TO RECOVERY (RTR)			\$ 444,063	\$ 464,063	\$ 163,528			
nsealed Roads Re-sheeting Sh	hannon Vale Road	Works commenced in May however weather continues to cause delays. Wet stockpiled material is also causing delays however works are continuing as material dries out.	\$ 444,063	\$ 464,063	\$ 163,528	30%	30/12/2022	
RV PROGRAM			\$ 573,546	\$ 573,546	\$ 17,980			
tersection Upgrade W	Vattle Vale Quarry	On hold subject to review of project scope to meet budget and comply with TfNSW requirements.	\$ \$73,546	\$ 573,546	\$ 17,980	5%	30/06/2023	
XING COUNTRY BRIDGES			\$ 281,017	\$ 281,017	\$ 167,682			
		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 7108C23.	\$ 81,875			80%	30/05/2024	
xing Country Bridges 51	170 - 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	

\*Estimated as GISC aligns the old & new computer system data

<b>CAPITAL WORKS PROGRAM 20</b>	022/2023									
Project	Works	Status Comments as at 30 September 2022		Adopted Budget	Revised Budget		* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actua Completior Date
BRIDGE RENEWAL PROGRAM GRANT & SEC	TION 7.11 CONTRIBUTIONS		\$	2,077,083	\$ 2,077,083	ş				
5315 Tent Hill Road, Bark Hut Creek	5315 Tent Hill Road, Bark Hut Creek	Project yet to commence.	\$	250,000	\$ 250,000	\$		0%	30/06/2023	
5320 Tent Hill Road, Bark Hut Creek	5320 Tent Hill Road, Bark Hut Creek	Project yet to commence.	\$	250,000	\$ 250,000	\$		0%	30/06/2023	
5340 Wentworth St over Rocky Ponds Creek	5340 Wentworth St over Rocky Ponds 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. Construction commencement not yet scheduled.	\$	776,225	\$ 776,225	S		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. Construction commencement not yet scheduled.	S	800,858	\$ 800,858	\$	-	5%	30/05/2024	
INFRASTRUCTURE PROJECTS FUNDED FROM	I GENERAL FUND		\$	987,713			13,448			
Heavy Patching Program	Heavy Patching Program	Project yet to commence.	\$	797,713		<u> </u>		0%	30/06/2023	
New cycleways / shared path	New cycleways / shared path	Project yet to commence.	\$	50,000	\$ 50,000	\$		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	
/			-							

<b>CAPITAL WORKS PROGRAM 20</b>	22/2023										
Project	Works	Status Comments as at 30 September 2022		Adopted Budget		Revised Budget		* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actua Completior Date
Causeway renewal	Causeway renewal	Causeways renewed on Severn River Road, Gulf Road.	\$	50,000	\$	50,000	\$	13,448	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	Ş	300,000	\$		0%	30/06/2023	
PROJECTS FUNDED FROM GENERAL FUND			\$	431,720	\$	431,720	\$	8,950			
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%	30/11/2023	
Replacement of Emmaville Pool Covers	Replacement of Emmaville Pool Covers	Project yet to commence.	\$	8,950	Ĺ	8,950	Ĺ	8,950	0%	30/11/2022	
Replacement of Anzac Park Playground equipment	Replacement of Anzac Park Playground equipment		\$	200,000		200,000	\$		0%	30/11/2023	
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. Additional finding required to complete.	\$	45,000	\$	45,000	\$		0%	30/06/2023	
Carpet for William Gardner Conference	Carpet for William Gardner	Project yet to commence.	\$	22,770	\$	22,770	\$		0%	30/06/2023	
Room	Conference Room										
LC-SS Outdoor Furniture Settings x 2	LC-SS Outdoor Furniture Settings x 2	Project yet to commence.	\$	5,000	\$	5,000	\$		0%	30/06/2023	
CAFS Sun Shade for playground equipment	CAFS Sun Shade for playground equipment	Project yet to commence.	\$	50,000	\$	50,000	\$		0%	30/06/2023	
PROJECTS FUNDED FROM OTHER GRANTS &	CONTRIBUTIONS		\$	11,068,529	\$	11,068,529	\$	293,548			
Roads of Strategic Importance	Bald Nob Upgrade	Design underway by external consultants GHD.	\$	2,550,000	\$	2,550,000	\$	103,881	3%	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.	s	1,000,000	\$	1,000,000	s	-	0%	30/06/2023	
Flood Recovery	Essential Public Asset Restoration Claim	Project yet to commence.	\$	5,000,000	\$	5,000,000	\$		0%	30/06/2023	
Outdoor netball courts	Outdoor netball courts	Works to commence after road construction completed. Works to be undertaken in October 2022.	\$	251,310	\$	251,310	\$		0%	30/06/2023	
Pathways linking Indoor Sports Stadium to existing pathways	Pathways linking Indoor Sports Stadium to existing pathways	Concrete team has been staffed and commenced pathways in September 2022 with approximately 50 lineal metres of path completed.	\$	266,466	Ş	266,466	\$	1,385	20%	30/06/2023	

<b>CAPITAL WORKS PROGRAM 20</b>	022/2023							
Project	Works	Status Comments as at 30 September 2022	Adopted Budget	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actua Completior Date
Pathway from Indoor Sports Stadium to High School	Pathway from Indoor Sports Stadium to High School	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	Tender process unsuccessful. Project manager is exploring options for delivery. Requires budget increase through QBR to match grant.	\$ 700,000	\$ 700,000	\$ 82,955	0%	30/05/2023	
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	ş -	0%	30/11/2023	
Skate Park redevelopment and new shared pathways	Skate Park redevelopment and new shared pathways	Project yet to commence.	\$ 221,557	\$ 221,557	\$-	0%	30/11/2023	
BSBR000316 Indoor Sports Stadium Stage Two	BSBR000316 Indoor Sports Stadium Stage Two	Part works completed.	\$ 124,178	\$ 124,178	s -	0%	30/11/2023	
PROJECTS FUNDED FROM REGIONAL ROADS	GRANTS		\$ 590,000	\$ 590,000	\$ 16,850			
Traffic Facilities	Traffic Facilities	Guard Rail installed at Camersons Creek.	\$ 70,000	\$ 70,000	\$ 16,850	25%	30/06/2023	
Block Grant - Emmaville Road segment 70	Block Grant - Emmaville Road segment 70	Project yet to commence.	\$ 114,000	\$ 114,000	s -	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 RECOV	ERY (RTR)		\$ 889,200	\$ 889,200	\$ 17,826			
Unsealed Roads Resheeting - Nine Mile Road	Unsealed Roads Resheeting Nine Mile Road	Project complete pending invoicing	\$ 281,400	\$ 281,400	\$ 17,826	100%		02/09/2022
Unsealed Roads Resheeting - Bullock Mountain Road	Unsealed Roads Resheeting Bullock Mountain Road	Project yet to commence.	\$ 437,360	\$ 437,360	s -	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	Contractor scheduled to re-sheet Caerleon Road in November 22.	\$ 50,440			0%	30/12/2022	
PROJECTS FUNDED FROM THE GLEN INNES	AGGREGATES SURPLUS		\$ 300,000	\$ 300,000	ş -			
New Bitumen Seals - Blue Hills/Rodgers Road	New Bitumen Seals - Blue Hills/Rodgers Road	Contractor scheduled to re-sheet in November/Dec 22 with otta seal in May 23.	\$ 300,000	\$ 300,000	\$ -	0%	30/06/2023	
PROJECTS FUNDED FROM THE SEWER FUND			\$ 641,117	\$ 641,117	\$ 3,314			

CAPITAL WORKS PROGRAM 20	022/2023										
Project	Works	Status Comments as at 30 September 2022		Adopted Budget		Revised Budget		* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actua Completio Dat
Capital Renewal (Matches depreciation plus	Capital Renewal (Matches	Project yet to commence.	\$	621,117	\$	621,117	\$		0%	30/06/2023	
30%)	depreciation plus 30%)										
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	ş	10,000	\$	3,314	12%	30/06/2023	
PROJECTS FUNDED FROM THE WATER FUND			\$	711,854	\$	711,854	\$	75,769			
Capital Renewal	Capital Renewal	Project yet to commence.	\$	591,854	\$	591,854	\$	72,633	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	\$		0%	30/06/2023	
New Service	New Service	Project will be ongoing throughout the year.	s	10,000	\$	10,000	\$	3,137	0%	30/06/2023	
PROJECTS FUNDED THROUGH THE PLANT FU	UND		\$	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	0%	30/06/2023	
Heavy Plant Replacement Program	Hino Ranger 14 FM1JLPM	Item ordered - will require additional budget in QBR	s	285,000	\$	285,000	\$	303,700	0%	30/06/2023	
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.	s	285,000	\$	285,000	Ş		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)	Completed- Plant no 1582 purchased.	s	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	ş		0%	30/06/2023	
PROJECTS FUNDED THROUGH THE STORMW	VATER/DRAINAGE RESERVE		s	429,000	s	429,000	s	54,400			
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.	s	282,471	\$	282,471	\$	54,400	20%	30/06/2023	
Urban Drainage Renewals	Urban Drainage Renewals	Project yet to commence.	\$	146,529	\$	146,529	\$		0%	30/06/2023	

		Adopted Budget	Revised Budg				Completion
		59,763	77,763				
Governance: New Website Development	The project will be completed at end October with an anticipated go live date for the new website being 24 October 2022. The project is proceeding well at "green light" status with the supplier which means that all tasks have been completed on time and progress is fully on schedule. The final design has been approved by the Interim General Manager. Content migration is complete and work is underway on checking / updating information prior to the Go Live date.	\$ 47,000	\$ 65,000	) \$ -	85%	30/11/2022	
LCSS: Skillion Carport	Awaiting on kitset to be delivered.	\$ 12,763	\$ 12,76	s .	10%	30/06/2023	
CONTRIBUTIONS		136,000	136,000	-			
3km Donnelly's Resheet	Project will be delivered by local contractor under Tender T20-7.	\$ 136,000	\$ 136,000	) \$ -	0%	30/12/2022	
AGGREGATES SURPLUS		200,000	74,22				
Wattle Vale establishment	Quotations have been obtained for full service contract from a TfNSW approved contractor. The works authorisation deed has now been provided to Council for signing. Funds carried forward from 2020/2021 for this project will be used first.		\$ 74,22	i \$ -	0%	30/06/2023	
				i -			
Illparran Road	Project not yet commenced. Material sourcing options need to be reviewed.	\$ -	\$ 132,993	\$ -	0%	30/06/2023	
Jenkins Road	Project not yet commenced. Material sourcing	s -	\$ 75,154	is -	0%	30/06/2023	
	Development UCSS: Skillion Carport CONTRIBUTIONS 3km Donnelly's Resheet GGGREGATES SURPLUS Wattle Vale establishment Illparran Road	Development       an anticipated go live date for the new website         being 24 October 2022. The project is proceeding       well at "green light" status with the supplier which         means that all tasks have been completed on time       and progress is fully on schedule. The final design         has been approved by the Interim General       Manager. Content migration is complete and work         is underway on checking / updating information       prior to the Go Live date.         LCSS: Skillion Carport       Awaiting on kitset to be delivered.         Skm Donnelly's Resheet       Project will be delivered by local contractor under         Tender T20-7.       GGGREGATES SURPLUS         Wattle Vale establishment       Quotations have been obtained for full service contract from a TINSW approved contractor. The works authorisation deed has now been provided to Council for signing. Funds carried forward from 2020/2021 for this project will be used first.         Illparran Road       Project not yet commenced. Material sourcing options need to be reviewed.	Governance: New Website DevelopmentThe project will be completed at end October with an anticipated go live date for the new website being 24 October 2022. The project is proceeding well at "green light" status with the supplier which means that all tasks have been completed on time and progress is fully on schedule. The final design has been approved by the Interim General Manager. Content migration is complete and work is underway on checking / updating information prior to the Go Live date.\$12,763CONTRIBUTIONSAwaiting on kitset to be delivered.\$136,000Jkm Donnelly's ResheetProject will be delivered by local contractor under Tender T20-7.\$200,000Wattle Vale establishmentQuotations have been obtained for full service contract from a TMSW approved contractor. The works authorisation deed has now been provided to Council for signing. Funds carried forward from 2020/2021 for this project will be used first.\$200,000Illparran RoadProject not yet commenced. Material sourcing options need to be reviewed.\$	CONTRIBUTIONS       Project will be delivered by local contractor under       \$       12,763       77,763         CONTRIBUTIONS       Avaiting on kitset to be delivered.       \$	Image: CommittedCommittedCommittedGovernance: New Website DevelopmentThe project will be completed at end October with an anticipated go live date for the new website being 24 October 2027. The project is proceeding wall at "green light" status with the supplier which means that all tasks have been completed on time and progress is fully on schedule. The final design has been approved by the Interim General Manager. Content migration is complete and work is moderway on checking / updating information prior to the Go Live date.\$12,763\$-CONTRIBUTIONSAwaiting on kitset to be delivered.\$12,2763\$12,763\$-Jkm Donnelly's Resheet Tender 120 7.Project will be delivered by local contractor under render 120 7.\$136,000\$-GOREGATES SURPLUSCouncil for signing. Funds carried for walf from 2020/2021 for this project will be used first.\$200,00074,225-Wattle Vale establishment project not yet commenced. Material sourcing options need to be reviewed.\$200,000\$74,225\$Illparran RoadProject not yet commenced. Material sourcing options need to be reviewed.\$-5313,000\$	Image: ControlImage: CompleteImage: Complete	Image: constraint of the second sec

## CAPITAL WORKS PROGRAM 2022/2023 REVOTES

			Adopted Bud	get	Revised Budget	t	* Project Actual + Committed	Project Percentage Complete		Completion
Unsealed Roads Re-sheeting	Ten Mile Road	Project not yet commenced. Gravel and contractor resources to be reviewed.	\$ .	\$	385,000	\$		0%	30/06/2023	
PROJECTS FUNDED THROUGH THE PLAN	IT FUND		409,7	24	454,373		281,678			
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.	\$ 107,2	73 \$	107,273	\$	93,995	0%	30/03/2023	
Heavy Plant Replacement Program	LCSS - Light Vehicle	Order has been placed delivery delayed. Requires purchase order to be transferred to new system.	\$ 32,2	27 \$	30,444	\$		0%	30/11/2022	
Heavy Plant Replacement Program	Leaseback Category 3 Vehicle	Plant no. 1583 purchased. Commitals to be reallocated to correct budget lines.	\$ 3,7	73 \$	33,866	\$	98,211	100%		12/08/202
Heavy Plant Replacement Program	LCSS - Light Vehicle	Order has been placed delivery delayed. Requires purchase order to be transferred to new system.	\$ 33,6	82 \$	36,815	\$		0%	30/11/2022	
Heavy Plant Replacement Program	LCSS - Light Vehicle	Order has been placed delivery delayed. Requires purchase order to be transferred to new system.	\$ 31,4	55 \$	30,444	\$		0%	30/11/2022	
Heavy Plant Replacement Program	4 x 4 Crewcab Chassis	Complete- Plant no 3508 purchased for drainage team. Committals to be reallocated to correct budget lines.	\$ 33,9	54 \$	36,986	\$	89,473	100%		12/08/202
Heavy Plant Replacement Program	4 x 4 Crewcab Chassis	Plant Number - 2510, Trade Value - \$6,364,Purchase price - \$41,000 - Procurement is underway. Delivery expected in September.	\$ 34,6	36 \$	36,986	s		0%	30/11/2022	
Heavy Plant Replacement Program	4 x 4 Crewcab Chassis	Plant Number - 2516, Trade Value - \$14,545, Purchase price - \$41,000 - Procurement is underway. Vehicle has been ordered. Delivery expected in September.	\$ 26,4	55 \$	36,986	s		0%	30/11/2022	
Heavy Plant Replacement Program	LCSS - Light Vehicle	Order has been placed delivery delayed. Requires purchase order to be transferred to new system.	\$ 27,4	55 \$	30,444	\$		0%	30/11/2022	
Heavy Plant Replacement Program	4 x 4 Single C/C	Budget adjusted in March QBR. Order has been placed delivery delayed until September.	\$ 30,4	55 \$	37,314	\$		0%	30/11/2022	
Heavy Plant Replacement Program	LCSS - Light Vehicle	Order has been placed delivery delayed. Requires purchase order to be transferred to new system.	\$ 48,3	59 \$	36,815	\$		0%	30/11/2022	
PROJECTS FUNDED FROM REGIONAL RO	ADS CRANTS		\$ 138,0		138,000					

Item 7.7

# Annexure F

CAPITAL WORKS PROGRAM 2022/2023 REVOTES								
			Adopted Budget	Revised Budget	* Project Actual + Committed	Project Percentage Complete		Completion
Regional Roads REPAIR Program	180	Shoulder widening complete after experiencing issues with wet subgrade. Anticipated completion Nov 22. Same physical project as 7084C22	\$ 138,000	\$ 138,000	ş -	30%	30/11/2022	
			943,487	1,473,507	281,678			



## DRAFT

## **Vaccination Policy**

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## DOCUMENT AUTHORISATION

RESPONSIBI	LE	WHS (	COORDINATOR			
REVIEWED E	BY:	Counc	il .			
REVIEW DUE	DATE:		27 October 202	5		
VERSION NU	MBER:		9			
DOCUMENT	NUMBE	R:	WHS:POL:003			
VERSIONS:	DATE:		RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED /ADOPTED BY:
9	27/10/	2022	TBD	Document reflects the updated policy template. Update of references. Inclusion of definitions. Update of vaccinations required by workers in line with NSW public health orders. Vaccination checklist updated.	WHS Coordinator	Council
8	26/09/2019		19.09/19	Update of references to Acts and Regulations.	WHS Coordinator	Council
7	28/07/2016 12.07		12.07/16	Updates to references, expansion of workforce groupings.	WHS Coordinator	Council

Note: Document Control continued at Appendix A

General Manager

Date

Vaccination Policy

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## ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngoorabul 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

The purpose of this policy is to:

- Assist Council in the management of communicable, infectious and notifiable diseases by offering to Council employees an immunisation program;
- Assist Council in the management of vaccination requirements in accordance with relevant health guidelines; and
- Comply with work health and safety, best practice and Council's general duties as a PCBU under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2017* regarding the control of infectious diseases in the workplace.

## APPLICABILITY

This policy applies to all Council staff, managers and supervisors.

## OUTCOMES

Glen Innes Severn Council in consultation with staff and medical professionals, has developed the Vaccination Policy in accordance with the 11<sup>th</sup> edition of the Australian *Immunisation Handbook 2018 update*, the Australian Government's Immunise Australia Program and *AS/NZS ISO 31000:2018 for Risk Management*. Recommendations in the immunisation publications are based on the best scientific evidence available.

Glen Innes Severn Council is committed to having policies and procedures in place to manage the risk from infectious diseases.

In particular, Glen Innes Severn Council must ensure that:

- Employees are informed about correct risk management procedures;
- Employees have access to vaccinations as an appropriate risk control measure;
- Medical assistance and support is provided for employees who fall victim to a workplace related infection; and
- Council provides the vaccinations to employees as listed in *Table 1* at Council's expense.

## Vaccination Policy

## Procedures

- · Consult with staff about infectious disease and the control measures required;
- · Complete a risk assessment for work activities / workplaces that could be at risk;
- Return to home policy if found to be suffering from an infectious disease;
- Provide voluntary vaccination of staff where appropriate, in line with recognised workplace health guidelines;
- Consider changed work arrangements (including restricted hours or removal from duties) for vulnerable employees or employees at risk of exposing others;
- Introduce, where practical, barrier protection practices (i.e. use of gloves, masks and appliances to avoid direct contact or open exposure);
- Provide information, instruction, training and supervision;
- Record information relating to the infectious diseases program; and
- Review the infectious diseases program every three (3) years or earlier if required.

## ROLES AND RESPONSIBILITIES

## Managers and Supervisors

Managers and supervisors are responsible for ensuring the following procedures are implemented within their workgroup:

- Ensuring employees are aware of the hazards and risks associated with communicable and infectious diseases;
- Liaising with the WHS Coordinator for employees' access to vaccinations;
- Ensuring risk control measures are in place to limit exposure and spread of infection;
- Monitoring the risk management procedures as required; and
- Monitoring staff sick leave records as required.

## Employees

Employees are responsible for carrying out all activities in a safe manner in accordance with procedures and training undertaken. In particular employees are to:

- Provide to the WHS Coordinator when requested evidence of their current immunisation status by providing a copy of their AIR Immunisation History Statement, from the Australian Immunisation Register and/or a record from their Doctor;
- Report to their supervisor, as soon as practical, any incidence of work related infectious disease; and
- Undertake appropriate risk management procedures in the workplace.

Vaccination	Dol	liow
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## WHS Coordinator

The WHS Coordinator is responsible for ensuring the following actions are implemented:

- Immunisatons All vaccine is administered by prior arrangement by a qualified provider. Arrangements are made by the WHS Coordinator in consultation with the workplace supervisors;
- Pathology All blood tests are to be arranged through Council's WHS Coordinator in consultation with a qualified provider and workplace supervisors; and
- Records The WHS Coordinator will maintain records of employee vaccinations and advise individuals if and when further vaccinations are required.

## DEFINITIONS

Australian Immunisation Register (AIR) A database that holds records of vaccinations given to people of all ages who are registered with Medicare in Australia.

**AIR Immunisation History Statement** lists all immunisations given to a child since 1996 and adult immunisations from October 2016. It states their current immunisation status for age.

**Communicable diseases** are diseases that can spread from person to person and can include but are not limited to: common cold, influenza, hepatitis B, mumps, measles and chicken pox.

Immunisation The process of inducing immunity to an infectious agent by giving a vaccine.

**Infectious diseases** are caused by infectious agents (bacteria, viruses, parasites and fungi and their toxic products). Many **infectious diseases** are also **communicable diseases**, meaning they can be passed from one person or animal to another. They include but are not limited to: chicken pox, COVID-19, influenza, hepatitis B, Japanese encephalitis, legionnaires disease, measles, meningococcal, monkey pox, mumps, Q fever, Ross River virus, tetanus, pertussis (whooping cough).

**Notifiable Diseases** include but are not limited to: COVID-19, tetanus, mumps, measles, rubella, meningococcal disease, pertussis ("whooping cough"), poliomyelitis.

**PCBU:** Person Conducting a Business or Undertaking has a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of workers while the workers are at work in the business or undertaking.

**NSW Public Health Order:** relate to just a small range of very serious notifiable conditions including but not limited to COVID-19. Public health orders are measures of last resort and are only used where voluntary measures are not adopted to prevent a public health risk.

**Vaccination** is when an individual receives a vaccine either by a needle or drops in the mouth.

Vaccination Policy

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## POLICY STATEMENT

Glen Innes Severn Council is committed to providing a safe and healthy workplace through the management of vaccinations. Glen Innes Severn Council will do what is reasonably practicable to ensure a safe and healthy workplace.

Glen Innes Severn Council considers a safe and healthy workplace is a joint responsibility between Council and its workers.

Vaccination is only one part of keeping workplaces safe and healthy. Council as a PCBU must continue to apply all reasonably practicable control measures such as good hygiene, regular cleaning and PPE even when workers have been vaccinated for infectious diseases.

