

Glen Innes Severn Council Meeting

27 JULY 2023

Annexures

ANNEXURES

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<p>Action Sheets Report</p>	

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

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			<p>☐ The demonstrated ability of the individual, organisation or company to deliver a development on the site in a timely manner.</p> <p>CARRIED</p>			<p>29 Oct 2020 2:26pm Price, Graham - Target Date Revision Target date changed by Price, Graham from 30 October 2020 to 31 March 2021 - Delays have been experienced with appointing a Surveyor to undertake the preparation of the linen plan.</p> <p>29 Oct 2020 2:26pm Price, Graham Pending a quotation from Surveyor Jim Noad to finalise the linen plan.</p> <p>17 Nov 2020 4:07pm Price, Graham Further consultation with Preferred Energy who are undertaking the electricity design for the subdivision. Negotiations continuing with the Surveyor for the final preparation of the linen plan.</p> <p>02 Dec 2020 11:39am Price, Graham Works including sealing of road and K&G scheduled for March 2021. Negotiations underway with Surveyor to undertake the required land survey. Survey to be completed by 28 February 2021.</p> <p>15 Feb 2021 9:30am Price, Graham Preliminary site work has commenced and road works and kerb & gutter scheduled for completion end of March early April. Survey work has been deferred to the completion of the kerb & gutter and placement of survey markers. Survey expected to be completed by the end of April.</p> <p>15 Feb 2021 9:33am Price, 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.</p> <p>10 Mar 2021 12:20pm Price, Graham Surveyor appointed to undertake survey work. Roadworks scheduled for completion by 30 June 2021.</p> <p>09 Apr 2021 3:24pm Price, Graham Project on track for completion by 30 June due to wet weather delaying the capital works schedule.</p>

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						<p>13 May 2021 2:48pm Price, Graham</p> <p>Finalisation of the survey is dependant on completion of the kerb and gutter and roadworks. This work is scheduled for completion by 30 June 2021.</p> <p>19 May 2021 1:24pm Price, Graham - Target Date Revision</p> <p>Target date changed by Price, Graham from 28 May 2021 to 30 June 2021 - Pending Infrastructure timetable.</p> <p>07 Jun 2021 3:03pm Price, Graham</p> <p>Work scheduled to be completed by 30 June 2021. Roadworks and kerb and guttering will then allow the completion of the subdivision certificate.</p> <p>07 Jun 2021 3:15pm Price, Graham - Target Date Revision</p> <p>Target date changed by Price, Graham from 30 June 2021 to 26 November 2021 - Registration of the subdivision is likely to take some months as it requires Land Title Office approval.</p> <p>07 Jul 2021 10:16am Price, Graham</p> <p>Work commenced on road and kerb and gutter but delayed due to wet weather.</p> <p>10 Aug 2021 5:10pm Price, Graham</p> <p>Wet weather continues to delay works. Survey cannot be completed until such time as the kerb and gutter is completed.</p> <p>07 Sep 2021 2:22pm Price, Graham</p> <p>Road works are continuing and kerb and gutter scheduled for completion by the end of September 2021. On completion of the kerb and guttering the survey and subdivision can be completed. A draft Contract of Sale is being prepared for Catchpower subject to a 50% deposit being paid to cover any lost revenue to Council since May 2020.</p> <p>12 Oct 2021 8:57am Price, Graham</p> <p>Kerb & guttering completed and sealing of the road is pending. Surveyor is now able to pursue the finalisation of the survey to allow the lots to be registered.</p>

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

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

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						<p>26 May 2022 10:37am Reid, Adam</p> <p>Due to ongoing illness, contracted surveyor unable to continue job. Surveyor agreed to send his field notes to Property Administration Officer. Property Administration Officer to seek quotes for new surveyor to finalise survey.</p> <p>09 Jun 2022 9:32am Reid, Adam</p> <p>PAO has requested quotes from two local surveying groups. Awaiting reply.</p> <p>14 Jun 2022 3:03pm Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 30 July 2022 to 31 October 2022 - Property Administration Officer awaiting further details on quote from new surveyors.</p> <p>15 Jul 2022 10:03am Reid, Adam</p> <p>Surveyors "New England Surveying & Engineering" have been selected to survey the land. On first inspection, surveyor recommended changes as to how to subdivide the area more thoroughly. Changes being reviewed by Director of Infrastructure Services and Senior Design Officer</p> <p>08 Aug 2022 2:09pm Reid, Adam</p> <p>Discussions held between New England Surveying and Engineering, Director of Infrastructure Services, and Senior Design Officer about proposed changes to subdivision plan held. Changes have been made to the plan.</p> <p>26 Aug 2022 10:20am Reid, Adam</p> <p>New England Surveying and Engineering provided Draft Subdivision Plan. DDPRS to finalise the outstanding Conditions of Consent before submitting for authorisation.</p> <p>06 Oct 2022 3:35pm Reid, Adam</p> <p>Acting Director of Development Planning and Regulatory Services is currently applying for an NMI to allow and electrical plan to be prepared before moving forwards.</p>

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						<p>09 Nov 2022 10:54am Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 31 October 2022 to 30 April 2023 - Works to ensure adherence to the Development Application requirements have not yet been completed.</p> <p>17 Nov 2022 11:59am Reid, Adam</p> <p>An expression of interest has been received for one lot. A separate report will be prepared for Council.</p> <p>16 Feb 2023 10:11am Reid, Adam</p> <p>Discussions have been held between the General Manager, Director of Place and Growth, and Director Infrastructure Services to decide which department will continue to finalise the conditions for subdivision. Due to possible conflicts of interest as Director of the department which approves Subdivision Certificates, it was decided that the Director of Infrastructure continue to complete all works to comply with the subdivision conditions.</p> <p>13 Mar 2023 11:32am Appleby, Keith - Reallocation</p> <p>Action reassigned to Hunt, David by Appleby, Keith - This project will be overseen by Council's property team moving forward.</p> <p>14 Mar 2023 2:45pm Hunt, David</p> <p>Meeting has taken place between Mike Stone (Senior Design Officer) and Liston Legal with further steps to be taken to be advised to the General Manager and Director of Infrastructure Service. Awaiting official letter advising of next steps from Liston Legal, Estimated Budget for civil and landscaping works including fencing, screen plantings and driveway access has been provided by Mike Stone.</p> <p>16 Mar 2023 11:32am Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 30 April 2023 to 31 December 2023 - Delays anticipated in completing conditions of consent.</p> <p>17 Apr 2023 4:08pm Hunt, David</p> <p>Senior Design Officer (Mike Stone) continuing to work through quotes for Condition of Consent works to be completed for DA approval. This also includes quotes for electricity to the proposed lots. Additional Budget to be created for these works with Council report due for May Council meeting.</p>

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						<p>10 May 2023 4:07pm Hunt, David</p> <p>MANEX report created to review and discuss budget required for Development Assessment Conditions of Consent. After MANEX review, this will progress to Council for discussion and a Resolution.</p> <p>31 May 2023 8:12am Hunt, David</p> <p>Council passed Resolution 20.05/23 to approve an expenditure budget of \$198,446 for the completion of outstanding works for the proposed Industrial Subdivision at 180 Dumaresq Street. Project Plan to be created to commence works.</p> <p>14 Jun 2023 8:29am Hunt, David</p> <p>Senior Design Officer progressing with physical works required as per Conditions of Consent on Development Application.</p> <p>11 Jul 2023 11:32am Hunt, David</p> <p>Senior Design Officer progressing with physical works required as per Conditions of Consent on Development Application. Designers have been engaged for electricity and NBN upgrade.</p>
24/02/2022	7.28	Proposed Sale of 23 Bourke Street Deepwater	<p>Moved Cr A Parsons Seconded Cr J Parry</p> <p>30.02/22 RESOLUTION</p> <p>That Council calls for Expressions of Interest for the sale of land described as Lot 32 Deposited Plan 978853 at 23 Bourke Street, Deepwater.</p> <p>CARRIED</p>	22/12/2023	Hunt, David	<p>09 Mar 2022 9:01am James, Sari</p> <p>Property Officer is Gathering more information before commencing the Expression of Interest.</p> <p>15 Mar 2022 8:37am James, Sari</p> <p>23 Bourke Street is to be surveyed this week by a contracted surveyor.</p> <p>17 Mar 2022 11:34am James, Sari - Target Date Revision</p> <p>Target date changed by James, Sari from 10 March 2022 to 30 April 2022</p> <p>30 Mar 2022 11:09am James, Sari</p> <p>Surveyor to survey the area when the weather has cleared.</p> <p>07 Apr 2022 3:57pm Appleby, Keith - Reallocation</p> <p>Action reassigned to Reid, Adam by Appleby, Keith - New staff member in role</p>

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						<p>27 Apr 2022 8:41am Reid, Adam</p> <p>Advancement of project delayed due to Council's Senior Design Officer currently on leave and Property Administration Officer is unable to contact the Surveyor tasked to this action.</p> <p>27 Apr 2022 8:43am Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 30 April 2022 to 30 June 2022 - Advancement of project delayed due to Council's Senior Design Officer currently on leave and Property Administration Officer is unable to contact the Surveyor tasked to this action.</p> <p>28 Apr 2022 10:26am Reid, Adam</p> <p>Property Officer contacted Surveyor. Surveyor unable to complete survey of property, has advised he is now unable to perform task due to personal illness. Property Officer to contact new Surveyor</p> <p>14 Jun 2022 3:05pm Reid, Adam</p> <p>Due to surveyor being unavailable, desktop review completed, low risk of property not being as identified. Buyer will assume this risk. Property Officer now preparing draft expression of interest for advertisement.</p> <p>14 Jun 2022 3:09pm Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 30 June 2022 to 31 August 2022 - Draft expression of interest being developed</p> <p>20 Jul 2022 12:09pm Reid, Adam</p> <p>Expression of interest approved and sent to local real estate agents. Submissions to close 4.00pm 17 August 2022.</p> <p>20 Jul 2022 12:14pm Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 31 August 2022 to 31 December 2022 - Due to Expression of Interest process, subsequent tender, advertisement time and sale requirements date is pushed back.</p> <p>09 Sep 2022 12:23pm Reid, Adam</p> <p>No Expressions of interest were returned to Council from this round of requests. Two Expressions were sent on 09/09/2022 to Real Estate agents that had enquired about the sale after the date. New Expression of interest round closes 16/09/2022</p>

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						<p>06 Oct 2022 3:28pm Reid, Adam</p> <p>Received two Expression of Interest from local Real Estate Agents. Property Administration Officer discussing with Director of Infrastructure as to how to progress,</p> <p>17 Nov 2022 12:00pm Reid, Adam</p> <p>The Director has provided instruction to the Property Officer to proceed with an expression of interest process utilising a local real estate agent, with a target of providing a report of expressions received to the February 2023 meeting of Council.</p> <p>02 Dec 2022 5:31pm Appleby, Keith - Target Date Revision</p> <p>Target date changed by Appleby, Keith from 31 December 2022 to 28 February 2023 - The date has been revised to allow time for the EOI process to be completed.</p> <p>02 Feb 2023 9:26am Wilkins, Kimberley - Reallocation</p> <p>Action reassigned to Hunt, David by Wilkins, Kimberley - Directive from MAS to reassign to him so that the action can be managed and closed off in line with sale of property deadlines.</p> <p>02 Feb 2023 9:29am Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 28 February 2023 to 17 March 2023 - To allow selected Real Estate Agent to complete a 4 week EOI campaign.</p> <p>02 Feb 2023 9:30am Hunt, David</p> <p>Selection of Real Estate Agent to conduct EOI on behalf of Council. Minimum 4 week period for interested parties to provide EOI. Once received, a report to Council will be submitted with recommended actions.</p> <p>10 Feb 2023 9:32am Hunt, David</p> <p>Procurement process completed. Identified Highlands Real Estate to complete Expressions of Interest process over a 4 week process. Once expressions of interest are submitted, a Council report will be progressed recommending an option for sale.</p>

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						<p>13 Mar 2023 10:42am Hunt, David</p> <p>Highlands Real Estate is advertising seeking expressions of interest over a 4 week period. It is expected that a Council report advising of all expressions of interest is presented at the April Council meeting.</p> <p>13 Mar 2023 10:46am Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 17 March 2023 to 27 April 2023 - Delay in Highlands Real Estate seeking expressions of interest due to Liston Legal having to confirm details for contract of engagement. Expected to have Council report presented at April Council Meeting.</p> <p>14 Apr 2023 10:07am Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 27 April 2023 to 22 June 2023 - Delay in Liston Legal in providing contract of sale to Highlands Real Estate. Land will be listed for expressions of interest from 17th of April for 4 weeks. It is now expected that a report will be generated for the 22nd of June Council meeting.</p> <p>10 May 2023 4:10pm Hunt, David</p> <p>Expressions of Interest for the purchase of the vacant land are being advertised by Highlands Real Estate for a 4 week period. This period ends on Sunday 14th of May with a report due to Manager of Asset Services after this date. Once this report is received, a report to Council will be created.</p> <p>31 May 2023 8:14am Hunt, David</p> <p>No Expressions of Interest received during the 4 week advertising period. This was conducted by Highlands Real Estate. Council report to be prepared to propose listing land at a price.</p> <p>14 Jun 2023 8:23am Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 22 June 2023 to 22 December 2023 - Target date changed to allow for land to be listed, offers to be received and sale to be executed.</p> <p>10 Jul 2023 4:33pm Hunt, David</p> <p>Council report being prepared to list property at a price and allow for GM negotiation. Contract returned to Liston Legal for amendment with the Local Government Act.</p>

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25/08/2022	7.27	Boundary Realignment request between Glen Innes Severn Council and Inverell Shire Council	Moved Cr A Parsons Seconded Cr T Alt 29.08/22 RESOLUTION THAT Council: 1. Accepts in principle the proposal to have the boundary realigned between Glen Innes Severn Council and Inverell Shire Council areas by transferring part of Crown Land Road Corridor between Lot 107 DP753292 and Lot 2 DP1187044 having an area of approximately 700m ² from the Inverell Shire Council Local Government Area to the Glen Innes Severn Council Local Government Area; 2. Makes an application to the Minister for Local Government and the Governor to alter the boundaries of the Glen Innes Severn Council and Inverell Shire Council; and 3. 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. CARRIED	30/11/2023	Hunt, David	09 Sep 2022 10:47am Reid, Adam - Target Date Revision Target date changed by Reid, Adam from 08 September 2022 to 31 December 2022 - Letter to Inverell Shire Council not yet approved. 09 Sep 2022 12:16pm Reid, Adam - Target Date Revision Target date changed by Reid, Adam from 31 December 2022 to 30 June 2023 - After investigation into past Boundary Realignments, time frame extended. 06 Oct 2022 3:39pm Reid, Adam 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. 17 Nov 2022 12:01pm Reid, Adam Action has not progressed as Property Officer has been diverted to alternate duties 21 Dec 2022 1:40pm Reid, Adam Property Administration Officer has sent letter to Inverell Shire Council to proceed with rationalisation. Inverell Shire Council to discuss at 23 February 2022 Meeting. 01 Feb 2023 12:02pm Reid, Adam Property Administration Officer has sent letter to Inverell Shire Council to proceed with rationalisation. Inverell Shire Council to discuss at 23 February 2022 Meeting. 13 Mar 2023 11:38am Appleby, Keith - Reallocation Action reassigned to Hunt, David by Appleby, Keith - Reallocated to the Manager of Asset Services as the Property Officer has been tasked elsewhere for a period of time.

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						<p>13 Mar 2023 11:58am Hunt, David</p> <p>Property Administration Officer (PAO) awaiting official notification from Inverell Shire Council on Council resolution from 22.02.23. Inverell Shire Council Minutes of Ordinary Council Meeting notes that Council accepts in principle the proposal to have the boundary realigned between Glen Innes Severn Council and Inverell Shire Council areas. PAO will request notification from Inverell Shire Council as a follow-up activity. Submission will be submitted to the Minister for Local Government and Governor for review.</p> <p>16 Mar 2023 11:55am Hunt, David</p> <p>Property Administration Officer received confirmation via email of agreement from Inverell Shire Council noting that as the land has historically been un-rateable land, there is no need for negotiations between Councils regarding rates. Property Administration Officer to write application to the Minister for Local Government and Governor.</p> <p>18 Apr 2023 8:57am Hunt, David</p> <p>Property Administration Officer is preparing the application to the Minister for Local Government and Governor.</p> <p>11 May 2023 10:38am Hunt, David</p> <p>Property Administration Officer is preparing the application to the Minister for Local Government and Governor with the submission to be made in June 2023.</p> <p>31 May 2023 8:16am Hunt, David</p> <p>Property Administration Officer is preparing the application to the Minister for Local Government and Governor with the submission to be made in June 2023.</p> <p>02 Jun 2023 3:06pm Hunt, David</p> <p>PAO made submission on 02.06.23.</p> <p>14 Jun 2023 8:33am Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 30 June 2023 to 30 November 2023 - Target date changed to allow submission to be reviewed and approved by the Minister for Local Government and the Governor.</p>

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						<p>30 Jun 2023 3:16pm Hunt, David</p> <p>Currently sitting with NSW Spatial Services who are drawing up the map of boundary alignment for concurrence between GISC and Inverell Shire Council. Expected delivery July 2023.</p> <p>10 Jul 2023 4:34pm Hunt, David</p> <p>Currently sitting with NSW Spatial Services who are drawing up the map of boundary alignment for concurrence between GISC and Inverell Shire Council. Expected delivery July 2023.</p>
25/08/2022	7.25	Operation of the Glen Innes Aquatic Centre	<p>Moved Cr T Alt Seconded Cr T Arandale</p> <p>27.08/22 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. Instructs the General Manager to consider a full-service review of the Glen Innes and Emmaville Aquatic Centres in the 2022-2023 Operational Plan and Budget; 2. Seeks Expressions of Interest to lease the Glen Innes Aquatic Centre and the Emmaville Aquatic Centre commencing in the 2023-2024 Financial Year; and 3. Endorses the continuation of a further one (1) year for the current lease agreement for the Emmaville Aquatic Centre. <p>CARRIED</p>	29/09/2023	Archibald, Graham	<p>29 Aug 2022 2:46pm Archibald, Graham</p> <p>Letter of Offer written and signed off by the Contractor at Emmaville Aquatic Centre to extend the Lease for a further one (1) year after current lease runs out at the end of the current season 2022-2023. This now extends the lease to the end of the 2023-2024 Season. Signed letter has been entered into ECM.</p> <p>29 Aug 2022 2:50pm Archibald, Graham - Target Date Revision</p> <p>Target date changed by Archibald, Graham from 08 September 2022 to 31 October 2022 - The date has been extended so as to allow the research for monies and to communicate with the GM to see how Council wants to proceed with the Service review.</p> <p>18 Oct 2022 1:45pm Archibald, Graham - Target Date Revision</p> <p>Target date changed by Archibald, Graham from 31 October 2022 to 30 June 2023</p> <p>18 Oct 2022 1:48pm Archibald, Graham - Target Date Revision</p> <p>Target date changed by Archibald, Graham from 30 June 2023 to 30 June 2023 - To be able to search for avenues of funding to carry out the Service review of the two Aquatic Centres and to also consult with the new Director of Growth and Place who has experience in these types of reviews.</p>