## LEGISLATION AND SUPPORTING DOCUMENTS

## Relevant Legislation, Regulations and Industry Standards include:

- Work Health and Safety Act 2011;
- Work Health and Safety Regulation 2017;
- Public Health Act 2010;
- Australian Immunisation Handbook 2018 updated, 18 May 2022;
- AS/NZS ISO 31000:2018 for Risk Management; and
- NSW Public Health (COVID-19 Care Services) Order (No 2) 2022.

## **Relevant Council Policies and Procedures include:**

- Pandemic Business Continuity Plan 2020 2023;
- WHS Health Monitoring Procedure; and
- Glen Innes Aggregates Safety Management System.

## VARIATION AND REVIEW

The Vaccination Policy shall be reviewed every three (3) of 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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#### Table 1

#### **Occupational Immunisation Guidelines**

The information is an extract from the *Australian Immunisation Handbook*, and can be used as a guide to help identify Council employees that require vaccinations:

Worksite	Vaccine
Persons who work with children	
Children, Youth and Family Services	<ul> <li>MMR (if non-immune) #</li> <li>Pertussis (whooping cough) #</li> <li>Varicella (if non-immune) #</li> <li>Hepatitis A *</li> <li>Meningococcal #</li> <li>COVID -19 +</li> </ul>
Persons who provide home care services	
Life Choices Support Services – Direct care staff	<ul> <li>Hepatitis A *</li> <li>Hepatitis B *</li> <li>Influenza</li> <li>COVID-19 +</li> </ul>
Life Choices Support Services – all other staff	• COVID-19 +
Persons who work with animals or regularly in saleyards	
<ul> <li>Saleyard workers</li> <li>Integrated Water Services – as required</li> <li>Rangers</li> </ul>	• Q fever *
Workers exposed to human tissue, blood, body fluids or sewage	
<ul><li>Integrated Water Services</li><li>Workshop</li></ul>	<ul> <li>Hepatitis A *</li> <li>Hepatitis B *</li> </ul>
Workers exposed to used needles or syringes	
<ul> <li>Integrated Water Services</li> <li>Landfill</li> <li>Recreation and Open Spaces inc aquatic/sports centres, cleaners</li> <li>Works</li> </ul>	<ul> <li>Hepatitis B *</li> </ul>
If exposed to a tetanus prone injury	
All workers	<ul> <li>Tetanus</li> </ul>
Voluntary annual vaccine	
All workers	<ul> <li>Influenza</li> </ul>

# immunisation – should be considered if employee has never had the disease or there is an outbreak \* titre test (blood test) is required

+ as required by NSW Public Health Orders

This list is not exhaustive and other factors and measures may need to be considered.

Vaccination Policy

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#### Appendix A

#### **Document Control Continued**

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
6	22/8/2013	14.8/13	Updated to reflect changes in title of WHS Act and Regulation, reference to updated Immunisation Handbook tenth edition released in 2013 and an organisational move to a three (3) year policy review time frame.	WHS Coordinator	Council
5	26/4/2012	14.4/12	Updated to reflect changes to references to WHS Act 2011 and associated regulations and changes to Councils organisational structure.	WHS Coordinator	Council
4	28/04/2011	19.04/11	no significant changes.	WHS Coordinator	Council
3	22/10/2009	13.10/09	no significant changes.	WHS Coordinator	Council
2	24/07/2008	14.07/08	Updated to conform to the recommendations contained in the Ninth Edition of the Australian Immunisation Handbook, released in 2008.	WHS Coordinator	Council
1	17/08/2006	2.08/06	New policy developed to fulfil OHS requirements and compliance with StateCover's OHS Self Evaluation Audit.	WHS Coordinator	Council

Minutes of ARIC Meeting 3 June 2022

**PRESENT:** William (Bill) Middleton (BM) (Independent Member) and Melissa (Mel) Jacobs (MJ) (Independent Member).

**IN ATTENDANCE:** Councillor Robert Banham (RB) (Mayor), Craig Bennet (CB) (General Manager), Keith Appleby (KA) (Director of Infrastructure Services), Anna Watt (AW) (Director of Corporate and Community Services), Kane Duke (KD) (Acting Director Development, Planning and Regulatory Services), Dennis McIntyre (DM) (Manager of Governance, Risk and Corporate Planning), Ann Newsome (AN) (Chief Financial Officer), Ann Blunt (AB) (Work, Health and Safety Coordinator), Brian Strong (BS) (Governance, Risk and Corporate Planning Officer), Chris Harper (CH) (Director - Financial Audit, Audit Office of NSW) and Danielle Mepham (Personal Assistant (Director of Corporate and Community Services – Minutes).

#### 1. OPEN / WELCOME/ ACKNOWLEDGEMENT OF COUNTRY:

Bill (Acting Chair) opened the meeting at 9.31am.

The Chair welcomed Mayor Banham to the meeting.

The chair read the following "Acknowledgement to Country":

"Glen Innes Severn Council acknowledges the Ngoorabul people as the traditional custodians of the land and pays their respect to the Elders both past and present."

2. APOLOGIES: Steve Coates (SC) (Independent Chair).

#### 3. CONFIRMATION OF MINUTES:

The minutes of the ARIC meeting held on Friday, 4 March 2022 were distributed prior to the meeting and accepted by consensus as a true and accurate record of the proceedings of the meeting.

The committee accepted the previous minutes by consensus.

#### 4. DECLARATIONS OF CONFLICT OF INTEREST:

There were no conflicts of interests.

Chairman

Date

#### Minutes of ARIC Meeting 3 June 2022

#### **OTHER BUSINESS**

#### 6 REPORTS TO ARIC

#### 6.1 Action Tracking Report

BM noted all three (3) items have been actioned and asked about the replacement of Carlos. DM advised options are being investigated with Tamworth Council but no final decisions have been made, although hopes to have an outcome prior to the next ARIC meeting.

**Recommendation**: That the Audit, Risk and Improvement Committee notes the information provided in this report.

#### The committee noted this report by consensus.

Action:

Nil.

#### 6.3 Annual Engagement Letter

This item was moved to before the General Managers update on the agenda.

AN thanked CH for attending the meeting and spoke on the report that summarises specific items that relate to Council with the primary issue around RFS assets with discussions ongoing. Other items include rehabilitation provision, movement to the new software program, flood events which are impacting the operating profit and grant money that can't be spent.

BM handed over to CH.

CH introduced himself as the Director of Financial Audit with the Audit Office of NSW. CH discussed the migration to a new system and RFS assets (noting he is clear on Council's views and will advise once he knows more in relation to if Council doesn't book its RFS assets).

BM noted the increase of \$12K in fees. CH advised it is a once off due to the change in the software system. Discussion commenced around the timeline and work being conducted for the additional audit to try and ensure it does not coincide with the main audit, if possible.

MJ noted a figure discrepancies in the paper but suspected it was perhaps a typo and cautioned testing the financial system around the same time as project work with staff workload or cause doubling up on some work. CH appreciated the comment stating it can be a fine line to balance the audit (not too soon or too late). He will speak to Forsyths to ensure they are mindful of this.

CH left the meeting at 9.45am.

Recommendation: That the information contained in this report be noted.

#### The committee noted this report by consensus.

Action:

Nil.

Chairman

Date

#### 6.2 General Managers Update

CB spoke on the report.

Discussion points:

- Organisation review 12 months in to the process with feedback received, and provided to MANEX, from a third party who conducted staff consultation. A redacted version will go to staff and Councillors, with an action plan to be created to ensure the feedback is implemented. MJ asked if there was anything of significance or concern raised. CB responded nothing that wasn't previously raised in the internal staff survey, however there are a few things to improve on.
- Standard contract Local Government NSW are providing a paper highlighting concerns around the 38 week rule to remove General Managers following an election (22 have been removed under this clause since the elections last year).

Emerging Risks:

- New software system currently aiming to go live around 20 June 2022 with the system to be fully implemented by 31 December 2022. AN advised go live may be pushed back to 27 June or the first week in July due to a few minor things needing to be resolved prior. In regard to the other modules to be implemented in stage two AN was unable to provide an informed comment as her focus has been on stage one.
- Possible organisation restructure depending on the outcomes of the organisation review the structure may change to align with the new Community Strategic Plan. BM asked about resourcing / current vacancies. CB advised vacancies have improved over the last 12 months and asked each Director to provide updates for their respective areas. Lengthy updates were provided by each Director.
- Potential increases in insurance expenses due to major flooding, the war in the Ukraine and COVID-19 as well as possible increases to Workers Compensation (not noted in the report at the time of writing). DM provided advice on the current market (hard market) and the issues being faced including cybersecurity. Property is likely to increase by 15%, motor vehicle by 10% so across the board likely to increase by about 12%.

**Recommendation**: That the Audit, Risk and Improvement Committee notes the information provided by the General Manager in this report.

The committee noted this report by consensus.

Action:

Nil.

Chairman

Date

#### Minutes of ARIC Meeting

3 June 2022

#### 6.4 Quarterly Budget Review - March 2022

AN advised the predominate change is a reduction in estimated revenue with the impact of the flood events on capital grants and the works program. She is conducting work around the grants received and grants expended which will impact on the bottom line. There was a lot of tidying up in the quarterly budget review with nearly 300 adjustments.

BM commented on the figures being down from \$1.4M to \$1M with only one (1) month until the end of financial year.

MJ complemented Council on their position which is a positive result.

**Recommendation**: That the Audit, Risk and Improvement Committee notes the information contained within this report.

#### The committee noted this report by consensus.

Action:

Nil.

#### 6.5 Divisional Assessment - Finance

AN provided comprehensive risks in the report and commented due to COVID-19 the impacts are being seen with not having Open Office staff on the ground to provide face to face contact and assistance with problem solving.

MJ queried the turnover in the project management space asking if the new person has much experience. AN commented that Open Office have provide a new project manager who has been easy to deal with and has a good customer concern focus. MJ noted in the status report she had some concerns around governance and operational level flow on risks as the information is marked green (complete) with no date changes or information on the timeline for the back end work still to be complete which can create a big risk e.g. training for timesheets which will impact all staff. MJ shared an experience with frontline officers / champions being taken out to the field to help train staff. AN shared information on the plan with the use of the Hub and Depot to help with training / access for staff. MJ commented that it might be useful to have a running feedback process for concerns or issues raised by staff to be reviewed / changed.

BM asked how often the project governance risk and advice group meets. DM commented since implementation commenced not often. From a governance and risk perspective he is floating around to chat with staff and see how they are coping then providing any feedback / perspectives to AW / AN.

Recommendation: That the information contained in this report be noted.

The committee noted this report by consensus.

AN left the meeting.

Action:

Nil.

Chairman

Date

#### Minutes of ARIC Meeting 3 June 2022

#### 6.6 Risk Management Plan - Presentation

DM advised a part time position was created for a Governance, Risk and Corporate Planning Officer with BS having a high level of knowledge and skills in this area with his focus currently on risk.

A detailed presentation was provided by BS on Risk Management Culture and Maturity Level following a Risk Register Review. Currently there are 387 risks in the register, BS proposes for the data to be built from the top down in a workshop setting.

BM shared an experience he had in a large organisation with senior management dealing with strategic risk and operational risk flowing down to staff below them. BS agreed and informed a similar approach will be taken as part of this process.

MJ thanked BS for his presentation and thorough approach to change the current risk perception with a top down approach being the right one noting mitigation strategies need to be used to empower staff to take responsibility and to drive the outcomes. MJ mentioned a good white paper on facilitating risk workshops that she will share.

Discussion occurred around Council's risk appetite which went to the previous Council with a report to Council in June 2022 and workshops to be conducted prior to December once a better refined appetite is created.

BM asked what timeline is proposed for this project. BS advised the workshops will take about four (4) months with a more structured project management strategy required as it will need to link in with Dennis' work and other staff workloads. Craig stated it would be ideal for MANEX to be involved in workshops in July.

MJ asked for regular reporting, on the progress of the project, to come back to the committee along with a copy of the presentation to be sent out with the minutes.

Recommendation: That the Audit Risk and Improvement Committee:

- 1. Notes the information in this report; and
- 2. Provides feedback on the proposed direction of Council's Risk Management Plan.

#### The committee noted this report by consensus.

Action:

- 1. Amend the wording for 'Direct Reports' in the 'what to expect' slide to be MANEX BS.
- 2. Ensure a copy of the Risk Management Plan presentation is distributed with the minutes **Danielle**.

Chairman

Date

### Minutes of ARIC Meeting

3 June 2022

#### 6.7 Community Strategic Plan

DM commented this document is provided to the committee as a final version as no submissions for changes were received. The Community Strategic Plan has five (5) objectives and 38 goals that link down to the Delivery Program which will link to Council's Enterprise Risk Management system.

MJ commented on it sounding like a nice framework to allow the information to be linked into the risk register. She was really impressed with the objectives as they will resonate with the community.

DM added consultants were hired that had a local connection, local government experience and didn't use academic jargon which helped.

CB thanked DM for his work and acknowledged his growth in Governance and Corporate Planning since being in his role.

**Recommendation**: That the Audit Risk and Improvement Committee notes the information in this report.

#### The committee noted this report by consensus.

Action:

Nil.

#### 6.8 Business Continuity Plan

DM advised the Business Continuity Plan is overdue for review and after speaking with BS it was decided to split the Business Continuity Plan into two (2) with a guide to be created to include key action items. A budget allocation has been provided for next year to help conduct a business impact analysis to collect data on key risks which will inform the review of the Business Continuity Plan.

BM asked for the finished product to be provided back to the ARIC.

**Recommendation**: That the Audit Risk and Improvement Committee notes the information contained in this report.

#### The committee noted this report by consensus.

Action:

Ensure the finished Business Continuity Plan document is provided back to the ARIC – DM.

#### 6.9 Legislative Compliance Framework

DM commented since BS has joined his team some action has commenced on a number of items in the Legislative Compliance Framework which is being pushed hard by the Office of Local Government and the Audit Office. DM spoke on a system which he has been trying to implement in Pulse for 12 to 18 months for delegations and policies however a new company with more expertise in this area will be engaged by Council to assist and ensure legislative compliances are adhered to.

Chairman

Date

#### Minutes of ARIC Meeting 3 June 2022

BM emphasised the amount of legislation and compliance in Local Government that often has a strong link with risk which can create a lot of work if it isn't focused on or done well. DM explained his plan and the outcomes he will seek through this process.

CB asked MJ if she anyone in Queensland has managed this well. MJ shared an experience with one (1) Council that has moved away from a system based approach as this can create a lot of work as well as lead to exposure if the organisation was to be audited following an incident. MJ spoke on another example which SC could have provided more advice on with more of an internal bottom up approach (Fit for Purpose option).

**Recommendation**: That the Audit Risk and Improvement Committee notes the information in this report.

The committee noted this report by consensus.

Action:

Nil.

#### 6.10 Internal Audit Report - Work Health and Safety

AB joined the meeting at 11.15am.

DM spoke to the item which was the final report completed by Carlos prior to his resignation. A couple of points were identified around hazardous chemicals and management of traffic.

BM noted a lot of the criteria audited looked to be in a good state with just the two (2) items raised being scheduled to be implemented by the end of the month.

MJ was interested to know how the items are tracking if they are to be completed by June. KA commented on the traffic management item at the Depot which is under way with the assistance of an external person.

MJ queried how the health monitoring and flagging / tagging of positions for training works as many organisations don't have a system / register in place for this or don't do it well. AB advised the health monitoring is tracked in a register and items are pulled from SafeWork Australia Guidelines as well as reviewing requirements and conducting a risk assessment for the position description of each role. KA added all staff in his team are inducted to relevant equipment with his Personal Assistant providing a card stating which machines have been inducted on.

BM requested an update at the next meeting on how the recommendations are tracking.

**Recommendation**: That the Audit Risk and Improvement Committee notes the audit recommendations and the agreed action plans contained in the report.

The committee noted this report by consensus.

Chairman

Date

#### Minutes of ARIC Meeting 3 June 2022

#### Action:

Provide an update on how the recommendations from the WHS audit are tracking - DM.

#### 6.11 Work Health and Safety (WHS) Report

BM commented on there being 20 car incidents but mostly from being bogged.

AB provided a summary of the report with the standout being vehicle damage from wet weather and trip hazards mainly due to people not watching where they were going. Harassment and abuse statistics since 2016 were provided following a request at the previous meeting. Council are moving to a new safety reporting system from StateCover which is free until 2025, well supported by StateCover, regularly being improved and more user friendly for outdoor staff to use while on site using their mobile devices. The last few items are being completed in the WHS Management Plan Actions that evolved over the last three (3) years to have 120 action items with only six (6) outstanding.

BM asked about the external audit that is being completed. AB advised the third party audit is underway with the desktop part of the audit complete (StateWide Mutual completed this) and StateCover personnel will be on site on 20 July 2022 for two (2) days to finish the audit. This information will assist with the review of the WHS Management Plan for the upcoming three (3) years. BM asked for the reviewed Management Plan to be provided to the September ARIC meeting.

MJ commented on the report with the inclusion of the SafeHold incident reporting showing some trends that are good in comparison to trends being seen across the industry. MJ congratulated Council on the data from a safety perspective which shows a good WHS culture at Council.

AB left the meeting at 11.31am.

**Recommendation**: That the Audit, Risk and Improvement Committee notes the information contained within this report.

#### The committee noted this report by consensus.

Action:

Provide the reviewed WHS Management Plan to the September ARIC meeting – AB.

#### 6.12 Infrastructure Services Capital Works Programs Update

KA spoke on the report emphasising the number of flood events which has meant most of the capital works program has been put on hold with the exception of a new bitumen seal grant project, with 80kms of road being sealed.

The weather is being diabolic on the road condition with many roads impassable, crews having to dig down a lot more than normal to find hard material to build on, challenges finding material that is dry enough to complete the required works or the need to use contractors.

Chairman

Date

A big wind event earlier in the week resulted in a number of days spent clearing the damage. However, some positive feedback was received from the community on the good work being done by staff.

Delays have occurred in the bridge renewal program with one (1) project that is underway being dragged out due to high water levels. The funding bodies are generally extending timeframes by 12 months but this will still be hard to achieve.

The bitumen reseal program was completed on LIRS funding however due to funding guidelines an issue was discovered that required a quarterly budget review to be submitted to counter balance the funding. The high volume of grants on offer is making it difficult to track all the individual grant requirements.

BM noted the table with the percentages of capital works programs from previous years, asking how Council is working through prioritising projects. KA responded that one (1) project remains from the 2020/2021 year that will be rolled forward. A lot of the projects for the current year can't be completed for various reasons (lack of material, lack of staff, wrong season, resourcing issues and flood recovery / management).

MJ thanked KA for the update, acknowledging the challenges being faced.

Recommendation: That the information contained in this report be noted.

The committee noted this report by consensus.

Action:

Nil.

#### 6.13 Development Planning and Regulatory Services Capital Works Update

KD spoke on his report with one (1) significant project, the Warwick Twigg Indoor Sports Centre, due to be completed in six (6) weeks after a number of delays. A number of risks have been encountered with the building and construction works and a number of items had to be removed due to the delay in the project being funded although some additional funding has been sourced which has been helpful.

MJ thanked KD for the report and suggested an image of the complex would be nice with it close to completion.

Recommendation: That the information contained in this report be noted.

The committee noted this report by consensus.

Craig and Rob left the meeting at 11.49am

Action:

Provide some construction photos of the Warwick Twigg Indoor Sports Centre to the ARIC Members – KD.

Chairman

Date

#### Minutes of ARIC Meeting

3 June 2022

#### 5 Emerging Risks (from committee members)

MJ asked to move this item to the end of the meeting as many of her points will likely be discussed during the meeting.

MJ offered to share a paper on retraction and retention of workforce – The Big Quit – that speaks on nuances around why people are leaving jobs etc. Action:

Nil.

BM mentioned the reporting calendar wasn't included in the agenda although noted at the last meeting it was going to be pushed out to be an 18 month program. DM advised following the last meeting he has rearranged the calendar to be an 18 month calendar.

MEETING CLOSED: 11.52amNEXT MEETING:Friday, 2 September 2022TIME:9.30amVENUE:To be confirmed closer to the date.

Chairman

Date

**PRESENT:** Stephen (Steve) Coates (SC) (Independent Chair), William (Bill) Middleton (BM) (Independent Member) and Melissa (Mel) Jacobs (MJ) (Independent Member).

**IN ATTENDANCE:** Councillor Robert Banham (RB) (Mayor), Dennis McIntyre (DM) (Interim General Manager), Anna Watt (AW) (Director of Corporate and Community Services), Kane Duke (KD) (Acting Director Development, Planning and Regulatory Services), Sam Price (SP) (Acting Director of Infrastructure Services), Karen Litchfield (KL) (Tamworth Regional Council - Internal Auditor), Peter Sayers (PS) (Manager of Administration and Human Resources) arrived at 11am and Danielle Mepham (Personal Assistant (Director of Corporate and Community Services – Minutes).

#### STANDING ITEMS

#### 1. OPEN / WELCOME:

Steve (Chair) opened the meeting at 9.35am.

#### 2. ACKNOWLEDGEMENT OF COUNTRY

The chair read the following "Acknowledgement to Country":

Glen Innes Severn Council acknowledges the Ngoorabul people as the traditional custodians of this land and pays its respect to the Elders past, present and emerging. That respect is also extended to any Aboriginal and Torres Strait Islander people here today.

#### 3. APOLOGIES

Keith Appleby (KA) (Director of Infrastructure Services) and Brian Strong (BS) (Acting Manager of Governance, Risk and Corporate Planning).

#### 4. CONFIRMATION OF MINUTES

The minutes of the ARIC meeting held on **FRIDAY**, **3 JUNE 2022** were distributed prior to the meeting and accepted by consensus as a true and accurate record of the proceedings of the meeting.

The committee accepted the previous minutes by consensus.

#### 5. DECLARATIONS OF CONFLICT OF INTEREST

Nil.

Chairman

Date

#### 6 Emerging Risks

SC spoke on the risks in Local Government from a strategic level being workforce difficulties, inflation with capital works programs and NSW RFS recording of assets.

MJ emphasised the difficulties in attracting and retaining specialist staff (engineers, project managers and executive). Further the predicted increase to the cost of living is seeing a flow on effect with theft in towns, conflict and staff abuse as people struggle with the increasing pressure to the cost of living.

BM mentioned the turnover in General Manager's and the time it takes to recruit these roles.

SC suggested although it is helpful to know what risks might arise as a committee the focus needs to shift to working out how to manage any risks that might apply to Council.

Group discussion commenced around how to compete with pricing, facilities and other similar Councils for recruitment of specialist staff with sponsorship of people from other countries or specialist staff working remotely to provide a service (e.g. financial statements etc) being suggested options to consider.

RFS responsibility shifting from state or federal government to local government was briefly spoken about.

Action:

Nil.

#### **OTHER BUSINESS**

#### 7 REPORTS TO ARIC

#### 7.1 Action Tracking Report (INFORMATION)

SC had a couple questions about actions noted in the annexure around the internal audit action plan. It was requested that the completed actions be noted as such and for the outstanding actions to be left open to close out at the next meeting.