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						<p>18 Oct 2022 1:48pm Archibald, Graham</p> <p>To be able to search for avenues of funding to carry out the Service review of the two Aquatic Centres and to also consult with the new Director of Growth and Place who has experience in these types of reviews the action date has been changed to the 30 June 2023. EOI's will be prepared for advertising February 2023 for the leasing of the two Centres.</p> <p>11 Nov 2022 11:39am Archibald, Graham</p> <p>EOI's will be prepared for advertising once a service review is conducted and finalised for the operational lease of the Aquatic Centre. Date aimed for 30 June 2023</p> <p>02 Dec 2022 8:14am Archibald, Graham</p> <p>Consultation with the new Director of Place and Growth has occurred, the task of carrying out the aquatic centres service review has commenced.</p> <p>15 Feb 2023 2:03pm Archibald, Graham</p> <p>The review is well under way and has also been sent to finance for their input.</p> <p>18 Apr 2023 10:12am Archibald, Graham</p> <p>Finance have supplied the review information requested to continue with the swim centre reviews.</p> <p>15 May 2023 1:14pm Archibald, Graham</p> <p>Review of Aquatic Centres Continuing with services provided and Opening Hours being investigated.</p> <p>14 Jun 2023 7:39am Archibald, Graham</p> <p>Investigation and review is continuing, research into other Councils Operations and fees for the new 2023-2024 year being sought.</p> <p>14 Jun 2023 7:41am Archibald, Graham - Target Date Revision</p> <p>Target date changed by Archibald, Graham from 30 June 2023 to 29 September 2023 - Investigation and review is continuing, research into other Councils Operations and fees for the new 2023-2024 year being sought.</p>

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						11 Jul 2023 7:45am Archibald, Graham Review is still underway aiming for a report to the September Council Meeting 2023.
27/10/2022	7.16	Acquisition of Lot 721 DP 753282, Blue Hills Road	Moved Cr A Parsons Seconded Cr J Parry 18.10/22 RESOLUTION THAT Council: 1. Proceeds with the compulsory acquisition of land described as Lot 721 DP 753282 for the purpose of landfill buffer in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991. 2. Makes an application to the Minister of Local Government and the Governor of NSW for approval to acquire Lot 721 DP 753282 by compulsory process under section 186(1) of the Local Government Act 1993. 3. Upon acquisition of Lot 721 DP 753282 Blue Hills Road, Glen Innes, classifies the land as Operational Land. 4. Authorises for the Mayor and the General Manager to sign the necessary documents relating to the acquisition of Lot 721 DP 753282 Blue Hills Road, Glen Innes. CARRIED	30/12/2023	Reid, Adam	31 Oct 2022 9:43am Lamsal, Pramod - Completion Action completed by Lamsal, Pramod - Resolved by Council meeting on 27 Oct 2022. 23 Jun 2023 2:24pm Duffell, Debbie - Completion Uncompleted by Duffell, Debbie 10 Jul 2023 12:21pm Reid, Adam Property Administration Officer currently in discussions with Crown Land on how to progress the purchase of the land in question. Meeting between Crown Lands, Property Administration Officer, Director Infrastructure Services, and Director Place and Growth to occur 14th July 2023 10 Jul 2023 12:24pm Reid, Adam - Target Date Revision Target date changed by Reid, Adam from 10 November 2022 to 30 December 2023 - Property Administration Officer continuing on work from past employees

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27/10/2022	7.3	Local Economic Development Support Fund Policy Applications	<p>Moved Cr J Parry Seconded Cr T Arandale</p> <p>5.10/22 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. Reimburses Attract Connect Stay – Glen Innes \$21,955 for the Community Workforce Recruiter Connector Feasibility Study with 50% payment to commence the project and 50% payment on completion and presentation to Council of the Feasibility Study. 2. Reimburses the Glen Innes Show Society \$7,000 for the 2023 Annual Glen Innes Show, with 50% reimbursed prior to the event, and 50% reimbursed following the successful holding of the event. 3. Reimburses the Ben Falls Retreat \$7,045 for the expansion of cabin accommodation with 100% paid on approval and provision of the Development Application for the cabins to Council. 4. Reimburses Karinya \$20,000 for the construction of new units with 100% paid on approval and provision of the Complying Development Certificate to Council. 5. Reimburses Spend In Glen \$10,000 for the operation of the 2023 Christmas Promotion with 100% paid on receipt of invoice to Council. 6. Reimburses Glen Industries \$25,000 for the acquisition and commissioning of plastic recycling equipment on receipt of invoice to Council, the inclusion of the supplier invoice as proof of purchase, and confirmation in writing that the equipment will be installed in the Glen Innes premises prior to monies being released. 	31/07/2023	Bombell, Rhonda	<p>14 Nov 2022 9:39am Davis, Margot - Target Date Revision</p> <p>Target date changed by Davis, Margot from 10 November 2022 to 30 November 2022 - Margot has been on leave however should be completed by 18 November 2022.</p> <p>02 Dec 2022 9:27am Burley, Gayleen</p> <p>Spend in Glen and Glen Innes Show Society have been sent their Service Agreements in accordance with the Council resolution. Council is awaiting further details and confirmation of project delivery dates from the remaining three recipients before issuing Service Agreements/funding.</p> <p>07 Feb 2023 1:02pm Duffell, Debbie - Reallocation</p> <p>Action reassigned to Bombell, Rhonda by Duffell, Debbie - Reallocation requested by the Director of Place and Growth</p> <p>09 Feb 2023 2:39pm Bombell, Rhonda</p> <p>Grants Officer has forwarded official notification letters to each of the recipients in November and December 2022. Service agreements have been counter signed and executed with Glen Innes Show Society and Spend In Glen. \$10,000 allocation for Spend in Glen has been paid in full as per Council resolution 50% instalment payment to Glen Innes Show Society. In regard to the remaining recipient service agreements the Grants Officer is awaiting further instruction from senior management in regard to activity deadlines.</p> <p>09 Feb 2023 2:50pm Bombell, Rhonda - Target Date Revision</p> <p>Target date changed by Bombell, Rhonda from 30 November 2022 to 28 February 2023 - When confirmation from senior management on activity deadlines is received, service agreements will be sent out to remaining recipients for signing and execution. Recipient Glen Industries are required to complete additional requirements as per Council resolution prior to service agreement execution.</p> <p>09 Feb 2023 2:50pm Bombell, Rhonda - Target Date Revision</p> <p>Target date changed by Bombell, Rhonda from 28 February 2023 to 28 February 2023</p>

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			<p>Further, that in order to receive the \$25,000, Glen Industries must comply with the conditions of their Lease and supply Council with all requirements regarding their Lease Agreement as previously requested – the Annual Lease Agreement for the Glen Innes Landfill Recycling requires an Annual Report regarding the amount of recycling material processed through the recycling centre.</p> <p>7. Requests the Manager of Economic Development to write to all unsuccessful applicants outlining how future submissions could be improved to meet the criteria and provisions of the Local Economic Development Support Fund Policy.</p> <p>8. Requests the Manager Economic Development to communicate to all successful applicants the outcome of their application including a stipulation of the funding to provide Council with evidence of the project completion and invite Council to official openings, events or otherwise in recognition of Council's contribution to their project.</p> <p>CARRIED</p>			<p>09 Mar 2023 2:02pm Bombell, Rhonda</p> <p>Upon approval from Director of Place and Growth and acting Economic Development Manager grants officer has customised service agreements to remaining recipients has per Council resolution. Glen Industries counter signed service agreements have now been sent.</p> <p>14 Mar 2023 9:08am Bombell, Rhonda - Target Date Revision</p> <p>Target date changed by Bombell, Rhonda from 28 February 2023 to 28 April 2023 - Decision and direction has been made by Director of Place and Growth in consultation with acting Manager of Economic Development and Grants Officer. The remaining service agreements can be distributed to remaining recipients and has been actioned and awaiting remaining to be signed and executed to complete this action.</p> <p>14 Mar 2023 9:15am Bombell, Rhonda - Target Date Revision</p> <p>Target date changed by Bombell, Rhonda from 28 April 2023 to 28 April 2023</p> <p>18 Apr 2023 10:56am Burley, Gayleen - Target Date Revision</p> <p>Target date changed by Burley, Gayleen from 28 April 2023 to 31 July 2023 - Limited staff resourcing at this time. Priority focus for Economic Development staff has been on the delivery of key events Minerama and ACF).</p> <p>15 May 2023 2:13pm Bombell, Rhonda - Target Date Revision</p> <p>Target date changed by Bombell, Rhonda from 31 July 2023 to 31 July 2023</p> <p>15 May 2023 2:18pm Bombell, Rhonda - Completion</p> <p>Completed by Bombell, Rhonda (action officer) on 15 May 2023 at 2:18:53 PM - Acting MED and Grants Officer will be completing a background analysis to determine if the LEDSF continues in the same nature or if its intent changes. A report will be sent through to MANEX after the completion of the background analysis Monday 22 May.</p> <p>16 May 2023 9:42am Duffell, Debbie - Completion</p> <p>Uncompleted by Duffell, Debbie</p>

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						<p>15 Jun 2023 9:58am Bombell, Rhonda</p> <p>A report is currently being completed with required details that are available to be presented to MANEX for discussion and decision.</p> <p>11 Jul 2023 8:58am Bombell, Rhonda</p> <p>A report is currently being completed with required details that are available to be presented to MANEX for discussion and decision.</p>
15/12/2022	7.13	LEP Map Error - 1278 Glen Elgin Road, Glen Elgin	<p>Moved Cr L Gresham Seconded Cr J Parry</p> <p>15.12/22 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> Resolves to forward the Section 3.22 of the Environmental Planning and Assessment Act Submission Report to the Minister for Planning to expedite the Local Environmental Plan map amendment; and Notifies the landowners of the resolution. <p>CARRIED</p>	31/08/2023	Taminiau, Kathleen	<p>08 Feb 2023 8:42am Taminiau, Kathleen</p> <p>Council forwarded the 3.22 submission report to the Department of Planning on 19/12/2022. The Department of Planning rejected the submission due to the submission being unable to comply with s3.22 as a minor correction or error noting; 1. The draft LEP was exhibited as E3 for the land., 2. Council resolved to make the LEP as E3 for the land., 3. The highly vegetated nature of the land., Council notified the landowners of the resolution and outcome of the submission (rejection) to the landowners on 23/01/2023., Council is now undertaking further investigations in relation to this matter including engagement with multiple State Government Departments/Agencies and review of historical records.</p> <p>08 Feb 2023 8:49am Taminiau, Kathleen - Target Date Revision</p> <p>Target date changed by Taminiau, Kathleen from 29 December 2022 to 31 March 2023</p> <p>18 Apr 2023 11:50am Burley, Gayleen - Target Date Revision</p> <p>Target date changed by Burley, Gayleen from 31 March 2023 to 30 June 2023 - Council is engaging with multiple State Government Agencies to assist in resolving this matter.</p> <p>16 Jun 2023 9:03am Taminiau, Kathleen - Target Date Revision</p> <p>Target date changed by Taminiau, Kathleen from 30 June 2023 to 31 August 2023 - The matter is taking longer to resolve with the NSW Department of Planning then first estimated</p> <p>16 Jun 2023 9:06am Taminiau, Kathleen</p> <p>GIPA has been lodged with NSW Department of Planning and Environment requesting any records they have in relation to this matter during the making of the 2012 Glen Innes Severn Local Environment Plan (LEP)</p>

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						<p>13 Jul 2023 2:55pm Taminiau, Kathleen</p> <p>Response received from DPE re GIPA 28/06/2023. Meeting with GM & DP&G to discuss finding held on 12/07/2023. Resolved to schedule a Council workshop in August to discuss next steps with this matter. Date TBA</p>
15/12/2022	12.1	Expression of Interest - Proposed Industrial Subdivision Dumaresq Street	<p>Moved Cr T Arandale Seconded Cr L Gresham</p> <p>29.12/22 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> Accepts “in principle” and “without prejudice” the expression of interest submitted by Sandra and Stafania Pallotta from The Organic Tshirt Factory to purchase proposed Lot 3 from the subdivision on Lot 1 DP 500396, 180 Dumaresq Street, Glen Innes industrial land; As per Council resolution 26.11/22, procures a valuation to be undertaken on the remaining four (4) undeveloped lots being lots 1, 2, 3 and 5 and delegates the General Manager or his delegate to negotiate a contract for the sale; and Provides landowner consent for lodging applications for the development on the subject lot. <p>CARRIED</p>	31/12/2023	Hunt, David	<p>03 Feb 2023 2:09pm Duffell, Debbie - Reallocation</p> <p>Action reassigned to Appleby, Keith by Duffell, Debbie - This project is now being delivered by Infrastructure Services.</p> <p>07 Feb 2023 12:01pm Duffell, Debbie - Reallocation</p> <p>Action reassigned to Price, Sam by Duffell, Debbie - Keith Appleby on leave.</p> <p>07 Feb 2023 1:59pm Price, Sam - Target Date Revision</p> <p>Target date changed by Price, Sam from 29 December 2022 to 13 March 2023 - New Surveying contractor working thru DA conditions to finalise sub division</p> <p>13 Mar 2023 11:28am Appleby, Keith - Reallocation</p> <p>Action reassigned to Hunt, David by Appleby, Keith - This matter falls under Council's property services function.</p> <p>16 Mar 2023 10:42am Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 13 March 2023 to 04 June 2023 - Conditions of consent to be completed by Council before subdivision plan can be registered and certificate issued by Council. Valuation has been obtained.</p> <p>16 Mar 2023 11:30am Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 04 June 2023 to 31 December 2023 - Delays anticipated for completion of conditions of consent.</p> <p>17 Apr 2023 4:13pm Hunt, David</p> <p>Meeting has taken place in April between The Organic T-Shirt Company, DIS and DPG to progress expression of interest. Discussions are ongoing.</p>

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						<p>10 May 2023 4:14pm Hunt, David Discussions are still ongoing between The Organic T-Shirt Company and Glen Innes Severn Council.</p> <p>02 Jun 2023 3:07pm Hunt, David Discussions are still ongoing between The Organic T-Shirt Factory and Glen Innes Severn Council.</p> <p>10 Jul 2023 4:34pm Hunt, David Discussions are still ongoing between The Organic T-Shirt Factory and Glen Innes Severn Council.</p>
23/03/2023	7.16	New England Rail Trail - Glen Innes to Ben Lomond	<p>Moved Cr T Arandale Seconded Cr C Sparks</p> <p>19.03/23 RESOLUTION</p> <p>That Council progresses the lease arrangements and commences the design process for the construction and ongoing operation of the New England Rail Trail between Glen Innes and Ben Lomond.</p> <p>CARRIED</p>	31/08/2023	Appleby, Keith	<p>18 Apr 2023 5:29pm Appleby, Keith A meeting has been held with NSW Public Works Advisory to prepare an application for additional funding as identified in the desktop review. A draft lease area has been forwarded to TfNSW for review.</p> <p>19 Apr 2023 4:52pm Appleby, Keith - Target Date Revision Target date changed by Appleby, Keith from 06 April 2023 to 31 August 2023 - The lease agreement is expected to take a number of months to progress through the process.</p> <p>15 May 2023 1:20pm Appleby, Keith TfNSW were contacted for an update regarding the lease. The relevant officer advised that the review of Council's draft corridor has not yet been undertaken due to workload and provided an apology. Separately an application has been drafted for additional funding under the BLERF program in accordance with the desktop review completed by Public Works Advisory.</p> <p>02 Jun 2023 2:06pm Appleby, Keith TfNSW have responded with an update regarding the lease process, noting that the following pathway is now understood, • Agreement of boundary between GISC and TfNSW, • Approval from Minister to undertake s99E consultation, • Undertake s99E consultation, • Take outcomes of consultation to Minister along with request to approve drafting of authorising regulations by Parliamentary Counsels Office, • Make Regulation, Council is still waiting for feedback from the draft boundary it has provided. An ETA for a decision on the additional funding has also been requested.</p>

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						<p>10 Jul 2023 3:35pm Appleby, Keith</p> <p>Followed up with TfNSW who advised that the general regulations need to be redrafted for the new minister. TfNSW also apologised for the extended delay in reviewing the proposed lease boundary and advised they will chase up internally once again.</p>
25/05/2023	7.17	Review of Drought Management Plan	<p>Moved Cr T Arandale Seconded Cr L Gresham</p> <p>21.05/23 RESOLUTION</p> <p>That Council adopts the revised Drought Management Plan.</p> <p>CARRIED</p>	31/07/2023	Price, Sam	<p>13 Jun 2023 4:44pm Price, Sam - Target Date Revision</p> <p>Target date changed by Price, Sam from 08 June 2023 to 30 June 2023 - Policy has been printed and prepared for GM signature.</p> <p>10 Jul 2023 11:59am Price, Sam - Target Date Revision</p> <p>Target date changed by Price, Sam from 30 June 2023 to 31 July 2023 - Mistake made on the reviewed document. Will be resubmitted to governance for approval and sign off.</p>
25/05/2023	7.3	Community Satisfaction Survey Report for 2023	<p>Moved Cr A Parsons Seconded Cr L Gresham</p> <p>7.05/23 RESOLUTION</p> <p>THAT:</p> <ol style="list-style-type: none"> Council notes the findings in the 2023 Community Satisfaction Survey Report produced by Taverner Research Group. A further report be brought to Council regarding the identified priority areas of low satisfaction. <p>CARRIED</p>	31/08/2023	Sayers, Peter	<p>28 May 2023 11:04am Watt, Anna - Reallocation</p> <p>Action reassigned to Sayers, Peter by Watt, Anna - Shifting to Acting DCCS in my absence to progress this action.</p> <p>15 Jun 2023 1:38pm Sayers, Peter - Target Date Revision</p> <p>Target date changed by Sayers, Peter from 08 June 2023 to 12 July 2023 - Date adjusted to meet July Council meeting deadlines. DCCS absent during June and Acting DCCS unable to meet June deadlines due to competing work demands.</p> <p>30 Jun 2023 9:47am Sayers, Peter - Reallocation</p> <p>Action reassigned to Watt, Anna by Sayers, Peter - This task was not completed during period as Acting DCCS and is now being returned to original owner.</p> <p>11 Jul 2023 8:20pm Watt, Anna - Target Date Revision</p> <p>Target date changed by Watt, Anna from 12 July 2023 to 31 August 2023</p> <p>11 Jul 2023 8:22pm Watt, Anna - Reallocation</p> <p>Action reassigned to Sayers, Peter by Watt, Anna - Peter, can you please put a report to Manex and then to Council in August on this matter.</p>