**Recommendation**: That the Audit, Risk and Improvement Committee notes the information contained in this report.

#### The committee noted this report by consensus.

Action:

Ensure the outstanding actions, as noted in the September meeting papers, be left open to close out at the December ARIC meeting - **Danielle**.

Chairman

Date

#### 7.2 Interim General Manager's Update (INFORMATION / DISCUSSION)

DM spoke on the key matters noted in his report being:

- Termination of General Manager's contract the role went out to market last week, closing Monday, 12 September 2022. The recruitment agency will have a representative along with the seven (7) Councillors on the panel. Group discussion commenced around the apparent suddenness of the decision and the reasoning for paying out the remuneration.
- 2. Discussion was held around a section 11 Report that was sent to ICAC.
- 3. Internal Conduct and Performance Management Panel has been established having met once. Once there is more capacity to report on this Panel a report can come to the ARIC to provide guidance on processes and timeframes. MJ stated it would be worth reflecting in the workplan (calendar) that reports will be provided as required.
- 4. Organisational Structure Review not completed yet, the Interim General Manager is not looking to restructure, with business as usual, to allow the recruitment of the vacant Director role. The new General Manager may determine to make changes to the structure at a later date.
- 5. Project Jigsaw and Chief Financial Officer (CFO) resignation the new software system is 85% complete for stage 1 with the CFO, who has been the internal project manager, having resigned. Group discussion commenced around the driver of this resignation, hurdles being faced with the project implementation and solutions to ensure a plan for the project to continue progressing with some Open Office staff coming to site next week to help staff feel more settled with the changes.
- Road damage from natural disasters pressure to complete capital works programs and grant funded projects. Increased pressure on staff with pot holes and springs. The new Manager of Infrastructure Delivery is doing great work and eased some pressure off Keith.
- Delivery Program review with Councillors Due to late elections and the Community Strategic Plan review, the Delivery Program (DP) was fairly rushed. A workshop was held last night with ideas captured to be amendments to the DP or added into next year's Operational Plan.

**Recommendation**: That the Audit, Risk and Improvement Committee notes the information contained in this report.

#### The committee noted this report by consensus.

Action:

Include the option to report on the Internal Conduct and Performance Management Panel as required in the ARIC Reporting Calendar – **Dennis**.

Chairman

Date

#### 7.3 Divisional Risk Assessment - Integrated Water Services Risk (DISCUSSION)

SP spoke on the points in his report being:

- Qualified staffing issues critical water plant operator role manages both the water and sewer plants. The process used over the last few years to recruit trainees to move up in roles is good however staff often end up moving away for better opportunities or to other teams in Council with limited career progression in this team.
- Training program for Water and Wastewater Operators negative changes to the DPI certification and training process and possible state government solutions to rectify. Discussion ensued with it noted this is a problem across the board although not many Councils are talking about it.
- Changes to chlorine bottle changeover process Use of chlorine gas bottles are a high risk with the process changed to include breathing apparatus for both staff when checking equipment.
- 4. Managing waste water network in high rainfall processes underway to try and minimise risk in future years and to ensure the sewer plant can handle the run off and to realign the old network. SC asked if the EPA are chasing any run off issues (advice was only one).
- Managing raw water this is less of an issue since switching to off stream water storage with water quality predominantly fine. However, the Deepwater plant is harder to treat and maintain.
- 6. Cross contamination of machines water and sewer teams utilise the same vehicles and hand tools although separate vehicles have been set up and staff trained on processes to wash and clean vehicles, equipment and tools as required to avoid cross contamination. Discussion commenced around auditing this process and ensuring documentation is being completed to capture any risks in ERM to ensure management of operational risks in the case of an unlikely incident.
- Dust extractor system been trying to replace the old system for three (3) years with the process being fairly unpleasant.

The committee thanked SP for the good discussion and members asked for advice around **Safety Disclosure Statements (SDS)** being used for incidents (at the main door but something he needs to check with new staff) and safety showers (Winter frosts cause issues). SP further advised the emergency response plan has recently been reviewed as has the Safe Work Method Statement and staff have recently completed a chlorine training day.

**Recommendation**: That the Audit, Risk and Improvement Committee notes the information contained in this report.

The committee noted this report by consensus.

Action:

Nil.

Chairman

Date

#### 7.4 Draft Interim Management Letter - Issues (DISCUSSION)

AW advised the letter has come from Forsyths but has not yet been to the Audit Office. Responses to issues have been provided and approved by MANEX for the ARIC to review prior to sending back to Forsyths to forward to the Audit Office.

Members sought clarification on the prior year matters around IT governance and purchase orders. Members were happy with the responses provided by MANEX.

BM asked if Council is fully informed about the risks and negative publicity in relation to not recognising RFS assets. DM and RB provided a detailed response affirming they are comfortable with Council's decision.

SC asked AW to ensure the Auditors are happy with the responses to get these issues closed out.

**Recommendation**: That the Audit, Risk and Improvement Committee review the suggested responses in the Draft Interim Management Letter response and make any required adjustments prior to it being returned to the Auditors.

The committee noted and endorsed this report by consensus provided the Auditors are happy with the responses.

Action:

Ensure the Auditors are happy with the responses provided by MANEX to ensure the previous issues are closed out – Anna.

#### 7.5 2021/2022 Draft Financial Statements (DISCUSSION)

AW advised an extension is being requested until 16 December 2022 with the draft financial statements to go to the November Council Meeting. Discussion commenced around the ARIC holding an online out of session meeting prior to the December meeting to discuss the draft financial statements prior to them being submitted to Council.

**Recommendation**: That the Audit, Risk and Improvement Committee endorses that Council will request an extension for the lodgement of the 2021/2022 Financial Statements with the Office of Local Government.

#### The committee noted and endorsed this report by consensus.

Action:

- 1. Ensure the draft financial statements are prepared for distribution to the ARIC members on Monday, 14 November 2022 Anna.
- Arrange an additional online out of session meeting for ARIC members to review and discuss the draft financial statements after 2pm on Tuesday, 15 November 2022 – Danielle.

Chairman

Date

7.6 Internal Audit Function (DISCUSSION)

Discussion about the previous agreement and Armidale not wanting to continue this arrangement. KL approached DM at a conference with it decided Council should enter into a shared internal audit agreement with Tamworth.

**Recommendation**: That the Audit, Risk and Improvement Committee endorses a shared service arrangement between Council and Tamworth Regional Council.

The committee noted and endorsed this report by consensus.

Action:

Nil.

#### 7.7 Review ARIC Charter (DISCUSSION)

DM mentioned the normal Council process for reviewing a document was not followed however it allows ARIC members to provide feedback for the review.

SC suggested using the update from the **Office of Local Government (OLG)** circular and Terms of Reference Guidelines as much as possible to keep the document standardised. The main thing in the circular was the appointment of independent members not from a panel and Councillors can be elected as voting members not just an observer.

KL requested the terminology be changed to Terms of Reference not Charter as there will be an Internal Audit Charter which might end up getting confusing. Members agreed it would be best to modify the section referencing independent members not being from a panel and for the Council member to be a voting member with a further report to be prepared once the document is drafted as a final version for their review. This can be distributed prior to the next meeting for members to review the changes with the final document presented in December for endorsement.

KL advised Tamworth have drafted a review of their Terms of Reference with the changes recommended from the OLG and including feedback from their ARIC members added. KL was happy to share this with members and Council.

**Recommendation**: That the Audit, Risk and Improvement Committee (ARIC) reviews the current ARIC Charter and the new OLG ARIC member requirements and agree on one of the options detailed in the report.

The committee noted this report by consensus and provided their feedback during the discussion.

Action:

Ensure the ARIC charter is reworded to be Terms of Reference not Charter and updated in accordance with Council's normal procedure including the advice from the ARIC members during the discussion prior to sending to members to review prior to the December meeting - **Dennis**.

Chairman

Date

#### 7.8 ARIC Annual Report (DISCUSSION)

DM sought advice about how to prepare this report. SC advised other Councils prepare the report and he would do the foreword prior to distributing to members to review. The annual report should be viewed as a historical report to provide a summary of the meetings held, what was discussed, if there was a Councillor observer etc. DM suggested completing the report annually in conjunction with Council's annual report to ensure the ARIC is included in the annual report.

Discussion commenced on the number of reports that are meant to be presented to Council based on the OLG guidelines being approximately 50 reports in a 48 month term. DM is to look at what is meant to be reported on and provide a framework of what the ARIC will be dealing with in the term to ensure the requirements are being met.

**Recommendation**: That the Audit, Risk and Improvement Committee discuss the development of the ARIC annual report and agree on who, what, where and when the report will be developed.

The committee noted this report by consensus and agreed that Council officers will collate the report for members to review prior to its inclusion in the Council annual report.

Action:

- 1. Create an ARIC Framework documenting what the ARIC will be dealing with to ensure compliance with the OLG Guidelines **Dennis**.
- 2. Ensure the ARIC annual report is collated for ARIC members to review prior to its inclusion in the Council's annual report **Dennis**.

Peter Sayers (Manager of Administration and Human Resources) arrived 11.00am.

#### 7.9 ARIC Reporting Calendar (DISCUSSION)

Discussion around the number of face to face meetings Council would like to hold, being at least one (1) per year.

Discussion commenced around the dates in the report, with all dates supported by members as suitable with the exception of September to be changed to Tuesday, 5 September 2023 as the face to face meeting for all members and June being confirmed online due to the long weekend.

SC asked for the inclusion of when an officer is going to present a verbal update or schedule a meeting with multiple officers to review risks. Following the update of the Terms of Reference and Framework the calendar can be reviewed with a fine tooth comb at the next meeting.

ARIC members communicated their approval of the changed report writing as it targets the ARIC more specifically.

Chairman

Date

#### Recommendation:

That the Audit Risk and Improvement Committee:

- 1. Reviews the draft Audit, Risk and Improvement Committee reporting calendar for the meeting to be held on Friday, 2 December 2022 as detailed in Annexure A to this report and advise of any changes required; and
- 2. Confirms its meeting dates for 2023 being:
  - Friday, 10 March 2023;
  - Friday, 9 June 2023 (online);
  - Tuesday, 5 September 2023 (face to face); and
  - Friday, 8 December 2023.

## The committee noted this report by consensus, confirmed the calendar and set the dates for future meetings.

Action:

- 1. Send calendar invitations to members based on the agreed dates Danielle.
- Include when officers will be attending meetings and ensure consultation occurs with Karen as part of the review process for future reports to the ARIC – Dennis.

#### 7.10 Annual Insurance Report (INFORMATION)

SC advised he read the commentary and noted the current market trends and increase to premiums for Council.

BM queried the removal of the Cyber Crime Policy. DM and PS explained the reasoning being the decision being influenced by the cost, the deductibles and Council's normal Crime Policy which covers online theft. Group discussion followed with it flagged that proactive processes are important and will help ensure staff don't become complacent.

**Recommendation**: That the Audit, Risk and Improvement Committee notes the information contained in this report.

The committee noted this report, including the removal of the cyber security crime policy as a specific policy, by consensus.

Action:

Nil.

Chairman

Date

#### 7.11 Business Continuity Plan (INFORMATION)

DM advised the plan use to be one document but it has been separated to include a guide to make the plan more succinct. The plan is going to be reviewed again with external assistance and tested for assurance.

SC felt comfortable with Council's approach and the information in the plan and guide although emphasised the importance to test the system and keep the document up to date with any changes reflected.

MJ stated her approval for the quick access checklist for testing purposes and for completing the exercise to bring the document to life.

**Recommendation**: That the Audit, Risk and Improvement Committee endorses the draft Business Continuity Plan for inclusion in the September 2022 Ordinary Council Meeting, and notes the Business Continuity Guide, previously endorsed by the Management Executive Team.

The committee noted and endorses this report by consensus.

Action:

Nil.

#### 7.12 Code of Conduct and Complaints Governance (INFORMATION)

AW advised this is a new report with the majority of complaints resolved and a couple of code of conduct matters sitting with DM.

SC asked how these are being captured and tracked. DM spoke on the process for receiving complaints (in writing, over the phone or email) and advised there is a register with who the complaint is assigned to and includes timelines for progressing towards a resolution and notifying the customer.

**Recommendation**: That the Audit, Risk and Improvement Committee notes the information contained in this report.

The committee noted this report by consensus.

Action:

Nil.

## 7.13 Internal Audit and Management Letter Action Plan Progress Update (INFORMATION)

SC liked the process for managing actions and was interested to know what has been closed out and what is considered high risk or overdue to be included in the report. Further if any of the high risk items continue after the agreed date an explanation on why and what is the process to extend the date if needed.

AW confirmed the process of updates going to MANEX to review before the ARIC however if a third change of date is required then the previous extended date can be crossed out (not deleted) and flagged for the ARIC to review.

Chairman

Date

Further that a column can be added to note the risk against each item and the inclusion of a summary table of outstanding and completed actions with the risk rating can be included in the report.

Group discussion commenced around delays in completing the payroll actions (due to Open Office implementation) and WHS training risks of any mandatory training not rolled out (few during COVID). MJ congratulated Council on reducing excess annual leave. The ARIC stated it would be good to have a lense over if there are any staff not up to date with mandatory training but performing their roles (especially critical / high risk roles).

**Recommendation**: That the Audit, Risk and Improvement Committee notes the progress on the agreed actions as at 31 July 2022.

#### The committee noted this report by consensus.

Action:

- 1. Ensure a column is added to note the risk against each item with the inclusion of a summary table of outstanding and completed actions and the risk rating to be included in future reports **Danielle**.
- Ensure if any dates need to be pushed out for a third time that the date isn't deleted but crossed out and noted in the report to the ARIC explaining why this occurred - Anna.
- 3. Provide advice to the ARIC if there are any staff who are not up to date with mandatory training in critical or high risk roles Anna.

#### 7.14 Work Health and Safety (WHS) Report (INFORMATION)

The ARIC were happy to note the report with no discussion held.

**Recommendation**: That the Audit, Risk and Improvement Committee notes the information contained in this report.

#### The committee noted this report by consensus.

Action:

Nil.

#### 7.15 Workforce Management Strategy 2022-2025 (INFORMATION)

SC queried what the plan is to implement this strategy. PS advised a more extensive review would be beneficial however the intention is to implement the actions noted in the strategy through the Operational Plan.

Discussion ensued around critical positions identified, intentional statements about culture and how to change culture and how the strategy can be shaped to measure against the intentions. Members were surprised with the workforce age profile and that 50% of staff stay with Council less than five (5) years.

**Recommendation**: That the Audit, Risk and Improvement Committee notes the information contained in this report.

#### The committee noted this report by consensus.

Chairman

Date

Action:

Nil.

#### 7.16 Infrastructure Services Capital Works Programs Update (INFORMATION)

SP advised most issues have been touched on previously. Main issues surround the grant funding, impact getting contractors and materials as well as the flood damage. It was mentioned there is \$33M of capital projects to be completed compared to the normal \$9M. Contractors are being engaged to complete entire projects from start to finish to allow staff to focus on the annual capital works program.

Discussion occurred around reshaping the community's expectation of capital projects to understand a normal project previously will take longer now due to new challenges (resources, budget and weather). RB advised communication through Council's social media has been helpful to ease community angst.

SC reiterated the need to start thinking about risks noted in reports to also outline how the risks will be managed.

**Recommendation**: That the Audit, Risk and Improvement Committee notes the information contained in this report.

#### The committee noted this report by consensus.

Action:

Ensure future reports include dot points under each identified risk to outline how the risk will be managed – Sam to pass this advice on to Keith.

#### 7.17 Development Planning and Regulatory Services Capital Works Program Update (INFORMATION)

KD mentioned the biggest project being managed in his team is the sports centre with photos included in the report. The building is complete, additional grant funding has been secured for some additional works and there is noticeable excitement from the community and further afield to utilise this facility. An internal staff member will manage the centre with charges applied to recover some costs although Council will have to budget for a number of ongoing maintenance costs.

MJ emphasised there seem to be many lessons learnt throughout the project and queried how these lessons get captured to ensure moving forward they aren't lost. KD responded a few processes have been implemented (DM added during the grant funding application a project manager is included in the costings) but there is no formal process.

**Recommendation**: That the Audit, Risk and Improvement Committee notes the information contained in this report.

The committee noted this report by consensus.

Chairman

Date

Action:

Ensure future reports include dot points under each identified risk to explain how the risk will be managed – Kane.

#### MEETING CLOSED: 11.55am

NEXT MEETING: Friday, 2 December 2022

(Note: An online meeting will be held on Tuesday,15 November 2022 after 2pm to discuss the draft Financial Statements) Microsoft Teams

VENUE:

Chairman

Date



## Development Assessment Best Practice Guide

To assist councils to improve delivery timeframes March 2017



# Annexure A

A strong economy and booming job market makes New South Wales (NSW) a place where people want to live.

Foreword

That's why more people are moving here from interstate and fewer people are leaving.

It's also the strong economy that gives us a chance to think innovatively about how we can approve new homes faster to meet projected growth. NSW will need to provide homes for another 2.1 million residents by 2036.

Councils play a vital role in delivering housing in NSW, as they process and determine the majority of development applications (DAs).

The DA process is a key link in the housing supply chain and impacts on how efficiently new housing can be delivered to the market.

In recognition of this, the Premier of NSW has set a priority for faster housing approvals, with a target of 90 per cent of housing approvals to be determined within 40 days.

That's why we have developed the Development Assessment Best Practice Guide – to assist in delivering the Premier's housing target.

The guide has been tested in a pilot project, which has shown that when best practice processes and procedures are applied, determination times improve.

Councils are the experts in local development, and this guide has been developed in collaboration with a steering committee of councils, to draw upon their expertise and to ensure the guide reflects the needs of council staff. To ensure this guide reflects the needs of councils and those submitting DAs, it will be reviewed six months after release which will allow councils to evaluate the guidelines and provide feedback.

The NSW Planning Portal is another key resource that will work hand-in-hand with the guide to provide faster housing approvals. The portal will soon have the functionality for online lodgement of DAs, which will significantly improve the DA process, bringing great benefits to council staff and, to the lives of people in NSW.

Currently, a number of individual councils allow some applications to be lodged electronically. The new portal will become the central point for all online DA lodgement and complying development certificates.

The guide will help councils focus on delivering a high level of service to their customers prior to lodgement, so they receive an assessment ready DA.

Receiving assessment ready DAs will create a more efficient assessment process, which will lead to improved service for all customers and faster housing approvals for the people of NSW.

The Hon Anthony Roberts MP Minister for Planning and Housing

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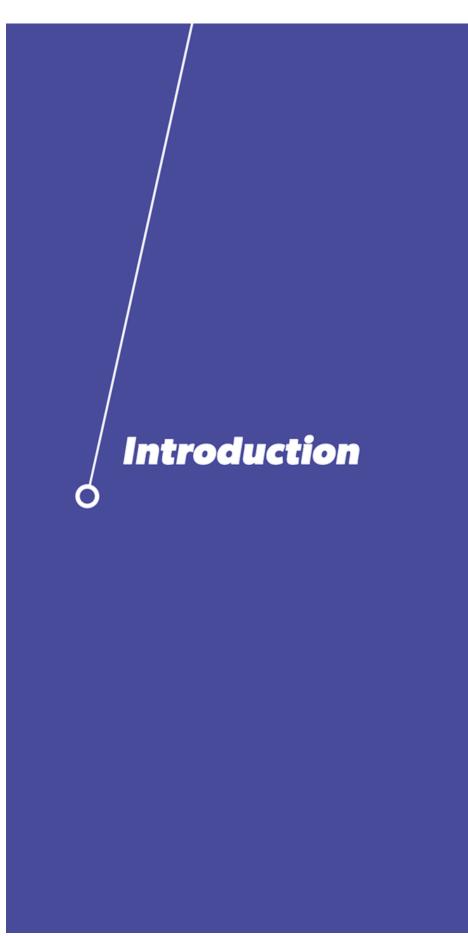
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3



#### Boosting the supply of homes in NSW in a timely matter is a key priority for the NSW Government for a number of reasons:

- It will provide certainty to the housing market by bringing new housing online sooner – making it easier for people to find or build homes.
- It will help meet demand as Sydney plans for an additional one million people over the next 10 years.
- Building new and sustainable communities and increasing supply is important for housing affordability.
- A strong housing market is integral to the NSW economy – driving investment, and generating jobs and wealth.

The development assessment process is a key link in the housing supply chain and impacts on how efficiently new housing can be delivered to market. In recognition of this the Premier of NSW has set a priority for **Faster Housing Approvals**, with a target of 90 per cent of housing approvals to be determined within 40 days.

The majority of development applications (DAs), including housing applications, are processed and determined by local government which means that councils play a vital role in delivering housing in NSW. In light of the Premier's target it is timely to review development assessment processes to identify opportunities for improvement for all DA types. In recent years there have been a number of initiatives to improve the approval process for housing. This includes the introduction of complying development to fast track approvals for simple housing and other development types. Where such applications meet certain criteria they can be determined by a council or accredited certifier without the need for a full DA. The NSW Government is committed to ongoing improvement to the complying development system to make it easier and therefore more attractive to people wanting to build a home.

The government will soon launch its online application lodgement system, which will be a component of the NSW Planning Portal. The system will transform the development assessment process, creating a single point where applicants can access information about what is needed for an application and submit it.

Underlying the online lodgement system are the Secretary's Requirements which will replace Schedule 1 of the *Environmental Planning and Assessment Act 1979*. These set clear minimum requirements for applications including administrative and technical documentation. The aim of the Secretary's Requirements are to ensure that once an application is received it is fit for assessment and determination purposes.

To complement these initiatives and to assist councils in meeting the Premier's target, and to improve the processing of all DAs, the Department of Planning and Environment, in collaboration with Camden, Campbelltown, Central Coast, Canterbury-Bankstown, Blacktown, Liverpool and Parramatta councils, has prepared this Development Assessment Best Practice Guide (the guide). The guide is a collection of best practice assessment processes as identified by leading local government practitioners. The guide promotes a number of underlying principles that, if consistently applied throughout the assessment process, will lead to improved determination times. The guide draws on leading practices and procedures being used by councils which have proven to assist in the timely determinations of DAs.

#### These include:

- Targeted pre DA services.
- Efficient lodgement and triage practices.
- Notification procedures commensurate with impacts.
- Corporate accountability for assessment timeframes in the form of key performance indicators.
- Delegations that support a consistent, targeted and efficient decision making process.

Importantly, the principles, procedures and practices adopted in this document should be used to guide the assessment and determination of all local and regional DAs to ensure that efficiency gains are achieved for all types of applications. The guide has been prepared for use by:

- Customer service staff the first point of call either at the front counter, over the phone or responding to electronic correspondence.
- Assessment officers building surveyors and planners who are responsible for assessing applications.
- Senior assessment staff and management usually those who have delegations to determine applications. Generally, from the senior planner level up to the director and general manager.
- Technical officers engineers and others who provide specialist advice as part of the development assessment process.
- Administration officers administrative professionals, including administration officers to decision making authorities, who support the development assessment process.
- Elected government officials and other decision makers – councillors or panel members in understanding their roles and responsibilities in the development assessment process.

This guide promotes best practice principles and approaches for those directly interacting with the council development assessment process and is consistent with the automated actions that take place when an application is submitted on the NSW Planning Portal.

Unless stated otherwise, reference to days within the guide equates to calendar days.