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25/05/2023	7.16	Progress on Industrial Subdivision Dumaresq Street, Glen Innes	<p>Moved Cr A Parsons Seconded Cr T Alt</p> <p>20.05/23 RESOLUTION</p> <p>That Council approves an expenditure budget of \$198,446 for the completion of outstanding works for the proposed Industrial Subdivision at 180 Dumaresq Street, Glen Innes.</p> <p>CARRIED</p>	31/12/2023	Hunt, David	<p>31 May 2023 8:20am Hunt, David</p> <p>Project Plan to be completed and work to commence.</p> <p>14 Jun 2023 8:30am Hunt, David</p> <p>Senior Design Officer progressing with physical works required as per Conditions of Consent on Development Application.</p> <p>14 Jun 2023 8:31am Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 08 June 2023 to 31 December 2023 - Target date changed to allow for physical works to progress.</p> <p>11 Jul 2023 11:34am Hunt, David</p> <p>Senior Design Officer progressing with physical works required as per Conditions of Consent on Development Application. Designers have been engaged for electricity and NBN upgrade.</p>
22/06/2023	12.2	Tender T23-03 Engagement of a Panel of Contractors for Wet Hire of Plant	<p>Moved Cr L Gresham Seconded Cr T Arandale</p> <p>21.06/23 RESOLUTION</p> <p>That Council accepts all complying tenders from Tender T23-03 (Engagement of a Panel of Contractors for Wet Hire of Plant) onto an approved Panel of Contractors for a two-year term commencing 1 August 2023 with priority order as follows:</p>	30/07/2023	Price, Sam	<p>10 Jul 2023 11:58am Price, Sam - Target Date Revision</p> <p>Target date changed by Price, Sam from 06 July 2023 to 30 July 2023 - Majority of contractors have been issued. awaiting documentation from the 2 remaining contractors.</p>

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		Plant Category		1	2	3	4	5
		Grader	Taylor's Civil		Robert Symons	BG & L Ostler	Eziquip	Stabilcorp
		Grader With GPS	Taylor's Civil		BG & L Ostler			
		Excavator <10T	Taylor's Civil		BG & L Ostler	Robert Symons		
		Excavator 10T - 19T	Taylor's Civil		BG & L Ostler	Robert Symons	Fenworx	
		Excavator >20T	Taylor's Civil		Robert Symons			
		Backhoe	Taylor's Civil					
		Dozer D5	Taylor's Civil		Robert Symons			
		Dozer D6	Taylor's Civil		BG & L Ostler			
		Dozer D8	Taylor's Civil					
		Loader	Taylor's Civil		BG & L Ostler			
		Skid Steer 75 hp	Taylor's Civil					
		Skid Steer 110 hp	Taylor's Civil					
		Smooth Drum Roller	Taylor's Civil		BG & L Ostler	Robert Symons		
		Padfoot Roller	Taylor's Civil					
		Multi-tyre Roller	Taylor's Civil					
		Grid Roller	BG & L Ostler					
		Water Cart 13,000L	Taylor's Civil		BG & L Ostler	Titan Trucking Services	Robert Symons	
		Water Cart 25,000L	Taylor's Civil		Fenworx			
		Rigid Tipper	Taylor's Civil		Robert Symons	BG & L Ostler		
		Prime Mover	Taylor's Civil		Robert Symons	BG & L Ostler		
		Truck and Dog 26T	Taylor's Civil		BG & L Ostler			
		Truck and Dog 32T	Taylor's Civil		Robert Symons			
		Truck and Dog 38T	Taylor's Civil					
		Other Tipper's	Taylor's Civil					
		Articulated Dump Truck	Taylor's Civil					
		1m Profiler	Avijohn Contracting		Stabilcorp			
		2m Profiler	Avijohn Contracting		Fenworx			
		Water Jetting	JR Richards		Aqua Assets			
		CCTV Inspections	JR Richards		Aqua Assets			
		Craneage	Weir Built					
		Stabilisation	Stabilcorp		Eziquip	Fenworx		
		Crushing	Taylor's Civil					
		Miscellaneous	Taylor's Civil					
CARRIED								

<p>Division:</p> <p>Committee: Council</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: Thursday, 20 July 2023 1:22:52 PM</p>
<p>Action Sheets Report</p>	

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
22/06/2023	7.10	Recommendation from the Local Traffic Committee	Moved Cr T Arandale Secoded Cr J Parry 12.06/23 RESOLUTION That Council approves recommendation 6.1 from the Glen Innes Local Traffic Committee meeting held on 3 May 2023 to remove five current 45° parking spaces near the Glen Innes Public School in Taylor Street, Glen Innes and replace them with four additional disabled car parking spaces (at 3.2m width) on the school side (of Taylor Street) and for Council to coordinate works for road marking of these designated spaces. CARRIED	07/08/2023	Stone, Michael	23 Jun 2023 3:09pm Wilkins, Kimberley - Reallocation Action reassigned to Stone, Michael by Wilkins, Kimberley - Hi Mike 10 Jul 2023 1:41pm Stone, Michael - Target Date Revision Target date changed by Stone, Michael from 06 July 2023 to 21 July 2023 - Required number of thermo-plastic Disability Parking road patches not in store. Ordered, due to arrive 12/7/23. Sign re-location, installation of patches and line-marking proposed for 13/7/23, but may be delayed if materials do not arrive. 18 Jul 2023 3:56pm Stone, Michael - Target Date Revision Target date changed by Stone, Michael from 21 July 2023 to 07 August 2023 - Thermoplastic stencils still haven't arrived from supplier. Other projects might also require the sign team to delay this job.
22/06/2023	7.5	Review of Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy	Moved Cr T Arandale Secoded Cr C Sparks 7.06/23 RESOLUTION That Council adopts the revised Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy, and further, that a report be brought back to Council regarding the provision of a motor vehicle for the Mayor and free usage of the Highlands Hub as a meeting room for Councillors. CARRIED	31/08/2023	McIntyre, Dennis	26 Jun 2023 9:40am McIntyre, Dennis - Target Date Revision Target date changed by McIntyre, Dennis from 06 July 2023 to 31 August 2023 - To provide time to consult regarding the additional expenses and bring a revised Policy back to Council to go on public display. 04 Jul 2023 4:59pm McIntyre, Dennis The Policy has been provided to the GM for sign off. Requests for further information relating to the other items has been requested for the next review to be brought back to Council. 10 Jul 2023 11:38am McIntyre, Dennis The Policy review has been completed and the new Policy will be uploaded to the website today. Some information has been collected for the Highlands Hub use by Councillors and awaiting final guidance from the Gm around the Mayoral vehicle to complete a new review and bring back before Council. 17 Jul 2023 1:26pm McIntyre, Dennis Feedback has been provided for allowing a new report to be created and bringing the draft policy to Council, likely in August.



LGNSW 2023 Annual Conference Motion Submission Guide

**ONE VOICE
FOR COUNCILS**

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MOTION SUBMISSION GUIDE

1. Introduction

Each year, LGNSW members submit a range of motions to the Annual Conference conducted by Local Government NSW (LGNSW). These motions relate to strategic local government issues which affect members state-wide and introduce new or emerging policy issues. They are debated and resolved by Conference delegates, with successful resolutions guiding LGNSW's advocacy priorities for the year ahead.

All LGNSW member councils are invited to submit motions to the Annual Conference, with the following guide outlining the motion development and submission process.

2. Deadlines

- Motion submission will open on **Monday 24 July 2023**.
- Members are encouraged to submit motions [online](#) as early as possible before **15 September 2023**, to allow assessment of the motions and distribution of the Business Paper before the Conference.
- Under LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 15 October 2023** (28 days prior to Conference).

3. Criteria for motion submission

The LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they:

1. are consistent with the objects of LGNSW (see Rule 4 of the Association's [rules](#)),
2. relate to or concern local government as a sector in NSW and/or across Australia,
3. seek to establish or change policy positions of LGNSW and/or improve governance of the Association (noting that the LGNSW Board is responsible for decisions around resourcing any campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process),
4. have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws),
5. are clearly worded and unambiguous in nature, and
6. do not express preference for one or several members over one or several other members.

Before submitting motions for this year's Annual Conference, members are encouraged to review [Action Reports](#) (on the member only pages of the LGNSW website) from previous Conferences and the [LGNSW Policy Platform](#) to ensure the proposed motion wording reflects any recent developments and does not duplicate existing policy positions.

4. How to write a motion

Motions adopted at Conferences inform LGNSW’s advocacy actions on behalf of the local government sector. LGNSW includes the exact wording of motions when writing to ministers, departments and agencies post-conference, so it is important that the wording of motions clearly outlines your council’s policy intent or objective.

The format of motions, as much as possible, should call on a specific body (e.g. LGNSW, state government, federal government, a specific department or minister) and have a specific outcome that the motion is aiming to achieve. The wording should be unambiguous.

Examples of clearly-worded Annual Conference motions:

Local government representation on National Cabinet
 That Local Government NSW lobbies the Australian Government for permanent local government representation on the National Cabinet.

Natural Disaster Funding, Day Labour
 That LGNSW requests the Australian and NSW governments reinstate the claimable expense for the use of council staff during their normal working hours to attend to natural disaster relief and recovery funded works and reverse the present policy that effectively requires the mandatory use of contractors for recovery works.

Companion Animal Act matters
 That LGNSW advocates that the NSW Government takes the following steps to improve the management of companion animals:

- establish an integrated on-line statewide registration process as an improved service to companion animal owners;
- resolve difficulties with the *Companion Animals Act 1998* definition of an “Authorised Officer”, by using the definition contained in the *Impounding Act 1993* as the definition in both Acts, allowing councils choice in the business model for its area; and
- review the dismissal of charges under section 10 of the *Crimes (Sentencing Procedure) Act 1999* in relation to offences under the *Companion Animals Act 1998*.

For more examples see Business Papers from past Conferences on the [LGNSW website](#).

5. Demonstrating evidence of council support for motion

The member submitting the motion must provide accompanying evidence of support for the motion. Such evidence takes the form of an attachment note or extract from the minutes of the council meeting, at which the member council resolved to submit the motion for consideration by the Conference. In the absence of a council meeting, the evidence should be a letter signed by both the Mayor and General Manager.

6. How to submit a motion

LGNSW members are invited to submit motions through an [online portal](#) from **24 July 2023**.

Attachment A provides detailed instructions on how to submit motions via the online portal.

7. How LGNSW manages incoming motions

The LGNSW Board has established a committee and delegated the function of managing incoming motions for the Conference to this committee. The Chief Executive will refer motions to the committee and the committee will assess whether the motion meets or does not meet the Board-endorsed criteria. This assessment forms the final decision on which motions are included in the Conference Business Paper.

Prior to the committee making a final decision, LGNSW may contact the council that submitted the motion to seek clarity on its intent or wording.

Incoming motions which seek to change any long-held [Fundamental Principles](#) (Part A of the Policy Platform), will be highlighted in the Business Paper for members' information at time of voting.

Motions which are consistent with existing LGNSW positions or current LGNSW actions, or that are operational and can be actioned without a Conference resolution, may still be printed in the Business Paper but will not be debated at the Conference.

8. Late motions

Late items are only to be included in the Business paper addendum if, in addition to the above criteria, the late items relate to highly urgent matters that have arisen after the deadline for the motion submission has passed.

In considering whether a late item relates to a highly urgent matter, the Policy Review Working Committee is to have regard to:

- (a) whether the late item has arisen after the deadline for motions has passed, and
- (b) whether the urgency of the matter justifies it being presented to voting delegates with short notice and limited opportunity to review and consider before they are required to vote on the motion.

9. What happens to motions at the LGNSW Annual Conference

Standing orders are outlined at the front of the Business Paper and adopted at the commencement of each Conference. They outline the manner in which the Conference deals with motions. The standing orders adopted at past conferences can be found on our [website](#).

During debate on motions at Conference, the standing orders generally permit councillor delegates to speak in support of or against each motion. Following a vote on a motion, the motion is either carried and becomes a resolution of the Conference, or it is defeated.

10. Post-conference: Updates to the LGNSW Policy Platform

LGNSW's [Policy Platform](#) consolidates the voices of councils across NSW, reflecting the collective positions of local government on issues of importance to the sector. Importantly, the Policy Platform guides LGNSW in its advocacy on behalf of the local government sector.

The Policy Platform consists of two parts: LGNSW's Fundamental Principles, and the more targeted Position Statements.

- **Fundamental Principles** are the enduring and overarching principles that direct LGNSW's response to broad matters of importance to the local government sector. These Fundamental Principles are endorsed (or amended) by LGNSW members at Annual Conferences.
- **Position Statements** contain LGNSW's more detailed positions on specific issues and guide LGNSW's work on, and response to, policy issues of the day. Position Statements are subordinate to LGNSW's Fundamental Principles but are more agile and are targeted at specific policy issues as they arise.

Changing Fundamental Principles

Where a motion conflicts or may conflict with a Fundamental Principle, this will be clearly highlighted for delegates in the Conference Business Paper. If the motion is adopted as a resolution at Conference, then the relevant Fundamental Principle will be changed.

It is expected that changes to the Fundamental Principles will be uncommon, given their broad focus and general acceptance among the local government sector.

Changing Position Statements

Following each Conference, LGNSW will review resolutions of that Conference to determine whether the intent of each resolution is adequately covered by existing Position Statements. Where the Position Statements do not adequately include the intent of a resolution, LGNSW will update an existing Position Statement or draft a new Position Statement for inclusion in the LGNSW Policy Platform.

LGNSW members will be informed of updates to the LGNSW Policy Platform.

11. Post-conference: Determining LGNSW Advocacy Priorities

Following the LGNSW Annual Conference, LGNSW will review the resolutions and identify key areas of focus to guide LGNSW's advocacy for the coming year. These areas of focus are also informed by member feedback, the LGNSW strategic plan, position statements, emerging issues, and Board input.

LGNSW's Advocacy Priorities for the following year are then submitted for endorsement by the LGNSW Board, and communication to members via email.

As LGNSW undertakes advocacy actions on each of the Conference resolutions throughout the year, these actions and their outcomes will be published in LGNSW's Action Report. ([Past Action reports](#) are available on the member only pages of the LGNSW website).

12. Further information

For further information on the motion submission process, please contact Jo Harney, LGNSW Policy Officer at policy@lgnsw.org.au.

13. Frequently Asked Questions

How do I know if my proposed motion is consistent with existing LGNSW policy positions?

The subject matter expert within council is best placed to identify this (for example, if the motion relates to a planning matter, this question should be answered by the Planning Manager). Subject matter experts are encouraged to review LGNSW's [Policy Platform](#) to gain an understanding of LGNSW's position on a particular matter to help identify whether your proposed motion is consistent.

What is the deadline for submitting motions?

Members are encouraged to submit motions [online](#) as soon as possible to allow assessment of the motions and distribution of the Business Paper before the Conference. However, in line with the LGNSW Rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is **12 midnight AEST on Sunday 15 October 2023** (28 days prior to Conference).

LGNSW can receive more than 300 motions for an Annual Conference. Submitting motions as early as possible helps LGNSW to manage the large volume of motions received within a short period of time and allows LGNSW to seek clarification on any motions if required.

However, the LGNSW Rules allow councils to submit motions with less than 28 days' notice and the LGNSW Board may, in some circumstances, allow these to be considered at Conference as a **late item** (but not included in the Business Paper).

I'm unsure which motion category or sub-category I should select in the online portal

If you are unsure, just select the category you think best fits. LGNSW can re-categorise the motion if necessary.

Who should be the council contact for motions?

We recommend the council contact is someone who is available during the months that motions are open, and able to respond promptly to communications between your

council and LGNSW. Some councils have identified the General Manager and others have identified a Governance Manager – it is a decision for each council.

How can I amend my council's motion that I've already submitted?

Once a motion has been submitted it cannot be edited without contacting LGNSW so please review the content carefully before submission. If you need to edit a submitted motion, please contact Jo Harney, Policy Officer at policy@lgnsw.org.au. You may need to provide evidence of support for the change (see section 5).

ATTACHMENT A - STEP BY STEP GUIDE TO LODGING MOTIONS IN THE ONLINE PORTAL

This section provides step-by-step instructions to assist council staff in lodging a motion via our online portal Survey Monkey Apply.

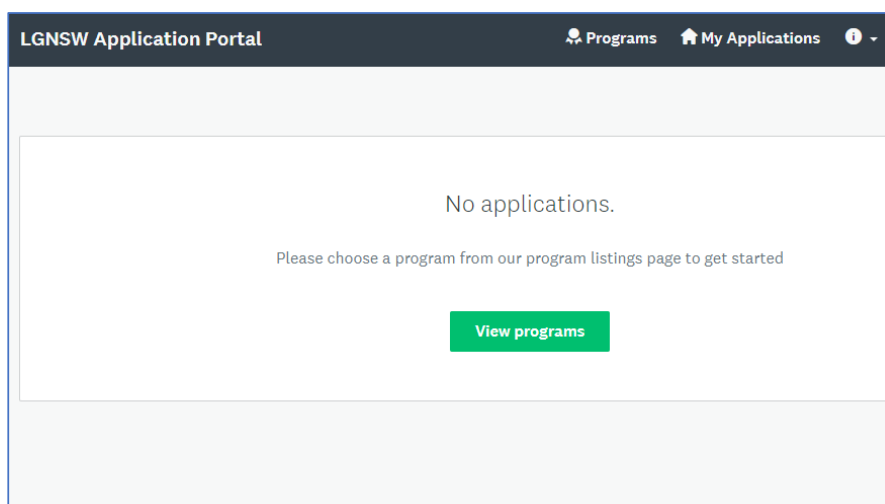
- Member councils are invited to submit motions for the LGNSW Annual Conference via [Survey Monkey Apply](#) from **24 July 2023**.
- Under LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 15 October 2023** (28 days prior to Conference).
- Once a motion has been submitted it cannot be edited without contacting LGNSW, so please review the content carefully before submission.

For further assistance contact Jo Harney, LGNSW Policy Officer at policy@lgnsw.org.au.

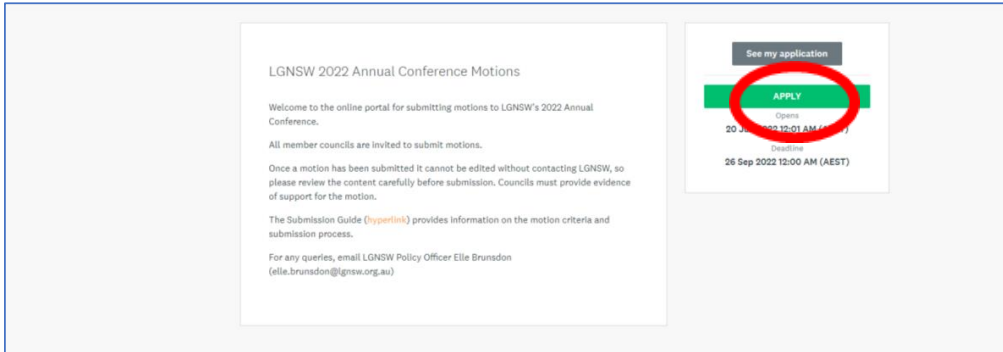
Step 1: Log into [LGNSW's online portal](#) using the same password you use to access the LGNSW member website. If you don't know your password, click "forgot password" to reset your password.