6 Development Assessment Best Practice Guide To assist councils to improve delivery timeframes

Best practice principles and approaches underpinning the assessment process



This guide addresses the procedure and process of the assessment, not the assessment merit.

To ensure that the majority of determinations can be delivered within the 40 day target timeframe, the following procedural principles should be adopted:

#### Investment in the pre-lodgement stage:

The quality and adequacy of DAs, the speed in which they can be assessed and determined, and the standard of the built form outcome are generally influenced by the amount and type of resources councils invest in the pre-lodgement stage.

Councils that invest time and resources at the pre-lodgement stage receive applications that have better responses to policy and compliance requirements. The lodgement of an 'assessment ready' DA allows the assessment officer to focus on assessing and determining the application rather than liaising with the applicant to get the application to a standard where it can actually be assessed. Better quality of information also allows the assessment officer to have a thorough appreciation of the proposal and its built form implications.

## Formalise assessment timeframes within council:

Adopting clear performance targets for council staff relating to assessment timeframes ensures that the development assessment process is transparent, accountable and outcomes focused.

Jurisdictional comparisons across Australia indicate that consent authorities that have statutory timeframes and/or implement key performance criteria at senior levels are more likely to have good delivery timeframes.

Councils should adopt key performance indicators in line with the Premier's target as follows:

- General manager/director/team leaders:
   90 per cent of DAs determined within 40 days.
- Team leaders/assessing officers/referral officers: Undertake assessment stage within 35 days.

8 Development Assessment Best Practice Guide To assist councils to improve delivery timeframes

**Delivery focused assessment processing:** 

Establishing a culture that supports efficient and consistent development assessment – driven by the assessing officer, and supported by all levels of management and services – is fundamental to improving delivery times.

Applications that are not capable of being assessed and determined on the information submitted at lodgement are likely to have resource implications for assessments, workloads and morale.

Issues and concerns regarding design and compliance should be resolved as far as practical during the pre-lodgement stage. Where DAs are deemed deficient following lodgement, the applicant should be encouraged to withdraw the application, it should be rejected or it should be determined on the information before council. Councils that have adopted a corporate and performance based approach to the assessment of DAs have demonstrated improved assessment. timeframes and increased staff satisfaction. To deliver a consistently corporate based approach to development assessment requires all users to be clear on their respective roles, accountabilities and responsibilities during the process. To achieve this, an Assessments Efficiency Partnership Agreement has been prepared to provide clarity around the roles of the different users of this guide and how all individuals in the process should work together to drive efficiency. The agreement is included as Appendix A.

#### Standardise:

The adoption of standardised processes and procedures can help to reduce assessment timeframes – these may include standardised report templates, conditions, delegation instruments, policies around notification, 'Stop the Clock', advertising, and operational procedures for decision making forums.

Development standards and development controls should be streamlined. Adopting performance based development controls, as opposed to traditional prescriptive instruments will generally lead to better planning outcomes and help ensure that requests for variations are minimised and do not become standard practice.

Councils are encouraged to adopt all necessary measures to support the assessment officers and establish a more efficient development assessment process.

## Business system improvement and online tools:

Councils with high volumes of DAs should implement measures to enable digital management of all development assessment processes including lodgement, assessment, determination and file management. Councils that have invested in software to manage lodgement, assessment and determination of DAs have reduced assessment and administrative workloads. Digital business systems also provide a more integrated and secure document management system, reduce the cost of archiving and they consolidate property information in a centralised and accessible manner.

Such software can also assist integration with the NSW Planning Portal.

#### Incentives:

Incentives are an important driver for applicants, and can be leveraged by councils to reduce assessment timeframes.

Successful initiatives that have been adopted by some councils include:

- Fast tracked assessment process for applications that have been subject to pre-lodgement meetings or panels.
- Fast tracked assessment process for applications that are fully compliant and do not require notification or referral.
- Refunds or partial refunds on lodgement fees for applications that are withdrawn at the Preliminary Assessment stage for being incomplete or inadequate.

#### Assessing officer workloads:

In general, assessing officers are capable of achieving the 40 day assessment timeframe when they manage up to 25 relatively straightforward DAs at any one time.

Where officers have more than 25 relatively straightforward DAs, and/or where a significant proportion of the applications are complex, assessment timeframes increase proportionally.

## Level of assessment officer support for applicants during the assessment process:

It is the practice of some councils to provide a high level of ongoing support throughout the assessment process for certain applicants, including 'Mum and Dad' applicants. While the rationale behind this business practice is acknowledged, it is counter intuitive to a timely determination. Such practices include:

- Consistently accepting incomplete and inadequate applications.
- Ongoing discussions around design and compliance related issues that should have been resolved or agreed to at the pre-lodgement stage.
- Issuing multiple Stop the Clock and Further Information requests.
- Allowing lodgement of multiple revisions of architectural plans.

Councils should make every effort to provide a high level of support to applicants throughout the prelodgement stage. This includes ensuring adequate staff are available to walk applicants through DA requirements, documents and processes, to the extent required to ensure an assessment ready DA is submitted. This will allow assessment officers to focus their efforts on a speedy merit assessment. Focusing financial and resource investment on pre-lodgement support will result in the submission of quality DAs and improved assessment timeframes.

10 Development Assessment Best Practice Guide To assist councils to improve delivery timeframes

#### Management:

Supportive and competent management is critical to a successful development assessment team.

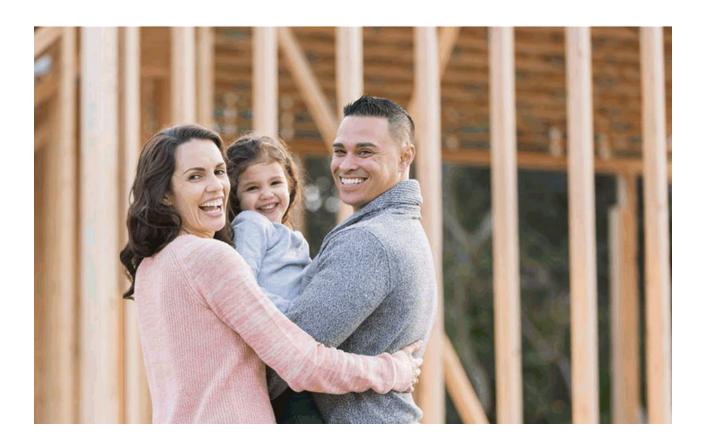
Directors, managers and team leaders should be responsible for tracking and monitoring the assessment timeframes and be accountable for performance. This includes reallocation of applications when necessary, employing additional staff and ensuring timeframes are met at all times, including when assessing officers are on leave.

The processing of some DAs is delayed by the inability of assessment officers to resolve an issue or solve a problem. Senior officers or management should be available to assist and facilitate resolution in such circumstances. Senior staff should ensure they are available for regular 'directions meetings' as a forum to guide junior officers and better manage their DA case loads.

#### **Delegations:**

While noting that delegations at council level often reflect varying planning issues facing different Local Government Areas, councils should make every effort to maximise and standardise development assessment delegations to ensure a consistent and efficient decision making process. Delegations should:

- Facilitate decisions which reflect the nature of the DA.
- Acknowledge the judgement of their professional staff, particularly in planning and environmental management.
- Seek the continued merit assessment at the appropriate level to minimise politicisation of the decision making process.



1		
	Stage	
	1	

#### DEVELOPMENT ASSESSMENT BEST PRACTICE PROCESS MAP

Days	Actions	Responsibility
N/A	Pre-lodgement advisory services.	Duty assessment officer including
	<ul> <li>Pre-lodgement meetings with</li> </ul>	planners and surveyors
	applicants and referral authorities (where relevant)	Senior assessment staff and technical officers
		N/A • Pre-lodgement advisory services. • Pre-lodgement meetings with

1		
	Stage	
	2	

LODGEMENT, NOTIFICATION, REFERRAL AND ALLOCATION

Days	Actions	Responsibility
1-6	<ul> <li>Applicant submits DA which is checked for completeness and adequacy against the Secretary's Requirements.</li> </ul>	Assessment officers
	Lodgement processed.	Customer service staff
	Clearing house.	Senior assessment staff, technical officers and other specialist council staff
	<ul> <li>Updates, file management, completing exhibition and notification requirements, completing internal and external referrals, delivering file to assessing officer with any notes or conditions from the clearing house.</li> </ul>	Administration officers

12 Development Assessment Best Practice Guide To assist councils to improve delivery timeframes

Stage	
3	

U	Days	Actions	Responsibility
ASSESSMENT	6-30	<ul><li>Preliminary Assessment.</li><li>Stop the Clock.</li><li>Final Assessment.</li></ul>	Assessment officers
Preliminary assessment	6-15	Site visit.	Assessment officers and specialist council staff
		Advise applicant of report back date.	Assessment officers
		<ul> <li>Review of application for compliance with relevant legislation and planning instruments.</li> </ul>	Assessment officers
		Referrals to be completed.	Specialist council staff
		<ul> <li>Identify issues and non-compliances, consider referral comments and submissions, complete assessment report.</li> </ul>	Assessment officers
		Directions meeting where required.	Assessment officers and more senior officers
		<ul> <li>Report back email or phone call to applicant.</li> </ul>	Assessment officers
		<ul> <li>Fast Track applications may be finalised and proceed to determination stage.</li> </ul>	Assessment officers
Stop the Clock	15	<ul> <li>Incomplete and/or major deficiencies: applicant is to be given 14 days to withdraw application or it will be rejected or refused.</li> </ul>	Assessment officers
		<ul> <li>Letter to be sent if minor amendment or information required. Applicant must respond within 14 days or the application will be refused.</li> </ul>	Assessment officers
	15	<ul> <li>Update(s) to Planning Portal where necessary.</li> </ul>	Administration officers
Final Assessment	15-30	<ul> <li>Review of minor amendments and additional information, complete assessment report.</li> </ul>	Assessment officers

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Stag

U	Days	Actions	Responsibility
DETERMINATION			
Fast Track	15-20	Peer review.	Equal or more senior officer
applications	20-25	Determination by delegated authority.	Per instrument of delegation
Standard	30-35	Peer review.	Equal or more senior officer
applications	35-40	Determination by delegated authority.	Per instrument of delegation
	35-40	<ul> <li>Determination by council, IHAP and JRPP.</li> </ul>	Per instrument of delegation

5 POST- DETERMINATION	Days	Actions	Responsibility
Fast Track applications	25	<ul> <li>Contact applicant and advise of determination.</li> </ul>	Assessment officers
		<ul> <li>Prepare Notice of Determination, and any relevant consent and stamped plans.</li> </ul>	Administration officers
		Check determination material.	Assessment officers
		<ul> <li>Provide determination package to applicant.</li> </ul>	Administration officers
Standard applications	40	<ul> <li>Contact applicant and advise of determination.</li> </ul>	Assessment officers
		<ul> <li>Prepare Notice of Determination, and any relevant consent and stamped plans.</li> </ul>	Administration officers
		Check determination material.	Assessment officers
		<ul> <li>Provide determination package to applicant.</li> </ul>	Administration officers

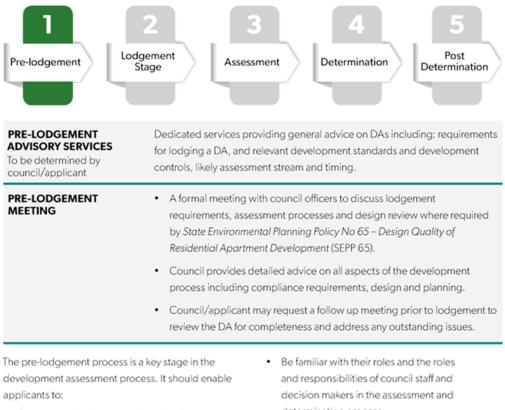
# A guide to the assessment process

# This section sets out the general practice requirements and associated timeframes for each stage of the development assessment process.

#### Stage 1 | Pre-lodgement

#### Key Objective

 To provide informative and timely pre-lodgement services to ensure once an application is lodged it can be considered and determined in an expeditious manner.



- Determine whether or not their development proposal could be dealt with as a complying development as opposed to lodging a full DA.
- Ensure they are aware of all administrative and information requirements prior to lodging a DA.
- determination process. Councils should ensure that their websites include a link to the NSW Planning Portal and a dedicated Planning and Development section that provides council specific resources for applicants including an explanation of the process, FAQs and contact details

for Pre-lodgement Advisory Services.

Pre-lodgement advisory services should be encouraged for all DAs, provided free of charge (although fees can be charged for pre-DA and Design Excellence meetings). These services should be accessible during business hours and staffed by suitably qualified officers.

Pre-lodgement advisory services should cover:

- · General queries for straightforward DAs.
- Advice on the type of professional services that may be required in the preparation of applications.
- Information on when approvals from other authorities and state agencies may be required.
- Clear information on council requirements and expectations for DAs including compliance with relevant development standards and controls.
- Booking requirements for pre-lodgement meetings and panels (see below).

A record of the pre-lodgement advisory service should be noted on council's electronic property system. The note should only include the address, date and subject matter of the advice. The record of discussion will provide improved continuity of service and advice. **Pre-lodgement meetings** should be mandatory for more complex DAs, for example:

- Capital investment value greater than \$2 million.
- · Residential flat buildings, multi dwelling housing.
- Complex proposals including those with environmentally constrained sites.

Design Excellence meetings as required under SEPP 65 should occur prior to lodgement where possible to ensure that the design of residential flat building DAs are adequately addressed on the lodged plans. Pre-lodgement meetings should:

- Be booked and be subject to fees.
- Require applicants to provide concept documentation a minimum of two weeks prior to the meeting.
- Involve professional staff from council, the applicant, and where practical those responsible for the preparation of architectural plans and supporting specialist reports.
- Identify relevant external and internal referral requirements.
- Have in attendance representatives from other authorities or state agencies where it's anticipated external referrals may require significant issues to be addressed.
- Identify key assessment issues and specialist technical requirements, as well as expectations regarding compliance with relevant development standards and controls.
- Be used to provide specific direction on issues of concern so the applicant is clear on the resolution preferred by council.
- Agree to an in-principle timeframe for determination.
- Include formal records of the meeting which are to be copied to the property file and provided to the applicant within two business days.

Pre-lodgement meetings should not be required by councils for smaller-scale Fast Track applications.

Secondary pre-lodgement meetings may be necessary for particularly complex applications.

#### **NSW Planning Portal**

The NSW Planning Portal allows applicants to identify a site's constraints, the planning controls that apply to it and the information they will be required to submit in any application. Customers should be directed to the NSW Planning Portal to inform themselves at the pre-lodgement stage.

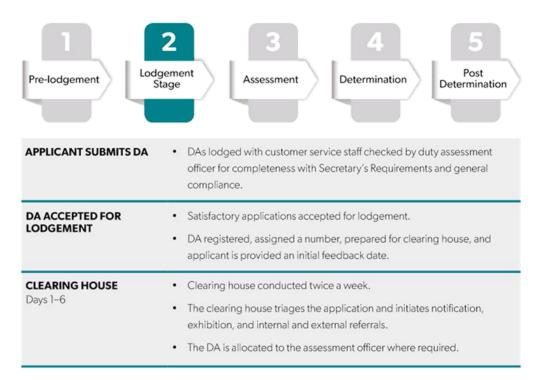
Computers for public use could be set up in the reception area of council offices so applicants can access the NSW Planning Portal, with council customer service staff available to answer any queries.



#### Stage 2 | Lodgement, notification, referrals and allocation

#### Key Objectives

- To ensure that all DAs have meet the relevant Secretary's Requirements for lodgement.
- To ensure that any additional information required by council for lodgement is reasonable and consistently applied.
- To ensure expeditious lodgement, notification and referral of all DAs.



#### GENERAL REQUIREMENTS

Lodgement: DAs should be checked by the duty assessment officer in the first instance. Applications can only be accepted if they satisfy the Secretary's Requirements, are generally compliant with the development standards and are supported by an acceptable level of information.

Councils must be reasonable and consistent when requesting information in addition to the information specified by the Secretary's Requirements.

Evidence of pre-lodgement advisory services, Design Excellence Panel and/or pre-lodgement meetings where applicable, should be provided and the application cross-checked with the formal records. Administration officers should carry out required support services including scanning, copying and other administrative processes. At this point the council should provide the applicant with a report back date at which point the assessment officer will provide an update or initial feedback on the processing of the application. Ideally this should be within 15 days of lodgement.

#### **Electronic lodgement**

Applicants will soon be able to lodge their applications online through the NSW Planning Portal. Electronic lodgement is a more efficient form of lodgement, benefiting councils and applicants and should be encouraged.

**Clearing house:** Councils with a high volume of annual DAs are encouraged to establish a clearing house to vet and triage incoming applications.

The clearing house team should comprise experienced senior planning and technical staff and supporting administration officers that can:

- Identify the appropriate assessment stream (Refer to the 'Assessment' section for explanation of the three DA streams – page 22):
  - 1. Fast Track
  - 2. Standard
  - 3. Other (council, IHAP or JRPP)
- Initiate notification and exhibition requirements. Councils should adopt notification and exhibition procedures that are proposal and impact specific and consistent with current government policy.
- Identify internal referrals where required, such as engineering requirements and external referral agencies.
- Identify any relevant standard conditions of approval from technical officers (such as engineers) that could be included to negate the need to seek internal referral.
- Allocate applications to the appropriate assessing officers.
- Identify the relevant decision maker as applicable at that time and ensure target meeting dates and/ or agendas for determination are scheduled.

The clearing house should be supported by administration officers who immediately carry out administrative tasks including:

- Issuing a letter to the applicant confirming lodgement of the DA.
- Arranging notification or exhibition.
- Issuing internal and external referrals.
- Placing copies of notification and referrals on the hard copy (where applicable) and electronic file.
- Placing relevant assessment checklists on file for the allocated assessment officer.
- Placing copies of other relevant information identified by the clearing house team on the file including conditions, comments and target determination/meeting date.
- Delivering the application to the allocated planner.

#### **Best practice notification of DAs**

#### 1. Fast Track DAs

Fast Track DAs should not require notification or exhibition. (Refer to the 'Assessment' section for explanation of the three DA streams – page 22).

#### 2. Standard DAs

Notification of any Standard DAs should not exceed 14 days.

In determining the extent of notification, councils should consider the proposed development's impacts on neighbouring properties and the likely level of public interest. It may be that some Standard DAs do not require notification.

#### 3. Other DAs

DAs that require as a minimum notification, as well as possible exhibition. The extent and period of notification and/or exhibition should correspond to impacts and statutory requirements.



#### Stage 3 | Assessment

#### Key Objective

 To undertake an assessment in a timely manner that is reasonable, commensurate with the impacts and delivers a sound planning outcome.



#### **GENERAL REQUIREMENTS**

The DA process should be divided into three streams, depending on the type of DA being considered:

#### 1. Fast Track

These are DAs that comply with development standards and development controls, have limited environmental or planning constraints, and do not require notification, advertising or internal or external referral.

These applications are generally minor in nature and unlikely to cause impacts on neighbouring properties.

Fast Track applications can be assessed and determined in the Preliminary Assessment stage (see following page).

#### 2. Standard

Standard DAs require notification; and/or advertising; and/or internal or external referral; and/or detailed consideration of environmental or planning matters as part of the assessment process.

Standard applications require the completion of both the Preliminary Assessment and Final Assessment stages. The Stop the Clock provisions should only be used once and only where absolutely necessary (that is, in response to information received as a result of exhibition or assessment information gaps identified during the preliminary assessment).

#### 3. Other

These are standard DAs that trigger separate assessment and determination requirements including by the elected council, an Independent Hearing and Assessment Panel (IHAP) or Sydney Planning Panel (SPP)/Joint Regional Planning Panel (JRPP).

It is noted that both IHAPs and SPP/JRPPs have their own processing and delivery guidelines that should be considered by assessment officers in their assessment processes.

# Preliminary Assessment (days 6–15):

Assessing officers should carry out a site visit with relevant specialist staff and undertake a preliminary assessment in regard to compliance with relevant environmental planning instruments.

Any major planning deficiencies are to be identified and comments from referring areas of council or state authority considered. If the DA includes requests to vary development standards and controls, an assessment should be carried out and a determination obtained from the relevant delegated authority.

A directions meetings should be held between junior and more senior staff at this point to efficiently problem solve complex issues and provide general assessment guidance and strategies where required.

If the DA remains fundamentally incomplete, contains major deficiencies or there are variation requests that cannot be supported in all reasonableness: the applicant should be encouraged to withdraw the application or be advised that the application will either be rejected as invalid or determined on the information currently before council. If the application is otherwise determined to be complete and able to be determined, the assessment officer should also deliver this update to the applicant in accordance with the earlier provided report back date.

If minor amendments are justified, these should be addressed by condition of development consent in the first instance, or if absolutely necessary, Stop the Clock correspondence.

Fast Track DAs should be able to be determined at this stage. Conditions arising from internal referrals should have been provided during the clearing house. Assessment reports for Fast Track DAs should be brief with compliance with relevant standards and controls being clearly determined.

#### Final Assessment (days 15-30):

All 'Standard' and 'Other' DAs should be finalised as soon as practical following notification/ exhibition/referral taking into consideration all submissions received, including internal and external referrals, and any additional material provided by the applicant.

While council staff should make every effort to resolve issues raised in submissions, the practice of negotiating the withdrawal of submissions should be resisted. Council officers should use their professional judgement in ultimately resolving the matter (by condition if need be) to ensure the determination of the application is not unduly delayed.

Councils in applying conditions on their determinations should consider the following:

- Only applying the conditions where it is essential to eliminate risk of an unfavourable outcome with substantial consequences.
- Ensuring that consents minimise the need for further approvals including deferred commencements.
- Consider providing the applicant a right of response on recommended conditions before determination if non-standard.
- Consider adopting and publishing model conditions on an industry basis (such as housing).

The detailed assessment report should be promptly finalised and supporting determination material prepared for the determining authority.

#### Final Stop the Clock (by day 15): If Stop the

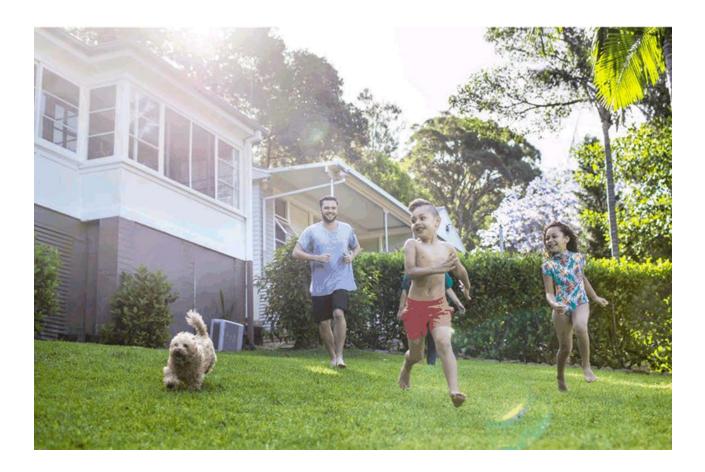
Clock correspondence is issued to the applicant, a response is required within 14 days. If the applicant is not able to provide information within 14 days, the council should consider whether the information is critical to the assessment, and if so either encourage the application to be withdrawn or determine the application on the information before it at the time. The Stop the Clock provisions should only be used once and not be as a means to manage caseload.