Note: you will need to register if you are logging in for the first time.

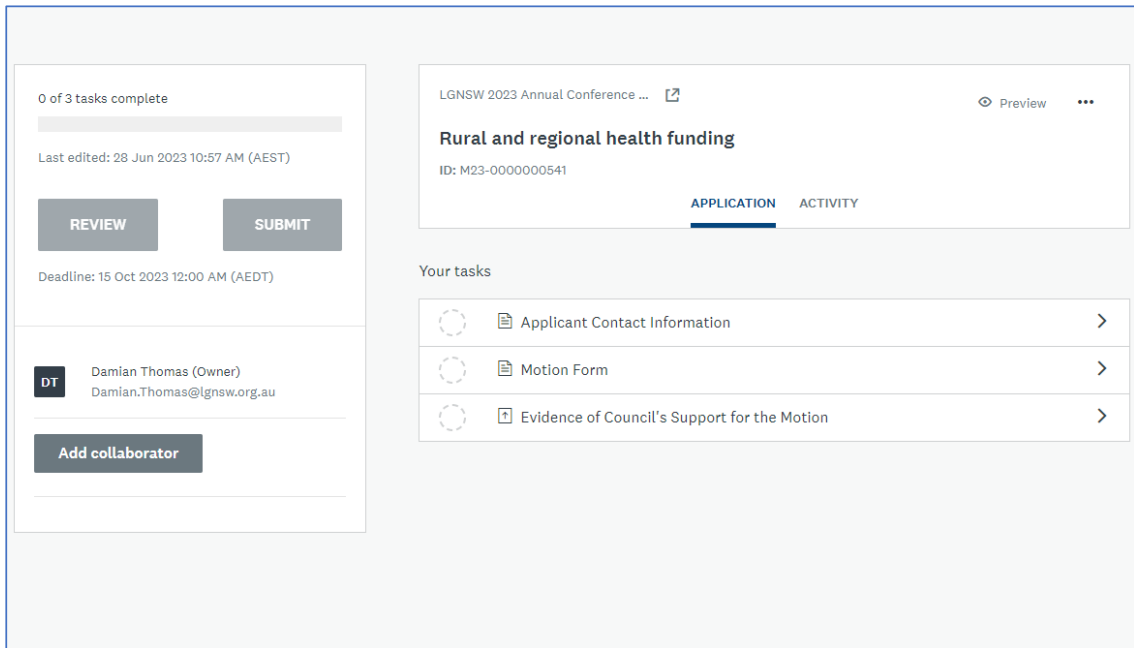
Step 2: Click *View Programs* and then select *LGNSW 2023 Annual Conference Motions*.



Step 3: Click **APPLY**.



Step 4: Add your motion title (a few words). You will then be taken to the landing page which will show three tasks to complete:



Step 5: Click on 'Applicant Contact Information' to add the contact information. This should be the relevant officer within your council who can respond to any questions from LGNSW about the motion promptly. Click **MARK AS COMPLETE** once finished.

The screenshot shows a web application interface for entering contact information. On the left, a sidebar contains a navigation menu with items: 'Back to application', 'LGNSW 2023 Annual Conference Motio...', 'Rural and regional health funding' (ID: M23-0000000541), 'Applicant Contact Information' (highlighted with a green arrow), 'Motion Form', and 'Evidence of Council's Support for the Motion'. Below the menu, it indicates '0 of 3 tasks complete', 'Last edited: 28 Jun 2023 10:57 AM (AEST)', and buttons for 'REVIEW' and 'SUBMIT'. A 'Deadline: 15 Oct 2023 12:00 AM (AEDT)' is also shown. The main content area is titled 'Applicant Contact Information' and contains a 'Contact details' section with four input fields: 'Contact Name', 'Contact Job Title', 'Contact Email', and 'Contact Phone'. At the bottom of the form, there are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE', with the latter circled in red.

Step 6: Click 'Motion Form' to add the motion details.

Motion category and sub-category assists with categorising motions and grouping related motions in the Conference Business Paper.

Motion wording should include a sentence or two which includes the call to action.

Background note should provide a paragraph or two to explain the context and importance of the issue to the local government sector.
Click **MARK AS COMPLETE** once finished.

← Back to application

LGNSW 2023 Annual Conference Moti...
Rural and regional health funding
ID: M23-0000000541

✓ Applicant Contact Information

Motion Form

○ Evidence of Council's Support for the Motion

1 of 3 tasks complete

Last edited: 28 Jun 2023 11:02 AM (AEST)

REVIEW SUBMIT

Deadline: 15 Oct 2023 12:00 AM (AEDT)

Motion Form

Council/member name

Motion Category

Motion Title

Rural and regional hea

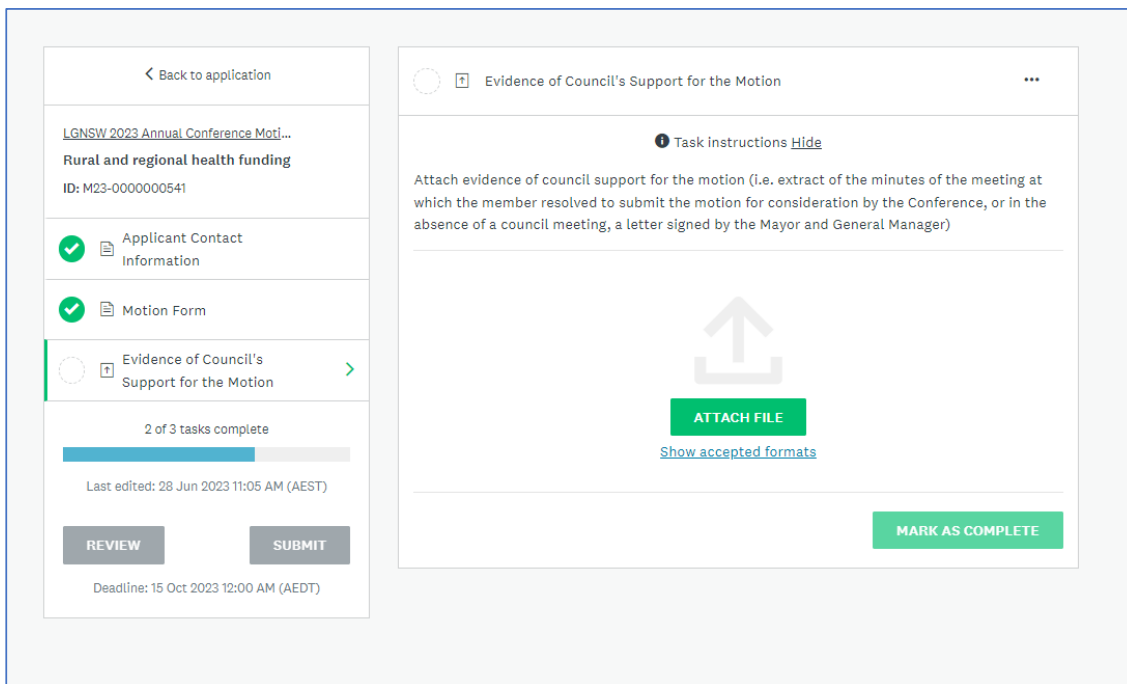
Motion Wording

Motion Background

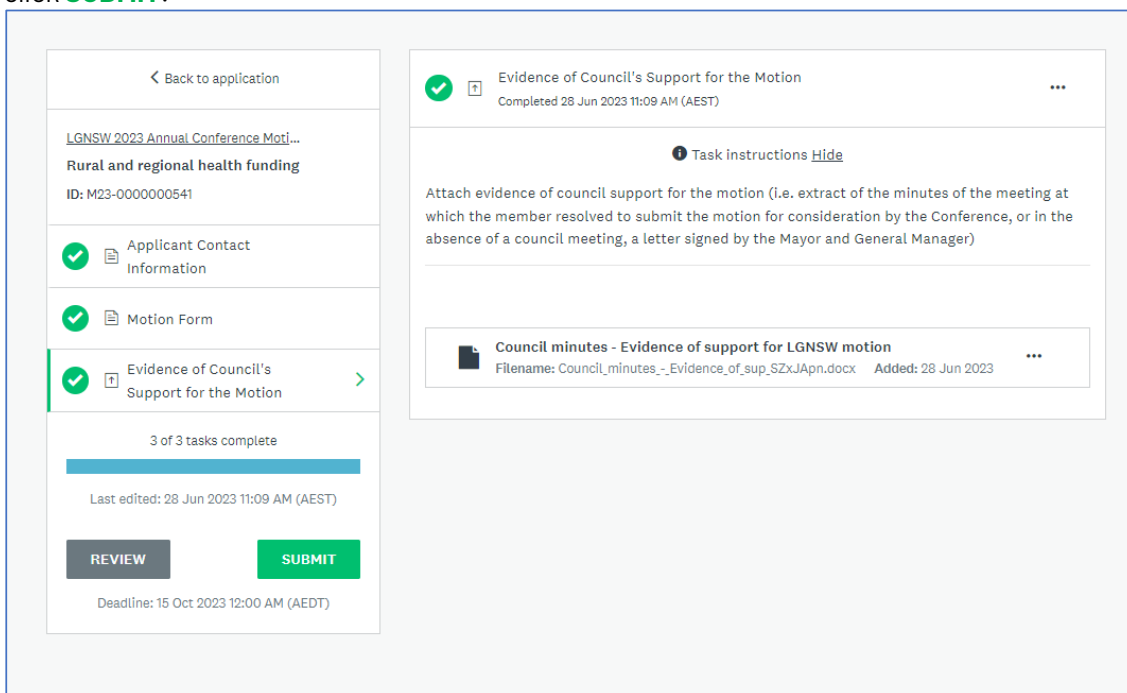
Maximum 1 or 2 paragraphs

SAVE & CONTINUE EDITING MARK AS COMPLETE

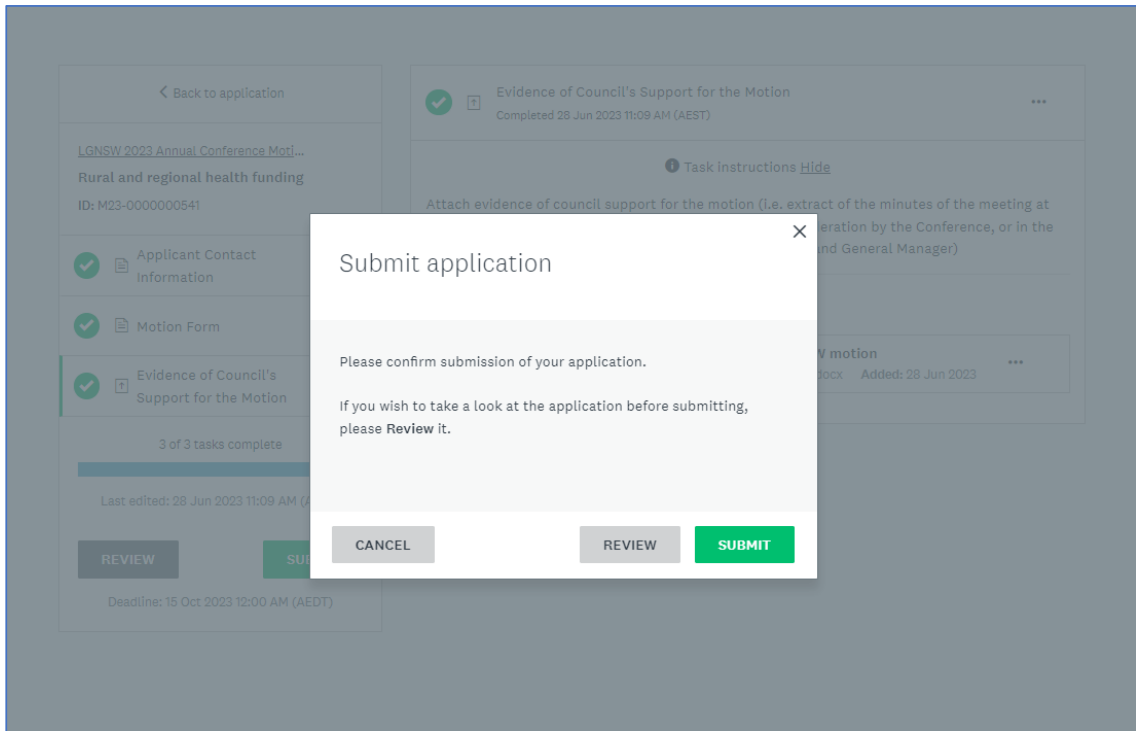
Step 7: Click 'Evidence of Council's Support for the Motion' and attach the relevant file. This could be an extract of council meeting minutes. Click **MARK AS COMPLETE** once finished.



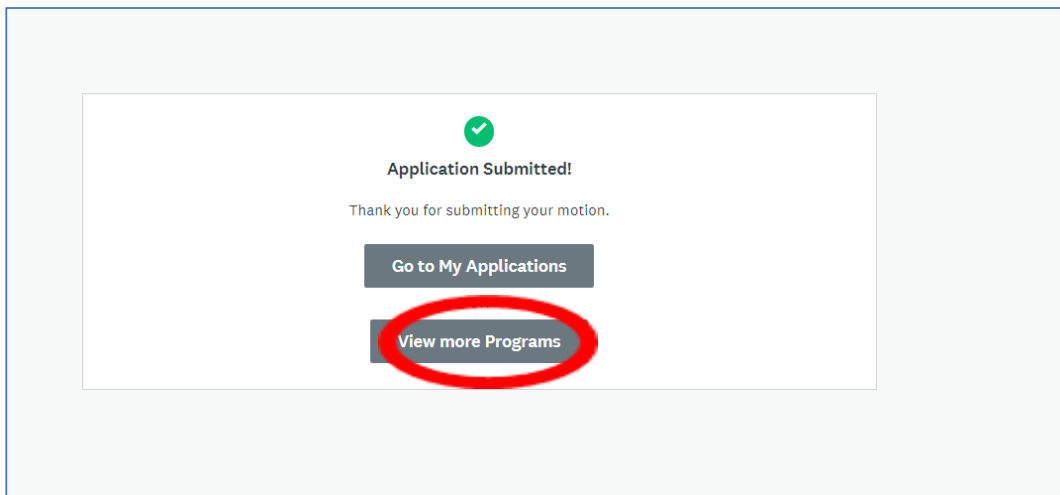
Step 8: Once you have completed all tasks (a green tick is displayed next to each task), click **SUBMIT**.



Step 9: You will be asked to confirm submission of the motion. There is an option to review the motion before submitting. When you are ready, click **SUBMIT**.






Step 10: If you are submitting multiple motions, click 'View more Programs'. This will take you back to the landing page to submit more motions.




Step 11: An automated confirmation email will be sent to the email address listed in the 'Applicant Contact Information' section.

LGNSW Annual Conference: Motion has been submitted

 noreply@mail.smapply.net
To  Damian Thomas 11:23 AM



 If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated from outside of LGNSW. Do not click links or open attachments unless you recognise the sender and know the content is safe.

LGNSW Application Portal


Your motion to the LGNSW Annual Conference has been submitted.

To submit another motion, visit: <https://lgnsw-grants-portal.smapply.io/saml2/login/>

Once you have logged in, click on 'programs' to submit a motion.

You are receiving this email from [LGNSW Application Portal](#) - Local Government NSW.

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Agency Information Guide

Government Information (Public Access) Act 2009

Document Authorisation

RESPONSIBLE OFFICER:		MANAGER OF GOVERNANCE RISK AND CORPORATE PLANNING (MGRCP)			
REVIEWED BY:		Information Privacy Commissioner (IPC) and Management Executive Team (Manex)			
REVIEW DUE DATE:		June 2024			
VERSION NUMBER:		13			
VERSION:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
13	TBA	TBA	Minor Amendments including: updated legislation list, an updated Organisational Chart, and information about when the annual review of Open Access Information is carried out, including the latest review.	MGRCP	Council
12	23/06/2022	10.07/22	Significant amendments are: Updating Councillor information; 4.2 Council's review of approach to proactive release; 4.4 processing charges and advance deposits; 4.4.1 Rights of review and appeal; 4.4.2 What decisions can be reviewed; 4.7 Role of Information Commissioner; 5 Vision; and 5.1 Strategic Objectives.	Manager of Governance, Risk and Corporate Planning	Council

Note: Document Control continued at Appendix A.

.....
General Manager

.....
Date

Preface

This Information Guide has been produced by Glen Innes Severn Council (**Council**) in accordance with Section 20 of the *Government Information (Public Access) Act 2009 (GIPA)* and is reviewed annually.

The purpose of the document is to provide members of the community, Council staff, and the public with information concerning:

- The structure and functions of Glen Innes Severn Council;
- The way in which the functions of Glen Innes Severn Council affect members of the public;
- The avenues available to the public to participate in policy development and the exercise of Glen Innes Severn Council functions; and
- The type of information available from Glen Innes Severn Council and how this information is made available.

The Information Guide is available on Glen Innes Severn Council's website (www.gisc.nsw.gov.au).

DRAFT

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1 Structure and Functions Council

1.1 Basis of Constitution

Glen Innes Severn Council was formed in September 2004 through the amalgamation of the Glen Innes Municipal and Severn Shire Councils and is constituted under the **Local Government Act 1993 (NSW) (the Act)**.

1.2 Organisational Structure and Resources

Glen Innes Severn Council is not divided into wards and is governed by the body of seven councillors (one of whom is the Mayor). The councillors are elected by the residents and ratepayers of the Glen Innes Severn **Local Government Area (LGA)** and the current Council were declared elected on 21 December 2022 for a period of two (2) years and nine (9) months (normally four (4) years but reduced due to the election postponement from 4 September 2020 until 4 December 2021).

The Mayor is elected by the Councillors.

The role of the Councillors, as members of the body corporate, are:

- To direct and control the affairs of the Council in accordance with the **Act Local Government Act 1993 (the Act)** and other applicable legislation;
- To participate in the optimum allocation of the Council's resources for the benefit of the LGA;
- To play a key role in the creation and review of the Council's policies, objectives and criteria relating to the exercise of the Council's regulatory functions; and
- To review the performance of the Council including its delivery of services, management plans and revenue policies.