#### ASSESSMENT TIMEFRAME:

- Fast Track applications assessed and determined within 6–15 days of lodgement.
- Standard and Other applications assessed within 30 days of lodgement before proceeding to determination stage.

#### **PROCEDURAL TIMEFRAMES:**

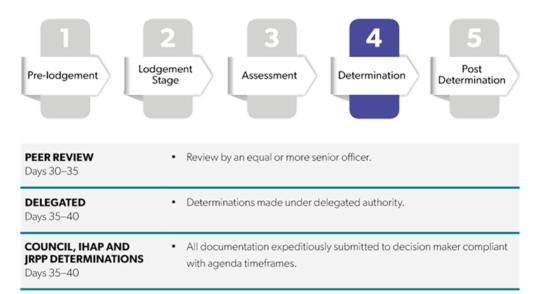
- Internal referrals should be completed, and comments provided to the assessing planner within 10 days of being allocated the DA.
- Stop the Clock correspondence should be issued no later than 15 days after being allocated to the assessing officer.
- Council should give no more than 14 days to an applicant to respond to Stop the Clock correspondence.



#### Stage 4 | Determination

#### **Key Objectives**

- To ensure that the decision is made in a timely manner.
- · To ensure that the level of decision making reflects the nature of the DA.
- To ensure that the determination provides certainty and minimises the need for either modification or further approvals.
- · To ensure the decision upholds the integrity of the planning system.



#### **GENERAL REQUIREMENTS**

The determination stage of a DA should be limited to a peer review and then determination by the one relevant authority or delegate. Requests for further information or amendments to plans should have been addressed during the assessment stage and should be avoided immediately prior to determination. Where applications have unresolved issues or concerns at this late stage in the process with no immediate view of resolution, applicants should be encouraged to withdraw the DA or be advised that a decision will be made on the information before council at that time.

Administrative support teams should issue final documentation upon determination.

#### Delegations

Development assessment delegations should be maximised and standardised to ensure a consistent and efficient decision making process. For example, the:

#### General manager and planning staff:

Should determine DAs other than situations such as:

- Where there are more than ten objections by way of individual submissions from different households (note that a petition or pro-forma documents are counted as one objection).
- The development does not comply with an adopted council policy (including a development control plan), development standard in a Local Environmental Plan unless, in the assessment officer's opinion:
- compliance with the policy is unreasonable and unnecessary in the circumstances;
- any variation of a development standard has been addressed in accordance with Clause
   4.6 or any other requirements of the council's Local Environmental Plan.
- The development is of Regional or State Significance.
- Notification in writing has been received by at least three councillors that the DA is required to be submitted to the elected council for determination. Any such notification should include reasons or policy position for why the application requires reporting to the council for determination.

Determinations made under delegated authority should include a prior review of the assessment report, a recommendation and draft determination by an equal or more senior officer. **Council determinations:** Council meetings should be held at least twice a month to facilitate more council determinations within a 40 day period. Prior to the council meeting, the assessment report, recommendation and draft determination should be reviewed by a senior officer or manager. Assessment material including architectural plans and supporting information should be made available seven days prior to the meeting.

#### IHAP, SPP/JRPP and other determining

authorities: Council should consider the guidelines prescribed by the relevant determining authority in preparing the particular application for decision.

Any comments or assessment report, a recommendation and draft determination must be reviewed by a senior officer or manager.

If there is a need to notify council, this should be done early in the process so as not to delay final determination.

## Best practice procedures for council, IHAP, JRPP and other determining authorities

- Councils should have a minimum of two meetings (council, committee or IHAP) a month, DAs should only be considered by the determining authority, meaning a DA should not go to council for information prior to being determined by SPP/ JRPP (unless it is a council DA) nor should a DA go to IHAP for recommendation prior to being determined by council.
- DAs must be considered by the SPP/JRPP, council or IHAP within 10 business days of the manager's/senior assessment officer's endorsement.
- Matters should only be deferred by decision makers in exceptional circumstances where there is a significant risk of a sub-optimal outcome that has significant consequences. There should be a maximum of two decision delays (decision delays comprise deferrals and site visits – a site visit and subsequent consideration at another meeting would equate to the maximum of two decision delays).

#### ASSESSMENT TIMEFRAME:

Determination, including peer review should be completed in 5–10 business days. DAs being determined by council, IHAPs and JRPPs should be scheduled by the assessing officer during the preliminary phase of the assessment stage to ensure there are no delays.



#### Stage 5 | Post determination

#### Key Objective

· To ensure the applicant and other relevant stakeholders are notified of decisions without delay

Pre-lodgement Lo	2 dgement Stage	3 Assessment	4 Determination	5 Post Determination
CONTACT APPLICANT	Assessing     of determ		plicant by telephone or	email to advise
ISSUE NOTICE	any devel		he Notice of Determina stamped plans to be po ncil.	
	Administr	ation officers finalises	online reporting and cl	oses file.

#### **GENERAL REQUIREMENTS**

An assessing officer should advise the applicant of the decision by telephone or email within one business day. If the assessment officer is not available to do this, it is the responsibility of senior assessment staff to ensure that this is undertaken within the timeframe.

The remainder of the post-determination stage should be carried out by administration officers who arrange for the determination, including any relevant development consent and stamped plans to be posted to the applicant, collected from council offices, or delivered electronically.

Administration officers should also handle all electronic updates including notifications and file archiving following issue of the determination.

#### ASSESSMENT TIMEFRAME:

One day

# Appendix A: Assessment efficiency partnership agreement

#### Intent

Streamline the assessment process by clarifying roles, responsibilities and communications around the DA process by:

- 1. Putting the responsibility of submitting complete applications with the applicant.
- 2. Focussing council customer support efforts at the pre-lodgement stage.
- 3. Committing to timeframes for the assessment officer to report back on applications.
- 4. Limit distractions to assessment officers during the assessment phase of a DA.

#### Agreement

Applicant		Council		
Ρ	re-lodgement and Lodgement			
•	Commits to utilising pre-lodgement services and meetings (where appropriate).	<ul> <li>Provides clear and publicly available information on application requirements and pre-lodgement services.</li> </ul>		
•	Provides sufficient information 1–2 weeks prior to a pre-lodgement meeting.	<ul> <li>Has regular pre-lodgement meetings available to book in advance.</li> </ul>		
•	Only lodges complete applications.	<ul> <li>Ensures all appropriate technical staff and state agencies (where complex concurrence and external approvals may be necessary) are in attendance at pre-lodgement meetings.</li> </ul>		
		<ul> <li>Customer service staff are trained to provide basic submission and process advice on lodgement and pre-lodgement.</li> </ul>		
		<ul> <li>Has a duty assessment officer available during office hours to answer standard questions on development standards, controls, assessment streams and timing.</li> </ul>		

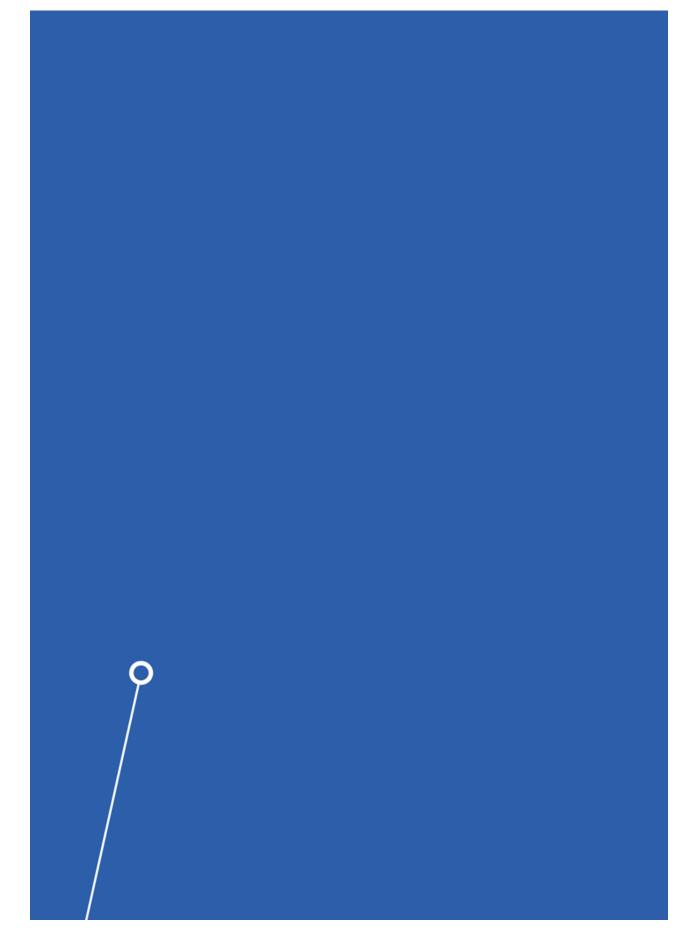
Applicant

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Assessment	
<ul> <li>Allows the assessment officer to undertake the</li> </ul>	Calls/emails the applicant within two days of
assessment without escalating issues or disrupting	receiving the application to:
staff unnecessarily.	Advise they have been allocated the application.
<ul> <li>Will only escalate an issue with more senior staff and/or councillors following/after the report back date.</li> </ul>	<ul> <li>Commit to a report back date (generally at 15 day of lodgement).</li> </ul>
<ul> <li>Commits to having only a single member of their project team contact council.</li> </ul>	Reports back to the applicant by the report back date to advise:
project team contact council.	<ul> <li>The application has been assessed and has been determined.</li> </ul>
	<ul> <li>The application has a recommendation but is yet to determined by others.</li> </ul>
	<ul> <li>The application is at neither of these stages and the reasons for this.</li> </ul>
	Where an application is yet to be determined,
	council explains the reasons and commits to a
	determination timeframe.
	All staff to return applicant's phone calls/emails withi
	24 hours when made after the report back date.
Determination	
Once given a council/IHAP/SPP/JRPP meeting date	Assessment officer to advise applicants within one
agree to not contact assessment officers seeking	business day of decision and/or of any change to
further updates or discussions around the merits of	decision timing (e.g. if matter is deferred or doesn't
the application.	make an agenda).

Council

Agreement to be included on council websites and attached to application forms and to be acknowledged by both parties.





3 December 2020

Glen Innes Severn Council 136 Church Street, GLEN INNES. NSW. 2370

Via email: plamsal@gisc.nsw.gov.au

Dear Pramod Lamsal,

#### **Request – Search for Aboriginal Land Claims**

We refer to your request, dated 13 August 2020, to search the Register of Aboriginal Land Claims ('the **Register**') in relation to land described by you as:

Lot/Section/DP	Parish	County
Lot 721 DP 753282	Glen Innes	Gough

We have searched the Register and the subject land does not appear as being affected by Aboriginal Land Claims, pursuant to sections 36 or 37 of the *Aboriginal Land Rights Act 1983* (NSW).

Please contact our office on (02) 8633 1266 if you require further assistance.

Regards,

Amadeo Marquez-Perez Administration Officer On behalf of the Registrar Aboriginal Land Rights Act 1983

#### Please Note:

1. Search requests should not be made over privately owned land. Crown Land is the only land in NSW that is likely to be affected by an ALC under the Aboriginal Land Rights Act. If an ALC has been made over privately owned land it would be refused as soon as this is known.

2. Land across NSW with older land descriptors such as "portion, REF & TSR" have been allotted new descriptors over the last 10 years & many of these now have "Lot & DP" numbers. The ORALRA database lists the land descriptor at lodgement & may not include an updated land descriptor. If this may affect the land that you've described, we advise that you contact the Aboriginal Land Claims Investigation Unit on (02) 6883 3396.

Address: Level 3, 2 – 10 Wentworth Street, PARRAMATTA NSW 2150 Post: P.O Box 5068, PARRAMATTA NSW 2124 Phone: 02 8633 1266



Glen Innes Valuation Services

PO Box 99 Glen Innes NSW 2370 Phone: 02 6732 1895 Email: mikewilliamsvaluation@gmail.com

1<sup>st</sup> August, 2022.

Mr Pramod Lamsal, Waste and Environmental management Officer, Glen Innes Severn Council, Church Street, <u>GLEN INNES, NSW 2370</u>

Dear Sir,

#### Re: Lot 721 DP753282 Expansion of Council Waster Management Facility

Receipt of correspondence from the Department of Planning and Environment dated 4 July, 2022 is acknowledged.

In addressing the issues detailed and to alleviate any future concerns, the following is suggested for your consideration:

- The "fair value" assessment in the present circumstances should be in the range appreciably more than the Valuer General's land value and less than the values of similar size land areas with building entitlements which are of greater value. The Valuer General's land value if this and adjoining lands totalling 31.3 hectares is \$336,000.00 at the base date of 1<sup>st</sup> July, 2019.
- In relation to Section 55 of the Land Acquisition (Just Terms Compensation) Act, 1991, the following was considered:
  - a) The market value of the land at the date of valuation,
  - b) Special value of the land to Glen Innes Severn Council as distinct from present owners,
  - c) It is understood there would be no loss attributable to severance,
  - d) It is understood there would be no loss attributable to disturbance,



- e) Re solatium: there would be no compensation resulting from business disruption or other activities as per definition of solatium.
- f) It is considered there would be an increase in the value of other lands held by Glen Innes Severn Council with the subject land being purchased to carry out the public purpose for which Council intends.
- Because there is no direct sales evidence of similar areas of land which do not have a building entitlement, the sales to which you have alluded were used with adjustments made taking into consideration points of difference,

Based on the above, and taking into account the comments and requests of the Department of Planning and Environment, it is considered a fair value would be in the region of \$80,000.00

#### EIGHTY THOUSAND DOLLARS

Yours Faithfully,

Glen Innes Valuation Services

Milliams M.J.Williams AAPI, FREAV

#### **Department of Planning and Environment**



Our ref: DOC22/172766

The General Manager Glen Innes Severn Council PO Box 61 GLEN INNES NSW 2370

Attn: Pramod Lamsal By Email: <u>plamsal@gisc.nsw.gov.au</u>

#### Compensation by agreement for proposed compulsory acquisition

#### Dear Sir/Madam,

The Department of Planning, Industry and Environment, Lands and Water (the department) refers to the valuation report by Glen Innes Valuation Services dated 1 August 2022 that is submitted by Glen Innes Severn Council (the authority) for compensation of the proposed acquisition of Lot 721 DP753282, for the purpose of expanding Council's waste management facility.

The department has reviewed the valuation report and agreed to the value of \$80,000 as compensation for the Registered land owners interest of the proposed acquisition in accordance with section 63 of the *Land Acquisition (Just Terms Compensation) Act 1991* (the Act).

If the acquisition has not been finalised within 12 months from the date of this letter, this agreement will be reviewed and an updated valuation report may need to be submitted to the department.

This document only covers the agreement of compensation and the validity. The agreement is in accordance with section 63 of the Act. No other circumstances or conditions are included in this agreement unless specified. In the event that an interest holder submits a claim for compensation under section 39 of the Act to the Valuer General, the departments agreement to compensation will become void and the determination will be made by the Valuer General.

The Act provides for payment to become due upon gazettal and as such, authorities should make payment upon gazettal to minimise the amount of statutory interest payable. Payment can be made via direct deposit to Crown Land account below.



For any further enquiries or lodgement of the above, please contact the Acquisitions Team via email cl.acquisitions@crownland.nsw.gov.au.

#### Yours sincerely,

6 Stewart Avenue, Newcastle West NSW 2302 PO Box 2155 Dangar NSW 2309 www.crownland.nsw.gov.au

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#### Department of Planning and Environment



Zoe Parsons Property Development Project Officer Strategic Programs and Acquisitions | Customer & Systems Department of Planning and Environment – Crown Lands

26 August 2022



3 December 2020

Glen Innes Severn Council 136 Church Street, GLEN INNES. NSW. 2370

Via email: plamsal@gisc.nsw.gov.au

Dear Pramod Lamsal,

#### Request – Search for Aboriginal Land Claims

We refer to your request, dated 13 August 2020, to search the Register of Aboriginal Land Claims ('**the Register**') in relation to land described by you as:

Lot/Section/DP	Parish	County
Lot 7011 DP 92971	Glen Innes	Gough

We have searched the Register and advise the subject land appears to be affected by Aboriginal Land Claims, pursuant to sections 36 or 37 of the *Aboriginal Land Rights Act 1983* (NSW):

ALC number	Registration Date	Lot/Section/DP	Parish	County	Lodged By
48760	28/05/2019	Part Lot 7011 DP 92971	Glen Innes	Gough	NSWALC

We suggest you contact NSW Aboriginal Land Council on (02) 9689 4444 to discuss this matter.

Please contact our office on (02) 8633 1266 if you require further assistance.

Regards,

Amadeo Marquez-Perez Administration Officer On behalf of the Registrar Aboriginal Land Rights Act 1983

#### Please Note:

1. Search requests should not be made over privately owned land. Crown Land is the only land in NSW that is likely to be affected by an ALC under the Aboriginal Land Rights Act. If an ALC has been made over privately owned land it would be refused as soon as this is known.

Address: Level 3, 2 – 10 Wentworth Street, PARRAMATTA NSW 2150 Post: P.O Box 5068, PARRAMATTA NSW 2124 Phone: 02 8633 1266 2. Land across NSW with older land descriptors such as "portion, REF & TSR" have been allotted new descriptors over the last 10 years & many of these now have "Lot & DP" numbers. The ORALRA database lists the land descriptor at lodgement & may not include an updated land descriptor. If this may affect the land that you've described, we advise that you contact the Aboriginal Land Claims Investigation Unit on (02) 6883 3396.

### **Glen Innes Valuation Services**

ABN 44 204 944 624 PO Box 99 Glen Innes NSW 2370 Phone: 02 6732 1895 Email: mlkewilliamsvaluation@gmail.com

#### VACANT LAND VALUATION

#### PART LOT 7011 D.P. 92971

#### BLUE HILLS ROAD

#### GLEN INNES, NSW., 2370

Under Instructions

Mr Pramod Lamsal

Waste and Environmental Management Officer

Glen Innes Severn Council

· Church Street

GLEN INNES, NSW., 2370



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Annexure

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#### VACANT LAND VALUATION

#### UNDER INSTRUCTIONS:

Mr Pramod Lamsal, Waste and Environmental Management Officer, Glen Innes, Severn Council, Church Street, Glen Innes, 2370.

#### **REGISTERED PROPRIETORS:**

State of New South Wales.

#### VALUER REFERNECE; M.J.Williams.

#### PURPOSE OF VALUATION: To establish a fair market value according to instructions.

#### DEFINITION OF MARKET VALUE:

The estimated amount for which an asset should exchange at the date of valuation between a willing vendor and a willing purchaser, in an arm's length transaction, wherein each party has acted knowledgably, prudently, and without compulsion.

1. ADDRESS: Part 88 Rodgers Road, Glen Innes, 2370.

Nearest Cross Road: Chandler Road.

 TITLE DETAILS: Part Lot 7011 in Deposited Plan 92971, Parish Glen Innes, County Gough.

#### ENCUMBRANCES ON TITLE:

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Apart from those disclosed in the second schedule of the attached title search, I am unaware of any encumbrances or covenants on title.

 DIMENSIONS/AREA:1.036 hectares (2.56 acres) ex plan. LGA: Glen Innes Severn.

#### 4. ZONING AND PLANNING INSTRUMENT:

Under Council's Local Environment Plan. The subject lands are zoned R I residential.

#### 5. LOCATION/NEIGHBOURHOOD:

Situated 3.2 kilometres south west from Glen Innes post office. Adjacent on the northern side is Glen Innes waste management and recycling facility, on the southern and eastern sides vacant lands which as formerly a gravel quarry. The western boundary is Blue Hills Road.

#### 6. SITE DESCRIPTION AND TOPOGRAPHY:

Irregular quad shaped block of granite soil and rock formation. Topography is undulating to steep sloping from south to north and form west to east. There is a gully running from south to north on the eastern side of the land.

The land is moderately timbered with main species stringy bark, yellow box, and white gum. No timber of a commercial quality was noted on the inspection. Some of the timbers have been adversely affected by the recent drought conditions.

Grasses include paspalum, cobblers peg, summer grass, and African love grass.

Fencing to Blue Hills Road is of wooden and steel posts with plain wires and some hinge joint netting. It is in poor condition.

#### SERVICES AVAILABLE:

Grid electricity, town water, sewerage, ISD telephone, school bus, daily mail.

#### ENVIRONMENTAL HAZARDS: (Flooding, Landslip, Other).

None noted or known.

# 7 STRUCTURAL IMPROVEMENTS:

Detached former explosives shed. Steel construction on a concrete base. Poor condition with areas of rust apparent. Area four square metres.

Detached former bush toilet of timber and corrugated iron construction.

#### 8 COMMENTS ON THE PROPERTY:

The subject land is undulating to steep and timbered, and because of its situation has limited potential for future development which may be restricted to specific uses.

Consideration has also been given to the notifications in the second schedule of the attached title search.

In arriving at a value for the subject property, the use of comparable sales evidence is the most widely accepted method of determining the market value for the land and improvements. This method is described by Judge Stephen (Riverbank v The Commonwealth 1974) as the conventional valuation technique.

The comparable sales evidence is applicable where sales evidence of other properties either directly comparable to the subject are available, or where minor adjustments can be made when applying the evidence to take into account points of difference between the evidence and the subject properties.

This method rests on the principle that evidence of market price is the best indicator.

In this particular instance, because of the title and the proposed extinguishing of Native Title, consideration was also given to aspects of the Just Terms Compensation Act, the Native Title Act 1993, and Section 36AA of the Land Rights Act, some details of which are enclosed.

Consequently, it is considered a premium of up to 100% of the estimated market value in fee simple should be applied to the subject lands.

	Address	Date	Price	Comments
1)	Rodgers Rd Glen Innes	12/1/22	90,000.00	Vacant 4.3 Ha block on eastern side of Rodgers Road and approximately 800 metres from subject. Undulating to steep land with similar vegetation to subject. Building entitlement.
2)	2 Church St Glen Innes	5/10/21	155,000.00	Vacant 1.593 Ha block on northern end Grey Street in rural residential development. Level basalt country. Power, water, phone, sewerage, available.
3)	38 Fawcett Rd Glen Innes	14/7/21	167,500.00	Vacant 1.665 Ha block on southern approach to Glen Innes. Part of a rural residential development with new fencing, power,water, phone, sewerage connected.
10	VALUATIO	DN	Ar Internet	
				EXISTING
	Land Value in treated, fenced			150,000.00

#### ONE HUNDRED AND FIFTY THOUSAND DOLLARS

I hereby certify that I physically inspected the property on  $18^{th}$  March , 2022.

I assess the Market Value of the property as above. The valuation is for the use only of the party to whom it is addressed and is not to be used for any other purpose. No responsibility is accepted or undertaken to any third parties in relation to this valuation and report. The valuer's inspection does not constitute a structural survey and is not intended as such,

Other sources accessed and information relied upon to arrive at the valuation include Maps Six NSW, Valuer General NSW., Red Square, and Legislation NSW.