The role of a Councillor is, as an elected person:

- to be an active and contributing member of the governing body of Council;
- to make considered and well-informed decisions as a member of the governing body;
- to participate in the development of the integrated planning and reporting framework;
- to represent the collective interests of residents, ratepayers and the local community;
- to facilitate communication between the local community and the governing body;
- to uphold and represent accurately the policies and decisions of the governing body; and
- to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor.

The role of the Mayor is as follows:

- to be the leader of Council and a leader in the local community;
- to advance community cohesion and promote civic awareness;
- to be the principal member and spokesperson of the governing body, including representing the views of Council as to its local priorities;
- to exercise, in cases of necessity, the policy-making functions of the governing body of Council between meetings of Council;
- to preside at meetings of Council;
- to ensure that meetings of Council are conducted efficiently, effectively and in accordance with this Act;
- to ensure the timely development and adoption of the strategic plans, programs and policies of Council;
- to promote the effective and consistent implementation of the strategic plans, programs and policies of Council;
- to promote partnerships between Council and key stakeholders;
- to advise, consult with and provide strategic direction to the General Manager in relation to the implementation of the strategic plans and policies of Council;
- in conjunction with the General Manager, to ensure adequate opportunities and mechanisms for engagement between Council and the local community, to carry out the civic and ceremonial functions of the mayoral office;
- to represent Council on regional organisations and at inter-governmental forums at Regional, State and Commonwealth level;
- in consultation with the councillors, to lead performance appraisals of the General Manager; and
- to exercise any other functions of Council that Council determines.

The Principal Officer of the Council is the General Manager. The General Manager has the following functions:

- to conduct the day-to-day management of Council in accordance with the strategic plans, programs, strategies and policies of Council;
- to implement, without undue delay, lawful decisions of Council;
- to advise the Mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of Council;
- to advise the Mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of Council and other matters related to Council;
- to prepare, in consultation with the Mayor and the governing body, Council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report;
- to ensure that the Mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions;
- to exercise any of the functions of Council that are delegated by Council to the General Manager;
- to appoint staff in accordance with the organisational structure the resources approved by Council;

- to direct and dismiss staff;
- to implement Council's workforce management strategy; and
- any other functions that are conferred or imposed on the General Manager by or under the Act or any other Act.

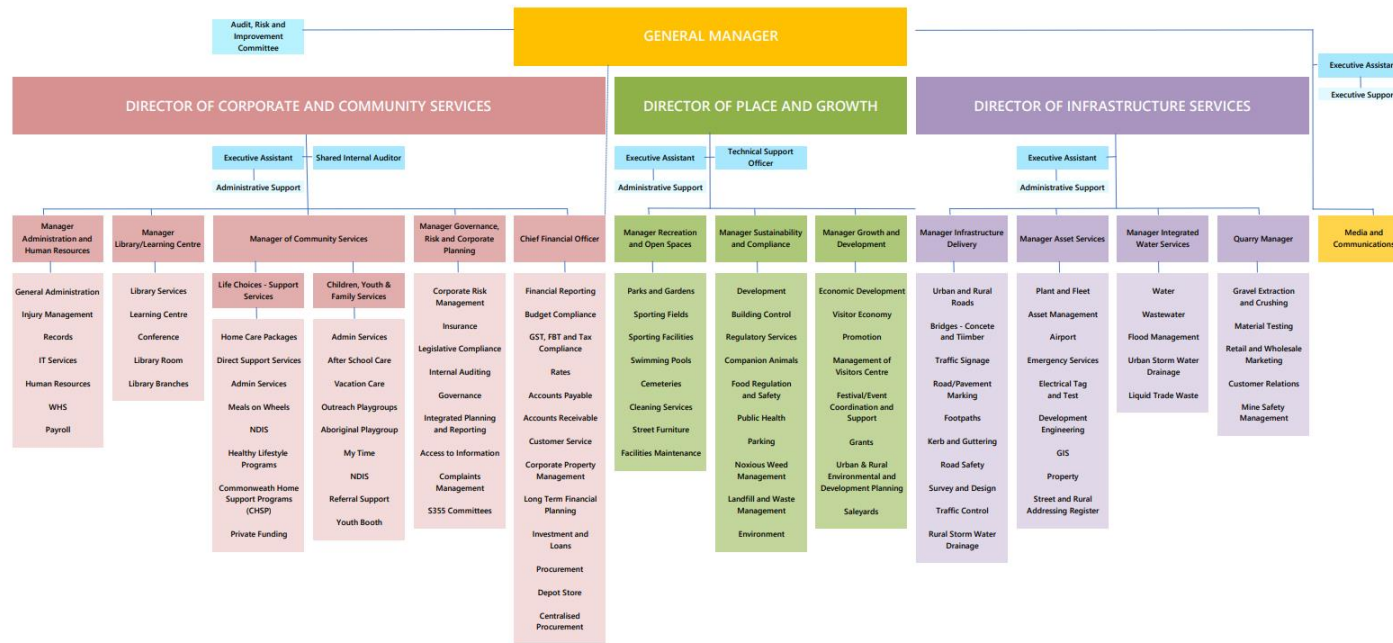
The General Manager is assisted in the exercise of these functions through the three (3) directorates of Council. These are: Corporate and Community Services, Development, Planning and Regulatory Services and Infrastructure Services. Each of the directorates is headed by a Director. Directorates are further structured into several sections which are headed by either a Manager or Coordinator.

Council's Organisational Structure is set out on the following page.

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1.3 Organisational Structure

GLEN INNES SEVERN COUNCIL - ORGANISATION CHART



1.4 Functions of Council

Under the Act, Council's functions can be grouped into the following categories:

1.4.1 Service Functions

Including:

- Provision of community health, recreation, education and information services;
- Environmental protection;
- Waste removal and disposal;
- Land and property, industry and tourism development and assistance;
- Civil infrastructure and planning; and
- Civil infrastructure, maintenance and construction.

1.4.2 Regulatory Functions

Including:

- Approvals;
- Orders; and
- Building Certificates.

1.4.3 Ancillary Functions

Including:

- Resumption of land; and
- Powers of entry and inspection.

1.4.4 Revenue Functions

Including:

- Rates;
- Charges;
- Fees;
- Borrowings; and
- Investments.

1.4.5 Administrative and Corporate Functions

Including:

- Employment of staff;
- Management plans;
- Governance;
- Risk Management;
- Financial reports; and
- Annual reports.

1.4.6 Enforcement Functions

Including:

- Proceedings for breaches of the Act and other legislation;
- Prosecution of offences; and
- Recovery of rates and charges.

As well as the Act, Council has powers under several other Acts.

Section 21 of the Act confers or imposes the following functions on Council:

- Non-regulatory or service functions (Chapter 6);
- Regulatory functions (Chapter 7);
- Ancillary functions (Chapter 8);
- Revenue functions (Chapter 15);
- Administrative functions (Chapters 11, 12 and 13); and
- Enforcement functions (Chapters 16 and 17).

In addition, Council has functions conferred or imposed on it by or under other Acts, which include:

- *Biodiversity Conservation Act 2016*;
- *Biosecurity Act 2015*;
- *Building Professionals Act 2005*;
- *Civil Liability Act 2002*;
- *Community Land Development Act 2021-1989* – planning functions as consent authority;
- *Companion Animals Act 1998* – companion animal registration and control;
- *Contaminated Land Management Act 1997* – managing contaminated lands;
- *Conveyancing Act 1919* – placing covenants on Council land;
- *Crown Land Management Act 2016*;
- ~~*Crown Lands Act 1989*~~;
- *Dividing Fences Act 1991*;
- *Environmental Planning and Assessment Act 1979*;
- *Firearms Act 1996*;
- ~~*Fire Brigades Act 1989*~~ *Fire and Rescue NSW Act 1989* – payment of contributions to fire brigade costs and furnishing of returns;
- *Fluoridation of Public Water Supplies Act 1957* – fluoridation of public water by Council;
- *Food Act 2003* – inspection of food and food premises;
- *Government Information (Public Access) Act 2009* – publication of certain information and granting of access to other information by Council;
- *Heritage Act 1977* – rating based on heritage valuation;
- *Impounding Act 1993* – impounding of animals and articles;
- *Library Act 1939* – library services;
- Local Land Services *Amendment Act 2013*;
- *National Parks and Wildlife Act 1974* – protection of native wildlife;
- *Pesticides Act 1999* – use of pesticides;
- *Plumbing and Drainage Act 2011*;

- *Privacy and Personal Information Protection Act 1998* – standards and requirements regarding the collection and processing of personal information;
- *Protection of the Environment Operations Act 1997* – pollution control;
- *Public Health Act 2010* – inspection of systems for purposes of microbial control;
- *Public Interest Disclosures Act 1994* – protected complaints or disclosures about maladministration, corruption, substantial waste or failure to fulfil functions under *Government Information (Public Access) Act 2009*. **To be replaced with the *Public Interest Disclosures Act 2022* when it comes into force on 1 October 2023;**
- *Recreation Vehicles Act 1983* – restricting use of recreation vehicles;
- *Road Transport Act 2013*;
- *Roads Act 1993* – Roads;
- *Smoke Free Environment Act 2000*;
- *State Emergency Rescue Management Act 1989* – Council is required to prepare for emergencies;
- *State Emergency Service Act 1989* – recommending appointment of local controller;
- *State Records Act 1998* – imposes requirements for record keeping and access to Council records;
- *Strata Schemes Development Act 2015* - approval of strata schemes;
- *Strata Schemes Management Act 2015* ~~1996~~;
- *Swimming Pools Act 1992* – ensuring restriction of access to swimming pools;
- *Transport Administration Act 1988*;
- *Unclaimed Money Act 1995* - unclaimed money to be paid to the Chief Commissioner of Unclaimed Money;
- *Waste Avoidance and Resource Recovery Act 2001*;
- *Water Management Act 2000*;
- *Work Health and Safety Act 2011* – requirements for healthy and safe practices in the workplace; and
- *Workplace Injury Management and Workers Compensation Act 1998* – requirements for managing injury and return to work.

2 Impact of Council Functions on the Community

As a service organisation, most of the activities of Glen Innes Severn Council have an impact on the public. The following is an outline of how the broad functions of Council affect the public.

2.1 Service Functions

Service functions include provision of human services such as Meals on Wheels, childcare, aged and disability services, libraries, halls and community centres, recreation facilities, infrastructure and removal of garbage.

2.2 Regulatory Functions

Regulatory functions place restrictions on developments and buildings that are erected to ensure that they meet certain requirements affecting the amenity of the community and

that will not endanger the lives and safety of any person. Members of the public must be aware of and comply with such regulations.

2.3 Ancillary Functions

Ancillary functions affect only some members of the public. These functions include, for example, the resumption of land or the power for Council to enter onto a person's land. In these circumstances, only the owner of the property would be affected.

2.4 Revenue Functions

Revenue functions affect the public directly in that revenue from rates and other charges paid by the public are used to fund services and facilities that are provided to the community.

2.5 Administrative Functions

Administrative functions do not always affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided.

2.6 Enforcement Functions

Enforcement functions only affect those members of the public that are in breach of certain legislation, such as the non-payment of rates and charges, unregistered dogs and parking offences.

2.7 Community Planning and Development Functions

Community planning and development functions affect areas such as cultural development, social planning and community profile and involves:

- Advocating and planning for the needs of our community. This includes initiating partnerships; participating on Regional, State or Commonwealth working parties; and preparation and implementation of the Community Plan;
- Providing support to community and sporting organisations through provision of grants, training and information; and
- Facilitating opportunities for people to participate in the life of the community through the conduct of a range of community events such as Seniors Week, NAIDOC Week, Youth Week, Children's Week, as well as promoting events of others.

3 Public Participation in Local Government

Glen Innes Severn Council supports the principles of open government and encourages community involvement in policy development and general activities of Council. There are two broad ways in which the public may participate in the policy development and, indeed, the general activities of the Council. These are through representation and personal participation.

3.1 Representation

Local Government in Australia is based on the principle of representative democracy. This means that the people elect representatives to their local Council to make decisions on their behalf within a legislative framework. In New South Wales, local government elections are held every four years. The next election for Glen Innes Severn Council will be held in September 2024.

At each election, voters elect seven Councillors for a four-year term (with exception to the **current** term which will only be two (2) years and nine (9) months due to the **election** postponement caused by NSW Public Health Orders). The Mayor is not popularly elected by the residents in general but is elected by the councillors. All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside of the area and rate paying lessees can also vote but must register their intention to vote on the non-residential roll. Voting is compulsory for registered voters.

3.1.1 Making Representations to Councillors

Councillors are the elected representatives of the community and make decisions having regard to the views of their constituents. Members of the public can discuss issues affecting the Glen Innes Severn Local Government Area with any of the elected councillors.

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The contact details of the current elected members of council are:

<p>Cr Rob Banham (Mayor)</p> <p>Mobile: 0419 643 449 Mayor Email: mayor@gisc.nsw.gov.au Email: rbanham@gisc.nsw.gov.au</p>	<p>Cr Troy Arandale (Deputy Mayor)</p> <p>Mobile: 0429 162 791 Email: tanrandale@gisc.nsw.gov.au</p>
<p>Cr Tim Alt</p> <p>Mobile: 0428 669 179 Email: talt@gisc.nsw.gov.au</p>	<p>Cr Andrew Parsons PO Box 143 GLEN INNES NSW 2370</p> <p>Telephone: (02) 6732 5504 Mobile: 0427 325 504 Email: aparsons@gisc.nsw.gov.au</p>
<p>Cr Lara Gresham</p> <p>Mobile: 0407 311 257 Email: lgresham@gisc.nsw.gov.au</p>	<p>Cr Jack Parry</p> <p>Mobile: 0414 534 153 Email: jparry@gisc.nsw.gov.au</p>
<p>Cr Carol Sparks</p> <p>Mobile: 0427 709 686 Email: cspark@gisc.nsw.gov.au</p>	

3.1.2 Mayoral Meetings

Members of the public may make an appointment with the Mayor to discuss issues. (Please view the [Lobbying of Councillors Policy on Council's website.](#))

3.2 Personal Participation

Ratepayers, residents and businesses are encouraged to have a say in what Council does. Community participation in Council is a major focus of the Act. The Act encourages councils to be open and accountable to the community. This is achieved by people having appropriate access to information, voting in polls and referendums, community consultation, making submissions to Council and by Council meetings being open to the public.

Council's website, at www.gisc.nsw.gov.au is regularly updated with notifications and information on Council's activities, meeting agendas and business papers. The website also publishes notices and exhibitions, tenders, news items, events and many Council documents and reports. The website is reviewed and updated on a regular basis to ensure information is accurate and timely. Council also provides information on Council activities, decisions and programs in the local newspaper, a resident newsletter and on social media.

3.2.1 Council and Committee Meetings

Council is required, and actively encourages, under the provisions of Section 10(1) of the *Local Government Act 1993*, to open its full Council (Ordinary and Extraordinary) meetings and meetings of its Committees and Advisory Groups to the press and public in general.

Similarly, Council is required to give notice to the public of the times and places of its meetings and those of its committees. Copies of the business papers for all meetings are available for the public at Council offices and at each meeting venue. Business Papers are also published on Council's website, www.gisc.nsw.gov.au.

Whilst Glen Innes Severn Council is committed to, and has fostered, the practice of open local government, some matters are of a sensitive nature and for that reason are dealt with in closed committee. Under these circumstances the minutes arising from such meetings are restricted to the resolutions and recommendations of the meeting.

The nature of such matters is contained within Section 10(A-D) of the *Local Government Act 1993*.

Council commenced live streaming and audio of Council meetings in October 2019 which provides further opportunity for members of the community to participate and view Council meetings, either on the night or later, through the Council website and webcast.gisc.nsw.gov.au link.

3.2.2 Open Community Consultation

The Code of Meeting Practice, Part 4 – Public Forums, located on Council's website, makes provisions for a Public Forum to be held prior to Council meetings.

The purpose of Part Four of the Code of Meeting Practice is to provide Council and members of the public with clear direction in relation to the requirements and expectations pertaining to the public forum held prior to Ordinary Council Meetings.

Council usually holds its Ordinary Meetings on the fourth Thursday of each month (Exceptions: no meeting in January; third Thursday in December). These meetings are held in the William Gardner Conference Room at the Glen Innes Severn Learning Centre and are scheduled to commence at 9.00am. The duration of public forums will be 15 minutes, and they will commence at 8.45am on the day of a set Council meeting.

3.2.3 Council Committees

There are several internal and external committees that deal with a range of matters associated with Council's functions and community issues. Committee membership includes Councillors, community groups, residents and stakeholders.

Glen Innes Severn Councillors are associated with the following Committees:

Councillor / Staff Committees of Council:

- Annual Donations Review Committee;
- ~~Business Incentives Fund Committee~~ Local Economic Development Support Fund Committee;
- Code of Conduct Review Committee;
- ~~General Manager Recruitment Committee~~;
- General Manager's Appraisal Committee;
- ~~Glen Innes Severn Learning Centre Management Committee~~;
- ~~Integrated Planning and Reporting Framework Committee~~;
- ~~Public Art Reference Group~~;
- Significant Development Proposals Committee.

Independent Committees (~~Councillors-A single councillor can only~~ may be a non-voting member(s))

- Audit, Risk and Improvement Committee.

Community Committees of Council (**Section 355 of the Local Government Act**):

- Aboriginal Consultative Committee;
- Australia Day Committee;
- Australian Standing Stones Management Board;
- Community Access Committee;
- Emmaville Mining Museum Committee;
- Emmaville War Memorial Hall Committee;
- Glencoe Hall Committee;
- Glen Elgin Federation Sports Committee;
- ~~Glen Innes and District Sports Council~~;
- Glen Innes Saleyards Advisory Committee;

- Glen Innes Severn Cemetery Committee;
- ~~Glen Innes Severn Learning Centre Management Committee;~~
- Library Committee;
- Minerama Committee;
- Open Spaces Committee;
- Pinkett Recreation Reserve Management Committee;
- ~~Public Art Reference Group;~~
- Roads Consultative Committee; and
- Stonehenge Recreation Reserve Trust Committee.

Groups of Councils:

- ~~Fossickers Way Committee;~~
- LG NSW;
- New England Joint Organisation (NEJO) – This is a group of seven member councils including Glen Innes Severn Council, Armidale regional Council, Inverell Shire Council, Moree Plains Shire Council, Narrabri Shire Council, Tenterfield Shire Council and Uralla Shire Council; and collectively with the NSW Government they form NEJO. Details may be located on their website: [NEJO | New England Joint Organisation of Councils \(nsw.gov.au\)](https://www.nsw.gov.au/NEJO)
- Northern Inland Regional Waste Group; and
- ~~Northern Inland Risk Management Group.~~

Delegate of the Council:

- Joint Regional Planning Panel;
- North West Weight of Loads Committee.