The valuation is current as at the date of valuation only. The value assessed herein may change significantly unexpectedly over a relatively short period (including as a result of general market movements or factors specific to the particular property.) We do not accept liability for losses arising from such subsequent changes in value.

Without limiting the generality of the above comment, we do not assume any responsibility or accept any liability where this valuation is relied upon after the expiration of three (3) months from the date of valuation, or such earlier date it you become aware of any factors that have an effect on the valuation.

VALUER/FIRM: M.J.Williams, Glen Innes Valuation Services

DATE: 18<sup>th</sup> March, 2022.

QUALIFICATIONS/REGISTRATION NUMBER: AAPI (Number 67996) FREAV Formerly Registered Valuer 619 Qualified and Regulated Valuer

Qualified and Regulated Valuer Certified Practising Valuer

huchance

SIGNATURE:

ADDRESS/TELEPHONE:154 Strathbogie Rd, Glen Innes, 2370 .Ph (02) 6732 1895

LAND InfoTrack Title Search REGISTRY RE SERVICES NEW SOUTH WALES LAND REGISTRY SERVICES - TITLE SEARCH \_\_\_\_\_ FOLIO: 7011/92971 \_\_\_\_ SEARCH DATE TIME EDITION NO \_\_\_\_ \_\_\_\_\_ 12:09 PM 31/3/2022 LAND LOT 7011 IN DEPOSITED PLAN 92971 AT GLEN INNES LOCAL GOVERNMENT AREA GLEN INNES SEVERN PARISH OF GLEN INNES COUNTY OF GOUGH TITLE DIAGRAM DP92971 FIRST SCHEDULE \_\_\_\_\_

THE STATE OF NEW SOUTH WALES

(CA123885)

DATE

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#### SECOND SCHEDULE (2 NOTIFICATIONS)

- \* 1 THE LAND IS A RESERVE WITHIN THE MEANING OF PART 5 OF THE CROWN LANDS ACT 1989 AND THERE ARE RESTRICTIONS ON TRANSFER AND OTHER DEALINGS IN THE LAND UNDER THAT ACT, WHICH MAY REQUIRE CONSENT OF THE MINISTER.
- LIMITED TITLE. LIMITATION PURSUANT TO SECTION 28T(4) OF THE REAL \* 2 PROPERTY ACT, 1900. THE BOUNDARIES OF THE LAND COMPRISED HEREIN HAVE NOT BEEN INVESTIGATED BY THE REGISTRAR GENERAL.

NOTATIONS

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UNREGISTERED DEALINGS: NIL

\*\*\* END OF SEARCH \*\*\*

SJC:Mike Williams

PRINTED ON 31/3/2022

\* Any entries preceded by an asterisk do not appear on the current edition of the Certificate of Title. Warning: the information appearing under notations has not been formally recorded in the Register. InfoTrack an approved NSW Information Broker hereby certifies that the information contained in this document has been provided electronically by the Registrar General in accordance with Section 968(2) of the Real Property Act 1900.

Copyright an Office of the Registrar-General 2022

Received; 31/03/2022 12:09:34



### Aboriginal Land Rights Act 1983 No 42

NSW legislation

Current version for 6 December 2019 to date (accessed 29 March 2022 at 16:43)

Part 2 > Division 2 > Section 36AA

#### 36AA Aboriginal Land Agreements

- In this section, Aboriginal Land Agreement means an agreement, in writing, between the Crown Lands Minister and one or more Aboriginal Land Councils (whether or not the agreement also includes other parties) that, in addition to any other matter that may be included in the agreement, makes provision for—
  - (a) the exchange, transfer or lease of land to an Aboriginal Land Council, or
  - (b) an undertaking by an Aboriginal Land Council not to lodge a claim, or to withdraw a claim, in relation to specified land.
- (2) An Aboriginal Land Council and the Crown Lands Minister may, at any time by notice in writing, commence negotiation, in good faith and in a manner agreed between the parties, for an Aboriginal Land Agreement whether or not a claim has been made under section 36 by the Council in relation to the land that is the subject of the proposed agreement.
- (3) The Aboriginal Land Council or the Crown Lands Minister may, with the approval of the other party, invite one or more other Aboriginal Land Councils, or any other person, to join the negotiations and enter into the Aboriginal Land Agreement.
- (4) An Aboriginal Land Council, the Crown Lands Minister or any other party may, at any time before the making of an Aboriginal Land Agreement, withdraw from negotiation for the agreement by notice in writing to the other party or parties.
- (5) Without limiting the matters that may be included in an Aboriginal Land Agreement, such an agreement may make provision for or with respect to the following—
  - (a) financial or other consideration,
  - (b) exchange, transfer or lease of land,
  - (c) conditions or restrictions on the use of any land to which the agreement relates,
  - (d) joint access to and management of land (including a lease of a type referred to in section 36A),
  - (e) undertakings by an Aboriginal Land Council or the Crown Lands Minister with regard to the lease, transfer, management or use of any land,
  - (f) the duration of the agreement,
  - (g) the resolution of disputes arising under the agreement.
- (6) The Crown Lands Minister may enter into an Aboriginal Land Agreement whether or not a claim has been made under section 36 in relation to any lands to which the agreement relates.
- (7) If a proposed Aboriginal Land Agreement provides for the transfer or lease of lands for which a Minister other than the Crown Lands Minister is responsible, the concurrence of that other Minister is required before the



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agreement is made.

- (8) The provisions of section 36(9)-(13), (15) and (17) apply (with necessary modifications) to the transfer of lands in accordance with an Aboriginal Land Agreement in the same way as those provisions apply to the transfer of lands under that section.
- (9) An Aboriginal Land Council or the Crown Lands Minister may, at any time during the negotiation for an Aboriginal Land Agreement, notify the other party, in writing, that the agreement must not make provision with respect to specified lands.
- (10) The Crown Lands Minister is, on the making of an Aboriginal Land Agreement, authorised to transfer or lease Crown lands the subject of the agreement in accordance with the agreement.
- (11) If an Aboriginal Land Agreement provides for termination or transfer of an interest in land, other than an interest of the Crown, the transfer or termination may only be effected with the approval of the holder of the interest.
- (11A) The termination or transfer of an interest in land does not require the approval of the holder of the interest under subsection (11) if-
  - (a) the holder's interest remains in force or is restored in substantially the same terms, or
  - (b) the Crown Lands Minister may, under any other Act or law, terminate or transfer the interest without the holder's approval.
- (12) The Registrar is to keep and maintain a register in relation to Aboriginal Land Agreements made under this section.
- (13) The register required to be kept under this section is, subject to the regulations, to include such information and to be in such form as is determined by the Registrar.
- (14) The provisions of the <u>Crown Lands Act 1989</u> that provide for the transfer of Crown lands do not apply in respect of the transfer of land carried out in accordance with an Aboriginal Land Agreement.
- (15) In this section-

Crown Lands Minister has the same meaning as in section 36.

interest in land includes-

(a) a legal or equitable interest in the land, or

(b) an easement, right, charge, power or privilege over, or in connection with, the land.

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- b) to ensure compensation on just terms for the owners of land that is acquired by an authority of the State when the land is not available for public sale, and
- (c) to establish new procedures for the compulsory acquisition of land by authorities of the State to simplify and expedite the acquisition process, and
- (d) to require an authority of the State to acquire land designated for acquisition for a public purpose where hardship is demonstrated, and
- (e) to encourage the acquisition of land by agreement instead of compulsory process.
- (2) Nothing in this section gives rise to, or can be taken into account in, any civil cause of action.

#### 4 Definitions

#### (1) In this Act-

acquisition of land means an acquisition of land or of any interest in land.

acquisition notice means a notice under section 19 which declares that land has been acquired by compulsory process.

authority of the State means-

(a) a Minister of the Crown, or

(b) a statutory body representing the Crown, or

(c) a council, a county council or a joint organisation within the meaning of the Local Government Act 1993, or

(d) any other authority authorised to acquire land by compulsory process.

Commonwealth Native Title Act or NTA means the Native Title Act 1993 of the Commonwealth.

compensation notice means a notice under section 42 which notifies the former owners of land of a compulsory acquisition, their entitlement to compensation and the amount of compensation offered.

compulsory acquisition of land means the acquisition of the land by compulsory process under this Act.

#### Crown land means-

(a) Crown land within the meaning of the Crown Land Management Act 2016, or

(b) any other land of the Crown or of an authority of the State.

disadvantage resulting from relocation is defined in section 60.

interest in land means-

(a) a legal or equitable estate or interest in the land, or

(b) an easement, right, charge, power or privilege over, or in connection with, the land.

land includes any interest in land.

loss attributable to disturbance of land is defined in section 59.

loss attributable to severance of land is defined in section 58.

market value of land is defined in section 56.

*native title* and *native title rights and interests* has the same meaning as in the Commonwealth Native Title Act.

wner of land means any person who has an interest in the land.

*proposed acquisition notice* means a notice under section 11 of intention to acquire land by compulsory process.

*public purpose* means any purpose for which land may by law be acquired by compulsory process under this Act.

registered interest in land means an interest in the land-

- (a) recorded in the Register kept under the Real Property Act 1900, or
- (b) recorded in the General Register of Deeds kept under the Conveyancing Act 1919, or
- (c) recorded in the National Native Title Register kept under the Commonwealth Native Title Act if the interest is an interest in relation to land that is the subject of an approved determination of native title (other than
  - an approved determination that no native title exists).

special value of land is defined in section 57.

Note-

The Interpretation Act 1987 contains definitions and other provisions that affect the interpretation and application of this Act.

- (2) For the purposes of this Act, an authority is authorised to acquire land by compulsory process if-
  - (a) the authority is authorised by law to acquire land by compulsory process under this Act, or
  - (b) land is authorised by law to be acquired for the authority by resumption or appropriation under any provision of the <u>Public Works and Procurement Act 1912</u> or the authority is declared by law to be a Constructing Authority in connection with any such resumption or appropriation.
- (3) In this Act, a reference to the Minister responsible for an authority of the State is-
  - (a) if that authority is constituted by or under an Act-a reference to the Minister administering that Act, or
  - (b) if that authority is a Minister-a reference to that Minister.
- (4) For the purposes of this Act, the owners of Crown land not vested in any other person include-
  - (a) the person having the care and control of the land, or
  - (b) if the land is not under the care and control of any person—the Minister administering the <u>Crown Land</u> <u>Management Act 2016</u>.
- (5) For the purposes of this Act, owner of land includes a holder of native title rights and interests in relation to land.

Note-

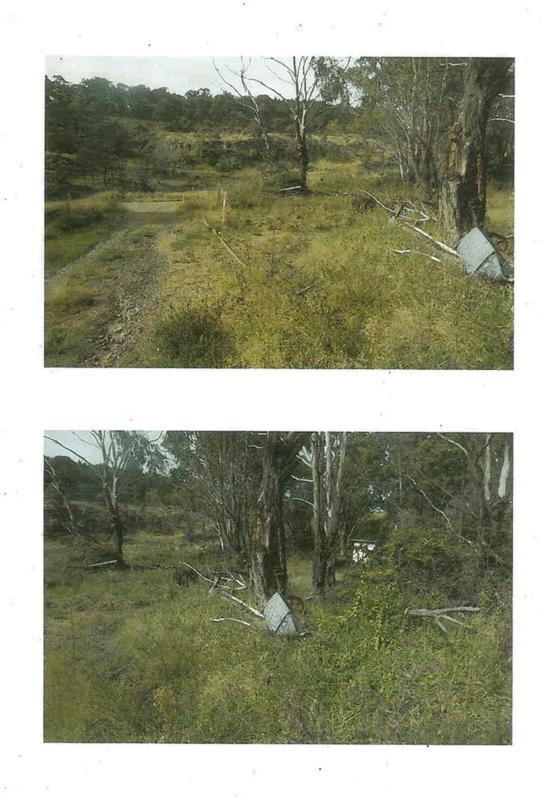
Approved determination of native title, referred to in paragraph (c) of the definition of registered interest in s 4 (1), is defined in s 253 NTA.

### 4A Notes in the text

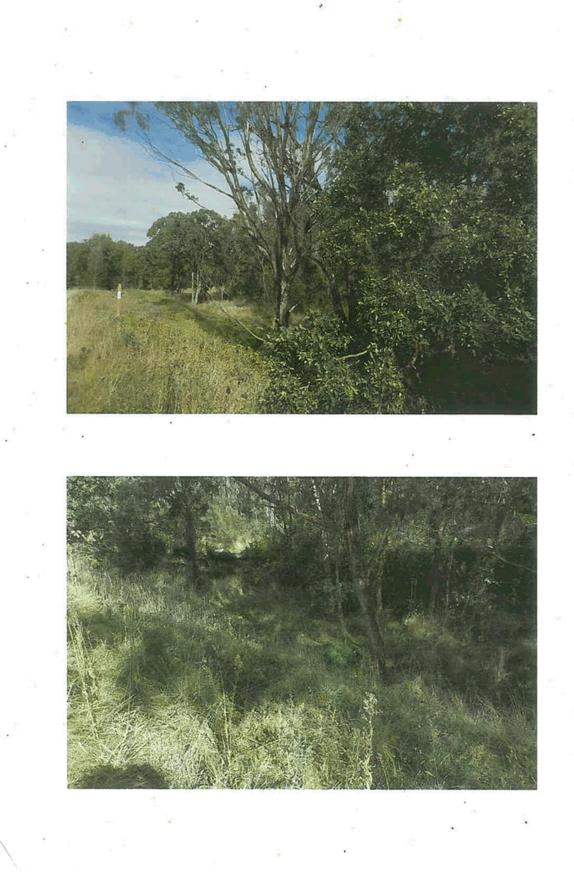
Notes included in this Act are explanatory notes and do not form part of this Act.

#### 5 Acquisition of land to which Act applies

 This Act applies to the acquisition of land (by agreement or compulsory process) by an authority of the State which is authorised to acquire the land by compulsory process.

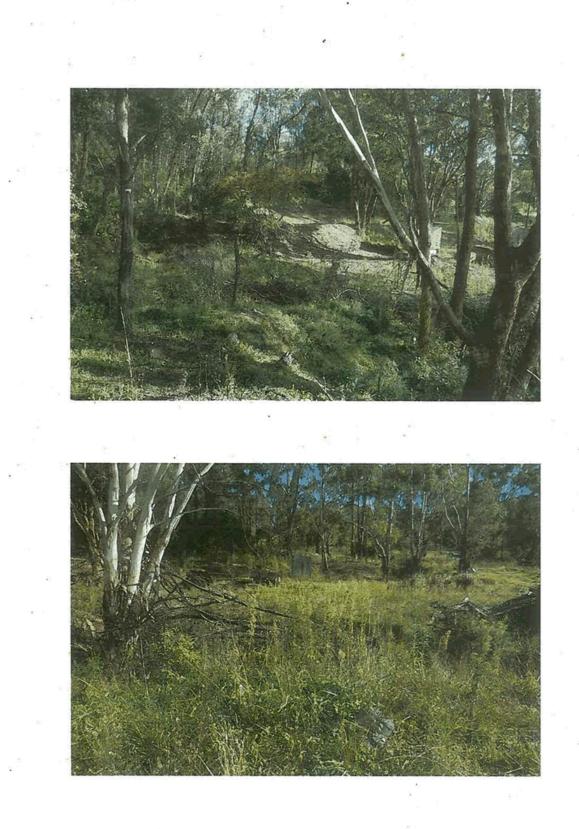








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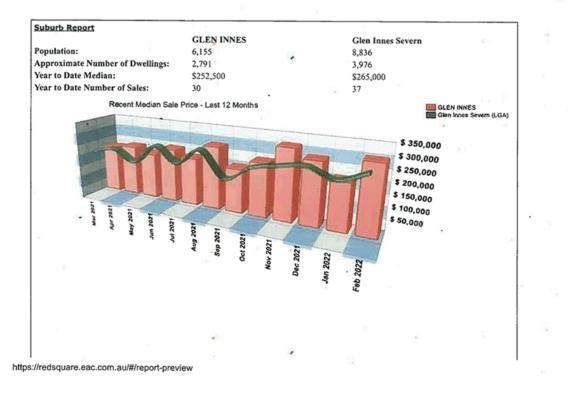
Red Square Web

Mark:

Rodgers Rd, GLEN INNES NSW 2370

Update Data Neighbourhood Report Suburb Info. Sales History CMI Street View

More Images			Sale Price: Sale Date: Area Size:	\$90,00 12/01/ 4.3001	2022		
			Property Detai	ils			
	0		EAC Property I Property Type:	Key:	103374375		
Salar and			Lot Number:		630		
	5.0	1 AL	Plan Number:		DP 753282		9
SELLE CA	a - Destablished	1.84.30	Title Descriptio	n:	630/753282		
	S. Astrone	1000	Land Dimension	ns:			
State States		1000	Council:		Glen Innes Severn		
Google	AND DESCRIPTION OF A		Zoning:		Primary Production		
			Nature:		Vacant Land		
			Primary Purpos	se:	VACANT LAND		
			Latitude:		-29.7550202953407		
			Longitude:		151.726629814158		
			Property Desc	ription			s (# 1
Owner and Sales	Information						
Current Owner:	Lewis, Ross				Privacy Requeste	d: N	
Current Owner Ad							
Previous Owner:	Mrs Mcclure						
Sale Date:	12/01/2022	Settlement D		2	Sale Price:	\$90,000	
Transaction:	AR903382	Transaction	No.: 1		Issue Date:	28/02/2022	
Property Phone D	etails .						
Name:		Phone Numb	er:				
Previous Sales Ac Previous Purchaser Vera Joy Mcclure		ous Sellers	Sale Dat	e	Sale I	rice	



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			Red Square Web			
2 Church St, GLEN INNES NSW 23	370				Mark;	
Update Data Neighbourhood Report Subu	rb Info, Sales Histor	y CMI Street View				
More Images		Jula Annon-Linner			]	*. <u>*</u>
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36 Fawcett Rd, GLEN INNES NSW 2370

Update Data Neighbourhood Report Suburb Info, Sales History CMI Street View



Suburb Report		
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Program:	Drinking Water Monitoring Program	Report Type:	Results Summary Report
AHS:	All	Entered Date Range:	-
PHU:	All	Barcode:	All
Water Utility:	All	Analysis Type:	All
Supply System:	All	Characteristics:	All
Town:	Glen Innes	Treatment Type:	All
Treatment Plant:	Glen Innes	Collected Date Range:	01-09-2022 - 30-09-2022
Source:	All		
Sample Site:	All		

Sample Count:

4

Analysis Type		Guideline Value	Units	Mean		Standard Deviation	Min		Sample Count			Percentile	% meeting guideline values
Microbiology													
	E. coli	0.0000	mpn/100 mL	0.0000	0.0000	0.0000	0	0	4	0	0	0	100.00
	Free Chlorine	0.2 - 5	mg/L	1.5975	1.5300	0.3240	1.33	2	4	0	2	1.33	100.00
	рН	6.5 - 8.5		7.8725	7.8650	0.1648	7.68	8.08	4	0	8.08	7.68	100.00
	Temperature	30.0000	С	15.1750	15.6000	1.4361	13.1	16.4	4	0	16.4	13.1	100.00
	Total Coliforms	0.0000	mpn/100 mL	0.0000	0.0000	0.0000	0	0	4	0	0	0	100.00
	Turbidity	5.0000	NTU	0.2840	0.2320	0.1505	0.167	0.505	4	0	0.505	0.167	100.00

Annexure A



Aboriginal Consultative Committee MINUTES OF ORDINARY MEETING HELD ON: 22 August 2022

- 1. OPEN / WELCOME TO COUNTRY: 2:03pm Mayor Robert Banham Opened meeting with Welcome to Country by Philip Winzer
- PRESENT: Robert Banham (Mayor GISC) (Chairperson), Inspector James Parsons (New England PD), Julia Morgillo (Aboriginal Community representative), Philip Winzer (Local Aboriginal Lands Council), Councillor Carol Sparks (Councillor – GISC), Anthony Williams (Manager of Community Services - GISC), Karen Potter (Local Aboriginal Lands Council), Amanda Taylor, Debbie McGowan (Armajun), and Kerrie McIntosh (minutes), Amanda Taylor (Arrived 2:16pm- Southern Cross Distance Education).
- APOLOGIES: Anna Watt (Director of Corporate and Community Services GISC), Jessica Hooper (Boorabee Aboriginal Corporation), Kerry Faiers (Community), Teniah Villiers (Cooramah Aboriginal Corporation).
- 4. MINUTES OF THE PREVIOUS MEETING: 27 June 2022 minutes Moved Philip Winzer, seconded Julia Morgillo.

Item No.	Item	Action
5	BUSINESS ARISING:	
	7.4 <u>Armajun Health Service</u> Additional Members for committee – Anna provided notes to Chairperson regarding this item - nomination forms for 2 additional members were given at the last committee meeting	Passed.
	and a report was submitted to Council to endorse 2 more members and this was passed at the last Council meeting which Mayor Robert Banham and Councillor Carol Sparks attended.	Complete.
	<ul> <li>7.5 <u>Glen Innes Severn Council</u></li> <li>Discussions around The Youth Booth followed by conversation around medical services and possible venues / funding options.</li> <li>Members discussed Cooramah / Lands Council having space for a medical centre. Anna suggested members to attend and</li> </ul>	Anna has provided the form to speak at Council meetings at meetings.
	address the Council meeting when the report is put up for discussion in July as well as participate in the community survey.	Complete.
	<b>Extra Notation:</b> Mayor Robert Banham advised there has been rumour that the Youth Booth would be shut, and an article in the local newspaper but said that the Youth Booth would not be shut. Tony Williams provided a report which is to go to Council meeting being held Thursday 25/8/2022 – it was encouraged for everyone to have a read.	
	Tony Williams advised of the Youth Booth survey results – 182 responses. 98% were in favour of having a Youth Centre and 98% of those were in favour of keeping the Youth Booth where it is.	

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	8.1 Draft Terms of Reference	
	Discussion commenced around youth members which are still vacant. Phil commented he will seek interest through his avenue. Anna had previously advised that Council will advertise with the High School newsletter.	Philip and Anna to promote the vacant youth positions through their avenues.
	Motion: The draft Terms of Reference be endorsed by the Committee to go to Council for adoption.	
	Moved: Phil Seconded: Deb. (vote = 5 for, 1 against) Carried. Julia M abstained from voting.	Complete
	Recommendation to Council: That the Draft Aboriginal Terms of Reference be adopted.	
	Upon discussions between Anna and her Personal Assistant after the meeting it was flagged the time of the meetings is during school hours. It was decided this was not the best option. Council would put a post on their Facebook page instead.	
	<b>Extra Notation:</b> Mayor Robert Banham advised that they were looking at changing meeting times to see if we can accommodate and get participation from all – Maybe 4:00pm? Discussion was around having a school representative to attend. Seek youth input? Encourage young ones to attend?	Action: Anthony Williams will get in touch with school to see if there is any interest in
	Anthony Williams did note this was an item out of the last meeting and it was decided to not go down this track. It was then discussed between all what avenue to take.	participation of meetings, also draft a letter to principal of school about
	Action: Anthony Williams will get in touch with school to see if there is any interest in participation of meetings, also draft a letter to principal of school about meeting and see if we can change time if there is interest.	meeting and see if we can change time if there is interest.
6	CORRESPONDENCE:	
	Correspondence was read of emails received and forwarded to Community Committee.	
	<ul> <li>Email-ACC-13-7-2022- Ordinary Council Meeting Minutes 23-6-2022</li> <li>Email ACC 20-7-2022 Free Community Group Opportunities and IT support</li> <li>Email 1-8-2022 ACC Access to Living Better Expo 22</li> <li>Email 2-8-2022 - 2022 Volunteers NAIDOC EOI Stall holders</li> <li>Email ACC 4-8-2022 Letter Additional members</li> <li>Email ACC 8-8-2022 Expo invitation, Grants, July Minutes Summary</li> </ul>	
	<b>Extra Notation:</b> Julia Morgillo expressed that after the Consultative Committee meeting held 27 June 2022 that Council put up a draft housing policy, it was mentioned that it could have been an agenda item at the Community Committee meeting. Phil mentioned it was put on facebook and submissions would be open but there was no link or date to make a submission, and housing and development applications was something that he wanted to have a conversation about.	

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	Response Anthony Williams – Once adopted by Council the policies are in place for 3 years or until they are updated. All polices are available to view online. Policy documents are for the whole community with Strategic Plans and other Strategy documents being on public display for 30 days prior to official adoption to allow time for community feedback. Tony further commented that if there where particular things of importance like Phil said it would be good to highlight them for discussion. <b>Recommendation:</b> Council needs to recognise key or large stakeholders. Aboriginal Consultative Committee have many key stakeholders and need to be across policies such as housing policy.	Action: Tony to review how community consultation works and advise the
	Action: Tony to review how community consultation works and advise the process for community groups to offer input. Motion: Correspondence; Moved Phil Winzer, seconded Julia	process for community groups to offer input.
7	Morgillo REPORTS:	
7.1	Glen Innes Local Aboriginal Lands Council The NAIDOC celebrations at the Willows are still being organised, with preparing for the schools for two days and then a community fun day on the third day.	
	Grant applications being worked on include:	
	Running more cultural camps 2022	
	<ul> <li>Aboriginal language programs</li> <li>Working on developing more language classes.</li> <li>Mental health &amp; First Aid training this week (from White Rock)</li> </ul>	
	Awaiting on a few grant outcomes now just around increasing engagement on tourism space, disaster risk reduction and bush fire preventative activities.	
	Position vacant for a language cultural level for a couple of hours and the potential if grant received could make it a fulltime position next year.	
7.2	Cooramah Aboriginal Corporation	
7.3	As an apology was submitted no report was provided.	
7.3	Boorabee Aboriginal Corporation As an apology was submitted no report was provided.	
7.4	Armajun Health Service	
	Debbie McCowen discussed doctor shortages. Two (2) Doctors coming from Armidale on a Monday to attend Glen Innes. Inverell Doctor coming on a Wednesday to Glen Innes which will cease at the end of August 2022. Also, two (2) Doctors coming from Armidale on a Thursday but that will reduce to one (1) Doctor on a Thursday as going on maternity leave. There has been a massive waitlist in Glen Innes and really trying to reduce this and getting it under control. Also, security has been an issue with a smashed car window	
	Also, security has been an issue with a smashed car window this morning and look at locking gates.	

Action

Item No.	Item	Action
	Having trouble with Armajun staff attending NAIDOC meetings and we still very much want to be involved but it tends to be on the days Doctors are in Glen Innes so unable to attend.	
7.5	Glen Innes Severn Council	
	Report attached to the minutes. The report for the Youth Booth was delayed from July and is going to the Council meeting this Thursday 25 August 2022 and the community feedback was quite good. Southern Cross are still using the Youth Booth on Monday's & Tuesday's. Amanda Taylor (Southern Cross) advised they have some new enrolments coming in. Movements – One nearly finished year 12, two (2) in year 11, one (1) nearly finished year 10, one (1) currently enrolled year 9, one (1) coming over to year 9 who has not been in school for two (2) years and another student coming either year 7 or 8.	
	Highland Hub opening September 2022.	
	Glen Innes Regional Netball Facility opened 20 August 2022.	
	Phil enquired who did the welcome to Country. Tony was unaware as he did not attend. Carol and Rob did not comment. It was assumed that there was no Welcome to Country.	
	Staff Shortages a problem in particular Aged Care Services with 16 vacancies in Community Services. Hoping the Royal Commission findings and the pay rise support an increase by 25%.	
	Council planning a Careers Expo Day being held 30 August 2022. Glen Innes High, Southern Cross and Emmaville will come across and it will give the kids an overview of jobs within Local Government, so kids are aware there are different career paths.	
	TAFE have offered to run short Cert III courses for 9 days with some units that will contribute to the overall course. If they do the core ones to start Community Services hope to get them started with some casual work and then push them through to a traineeship.	
	Anthony Williams of current vacant positions across GISC.	
	Recommendation: Phil Winzer (LALC) that for any official openings he would be happy to do "Welcome to Country".	
7.6	Healthwise	
7 7	No representative in attendance.	
7.7	Pathfinders No representative in attendance.	
7.8	Family and Community Services	
	No representative in attendance.	
7.9	Glen Innes Police	
	Inspector James Parsons was in attendance and spoke of the recent police activity in the LGA. NSW Police provided escorts to the NAIDOC march on 6 July which was great despite the weather and planning is underway in rostering staff for NAIDOC celebrations and hoping to have sign-off in providing 2 x police officers for 4-6 hours on each of the 3 days to show appropriate support for this event. It was noted that tradition dictates that the police are to cook the BBQ for these days but	Inspector Jame Parsons to report on Prevention Engaging with youth

Item No.	Item	Action
	noted it is only the Friday so James will try and attend the event on the Friday.	
	Action: Question posed: What would the Committee like James to report on for these meetings noting police matters are confidential.	
	<b>Responses:</b> Phil Winzer (LALC) – prevention and updates on what police are doing to engage with youth and early intervention? What are you looking at in these spaces?	
	James spoke of staff movements at Glen Innes, Emmaville, Tenterfield, and Inverell.	
	Over the past 6 months New England Police have been focused on moving offenders away from the court system. Discussion was had around the PCYC and the only one is at Armidale and they have had 40 attendees for boxing of a morning, they are given breakfast and then dropped off at school. This has been working well. Phil mentioned it may be beneficial for the Community to know Police are friends and not have their first contact with Police be in court. Carol suggested that Police could call into the Youth Booth and say hello to Youth. Amanda noted that the Youth know there are rules to abide by and the kids that they try to re-engage back into the community need guidance, assurance, security and food. The PCYC are supported by General duties police and police management	Action: Phil to speak to
	Action: Phil Winzer to speak to Troy Arandale (Deputy Mayor) as Troy is meeting with PCYC.	Troy Arandale (Deputy Mayor) about PCYC.
8	GENERAL BUSINESS:	
8.1	Signage and Directions to "The Willows"	
	Carol passed over to Phil Winzer	
8.2	<u>Tourism signposting for Boorabee and the Willows</u> It would be nice to have signage for "The Willows", signage like they have for National Parks signs, or small signs noting "45klms $\rightarrow$ ", or an arrow upon entry. Signs on either side of road to clearly indicate where turn-off for "Willows" is.	Action: Phil Winzer to give diagram and advise what he wants to Carol;
	<ul> <li>Action:</li> <li>1. Phil Winzer to give diagram and advise what he wants to Carol;</li> <li>2. Carol will then speak to Keith Appleby (Director of Infrastructure Services).</li> </ul>	Carol will then speak to Keith Appleby (Director of Infrastructure Services).
8.3	Council charges issued for LALCS Phil raised that Council has sent rate notices for vacant blocks of land and has issued rate charges for water access, sewerage etc. Phil noted that this LALC land was not used for residential or commercial purpose, contrary to the Aboriginal Land Rights Act and they should not be charged. Phil addressed this with letters & calls to Andrea Davidson (Rates Officer- GISC) and was advised he would need to provide specific addresses which were of concern.	Action: Tony Williams to make an enquiry and advise Phil of the outcome.
	Action: Tony Williams to make an enquiry and advise Phil of the outcome.	

Item No.	Item	Action
8.4	Reconciliation Plan	
	Julia discussed that this has been brought up before at previous meetings and Council should be implementing this.	
	A reconciliation plan is an agreement between the Local Indigenous Community and Council to work towards creating reconciliation.	
	Discussion commented on a RAP noting other Councils have created their RAP and it was noted that this is not a compulsory document for local government and there is merit in the conversation, The attached Wagga Wagga and Tamworth RAP were mentioned and that they are large Councils with populations approaching 70,000 people each. They have significant more resources than GISC.	Action: Julia Morgillo / Philip Winzer and Debbie McCowen will research what other smaller Councils
	<b>Recommendation:</b> Look at what smaller Councils are doing and bring to next meeting. The committee to write a letter to the GISC Acting General Manager in relation to creating a RAP.	similar to GISC are doing.
	Action: Julia Morgillo / Philip Winzer and Debbie McCowen will research what other smaller Councils similar to GISC are doing.	Action: Julia Morgillo to draft / structure a letter for Acting
	Action: Julia Morgillo to draft / structure a letter for Acting General Manager of Council.	General Manager.
8.5	Council Commemorative Events Policy	
	Discussion was based around the Events Policy, and significant events such as "Sorry Day" and "NAIDOC" were left out. Anyone can speak at Community Consultation meetings about changes, and all polices are available on Council website to view by everyone in community.	Action: Julia Morgillo to write a letter to Acting General Manager for consideration of
	<b>Recommendation:</b> Inclusion of "Sorry Day" and "NAIDOC" into Events Policy.	inclusion of "Sorry Day" and "NAIDOC" in the Events Policy.
	Action: Julia Morgillo to write a letter to Acting General Manager for consideration of inclusion of "Sorry Day" and "NAIDOC" in the Events Policy.	
9	AGENDA ITEMS WITHOUT NOTICE	
9.1	Indigenous Employment Strategy Phil mentioned that at the AGM it was mentioned that Council would re-instate the indigenous employment strategy if the rate of indigenous unemployment rose above the national average.	
	The percentage of indigenous people in the last census has risen from 5.6% to 7.8%. Is Council revisiting that strategy or is it being reviewed?	
	Tony noted that this was not an agenda item however commented that he was unaware of the recent census statistics and further unaware of who had made the statement suggesting the strategy would be re-instated. Debbie commented that the stats were included in the previous Council report and perhaps they could be included in future reports. Tony agreed to include current stats and further commenting that The Census information rollout started in June 2022 and will be reviewed as information comes to hand.	

Item No.	Item	Action
9.2	Standing Agenda itemsJulia Morgillo discussed having standing agenda items like theIndigenous Employment Strategy that need to be addressed ateach meeting.What is the role and goal of these meetings? Is this committeea service provider meeting or a consultation meeting (?leadership). Anna Watt has provided reports in the past butTony will include Indigenous Employment Strategy in hisreport.Action: Tony to include in his report Indigenous EmploymentStatus strategy.	Action: Tony Williams to include in his report Indigenous Employment Status strategy.

# MEETING CLOSED: 3.36pm

NEXT MEETING: Monday, 24 October 2022 at 2pm at the Cooramah Cultural Centre

Minutes have been forwarded without review by Chairman (22/8/2022 @ 3:38pm Mayor Robert Banham advised minutes can go out without his review).

### Australia Day S355 Community Committee of Glen Innes Severn Council MINUTES OF ORDINARY MEETING HELD ON: 7/9/2022

MEETING OPENED: 19:00 (7.00pm)

**PRESENT:** Jan Lemon, Mahri Koch, Robert Arthur, Kerrie Sturtridge, Peter Haselwood, Lyn Schumacher, Bev Edkins, Richard Edkins, Cr Parsons. Guest: Carol Newberry

APOLOGIES: Kerry Strong, Cr Parry.

Apologies accepted: Moved Kerrie Sturtridge, Seconded Peter Haselwood CARRIED

Minutes of meeting August 2022: Moved Mahri Koch seconded Kerrie Sturtridge. CARRIED.

### DECLARATIONS OF CONFLICT OF INTEREST: NIL.

ltem No.	Item	Action
1	BUSINESS ARISING:	
1.1	Budget confirmation from Council. Jan: budget is \$5,000. Jan brought in the new medallions for us to see.	
	Cr Parsons asked if the committee would be interested in taking on the presentation of sports awards at the Australia Day ceremony – Sports council is no longer functioning. Jan advised the committee has not been approached.	
	Members suggested we could do it provided we ensure the sports awards are kept brief (Junior and Senior sportsperson) so as not to unduly lengthen the Ceremony.	
	<b>Motion:</b> Kerrie Sturtridge. The Committee promotes INDIVIDUAL Junior (15 and under) as at 26/1/2023), and Senior sportsperson and Contribution to Sport, awards from 2023 Australia Day ceremony.	<b>Mahri</b> to circulate more than usual to sports clubs to call for nominations.
	Seconded: Richard Edkins	
	CARRIED	

ltem No.	Item	Action
2	EXECUTIVE REPORT - Budget	
2.1	Budget confirmation from Council. Jan: budget is \$5,000.	
3	CORRESPONDENCE:	
3.1	OUT: JAN: Nil. IN: Jan: Nil IN GISC: Grants and funding opportunities; Disclosure process – forms no longer needed. OUT: Mahri: Minutes of August 2022 meeting; Agenda for September meeting. All incoming emails shared immediately out to all committee members and Councillor representatives to the committee.	
4	GENERAL BUSINESS 2023 Australia Day Breakfast Next breakfast is to be at Wellingrove Hall. Carol confirmed Wellingrove hall to be the site for breakfast 2023. Jan advised: breakfast at Wellingrove – provided by Committee (food and donation): (Bacon and eggs, bread / rolls, tea and coffee, fruit juice, (fruit salad for any possible vegans who might attend. Slices / muffins, for children attending.	Committee to assist Carol and her team with whatever Carol needs. Carol can pick up the food the day before at Woolworths, and provide a water tank for drinking. Carol will put up photographs of the history of Wellingrove for people to view. Mahri to send Carol an email each Friday before our monthly meetings so that she can attend if she wishes to regarding running the breakfast. Mahri to give Carol notices for nominations and signs to erect at Wellingrove hall.
4.1	Nomination forms 120 <sup>th</sup> birthday celebrations at top must be removed. How do we get more information from nominators? "PLEASE INCLUDE organisations/community activities your nominee VOLUNTEERS/assists	<b>Mahri</b> to update nomination forms, add sports awards nominations, and get the drafts out to members for review; combine on back-to-back A4 (Guidelines and nomination details).

ltem No.	Item	Action
	with? How many years/decades? Any executive roles? Judges can only assess a nomination based on the information you provide. Richard suggested: Telephone number for people	Jan to be the contact number on the nomination forms. Nomination forms must be ready
	to ring for advice / assistance? Members agreed.	to go out to the public at the October committee meeting.
4.2	Letters, emails to community organizations re nominating and participating in AD	Mahri to add more sporting groups than have been contacted in past years (see Preston Parkes) – Jan to see Preston and acquire his email address for Mahri to send nomination forms / processes / information to.
4.3	<ul> <li>Venue and Ambassador housing for 2023</li> <li>Welcome with Ambassador in Remembrance room 25<sup>th</sup> January 2023.</li> <li>Breakfast at Wellingrove Hall.</li> <li>Ceremony at the Services Club.</li> <li>Church of England Hall for dinner 26<sup>th</sup> January evening.</li> <li>Motion by Bev Edkins: Jim and Adi Ritchie to house the Ambassador again for 2023 ceremony. Seconded: Peter Haselwood CARRIED</li> </ul>	<b>Mahri</b> to book the ceremony event with the Club administration asap.
4.4	Nomination for membership to committee: Karen Carr. Accepted by committee members.	<b>Mahri</b> to forward Karen's nomination for membership form to Danielle at Council.
4.5	Committee member name badges	Jan to research design for acquiring name badges for all committee members.
4.6	Committee submission to Council for extra funding given new sports awards, etc. Members agreed a submission needs to be made soon. Contact state and federal ministers requesting help as to how and where committee can obtain additional funding for 2023 Australia Day	Mahri to draft letters to state and federal ministers - letters of assistance – and forward to GISC for approval and General Manager's signature - as per section 2.3 of the Community Committees Manual.

ltem No.	Item	Action
4.7	Ceremony Entertainment and live streaming Motion: Kerrie Sturtridge: Committee Cancel live entertainment for 2023 ceremony and put together a quiet music sound track backing instead. Seconded: Lyn Schumacher CARRIED Motion: Kerrie Sturtridge: Committee writes to Council requesting an additional \$1,500 to go towards the live streaming of our Australia Day 2023 event. Include the benefits the live streaming will benefit (Nursing homes, people who are unable to attend the ceremony). Seconded: Bev Edkins. CARRIED	<b>Mahri</b> to write to Council for additional funds.
ME	ETING CLOSED: 2010 (8.10pm). NEXT MEETING	: Wednesday 5 <sup>th</sup> October,

2022



PO Box 565 Glen Innes NSW 2370

# Australian Standing Stones Management Board Community Committee of GISC Monthly Meeting Minutes Wednesday 21<sup>st</sup> September 2022 5.30pm Board Room, Glen Innes Services Club

**Present:** Judi Toms (Chair), Rob O'Brien, Ronnie Bombell (GISC left at 7.15pm), Storm Black, Peter Grimes, Col Price, Cr Lara Gresham (GISC), George Robertson-Dryden, John Rhys Jones, Steve Toms. Pamela O'Neill (6.20pm – 7.25pm)

Moved: John that in the Secretary's absence, Steve to take the minutes **seconded** George **carried** Apologies: Cr Rob Banham (Mayor, GISC), Raelene Watson, Fiona O'Brien

Moved: George that the apologies be accepted seconded Lara carried

**Minutes of the previous general meeting:** need to be amended to remove the word 'agenda' and record Steve Toms, Robert and Fiona O'Brien as visitors. The updated minutes to be sent to Danielle Mepham (GISC).

Moved Judi seconded Col carried

Declaration of Conflicts of Interest: to be noted for all meetings – J. Toms is a casual employee and J. Rhys Jones, R. Watson, F. O'Brien are permanent employees at GISC.

### **Business Arising:**

	Item-	Action by:
1	Amendments needed for the minutes of the AGM held in August 2022.	. Judi
	Judi Toms needs to be recorded as being in attendance and Cr Lara	
	Gresham needs to be recorded as an apology. Judi to contact Danielle	
	Mepham to clarify process	
	Moved Col seconded Storm carried	
2	Marquee update – report from Raelene that a whole marquee would	Raelene
	have to be purchased as individual printed components cannot be	
	purchased.	
3	Two new ASSMB flags ordered and have now arrived. The slight change	ges Judi
	have improved the look of the flag.	
4	The flagpole at Hill of Tara - Council will be replacing the ropes. There	e is Judi
	no need for a new flagpole.	
5	ACF Honoured Guest – a letter of invitation from the Mayor has been se	ent Judi/Ronnie
	to the British Consul-General in Sydney (Louise Cantillon) along with	an
	invitation to Scottish fiddler, Paul Anderson, who has respond	ed
	indicating he is keen to come and further discussions will take place.	
6	Set date for working bee at the shed – held over to GB	Judi

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Annexure C



THE AUSTRALIAN STANDING STONES MANAGEMENT BOARD

PO Box 565 Glen Innes NSW 2370

### Correspondence

**In:** GISC Grants opportunities & August Council Meeting summary; email from Des Bowlay acknowledging his letter of thanks; thank you from Guardians Joy Dunkerley (with correction that she has attended all Celtic Festivals) and Margaret Winnett on receipt of the Annual Report; GISC R. Bombell re AGM Chair's report

**Out:** minutes and agenda; letter of thanks to Glen Innes Opportunity Shop for their kind donation; letter of thanks to Des Bowlay and John Mathew including a copy of the Annual Report; copy of Annual Report to Doug Fowler (letter of thanks sent previously); Letter of Support to the Land of the Beardies History House regarding a grant application they are making to build a frame to showcase 3 large portraits of members of the Boyd family who are donating the portraits to the History House.

### Moved: Judi seconded Peter carried

### Treasurer's Report: (attached)

John presented GISC Receipt and Expenditure Statement for 2021 - 2022 Moved: John seconded George carried

# **General Business:**

	Item	Action by:
1	Replacing Excalibur – discussion around options. Steve offered work on this.	to George
2	John will be getting some Scottish maps and will donate some for raffles	or John
3	A 'Scottish' dressed doll has been donated from an estate and was shown at the meeting. It will be used as a raffle prize.	as Jude
4	ACF/Infrastructure report tabled from Ronnie. ACF preparatic flowing along smoothly. Report attached.	n Ronnie
5	Spring equinox event was held today with approx. 30 people attendance. The Sun wasn't shining which affected the marking the shadow and the sundial, however those present enjoyed th informative talk given by Steve and John. Thank you to Paul and La for playing pipes and drum.	of ne
6	Microphone stand – further items have been ordered as the corre fittings weren't included in the original item.	ct Judi
7	Moved Peter, seconded Storm, that a new set of flags to be ordered (following Op Shop donation) carried	d Judi
8	Flag lowering ceremonies reviewed. Discussion ensued about the reasons for the flag lowering events and the value of continuing with Galicia and Asturias. Worldwide the 6 nations of Brittany, Cornwa Ireland, Isle of Man, Scotland and Wales are accepted as Celtic base	th II,

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	on their strong Celtic connections particularly culturally and linguistically.	
	Board members will be allocated the responsibility of the flag	
	lowering events at the October meeting.	
	The suggestion was also made that the winter flag lowering events	
	be moved to an earlier starting time of 4 pm. This will need to be	
	finalised at the October meeting.	
	Moved John seconded Lara to delete Galicia and Asturias carried	
9	Discussion regarding the Calendar dates included in the Monthly	Steve
	Minutes and Agenda. The changes are reflected at the end of these	
	Minutes.	
10	The current flags flying at the Stones will need to be lowered	George
	tomorrow morning and raised again in the afternoon to acknowledge	
	Australia's National Day of Mourning respecting the death of Queen	
	Elizabeth II. All flags to go back up at a later date.	
11	Brochures – there are only 5 boxes left at the GISC depot (900 per	Judi
	box = 4500). ASSMB will need to begin the process to update and get	
	more brochures. Updates to include the brandubh, the human	
	sundial and an indication of the relevance of the numbers at the base	
	of each stone.	
12	Toilet upgrade. It is an opportunity to relook at what developments	Charten
75		Steve
12	will enhance and improve the site with a number of potential	Steve
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# Recommendations to Council: Nil Meeting closed 7.45pm

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





PO Box 565 Glen Innes NSW 2370

Next meeting: Special meeting to discuss toilet upgrade @ 5.30pm Wednesday 28th September 2022 upstairs at the Visitor Information Centre. Next General meeting @ 5.30pm Wednesday 19th October 2022 Services Club Board Room.