Community Committees - Not Committees of Council:

- Arts North-West ~~Strategic Advisory Committee;~~
- ~~Business in Glen (BIG)~~
- ~~Attract, Connect, Stay;~~
- Community Safety Precinct Committee;
- Community Services Interagency Committee;
- Deepwater Progress Association;
- ~~Glen Innes Business Chamber;~~
- Glen Innes and District Community Centre Inc;
- ~~Glen Innes and District Historical Society;~~
- Glen Innes Correctional Centre Community Committee;
- Glen Innes Highlands Rail Trail Working Group;
- ~~Glen Innes Highlands Visitor Association Inc;~~
- ~~Glen Innes Local Health Committee;~~
- ~~Glen Innes Showground Trust Inc;~~
- ~~Glen Innes Wind Farm;~~
- GLENRAC;
- Local Emergency Management Committee;
- Local Traffic Committee;

- New England High Country;
- **New England Weeds Authority (Weeds County Council);**
- Northern Tablelands Bush Fire Management Committee;
- **Rural Fire District Liaison Committee;**
- Sapphire Wind Farm **Community Consultative Committee;**
- ~~Vegetable Creek (Emmaville) Local Health Advisory Committee;~~
- White Rock Wind Farm Community Consultative Committee; and
- White Rock Wind Farm Community Fund Committee.

3.2.4 Community Workshops/Working Parties

Community Workshops and Working Parties are held to gain public input and understanding in respect of major studies, key issues, projects and initiatives that may affect the area and be of public interest or concern. A special committee or working party may be formed to guide Council in its deliberation of a matter. Opportunities for members of the public to participate in these Community Workshops and/or Working Parties are generally advertised in the local newspaper and on Council's website.

3.2.5 Public Exhibition and Submissions

Major policies, planning matters and development applications are advertised, and submissions are invited during the exhibition periods. Submissions received in response to the public exhibition processes are considered prior to the adoption of recommendations. (Note: Refer to Privacy notification on submissions to Council below for details on how Council will manage the submissions, comments and objections).

3.2.6 Privacy Notification on Submissions to Council

Submissions, summaries of submissions and/or names and addresses of people making submissions may be included in publicly available reports to Council and/or Committee Meetings. All submissions will be placed on the appropriate Council file and may be accessed by Councillors, Council Officers, consultants to Council, or members of the public.

3.2.7 Submissions to Council on General Matters

The public can either personally, or in writing address matters within the jurisdiction of the Council. Every attempt is made by Council to satisfy the concerns of the enquirer or explain the reasons why Council is undertaking certain actions.

4 Access to Government Information

Glen Innes Severn Council is committed to the principle of open and transparent government. To facilitate public access to Council information, Council has adopted an Access to Information Policy. The object of this policy, along with the associated guidelines is to describe public and Councillor access to information and to facilitate the processing of requests for such access under the **Government Information (Public Access) Act 2009 (GIPA Act)**.

Under the provisions of the GIPA Act there is a right of access to certain information held by Council unless there is an overriding public interest against its disclosure.

Glen Innes Severn Council holds information in various formats in respect of a wide range of functions undertaken by it and information which is pertinent to different issues relating to the Glen Innes Severn Council area.

Council has an electronic file system which has been in place since 2005.

The main types of "physical" files held by Council includes general subject files, development and building files, property files as well as street and park files.

The foregoing is not currently available on Council's website, however, Council is working at making more "Open Access Information" (as defined below) available in this way, unless there is an overriding public interest against disclosure of the information as outlined in Section 14 of the GIPA Act. This information may be made available either by informal release or via an Access application in accordance with Section 7-9 of the GIPA Act. Members of the public who require an information release can do so by contacting Council or visiting Council's website and locating the appropriate forms.

There are four main ways in which Council may provide access to information:

4.1 Open Access Information (Mandatory Release)

Council must publish open access information on its website, free of charge. Where it is not practical for Council to provide open access information on the website, the information will be made available free of charge in at least one other format.

Council regularly updates its website and conducts a review annually of its Open Access data. **The review is generally carried out in April/May of each year. The last review was completed on 13 June 2023.** Open access information is added to the website as it becomes practicable to do so. Please contact Council on **email: council@gisc.nsw.gov.au** or **phone 02 6730 2300** to access information that is not currently available on Council's website. **Council maintains a Record of Open Access Information not currently available on its website. This Record may be viewed on Council's website.**

Other information and data relevant to Glen Innes Severn Council that is open access and not on Council's website may be located on the data.nsw.gov.au website.

The following documents are defined as "Open Access Information" under Section 18 of the GIPA Act and will be released without the need for a Formal Access Application under this Act:

- Council's Agency Information Guide (available on Council's website);
- Information about Council contained in any document tabled in Parliament by or on behalf of Council, other than any document tabled by order of either House of Parliament;
- Council's policy documents (available on Council's website);

- Council's Disclosure Log of Formal Access Applications (available on Council's website);
- Council's Register of Government Contracts (available on Council's website);
- Council's record of the open access information (if any) that it does not make publicly available based on an overriding public interest against disclosure;
- Councillors' and Designated Persons' Disclosure of Interests Returns; and
- Such other government information as may be prescribed by the GIPA regulations as open access information.

4.2 Proactive Release of Information

In addition to open access information, Council will make as much other information as possible publicly available, unless there is an overriding public interest against disclosure.

Council is encouraged to take the initiative to release as much government information as possible, in an appropriate manner and free of charge (or at lowest reasonable cost). Such information may include information frequently requested or information of public interest that has been released because of other requests.

The Public Officer, in consultation with other Council Officers, reviews Open Access information and Council's current approach to proactive release annually.

4.3 Informal Release of Information

Access to information which is not available as Mandatory Public Release (open access) or Proactive Release may be provided through Informal Release. Council generally releases other information in response to an informal request subject to any reasonable conditions as Council thinks fit to impose.

As per proactive release methods, Council is authorised to release information unless there is a public interest against disclosure. To enable the release of as much information as possible, Council is also authorised to redact content from a copy of information to be released, if the inclusion of the redacted information would otherwise result in an overriding public interest against disclosure.

Council is encouraged to release information without the need for a formal application, unless there are good reasons to require one. Requests for personal information would usually fall into this category. Depending on the amount of work involved a fee may be charged as per Council's fees and charges within the Operational Plan. Under informal release, Council has the right to decide by what means information is to be released.

4.4 Formal Release of Information

Prior to lodging a formal access application, a person seeking information from Council should check if the information being sought is already available on Council's website or could easily be made available through an informal request application.

If information:

- Is not available via Proactive or Informal Release; or
- Involves a large volume of information, requires extensive research and accordingly will involve an unreasonable amount of time and resources to produce; or
- Contains personal or confidential information about a third party which may require consultation; or
- Is of a sensitive nature that requires careful weighing of the consideration in favour of and against disclosure; then

Council requires a Formal Access to Information Application to be submitted. An application fee of \$30 will apply and processing charges may apply as per the GIPA Act. Concessions may apply under certain circumstances.

Processing Charges

A processing charge of \$30 per hour. The \$30 application fee counts towards the first hour of processing.

The processing time for an application, as set out in section 64(2) of the GIPA Act, is the total amount of time that is necessary to be spent by any officer of the agency in:

1. dealing efficiently with the application (including consideration of the application, searching for records, consultation, decision-making and any other function exercised in connection with deciding the application), **or**
2. providing access in response to the application (based on the lowest reasonable estimate of the time that will need to be spent in providing that access).

When Council notifies an applicant of a decision to provide access to information, the applicant will also be notified of any processing charges that will apply and how they have been calculated. Under section 64(4) access to the information may be made conditional on the payment of the processing charge.

A processing charge must not be discounted under section 65 or 66 by more than 50% even if both sections apply

Advance Deposit

An applicant may be asked to pay an advance deposit of up to 50 per cent of the estimated processing charge. Under section 68 of the GIPA Act, the notice requiring an advance deposit must:

- include a statement of the processing charges for work already undertaken by the agency in dealing with the application, and
- include a statement of the estimated processing charges for work that will need to be undertaken by the agency in dealing with the application, and
- specify a date by which the advance deposit must be paid (being a date at least four weeks after the date the notice is given), and

- include a statement that if the advance deposit is not paid by the due date, Council may refuse to deal further with the application and that this will result in any application fee and advance deposit already paid being forfeited.

Council can extend the date for payment of an advance deposit and is required to give the applicant notice of any extension and indicating the new date by which the advance deposit must be paid.

The applicant is entitled to a refund of any overpayment but is not entitled to have the deposit refunded if the application is withdrawn.

The period within which an agency must decide an application stops running when the decision to require an advance deposit is made. The time starts running again when the deposit is paid

Please note, an application will be invalid if it seeks access to excluded information of Council or does not meet the requirements for a Formal Access application. An application must:

- Be in writing;
- Specify it is made under the GIPA Act;
- State an Australian Postal address;
- Be accompanied by the \$30.00 fee; and
- Provide sufficient detail to enable Council to identify the information requested.

An appropriate form that may be used is located on Council's website.

Formal Access applications are a last resort as Council will endeavour to make its information available through the other three (3) alternatives.

4.4.1 Rights of Review and Appeal

Where an applicant is refused access under a formal application, reasons for refusal will be provided in writing.

An applicant who has been refused access by Council to information requested under a formal request for access to information under the GIPA Act has three options of review available.

1. Applicants can apply to Council for an internal review.
2. If an applicant is not satisfied with the internal review, or does not want one, they can ask for a review by the Information Commissioner.
3. If an applicant is not satisfied with the decision of the Information Commissioner or the internal reviewer or if they do not want to take these options, they can apply to the NSW Civil and Administrative Tribunal (NCAT).

Type of review	Days to request a review from when you were given the decision	Is there a fee involved?
Internal review by Council (by someone more senior than the original decision maker if possible)	20 working days	Yes - \$40*
Review by NSW Information Commissioner	40 working days	No
NCAT	20 working days from review by Information Commissioner;	Yes
	40 working days from review by agency	See the NCAT website for more information

*No fee applies for an internal review if the decision is a 'deemed refusal' because Council did not process your application in time, or the internal review is conducted because the Information Commissioner has recommended Council to reconsider its decision.

It is noted that there are no rights of review in respect of informal applications, but the applicant may make a formal application at any time.

4.4.2 What decisions can be reviewed?

You have the right to request a review of certain decisions made by Council about the release of information under the GIPA Act:

1. a decision that an application is not a valid access application;
2. a decision to transfer an access application to another agency, as an agency-initiated transfer;
3. a decision to refuse to deal with an access application (including such a decision that is deemed to have been made);
4. a decision to provide access or to refuse to provide access to information in response to an access application;
5. a decision that government information is not held by the agency;
6. a decision that information applied for is already available to the applicant;
7. a decision to refuse to confirm or deny that information is held by the agency;
8. a decision to defer the provision of access to information in response to an access application;
9. a decision to provide access to information in a particular way in response to an access application (or a decision not to provide access in the way requested by the applicant);
10. a decision to impose a processing charge or to require an advance deposit
11. a decision to refuse a reduction in a processing charge;

12. a decision to refuse to deal further with an access application because an applicant has failed to pay an advance deposit within the time required for payment; or
13. a decision to include information in a disclosure log despite an objection by the authorised objector (or a decision that the authorised objector was not entitled to object).

Further information may be located at [Fact Sheet - Your review rights under the GIPA Act \(nsw.gov.au\)](#)

4.5 Copyright

Nothing in the regulations requires or permits Council to make open access information available in any way that would constitute an infringement of copyright (Section 6.6 GIPA Act).

Access to copyright documents will be granted by way of inspection only if the copyright owner's written consent is provided. Where authority is unable to be obtained or the copyright owner is not able to be contacted, copies of copyright material will not be provided. These documents include Plans/Drawings, consultant reports, Statements of Environmental Effects and other miscellaneous reports submitted with a DA (please note that this list is not definitive).

As mentioned previously, Council has a vast range of documents that can be accessed in varying ways. Most documents can be inspected at and obtained from Council's Administration offices between the hours of 8:30am and 4:30pm, Monday to Friday (except public holidays). For further enquiries about any document, a Customer Services Officer should be contacted. If you experience any difficulty in obtaining documents or information, you should contact the Public Officer.

4.6 Public Officer (Right to Information officer)

The Manager of Governance, Risk and Corporate Planning has been appointed as the Public Officer by the General Manager. Amongst other duties, the Public Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents of the Council. The Public Officer is also Council's Right to Information Officer and, as such, is responsible for determining applications for access to documents or for the amendment of records.

Council has in place a Privacy Management Plan for dealing with private or personal information.

If you have any difficulty in obtaining access to Council documents, you may wish to refer your enquiry to the Public Officer. Also, if you would like to amend a document of Council which you feel is incorrect it is necessary for you to make written application to the Public Officer in the first instance. Enquiries should be addressed as follows:

Attention: Public Officer
Glen Innes Severn Council

PO Box 61
GLEN INNES NSW 2370
Telephone: 02 6730 2300
Email: council@gisc.nsw.gov.au

Office: 265 Grey Street, GLEN INNES NSW 2370

4.7 Role of the Information Commissioner

Council must notify the Information Commissioner before adopting or amending this AIG, and if requested to do so by the Information Commissioner, consult with the Information Commissioner on the proposed AIG or amendment.

Anyone can complain to the Information Commissioner about the conduct (including action or inaction) of Council in the exercise of functions under an Information Act, including conduct that is alleged by the person to constitute a contravention of an Information Act.

A complaint may be made in one of the following ways:

- post: GPO Box 7011, Sydney NSW 2001
- email: ipcinfo@ipc.nsw.gov.au
- in person: Level 15, McKell Building, 2-24 Rawson Place, Haymarket NSW 2000

The Information Commissioner may decide to investigate, not to continue to investigate, or not investigate a complaint.

5 Our Corporate Vision – Mission - Values

Slogan “Embracing change, building on history”

Vision A prosperous connected community that nurtures its people and places.

Mission To be a ‘can do’ Council, that is, a Council that is proactive and prioritises affordable and relevant service delivery for its community.

Values Respect, Integrity, Courage, Honesty and Transparency.

5.1 Strategic Priorities

In addition to serving the community through the delivery of its various operational activities, and fulfilling its compliance and statutory obligations, Glen Innes Severn Council has identified the following **Strategic Objectives**:

1. **An Attractive Quality of Life** - that is enhanced by cultural expression, an active inclusive community, with accessibility to the best possible services and facilities in a high country climate.

2. **A Prosperous Local Economy** - that is encouraged and supported by sustainable investment opportunities, in a diversified business environment with accessibility to a trained and willing labour market.
3. **Fit for Purpose Public Infrastructure** - that is designed, constructed and appropriately maintained, to keep our community and visitors, connected, safe and able to access the amenities and services they require.
4. **An Appealing Sense of Place** - that is protected and preserved, so that our authentic natural and built assets are showcased and enhanced for the enjoyment of all and enriched by new developments.
5. **Recognised for Local Leadership** - that upholds its values and responsibilities, is focused on the community through the custodianship of its assets and empowerment of its employees, to deliver the best value services and projects in partnership with others and within the means of Council.

These strategic objectives are discussed in more detail within the Community Strategic Plan 2022-2032 along with the corresponding goals and the Integrated Planning and Reporting Framework.

5.2 Strategic Financial Objectives

1. To maintain a realistic and achievable budgeted cash surplus each financial year to maintain an unrestricted current ratio of at least 2:1; thereby ensuring access to adequate working funds on a continual basis.
2. To ensure that a realistic and reasonable percentage of Council's rates revenue is expended on roads infrastructure.
3. To maintain sufficient funds to meet known financial commitments beyond the current financial year, and to renew or acquire new capital infrastructure assets in line with Council's Asset Management Plans for its various infrastructure assets.
4. To continually assess all expenditure to ensure consistency with Council's newly developed and adopted strategic objectives.
5. To continually review all operating expenditure and improve efficiency in service delivery where possible.
6. To concentrate expenditure upon capital renewal, rather than creating new assets, as this will increase Council's maintenance budget into the future.
7. To reduce Council-owned assets which do not align with Council's adopted strategic objectives and place an unnecessary ongoing maintenance burden on Council and the community.
8. To implement user-pay principles on service provision and assets, excluding known and Council-approved community service obligations.
9. To maximise returns on Council's investments, without increasing Council's investment risk above acceptable levels.

10. To attract and maximise government grants and subsidies as external funding sources for Council services.
11. To extend and augment Council's own source revenue stream through business opportunities that align with Council's core business.

6 Information Services

6.1 Types of Information held by Council

Glen Innes Severn Council holds information which relate to several varying issues. This information can be grouped into five (5) categories:

- Policy documents;
- General information;
- Registers;
- Guidelines plans, reports and other information;
- Files.

Council's website has links to a significant amount of information which the public can view and download copies of the documents.

The public seeking a copy of or requesting to view information described below that is not on the website should contact Council's Right to Information Officer.

6.1.1 Policy Documents

Council is required by legislation to have certain policies, such as Code of Conduct and Code of Meeting Practice. To function effectively and in accordance with legislation, Council has also adopted a considerable number of local policies.

All these policies are reviewed at least every four (4) years and amended or deleted as required. Any changes to strategic policies must be adopted by Council.

[The policies are available on Council's website](#) as prescribed by section 18(c) of the GIPA Act.

6.1.2 General Information

Any other information held by Council **not** described in the sections below and **not** on the Council website, would require the lodgement in the initial instance of an informal access application with Council's Right to Information Officer:

- [Agendas and business papers for Council and Committee Meetings \(but not including business papers for matters considered when a meeting is closed to the public\);](#)
- [Annual Report;](#)
- [Annual Financial Reports;](#)
- [Asset Management Strategy;](#)

- [Auditor's Report](#);
- Cemetery Register;
- [Code of Conduct](#);
- [Code of Meeting Practice](#);
- [Community Strategic Plan](#);
- [Cultural Plan](#);
- [Delivery Program](#);
- Delegations Manual;
- [EEO Management Plan](#);
- Environmental Planning Instruments, development control plans made under Section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council's area;
- Glen Innes Severn Land Use Strategy;
- Leases and licenses for use of public land classified as community land;
- Local Environmental Plan;
- [Minutes of Council and Committee Meetings, but restricted to the recommendations of the meeting \(in the case of any part of a meeting that is closed to the public\)](#);
- [Operational Plan](#);
- Plans of land proposed to be compulsorily acquired by Council;
- [Plans of management for community land](#);
- [Policy concerning the payment of expenses incurred by, and the provision of facilities to Councillors](#);
- Records of building certificates;
- [Register of Council's Plans, Strategies and Other Public Documents](#); and
- [Register of Council's Policies](#);
- ~~[State of the Environment Report](#)~~.

6.1.3 Registers

Council is required by legislation to maintain the following Registers:

- Council Land;
- Delegations;
- Development Consent;
- Disclosure of Donations;
- Disclosure of Conflicts of Interests;
- Investments;
- Planning Committee; and
- Disclosure Returns of the Interests of Councillors, Designated Persons and Delegates.

The Registers must be made available to the public as part of Council's open access information. Where the Registers are not available on Council's website, they are available at Council's Administration Office for inspection through the Right to Information Officer and a copy can be either provided free of charge or at a reasonable cost for photocopying.

Guidelines, Plans, Reports and other documents

Council has a significant number of guidelines, plans and reports which are either available to the public to view and download from Council's website or through an informal access application to the Right to Information Officer. The information can be categorised as follows:

- Building Application Register and Plans (excluding floor plans);
- Codes / Policies **Manuals**;
- Community Service Publications;
- Development Application Register;
- Development Applications and Plans (excluding floor plans);
- Development Control Plans;
- Drainage Plans;
- Engineering Design Plans;
- Environmental Impact Statements;
- Flood Mitigation Reports;
- General technical reports on water supply and sewerage, planning design and operations;
- Guidelines for the Submission of Reports on Contaminated Land 1992;
- Lease Register;
- Local Environmental Plan Amendments;
- Maps of the Council area;
- Other planning policies;
- Quarterly Financial Reviews;
- Quarterly Performance Reporting;
- Road opening permits;
- Section 94 Contribution Plans and register;
- Sewer Plans;
- Subdivision Register;
- Tender Register;
- Traffic Volumes / data;
- Water Plans;
- Works Programs; and
- Zoning Information.

Files

The main types of files that are held by Council include:

- Development Application;
- General;
- Property;
- Road; and
- Subdivision.

7 Right to Information

You may obtain further information regarding your right to access government information from the NSW Information and Privacy Commissioner:

- Go to: www.ipc.nsw.gov.au
- Email: ipcinfo@ipc.nsw.gov.au
- Mail: GPO Box 7011, Sydney, NSW, 2001
- Visit: Level 15, McKell Building, 2-24 Rawson Place, Haymarket NSW 2000
- Call: 1800 INFOCOM (1800 472 679) between 9am to 5pm, Monday to Friday (excluding public holidays).

8 Review of Agency Information Guide

From the GIPA Act:

21 Adoption and review of agency information guide

An agency must adopt its first agency information guide within 6 months after the commencement of this section and must review its agency information guide and adopt a new agency information guide at intervals of not more than 12 months. An agency may update and amend its agency information guide at any time.

22 Role of Information Commissioner

- (1) *An agency must notify the Information Commissioner before adopting or amending an agency information guide and must, if requested to do so by the Information Commissioner, consult with the Information Commissioner on the proposed agency information guide or amendment.*
- (2) *The Information Commissioner can issue guidelines and model agency information guides for the assistance of agencies in connection with agency information guides.*

Appendix A

Document Control – Continued

VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
11	24/06/2021	8.07/21	Amendments are significant including structural changes to the document and amendments at: inclusion of a preface, additional details at 1.2, 1.4, 2.1, 2.7, 3, 3.1, 3.1.1, 3.2, 3.2.2, 4, and 4.1 through 4.6.	Manager of Governance Risk and Corporate Planning	Council
10	25/06/2020	18.06/20	Amendments due to elections being postponed, small changes to the organisational structure, added information about livestreaming Council meetings and a link to data.nsw.gov.au .	Personal Assistant - Director of Corporate and Community Services (PA-DCCS)	Council
9	27/06/2019	5.06/19	Amendments to organisational structure, further financial strategic objectives added, additions and extractions to the list of committees, and name changes for some committees.	PA-DCCS	Council
8	28/06/2018	11.06/18	Amendments are an inclusion of a detailed table outlining Council's functions and minor changes to the list of committees.	PA-DCCS	Council



Complaints Management Policy

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER OF GOVERNANCE, RISK AND CORPORATE PLANNING (MGRCP)			
REVIEWED BY:		MGRCP and MANEX			
REVIEW DUE DATE:		June 2023 July 2026			
VERSION NUMBER:		7			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
7	27/07/2023	TBA	Adoption of the Ombudsman NSW Model Complaints Management Policy.	MGRCP	Council
6	25/06/2020	15.06/20		DCCS	Council
5	27/07/2017	9.07/17		DCCS	Council

Note: Document Control continued at Appendix A

.....
General Manager

.....
Date

DRAFT

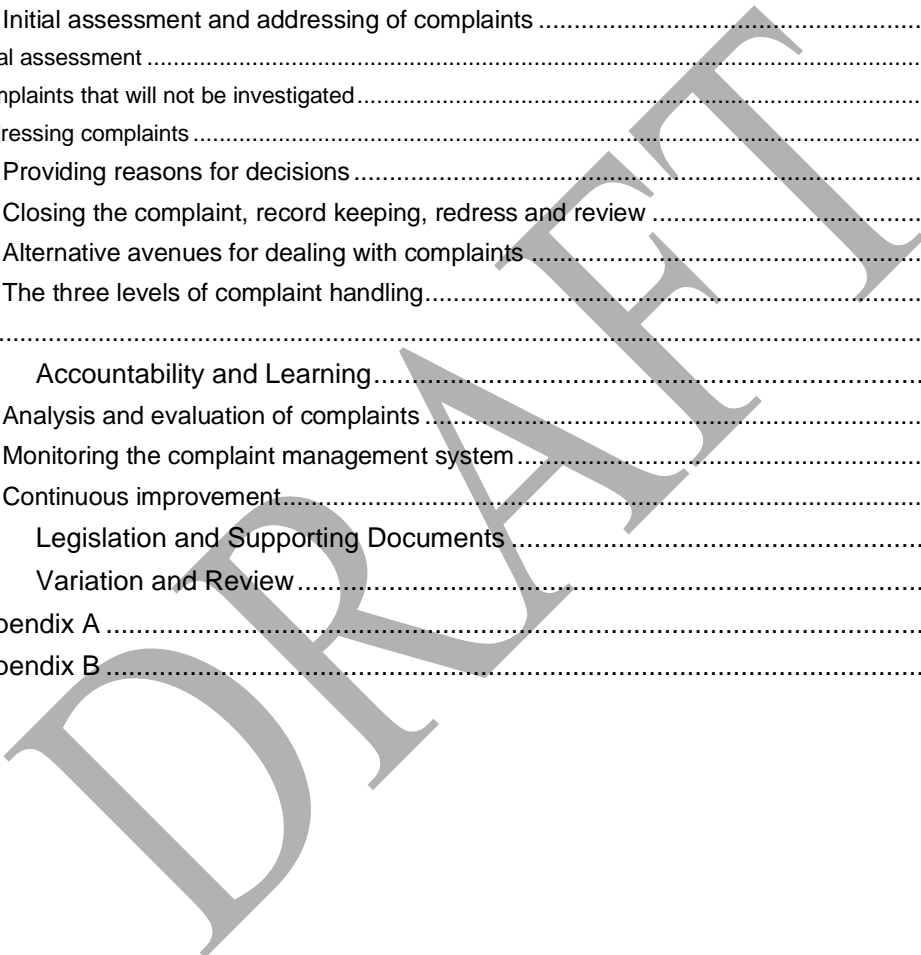
ACKNOWLEDGEMENT OF COUNTRY

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

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1 Introduction

1.1 Purpose

This policy is intended to ensure that Council handles complaints fairly, efficiently and effectively.

Council's complaints management system is intended to:

- Enable Council to respond to issues raised by people making complaints in a timely and cost-effective way;
- Boost public confidence in Council's administrative process; and
- Provide information that can be used by Council to deliver quality improvements in its services, staff and complaint handling.

This policy provides guidance to Council staff and people who wish to make a complaint, on the key principles and concepts of Council's complaint management system.

1.2 Applicability

This policy applies to all staff receiving or managing complaints from the public, made to or about Council, regarding its services, staff and complaint handling.

Staff grievances, code of conduct complaints and public interest disclosures are dealt with through separate mechanisms.

1.3 Organisational Commitment

Council expects staff, at all levels to be committed to fair, effective and efficient complaint handling. The following table outlines the nature of the commitment expected from staff and the way that commitment should be implemented.

Who	Commitment	How
General Manager and Directors	Promote a culture that values complaints and their effective resolution	<p>Report publicly on Council's complaint handling.</p> <p>Provide adequate support and direction to key staff responsible for handling complaints.</p> <p>Regularly review reports about complaint trends and issues arising from complaints.</p> <p>Encourage all staff to be alert to complaints and assist those responsible for handling complaints to resolve them promptly.</p> <p>Encourage staff to make recommendations for system improvements.</p> <p>Recognise and reward good complaint handling by staff.</p> <p>Support recommendations for service, staff and complaint handling improvements arising from the analysis of complaint data.</p>
Manager of Governance, Risk and Corporate Planning	Establish and manage Council's complaint management system.	<p>Provide regular reports to the Management Executive Team (Manex) and the Audit, Risk and Improvement Committee (ARIC) on issues arising from complaint handling work.</p> <p>Ensure recommendations arising out of complaint data analysis are canvassed with Manex and implemented where appropriate.</p> <p>Train and empower staff to resolve complaints promptly and in accordance with Council's policies and procedures.</p> <p>Encourage staff managing complaints to provide suggestions on ways to improve Council's complaint management system.</p> <p>Encourage all staff to be alert to complaints and assist those responsible for handling complaints resolve them promptly.</p> <p>Recognise and reward good complaint handling by staff.</p>
Staff whose duties include complaint handling	Demonstrate exemplary complaint handling practices	<p>Treat all people with respect, including people who make complaints.</p> <p>Assist people make a complaint, if needed.</p> <p>Comply with this policy and its associated procedures.</p> <p>Keep informed about best practice in complaint handling.</p> <p>Provide feedback to management on issues arising from complaints.</p> <p>Provide suggestions to management on ways to improve Council's complaints management system.</p> <p>Implement changes arising from individual complaints and from the analysis of complaint data as directed by management.</p>

Who	Commitment	How
All staff	Understand and comply with Council's complaint handling practices.	Treat all people with respect, including people who make complaints. Be aware of Council's complaint handling policies and procedures. Assist people who wish to make complaints access the Council's complaints process. Be alert to complaints and assist staff handling complaints resolve matters promptly. Provide feedback to management on issues arising from complaints. Implement changes arising from individual complaints and from the analysis and evaluation of complaint data as directed by management.

2 Terms and Definitions

2.1 Complaint

A complaint is an expression of dissatisfaction made to or about Council, its services, staff or the handling of a complaint where a response or resolution is explicitly or implicitly expected or legally required.

A complaint covered by this Policy can be distinguished from:

- Staff grievances [see Council's Grievance Resolution Policy];
- Public interest disclosures made by Council staff or contractors [see Council's Internal Reporting (Public Interest Disclosures) Policy];
- Code of conduct complaints [see Council's Code of Conduct];
- Responses to requests for feedback about the standard of Council's service provision [see the definition of 'feedback' below];
- Reports of problems or wrongdoing merely intended to bring a problem to Council's notice with no expectation of a response [see definition of 'feedback'];
- Service requests [see definition of 'service request' below]; and
- Requests for information [see Council's Access to Information Policy].

2.2 Complaint management system

All policies, procedures, practices, staff, hardware and software used by Council in the management of complaints.

2.3 Dispute

An unresolved complaint escalated either within or outside of Council.

2.4 Feedback

Opinions, comments and expressions of interest or concern, made directly or indirectly, explicitly or implicitly, to or about Council, about Council's services or complaint handling where a response is not explicitly or implicitly expected or legally required.

2.5 Service request

This includes:

- Requests for approval;
- Requests for action;
- Routine inquiries about the Council's business;
- Requests for the provision of services and assistance;
- Reports of damaged or faulty infrastructure (e.g., road pothole);
- Reports of hazards (e.g., fallen tree branch);
- Reports concerning neighbours or neighbouring property (e.g., noise or unauthorised building works);
- The lodging of an appeal in accordance with procedure or policy;
- Reports of failure to comply with laws regulated by the Council; and
- Requests for explanation of policies, procedures and decisions.

2.6 Grievance

A clear, formal written statement by an individual staff member about another staff member or a work-related problem.

2.7 Policy

A statement of instruction that sets out *what* Council will do to fulfill its vision, mission and goals.

2.8 Procedure

A statement or instruction that sets out *how* Council policies will be implemented and by whom.

2.9 Public interest disclosure

A report about wrongdoing made by a public official in New South Wales that meets the requirements of the *Public Interest Disclosures Act 1994* [from 1 October 2023 - *Public Interest Disclosures Act 2022*].

3 Guiding Principles



3.1 Facilitate complaints

People Focus

Council is committed to seeking and receiving feedback and complaints about its services, systems, practices, procedures, products and complaint handling.

Any concerns raised in feedback or complaints will be dealt with within a reasonable time frame.

People making complaints will be:

- Provided with information about Council's complaint handling process;
- Provided with multiple and accessible ways to make complaints;
- Listened to, treated with respect by staff and actively involved in the complaint process where possible and appropriate; and
- Provided with reasons for Council's decision/s and any options for redress or review.

No detriment to people making complaints

Council will take all reasonable steps to ensure that people making complaints are not adversely affected because a complaint has been made by them or on their behalf.

Any complaint of reprisal by a Council staff member will be dealt with as a separate and serious complaint. Any findings of reprisal against a complainant by any Council staff member may result in disciplinary action.

Anonymous complaints

The Public Officer will determine whether an anonymous complaint will be investigated. Some of the factors in deciding whether to investigate an anonymous complaint will be dependent upon the seriousness of the complaint and provided there is sufficient information in the complaint to enable an investigation to be conducted, or whether there is a statutory requirement for identification of the complainant.

Accessibility

Council will ensure that information about how and where complaints may be made to or about Council, is well publicised. Council will ensure that its systems to manage complaints are easily understood and accessible to everyone, particularly people who may require assistance.

If a person prefers or needs another person or organisation to assist or represent them in the making and/ or resolution of their complaint, Council will communicate with them through their representative if this is their wish. Anyone may represent a person wishing to make a complaint with their consent (e.g., advocate, family member, legal or community representative, member of Parliament, or another organisation).

No Charge

Complaining to Council is free.

3.2 How to make a complaint

Any staff member approached by persons enquiring how to lodge a complaint must advise that person of the methods available. There is no need to record the enquiry.

Complaints may be lodged with Council:

- In person: Town Hall Office, 265 Grey Street, Glen Innes;
- Telephone 6730 2300;
- Email council@gisc.nsw.gov.au; or
- Letter addressed to:
 - General Manager [or Public Officer]
 - PO Box 61
 - Glen Innes, NSW 2370

Complaints:

- Will not be accepted through social media outlets such as Facebook;
- Should detail the name, address and contact phone numbers of the complainant together with a brief description of the problem; and
- **Against a staff member or Councillor will only be accepted in writing.**

Any staff member may receive a complaint and must follow Council's Complaints Management Procedures.

Any Councillor in receipt of a complaint should refer the matter directly to the General Manager, relevant Director or Public Officer.

The Public Officer

Council's Public Officer is appointed by the General Manager under Chapter 11, Part 3 of the *Local Government Act 1993*. Responsibilities of the Public Officer include:

- Dealing with requests and complaints from the public concerning Council's affairs;
- Assisting people to gain access to public documents of the Council;

- May receive submissions made to the Council;
- May accept service of documents on behalf of Council; May represent Council in any legal or other proceedings; and
- Has any other functions as may be conferred or imposed on the Public officer by the General Manager or the Act.

3.3 Respond to complaints

Early resolution

Staff are empowered to resolve complaints wherever possible at first contact. Staff will register all complaints and the resolution/action taken. If needed the complaint will be delegated to a relevant officer.

Responsiveness

Council will acknowledge receipt of complaints promptly.

Council will assess and prioritise complaints in accordance with the urgency and/or seriousness of the issues raised. If a matter concerns an immediate risk to safety or security the response will be immediate and will be escalated appropriately.

Council is committed to managing people's expectations, and will inform them as soon as possible, of the following:

- The complaints process;
- The expected time frames for actions;
- The progress of the complaint and reasons for any delay;
- Their likely involvement in the process; and
- The possible or likely outcome of their complaint.

Council will advise people as soon as possible when it is unable to deal with any part of their complaint and provide advice about where such issues and/or complaints may be directed (if known and appropriate).

Council will also advise people as soon as possible when it is unable to meet its time frames for responding to their complaint and the reason for the delay.

Objectivity and fairness

Council will address each complaint with integrity and in an equitable, objective and unbiased manner.

Council will ensure that the person handling a complaint is different from any staff member whose conduct or service is being complained about.

Conflicts of interests, whether actual or perceived, will be managed responsibly. Internal reviews of how a complaint was managed will be conducted by a person other than the original decision maker.

Responding flexibly

Council staff are empowered to resolve complaints promptly and with as little formality as possible.

Council will adopt flexible approaches to service delivery and problem solving to enhance accessibility for people making complaints and/or their representatives.

Council will assess each complaint on its merits and involve people making complaints and/or their representative in the process as far as possible.

Confidentiality

Council will protect the identity of people making complaints where this is practical and appropriate.

Personal information that identifies individuals will only be disclosed or used by Council as permitted under the relevant privacy laws, secrecy provisions and any relevant confidentiality obligations.

3.4 Manage the parties of a complaint

Complaints involving multiple agencies

Where a complaint involves multiple organisations, Council will work with the other organisation/s where possible, to ensure that communication with the person making a complaint and/or their representative is clear and coordinated.

Subject to privacy and confidentiality considerations, communication and information sharing between the parties will also be organised to facilitate a timely response to the complaint.

Where a complaint involves multiple areas within Council, responsibility for communicating with the person making the complaint and/or their representative will also be coordinated.

Where Council services are contracted out, Council expect contracted service providers to have an accessible and comprehensive complaint management system. Council takes complaints not only about the actions of its staff but also the actions of service providers.

Complaints involving multiple parties

When similar complaints are made by related parties, Council will try to arrange to communicate with a single representative of the group.

Empowerment of staff

All staff managing complaints are empowered to implement the complaint management system as relevant to their role and responsibilities.

Staff are encouraged to provide feedback on the effectiveness and efficiency of all aspects of the complaint management system.

Managing unreasonable conduct by people making complaints

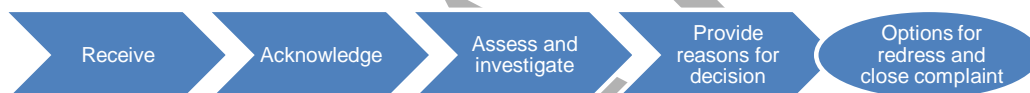
Council is committed to being accessible and responsive to all people who approach it with feedback or complaints. At the same time Council’s success depends on:

- Its ability to do its work and perform its functions in the most effective and efficient way possible;
- The health, safety and security of its staff; and
- Its ability to allocate its resources fairly across all the complaints it receives.

When people behave unreasonably in their dealings with Council, their conduct can significantly affect the progress and efficiency of Council’s work. As a result, Council will take proactive and decisive action to manage any conduct that negatively and unreasonably affects Council and will support its staff to do the same in accordance with this policy.