# Calendar dates – Anniversaries and Ceremonies

Date	Event		Time
1 February	The Australian Standing Stones	Opening - 1992	
1 March	St. David's Day (Wales)	Flag lowering	5 pm
5 March	St Piran's Day (Cornwall)	Flag lowering	5 pm
17 March	St Patrick's Day (Ireland)	Flag lowering	5 pm
21 March	Autumn equinox	Solar noon	from 11.30am
1 <sup>st</sup> wk'end May	Australian Celtic Festival		
19 May	St Yves' Day (Brittany)	Flag lowering	4 pm
21 June	Winter solstice	Solar noon	dawn & from 11.30am
2 <sup>nd</sup> Sat July	Tartan Day Dinner	Fundraiser dinner	
5 July	Tynwald Day (Isle of Man)	Flag lowering	4 pm
21 Sept	Spring equinox	Solar noon	from 11.30am
30 Nov	St Andrew's Day (Scotland)	Flag lowering	5 pm
21 Dec	Summer solstice	Solar noon	dawn & from 12.30pm

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

First Nations people.



Annexure C



PO Box 565 Glen Innes NSW 2370

Item 9.2

Opening Rel	ance - 16-08-2022	AS II	11,910.15
Opening bai	ance - 10-08-2022		11,910.15
	De	oit Credit	
Expenses [ ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ]	k i fi	S Carlos	
23-Aug		.00	1 - y - 1
23 Aug	*Carroll&Richardson – INV 119974 ASSMB Flags 440	.00	1
*GST paid	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 and a start of the start of t	-45.00
		NY- 2	an a
Period Expe	nses incl.	and the second	-495.00
Income	and the second sec	. X. I.	
18-Aug	DONATION - Glen Innes Opportunity Shop	1,000.00	
22-Jul	*SALES – Postcard & Pen sales	25.00	
02-Sep	*PLAQUE – Clan Sutherland INV 20220901 CSA	316.41	
12-Sep	SALES of Fairy Door at Alder Grove (S Black)	5.00	
16-Sep	*SALES of Poems – The Croft INV 20220803 CRO	20.00	
16-Sep	*SALES of History - The Croft INV CRO-220605	200.00	
	Sol 1 E- P		
*GST recd	AS DE T		51.04
Period Incon	ne incl.		1,566.41
Period Nett	Income		851.41
	DATA - 1		
Closing Bala	nce - 16-09-2022		12,981.56

TREASURER'S REPORT

Invoices issued 16-08-2022 to 16-09-2022

1) 01-Sep 2022 20220901 CSA - to Clan Sutherland Society in Australia Inc

for design, production & delivery of commemorative plaque by Phoenix Foundry; Due 01 Oct 22; (Paid 02 Sep 2022)

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



First Nations people.



PO Box 565 Glen Innes NSW 2370 Item 9.

#### ACF UPDATE

Tourism & Events Officer (TEO) report

GLEN

ACF Website – updates ongoing

HIGHLANDS

- ACF Fees and Charges are on display
- Trader applications on website from 1 October 2022
- Performer, Volunteer, Clans & Societies applications are live. https://www.australiancelticfestival.com/

INNES

- ACF/LJ Hooker onboarding
- Program announcements Dec/Jan 2022
- Tickets Feb 2023

GLEN INNES EVENTS & TOURISM NEWS – Subscribe to newsletter https://gleninneshighlands.com/local-tourism-events-news-september-2022.html

### SEPTEMBER/OCTOBER 2022

### for more details contact the Glen Innes Visitor information Centre 67302400

Businesses and Community groups - Please send through all your upcoming events, event posters and updates to trading hours <u>tourism@gisc.nsw.gov.au</u>

#### TOURISM & EVENTS

- NATIONAL DAY OF MOURNING ~ Thurs 22 September Visitor information Centre will be closed.
- DEEPWATER BREWERY Beer & Pizza AFL Grand Final Sat 24 from 11am
- SCHOOL HOLIDAYS QLD From 16 September – 4 October
- NSW From 23 September Monday 10 October
- OCTOBER LONG WEEKEND Monday 3 October

### COMING UP - HIGHLIGHTS SEPTEMBER/OCTOBER

- GLEN INNES COTTAGE MARKETS Every Saturday
- GLEN INNES VETERANS WEEK OF GOLF Mon 3 October Friday 7 October
- GLEN INNES & DISTRICT TENNIS ASSOCIATION Night Comp 10 October
- GLEN INNES ART GALLERY EXHIBITION In The Style of The Masters until 7 Oct
- ACCESS TO BETTER LIVING EXPO 20 September 10am to 2pm GIDSC
- LONGHORN BAR & GRILL DEEPWATER Bands (Courtesy bus from Glen Innes) Starting Sat 24 September
- THEATRE NIGHT CHAPEL THEATRE 6pm Fri 7 October
- MARKETS IN THE HIGHLANDS --Saturday 8 October
- THE FULL MANDY Writer's festival launch Saturday 8 October

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- RURAL WOMANS DAY Thursday 13 October Chapel Theatre/Friday 14 October Ben Lomond Hall – Guest speakers and live music \$10
- AG STATION OPEN DAY Saturday 15 October (Photography competition entries 22 September)
- DANCE CREATE EVOLVE BELLY DANCING WORKSHOP 15-16 October
- NSW GRANDPARENTS' DAY LIBRARY EVENT 26 October
- TINY TOTS STORYTELLING EVERY WEDNSDAY library event
- HOLY TRINITY ANNUAL FETE Saturday 29 October
- CHAPEL THEATRE PRESENTS MOONAGE DAYDREAM MOVIE AND BANDS 29 October
- MOVIES AT THE CHAPEL THEATRE ONGOING & OPEN MIC NIGHTS
- HALLOWEEN AT THE CROFT Live Music, poetry Monday 31 October
- THE CROFT TEA TREAT AND TALKS 3PM every Thursday
- KNIT IN Wednesday 12 October 10am to 4pm Library
- ASSMB SPRING EQUINOX Wednesday 21 September Australian Standing Stones

### COUNCIL/355 COMMITTEE OF COUNCIL EVENTS

- HIGHLANDS HUB LAUNCH SOFT LAUNCH 24 Sept / OFFICIAL 14 Oct
- CHRISTMAS IN THE HIGHLANDS Thurs 24 November 2022 Community Event Red Cross Christmas Tree display Entertainment Market stalls Community Stalls Food Santa Lights
   MINERAMA – 10,11,12 March 2023
- AUSTRALIAN CELTIC FESTIVAL Thurs 4 Sunday 7 May 2023. LJ HOOKER homestay Accommodation shortages Performer applications ongoing Fees and charges 28.09 Trader forms Sponsorship drive
  - New Outdoor Stadium opened
  - Glen Innes Tennis drive
- SOCIAL MEDIA GIH Beautiful Spring Days, Discover Deepwater, Balancing Rock and Stonehenge, Gibraltar Range & Washpool Highlights, Local suppliers, Boundary Falls, Vintage and secondhand shopping, Inspiring locals, Big sky sunsets... Where you'd rather be campaign.

Rhonda Bombell

Tourism & Events Officer

Glen Innes Severn Council

Ph: 0404966792

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



Date 5-9-2022	Meeting Location: William Gardner Conference Room 71 Grey Street, Glen Innes	Time: 12.03pm-12:57pm
ltem	Issues/Discussion	Action.
Present	Kerrie Sturtridge (Chair), David Thomas (Deputy Chair), Julie Teal, Leonie Lee, Councillor Carol Sparks, Candy Lockwood (on behalf of Tony Williams) and Kerrie McIntosh (minutes).	
Apologies	Tony Williams, Keith Appleby, Joan Jones	
Minutes		
Minutes of the last meeting	An accurate record of the Minutes for meeting held 4 July 2022 Moved: Councillor Carol Sparks Seconded – Leonie Lee	
Agenda	Agenda - Kerrie Sturtridge mentioned the new style of Agenda was much easier for all to read	CLOSE OUT
Business Arising		
1.	<ul> <li>Annual Risk Assessment –</li> <li>7-3-2022 - Norm Spencer to check footpaths all issues will be marked with yellow paint and fixed immediately with footpath grinder, this will give much improvement to footpaths. It was noted that any major works they would need to plan for in the Capital Budget. Keith said will be commencing this week. Keith advised footpaths will be complete by 30.06.2022.</li> <li>4-7-2022 - Various areas around the LGA have been ground out and fixed. It was noted if you see an issue then to take a photo bring along to next meeting. The Medical paths were fixed, it was found the Council did a better job than the contractors – things will continue to move once weather</li> </ul>	<ul><li>6-9-2022 Hold over for Keith for next meeting.</li><li>If you see an issue, take a photo and bring along to next meeting or send to Committee prior to next meeting.</li></ul>
2.	Improves.         Pedestrian Access and Mobility Plan (PAMP)-         13-12-2021 - The Committee had concerns with access to the Dental Surgeries in Glen Innes and there were no proper footpaths into either surgery. The works Dept have been dealing with natural disasters and resources are stretched due to flood damage. There is no progress at present but will get things back on track and advise at next meeting. Maryann mentioned there is still difficulty accessing Howard Ellis's Dental Surgery with a wheelchair. Keith advised there are Dental surgeries within Glen Innes who have had their footpaths and access upgraded.	Keith still looking at improving access to Dental Surgeries and footpaths as identified in the PAMP.

	<ul> <li>2-5-2022 - Keith will continue to look at Dental Surgeries Access. Maryann volunteered to test access once completed. Work may be completed by Private Contractors.</li> <li>4-7-2022 - There has been much improvement with Dental surgeries but the Meade St surgery it is noted where the front path meets road it's too steep – propose to extend footpath from East Ave. Discussion was based about signage for the Dental Surgeries but it was determined that the dental surgeries should look after this themselves.</li> <li>5-9-2022 - The Mobility Map was emailed out to the Committee with nil responses. It was viewed at the meeting by those who attended and with noticeable changes required.</li> <li>Action: Kerrie McIntosh will update and re-send out to Community Committee, and they will review and provide response prior to next meeting.</li> </ul>	Action: Kerrie McIntosh will update and re-send out to Community Committee, and they will review and provide response prior to next meeting.
3.	<ul> <li>Disability Access Walk – Showground</li> <li>15-03-2022 - A disability walk was completed 15 March 2022 @ Glen Innes Showground.</li> <li>2-5-2022 - The Committee said the disability walk was great for awareness, the committee took wheelchairs and walked around and pointed out some access issues which were well received by the Trust (John Lynn). The Kris Baker stand gets a lot of use, however there is no footpath to this. No footpath from accessible toilet to Grandstand. It would be great if the Show Society do the walk. Kerrie Sturtridge offered help if they would like it to John Lynn and Kay Klingner. Keith will be available to do walk after Winter in Spring 2022.</li> <li>4-7-2022 – The Showground Trust received Grants and construction is now going ahead on disabled toilet block, making this bigger and more accessible and a path access from the Barbeque area to the Kris Baker stand and along the front of the tea rooms. Julie Teal will keep in touch and advise of proceedings and Dave Thomas will speak to Kerrie Sturtridge about getting in touch with John Lynn and checking out the disabled toilets / access.</li> <li>5-9-2022 – It was noted that doing the Disability showground walk was one of the best things the Community Access Committee has completed as it opened the Showground Trust seves to what needed completing to make it more accessible to people. Phil (President) Showground Trust is currently completing a grant application to improve the pathway from the disabled toilet to the mini grand-stand.</li> </ul>	Ongoing

	Dave Thomas has not seen plans of current renovations within the showground but was able to show the Committee some photos of the toilet block area under development, not sure if this will be a unisex toilet? Action: Dave would like to see plans of development within Showground and Julie Teal will arrange to email these to Dave.	Action: Dave would like to see plans of development within Showground and Julie Teal will arrange to email these to Dave.
	Kerrie Sturtridge did not that the Glen Innes Community Access Committee are all about awareness and are happy as they had no idea they were able to get grants to change the showground.	
	Action: Kerrie Sturtridge will keep in touch with John Lynn about what's happening at showground.	Action: Kerrie Sturtridge will keep in touch with John Lynn about what's happening at showground.
4.	Accessibility Expo – Look at holding September 2022. 7-3-2022 - Kerrie McIntosh contacted several Businesses and Tamworth & Armidale Councils but due to COVID-19 there has been a high turnover of staff so there is little knowledge of this event. It was suggested that maybe we could combine the "LC – SS Open Day" with the Accessibility Expo" in future. The Accessibility Expo could be held in September 2022, the venue would be Glen Innes & District Services Club from 10:00am - 2:00pm 4-7-2022 – It as decided of a name change from Accessibility Expo to "Access to Living Better", and to go ahead on 20 <sup>th</sup> September 2022. It was expressed that the Community Access Committee need to drive this expo to make it successful and Kerrie McIntosh is here for support, but the Committee will need to do most of the work. Kerrie McIntosh has already completed the following to get it started - liaised with Glen Innes & District Services Club and will call and confirm date now confirmed with committee. Draft Flyer, Registration Forms and Feedback Forms for review and approval. A excel spreadsheet will be sent to Committee members and they will need to update details, add email addresses and add any other companies they feel would like to be a part of the expo. An email was sent to Committee regarding Tamworth and Armidale / New England Expo's and committee will follow up and see if we can include anyone on their list on our Expo. A separate meeting is set for 25 July to keep Expo on track.	Name change: Access to Living Better Expo Community Access Committee to drive this expo. Committee to contact Tamworth and Armidale / New England expo Organisers to see if we can include anyone in our Expo. Follow-up meeting to be held 25 July 2022 to ensure on track for expo.
	<b>5-9-2022</b> – The Expo is on track, we have received 22 registrations from businesses within the area. Timbs Pharmacy have said yes but have not provided registration form. Kerrie S that registrations will not close now until the day of the show. The flyer has been sent to many businesses in and outside of our LGA. Kerrie S advised there will be tea / coffee provided by the Services Club on the day but asked could Committee members make slices / cakes and bring. Kerrie S will be at Club from 9:00am the morning of the Expo organizing tables and would welcome assistance from any	

	<ul> <li>committee members. Kerrie S advised Kerrie Mc is compiling all the names on a spreadsheet and if anyone needs more information to direct them to her. The actions from the meeting held 25 July 2022 were closed out.</li> <li>Recommendation: Committee make slices and cakes to bring to Expo. Committee attend Expo from 9:00am to assist in setup for expo.</li> <li>Action: Julie - check with men's shed as no response regarding attendance to expo. Action: Kerrie Mc will continue to send out emails prior to Expo and compile registrations.</li> </ul>	Action: Julie - check with men's shed as no response regarding attendance to expo. Action: Kerrie Mc will continue to send out emails prior to Expo and compile registrations.
5.	<ul> <li>Disability Access Walk – Glen Innes</li> <li>The Mobility Map Glen Innes is due for revision and was handed out to Committee members. A</li> <li>Disability walk for around Town will be held on Wednesday 10 August 2022 @ 10.00am. Everyone</li> <li>including the community needs to identify and confirm what has been changed or needs addressing</li> <li>still like ramps, stairs, signs and chairs on footpath. We need to keep an eye out of areas are of</li> <li>concern for locals and visitors who use wheelchairs, walkers, walking sticks and address any issues</li> <li>not just on this walk but if we see something, note it down and take a photo at the time to show</li> <li>committee.</li> <li>5-9-2022 – Kerrie Sturtridge found the Disability quite rewarding as there were many noticeable</li> <li>changes around town. Those Committee members who attended the Disability walk set out in groups</li> <li>of 2 or 3. Group 1- Kerrie Sturtridge and Leonie Lee. Group 2- Councillor Carol Sparks, Keith</li> <li>Appleby and Kerrie McIntosh. Group 3- Dave Thomas and Joan Jones.</li> <li>There have been many areas where the grinder has been over but there are only a few still to</li> <li>complete. Carol mentioned there were dips in the gutter that could be looked at and people just need</li> <li>to step up unmanageable gutters. The new taxi rank area that was fixed looks great.</li> <li>Discussion was based around more and clearer marked spaces for disability parking. There should</li> <li>be disabled parking in the middle of Bourke St near the pathology. Candy mentioned that this was</li> <li>previously sent to Transport Committee, they completed disabled carparks near Timbs Pharmacy</li> <li>instead of having them in middle of road.</li> </ul>	Wednesday 10 <sup>th</sup> August 2022 Disability Walk around Glen Innes Town
	Recommendation: Do we need to take back to the Transport Committee?? Action: Councillor Carol Sparks noted she would speak to Mayor Robert Banham regarding this and let the committee know an outcome at next meeting.	Action: Councillor Carol Sparks noted she would speak to Mayor Robert Banham regarding this and let the committee know an outcome at next meeting.

Correspondence		
Outgoing		
Incoming	<ul> <li>Email-GICAC 13-7-2022- Ordinary Council Meeting Minutes 23-6-2022</li> <li>Email GICAC 7-7-2022 T. Williams Community Committees of Council Manual</li> <li>Email GICAC 20-7-2022 Links for Life Disbaility Expo Tamworth</li> <li>Email GICAC 20-7-2022 Free Community Group Opportunities and IT support</li> <li>Email GICAC 26-7-2022 - Access to better living</li> <li>Email GICAC 5-8-2022 Grants and Funding Opportunities</li> </ul>	
<b>Business without Not</b>		
1.	Disability signs in shop windows Kerrie Sturtridge would like Disability Welcome stickers for all shops in Glen Innes to be re-done as they are fallen / falling off or hard to read. Candy noted there was previously a Community Services fund / budget that these funds could come from. Kerrie McIntosh mentioned it was noted at previous meetings this year and Tony Williams on those occasions did advise there was no budget for this. Action: Candy Lockwood to speak to Tony Williams about a budget to have Disability Welcome stickers made for shops.	Action: Candy Lockwood to speak to Tony Williams about a budget to have Disability Welcome stickers made for shops.
2.	Accessibility Issues Kerrie Sturtridge noted again "we all don't need to do a disability walk to outline issues, if you are out and about and see something that needs addressing then take a photo and email Community Access Committee, which includes Tony Williams, Keith Appleby and Kerrie McIntosh from Council"	If you are out and about and see something that needs addressing, then take a photo and email Community Access Committee.
3.	Service's Club between Club and Woolworths There are still large potholes of concern. Letters and emails have been sent to both Woolworths and Glen Innes District and Services Club. As large trucks use District Se5rvices club driveway and carpark area there is resistance from both to maintain upkeep of these area. It was noted that when it rains it is horrendous. Action: Kerrie Sturtridge to speak to Pat Lonergan (Services Club) about this area and how to proceed forward.	Action: Kerrie Sturtridge to speak to Pat Lonergan (Services Club) about this area and how to proceed forward.

4.	Mobility Map Is everyone happy with Map ? Should it be looked at prior to every 6 years ? Recommendation: Nil response and topic of conversation was changed.	
5.	Step-downs Dave Thomas noted that sometimes when there is a large step-down you sometimes feel a jolt or shake and can wobble and this could lead to a fall. Should wings / curves on ramps be highlighted as this would make it easier for people to see and may prevent falls occurring.	Astion Korris Sturbidge to forward
	Recommendation: Wings / curves on ramps be highlighted. Action: Kerrie Sturtridge to forward to Keith Appleby and advise outcome at next meeting.	Action: Kerrie Sturtridge to forward to Keith Appleby and advise outcome at next meeting.
6.	General Info Kerrie Sturtridge mentioned the Community Access Committee has had quite a busy year. Councillor Carol Sparks mentioned there was going to be a pathway / footpath from The New Glen Innes Sports Stadium to the High School. It is good to see Council looking at pathways around the Town.	
7.	Access to Living Better Expo Kerrie Sturtridge will get list of Kerrie McIntosh prior to Expo on 20 September of which companies are attending and will contact them to see who is bringing equipment along with them. Action: Kerrie Sturtridge to contact companies to see what requirements are needed for table/s.	Action: Kerrie Sturtridge to contact companies to see what requirements are needed for table/s.

Meeting Close: 12:56pm

The next Community Access Committee will be held on Monday, 7 November 2022.

Kerrie Sturtridge

Date \_\_\_\_\_

Chairperson, Glen Innes Community Access Committee

(A Community Committee of the Glen Innes Severn Council)

# General Meeting 18/08/2022

# **Emmaville Mining Museum Committee**

Meeting Opened: 3.10

Attendance: Ron Jillett, Evan Brown, Heather Green, Dell Brown, Rhonda Bombell, Bill Johnson, Rob Banham, Margaret Lynn.

Apologies: Mark Green, Margaret Haar, Danny Andrews, Jenny.

Previous Minutes: Minutes of the previous meeting were read by the Secretary.

"That the minutes are a true and accurate record "Moved: Margaret Lynn, seconded: Heather Green, carried.

**Business Arising:** 1) Heather Green has had her details added so as become a signatory to the Museum banking. However, this will not occur until a decision is ratified regarding changing from the Commonwealth Bank to the Regional Bank.

2) EFTPOS ongoing. To be discussed in general business.

3) Margaret Lynns name has been removed from the Chubb Security response list.

**Treasurers Report:** The Treasurer tabled his report for the period 17th June 2022 to 17th August 2022 (copy attached) Showing an opening balance of \$21,667.64, sales and donations of \$4,673.65, Expenditure of \$4,314.56, giving a closing balance of \$22,026.73.

That the Treasurers 'report be accepted, moved Evan Brown. Seconded: Margaret Lynn, Carried

Correspondence: In: 1) Telstra bills for July and August.

2) Email from Rhonda Bombell re site visit from Museum Standards on Friday September 23<sup>rd</sup>.

3) Email with photographs from a visitor with inf on our hand shearing machines.

4) Email from Regional Lifestyle magazine requesting info for an article on Emmaville.

5) Email from Glen Innes Visitors Association requesting that we renew our subscription.

6) Emails from Zeller re EFTPOS.

7) Letter from Council re Museum fees.

8) Email from Brett Hunter (Council) requesting additional info on past years finances.

9) Email from Chubb confirming removal of Marg Lynn from response

list.

Out: 1) Cheques for Chubb and Telstra

2) Responses to emails received.

**Publicity Officer Report:** Rhonda Bombell gave a verbal report and will email a copy to the Secretary.

Presidents' Report: The President tabled his report (copy attached).

**General Business:** 1) Change of Bank was discussed. "That the Museum switch it's banking from the Commonwealth Bank to the Regional Australia Bank" Moved: Heather Green, seconded: Dell Brown, carried

2) Choice of EFTPOS provider was discussed and it was agreed to proceed with "Square".

3) The future of the Court House was discussed. Anne Fairbanks has left and will no longer be able to admit visitors. Rob Banham informed the meeting that the Court House Committee would be having a discussion on the issue in the near future to try to attract more members, and to map out a future course of action.

4) The mineral collection from Tenterfield has now been added to the museum's display, and all agreed that it is a great acquisition.

5) Rhonda Bombell informed the meeting that Margo Davis would be putting forward project ideas for the next round of Government grants during September, and asked the Committee for ideas for the improvement of the Museum. Ron Jillett said that he would like to see an extension to the existing machinery shed so as to protect the exhibits that are currently deteriorating due to being left in the weather. Secretary to follow up and provide the information to Margo.

6) Mildew in Miners hut and adjacent areas was discussed and it was agreed that an inspection would be made after the meeting and a report forwarded to Council.

7) Andrew Symmons to be asked to rectify the ongoing roof leak in the new military room.

8) The Glen Innes Visitors Association request was discussed and it was agreed the there was no real advantage in taking up their offer.

There being no further business, the meeting was declared closed at 4.30 pm.

Next meeting: October 20th.

R. Jullett......President

Jufrom Secretary