For further information on managing unreasonable conduct by people making complaints please see Council’s Unreasonable Complaints Policy located at www.gisc.nsw.gov.au.

4 Complaint Management System



4.1 Introduction

When responding to complaints, staff should act in accordance with Council’s complaint handling procedures as well as any other internal documents providing guidance on the management of complaints.

Staff should also consider any relevant legislation and/or regulations when responding to complaints and feedback.

The five key stages in Council’s complaint management system are set out below.

4.2 Receipt of Complaints

Unless the complaint has been resolved at the outset, Council will record the complaint and its supporting information. Council will also assign a unique identifier to the complaint file.

The record of the complaint will document:

- The contact information of the person making a complaint;
- Issues raised by the person making a complaint and the outcome/s they want;
- Any other relevant information; and
- any additional support the person making a complaint requires.

4.3 Acknowledgement of complaints

Council will acknowledge receipt of each complaint promptly, and preferably within two working days.

Consideration will be given to the most appropriate medium (e.g., email, letter) for communicating with the person making a complaint.

4.4 Initial assessment and addressing of complaints

Initial assessment

After acknowledging receipt of the complaint, Council will confirm whether the issue/s raised in the complaint is/are within its control. Council will also consider the outcome/s sought by the person making a complaint and, where there is more than one issue raised, determine whether each issue needs to be separately addressed.

When determining how a complaint will be managed, Council will consider:

- How serious, complicated or urgent the complaint is;
- Whether the complaint raises concerns about people's health and safety;
- How the person making the complaint is being affected;
- The risks involved if resolution of the complaint is delayed; and
- Whether a resolution requires the involvement of other organisations.

Complaints that will not be investigated

The Public Officer may determine that a complaint will not be investigated where that complaint:

- Is not lodged in accordance with the methods for lodgement specified in this Policy;
- Is considered an expression of an opinion, commentary, or feedback; or not made in good faith; or concerns a trivial matter; or is frivolous or vexatious as may be determined due to unreasonable demands, arguments, behaviours, persistence, or unreasonable lack of co-operation;
- Involves a matter where an adequate remedy or right of appeal already exists, whether the complainant uses the remedy or right of appeal;
- Relates to a decision of Council;
- Relates to conduct before a court, coroner or tribunal;
- Relates to matters under investigation by the Minister for Local Government, Independent Commission Against Corruption (ICAC), the NSW Ombudsman's office (Ombo), a Minister of the Crown or government department or the NSW Police Service;
- Relates to the appointment or dismissal of any employee or an industrial or disciplinary issue;
- Relates to a decision, recommendation, act or omission which is more than one (1) year old;
- Relates to a matter awaiting determination by the Council;
- Relates to the actions or conduct of private individuals;
- Relates to a matter where there is insufficient information available; or

- Involves a matter where the complainant declines or refuses to provide further information and/or there are threats made against Council.

Should the Public Officer determine that a complaint will not be investigated, the complainant will be advised of the reason for this decision.

Addressing complaints

After assessing the complaint, Council will consider how to manage it. To manage a complaint, Council may:

- Give the person making a complaint information or an explanation;
- Gather information from the person or area that the complaint is about; or
- Investigate the claims made in the complaint.

Council will keep the person making the complaint up to date on the progress, particularly if there are any delays. Council will also communicate the outcome of the complaint using the most appropriate medium. Which actions Council decides to take will be tailored to each case and consider any statutory requirements.

4.5 Providing reasons for decisions

Following consideration of the complaint and any investigation into the issues raised, Council will contact the person making the complaint and advise them:

- The outcome of the complaint and any action taken;
- The reason/s for its decision;
- The remedy or resolution/s that Council has proposed or put in place; and
- Any options for review that may be available to the complainant, such as an internal review, external review or appeal.

If during investigation, Council makes any adverse findings about a particular individual, Council will consider any applicable privacy obligations under the *Privacy and Personal Information Protection Act 1998* and any applicable exemptions.

4.6 Closing the complaint, record keeping, redress and review

Council will keep comprehensive records about:

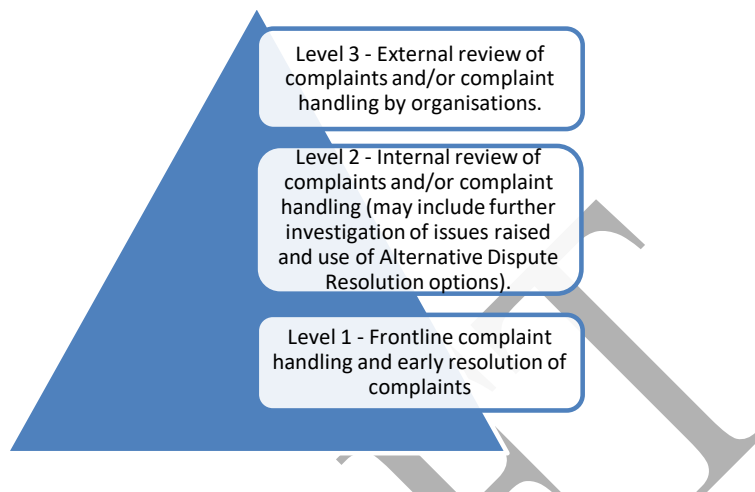
- How it managed the complaint;
- The outcome/s of the complaint (including whether it or any aspect of it was substantiated, any recommendations made to address problems identified and any decisions made on those recommendations); and
- Any outstanding actions that need to be followed up.

Council will ensure that outcomes are properly implemented, monitored and reported to the Public Officer, and complaints data and relevant information reported to Manex, the ARIC and Council.

4.7 Alternative avenues for dealing with complaints

Council will inform people who make complaints, about any internal or external review options available to them (including any relevant Ombudsman or oversight bodies). See **Appendix A** for contact details of relevant external integrity bodies.

4.8 The three levels of complaint handling



Council aims to resolve complaints at the first level, the frontline. Wherever possible staff will be adequately equipped to respond to complaints, including being given appropriate authority, training and supervision.

Where this is not possible, Council may decide to escalate the complaint to a more senior officer. This second level of complaint handling will provide for the following internal mechanisms:

- Assessment and possible investigation of the complaint and decision/s already made, and/or;
- Facilitated resolution (where a person not connected with the complaint reviews the matter and attempts to find an outcome acceptable to the relevant parties).

Where a person making a complaint is dissatisfied with the outcome of Council’s review of their complaint, they may seek an external review of the decision (by the Ombudsman for example).

5 Accountability and Learning

5.2 Analysis and evaluation of complaints

Council will ensure that complaints are recorded in a systematic way so that information can be easily retrieved for reporting and analysis.

Regular reports will be run on:

- The number of complaints received;
- The outcome of complaints;
- Issues arising from complaints;
- Systemic issues identified; and
- The number of requests received for internal and/or external review of Council’s complaint handling.

Regular analysis of these reports will be undertaken to monitor trends, measure the quality of Council's customer service and make improvements.

Both reports and their analysis will be provided to Manex for review.

5.2 Monitoring the complaint management system

Council will continually monitor its complaint management system to:

- Ensure its effectiveness in responding to and resolving complaints; and
- Identify and correct deficiencies in the operation of the system.

Monitoring may include the use of audits, complaint satisfaction surveys and online listening tools and alerts.

5.3 Continuous improvement

Council is committed to improving the effectiveness and efficiency of its complaint management system. To this end, Council will:

- Support the making and appropriate resolution of complaints;
- Implement best practices in complaint handling;
- Recognise and reward exemplary complaint handling by staff;
- Regularly review the complaints management system and complaint data; and
- Implement appropriate system changes arising out of the analysis of complaints data and continual monitoring of the system.

6 Legislation and Supporting Documents

Relevant Legislation, Regulations and Industry Standards include:

- *Effective complaint handling guidelines* (3rd Edition / February 2017) Ombudsman NSW;
- *Complaint Management Framework* (June 2015) Ombudsman NSW;
- *Guidelines for complaint management in organizations* (AS/NZS 10002:2022);
- *Tips for local councils: Building a best practice complaint management system*, Ombudsman NSW;
- *Local Government Act 1993*;
- *Public Interest Disclosures Act 2014 (Until 1 October 2023)*;
- *Public Interest Disclosures Act 2022 (Commencing 1 October 2023)*;
- *Independent Commission Against Corruption Act 1988*;
- *Privacy and Personal Information Protection Act 1998*;
- *Health Records and Information Privacy Act 2002*; and
- *Government Information (Public Access) Act 2009*.

Nothing in this policy overrides the General Manager's obligation to report under Section 11 of the *Independent Commission Against Corruption Act 1988*.

Relevant Council Policies and Procedures include:

- Complaints Management Procedure;
- Unreasonable Complaints Policy and Procedure;
- Code of Conduct;
- Procedures for the Administration of the Model Code of Conduct;
- Internal Reporting (Public Interest Disclosures) Policy and Procedure;
- Grievance Resolution Policy;
- Access to Information Policy; and
- Legislative Compliance Policy.

7 Variation and Review

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

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Appendix A

External Agency	Nature of Complaint
<p>The NSW Ombudsman (Ombo) Level 24,580 George Street SYDNEY NSW 2000</p> <p>Phone: 02 9286 1000 or Toll free: 1800 451 524 Facsimile: 02 9283 2911 Email: nswombo@ombo.nsw.gov.au</p>	Matters concerning maladministration or related to child abuse.
<p>Office of Local Government (OLG) Locked Bag 3015 NOWRA NSW 2541</p> <p>Phone: 02 4428 4100 Facsimile: 02 4428 4199 Email: olg@olg.nsw.gov.au</p>	Matters concerning a serious breakdown in Council's operations if the Council is not operating satisfactorily or pecuniary interest matters.
<p>The Independent Commission Against Corruption (ICAC) GPO Box 500 SYDNEY NSW 2001</p> <p>Phone: 02 8281 5999 or Toll free: 1800 463 909 Facsimile: 02 9264 5364 Email: icac@icac.nsw.gov.au</p>	Matters concerning corrupt conduct, which is defined as dishonest or partial exercise of any official functions by a public official. The <i>ICAC Act 1988</i> requires the General Manager to report suspected cases of corrupt conduct to the ICAC.
<p>Anti-Discrimination Board (ADB) PO Box W213 PARRAMATTA WESTFIELD NSW 2150</p> <p>Phone: 02 9268 5555 or Toll free: 1800 670 812 Facsimile: 02 9268 5500 Email: complaintsadb@justice.nsw.gov.au</p>	Matters in relation to discrimination, disability and harassment.
<p>Australian Competition and Consumer Commission (ACCC) GPO Box 3131 CANBERRA ACT 2601</p> <p>Phone: 1300 302 502</p>	Competitive neutrality complaints.
<p>Information and Privacy Commission NSW (IPC) PO Box 7011 SYDNEY NSW 2001</p> <p>Phone: 1800 472 679 Email: ipcinfo@ipc.nsw.gov.au</p>	Breaches of the <i>Privacy and Personal Information Protection Act 1998</i> , the <i>Health Records and Information Privacy Act 2002</i> , or the <i>Government Information (Public Access) Act 2009</i> .

Appendix B

Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
4	23/04/2015	4.04/15			Council
3	23/08/2012	8.08/12			Council
2	26/08/2010	15.08/10			Council
1	26/06/2008	8.06/08			Council

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Minutes of ARIC Meeting
9 June 2023

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

IN ATTENDANCE: Bernard Smith (General Manager), Keith Appleby (Director of Infrastructure Services), Gayleen Burley (Director of Place and Growth), Peter Sayers (Acting Director of Corporate and Community Services), Anthony Kamphorst (Manager of Infrastructure Delivery), Laurie Knight (External Project Manager - Local Gov Consulting) joined at 9.37am, Karen Litchfield (Shared Internal Auditor), Dennis McIntyre (Manager of Governance, Risk and Corporate Planning), Kathy Claxton (Executive Assistant DCCS) and Danielle Mepham (Executive Assistant DCCS - minutes).

STANDING ITEMS

1. OPEN / WELCOME:

Steve (Chair) opened the meeting at 9.31am.

2. ACKNOWLEDGEMENT OF COUNTRY

The chair read the following “Acknowledgement to Country”:

Glen Innes Severn Council acknowledges the Ngorabul 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: Shageer Mohammed (Chief Financial Officer) and Anna Watt (Director of Corporate and Community Services).

4. CONFIRMATION OF MINUTES

The minutes of the ARIC meeting held on **FRIDAY, 10 MARCH 2023** 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

There were no declarations of conflict of interest.

6 Emerging Risks

Emerging risks mentioned by members included: cyber risk, workforce cost, inflation including increases in Audit Office fees, delivery of projects and grants funding, financial sustainability, the introduction of artificial intelligence (A.I) to the cyber space and WHS psychosocial risks.

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Chairman

.....
Date

Minutes of ARIC Meeting
9 June 2023

Action:
Nil.

OTHER BUSINESS

7 REPORTS TO ARIC

7.1 Action Tracking Report (INFORMATION)

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

The committee noted this report by consensus.

Action:
Nil.

7.2 General Managers Update

The update included advice surrounding:

- Project Management
- Project Jigsaw
- Depot Management
- Staffing
- Long Term Financial Model
- Business Unit Models

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

The committee noted this report by consensus.

Action:
Nil.

7.3 Project Jigsaw Implementation Update (INFORMATION)

Laurie spoke on his extensive report and highlighted the significant issues within.

Members queried the data migration process to ensure the data integrity, the risk of completing the financial statement audit on time and accurately and the need to reflect on lessons learned through the project to be clear about any ongoing risks.

The members asked to see the Audit Plan and depending on the outcome of the audit of Project Jigsaw they may request advice on lessons learnt and risks Council might be exposed to in the coming years.

.....
Chairman Date

Minutes of ARIC Meeting
9 June 2023

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

The committee noted this report by consensus.

Action:

Circulate the Audit Plan for the upcoming End of Financial Year Audit, out of session to members – **Peter** to request Shageer.

7.4 Divisional Risk Assessment - Infrastructure Delivery Risk (DISCUSSION)

Anthony spoke on his report and the risks within along with the mitigation strategies in place.

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

The committee noted this report by consensus.

Action:

Nil.

7.5 Annual Audit Plan (DISCUSSION)

Group discussion occurred around the upcoming four audits with the following changes requested:

- Procurement to be changed out to contractor management
- Enterprise Risk Management maturity and readiness to be completed ahead of Records Management

Recommendation: *That the Audit, Risk and Improvement Committee approves the Internal Audit schedule through to 30 June 2024 noting a change in the audits to contractor management from procurement and risk management maturity and readiness to be visited ahead of records management.*

The committee noted this report by consensus.

Action:

1. Update the internal audit plan to reflect the changes requested by the members which included Contractor Management to replace Procurement and audit the Enterprise Risk Management Maturity and Readiness ahead of the Records Management audit - **Karen**.
2. Circulate the Scope for the Waste Management Audit out of session to members – **Karen**

Anthony Kamphorst left the meeting at 10.52am.

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Chairman

.....
Date

Minutes of ARIC Meeting
9 June 2023

7.6 Quarterly Budget Review - March 2023 (INFORMATION)

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

The committee noted this report by consensus.

Action:

Nil.

Laurie Knight left the meeting at 10.55am.

7.7 Cyber Security (INFORMATION)

Peter spoke on his report noting the culture within Council has a cyber security focus with a strong emphasis on improvement.

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

The committee noted this report by consensus.

Action:

Nil.

7.8 Work Health and Safety (WHS) Report (INFORMATION)

Peter mentioned this document has been simplified and is in draft form with the aim to provide it to the September ARIC meeting.

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

The committee noted this report by consensus.

Action:

Nil.

7.9 Child Safe Policy (INFORMATION)

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

The committee noted this report by consensus.

Action:

Nil.

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Chairman

.....
Date

Minutes of ARIC Meeting
9 June 2023

7.10 Capital Works Update - Infrastructure Services (INFORMATION)

Keith spoke on his report.

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

The committee noted this report by consensus.

Action:

Nil.

7.11 Place and Growth Update (INFORMATION)

Gayleen spoke on her report.

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

The committee noted this report by consensus.

Action:

Nil.

Areas of value provided through the meeting included the flexibility shown around the internal audit plan, department managers attending meetings to discuss risks and mitigation strategies within their area and the extensive update on the project management of Project jigsaw.

MEETING CLOSED: 11.22am

NEXT MEETING: Tuesday, 5 September 2023

VENUE: William Gardner Conference Room - Glen Innes Severn Learning Centre

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Chairman

.....
Date

Annexure A
Item 7.7

Project	Job No	2022-23 budget as at 31 May 2023	QBR4 - YEAR END BUDGET AMENDMENT	Revised Budget
Local Bridges - Bridge Renewal Program	7013C21	2,300,000	(465,061)	1,834,939
Safer Roads Grant	7001C21	(163,109)	373,679	210,570
Upgrade Signage	7029C22	30,000	(21,649)	8,351
Upgrade Electricity Dumaresq Street Industrial Estate	7030C22	85,000	198,446	283,446
Roads of Strategic Importance - Council Contribution	7002C22	-	58,563	58,563
Footpath Renewal	7038C22	25,000	(16,322)	8,678
Heavy Patching Program	7035C22	-	315,151	315,151
Safer Roads Grant	7001C22	1,797,736	(186,716)	1,611,020
Fixing Local Roads	7045C22	990,000	(22,171)	967,829
Local Roads and Community Infrastructure Grant Phase 3	7003C22	(510,842)	628,464	117,622
Indoor Sports Stadium	7056C22	710,000	(105,000)	605,000
New Plant Program	7080C22	15,000	(2,334)	12,666
Regional Roads Block Grant	7084C22	812,000	(35,232)	776,768
Water Mains Renewal	7100C22	651,532	(350,000)	301,532
Unsealed Roads Re-sheeting	7090CR2	464,063	(33,073)	430,990
Fixing Country Bridges	7011CR2	131,875	(131,875)	-
Fixing Country Bridges	7010CR2	149,142	(149,142)	-
5315 Tent Hill Road, Bark Hut Creek	7106C23	250,000	(250,000)	-
5320 Tent Hill Road, Bark Hut Creek	7107C23	250,000	(250,000)	-
5340 Wentworth St over Rocky Ponds Creek	7108C23	776,225	81,775	858,000
5170 Furracabad Rd over Furracabad Creek	7109C23	800,858	199,142	1,000,000
Heavy Patching Program	7110C23	797,713	208,481	1,006,194
Signage Upgrades	7117C23	50,000	21,649	71,649
Replacement of Anzac Park Playground equipment	7120C23	50,000	(50,000)	-
CAFS Sun Shade for playground equipment	7124C23	50,000	(50,000)	-
Roads of Strategic Importance	7002C23	2,550,000	2,991,437	5,541,437
Local Roads and Community Infrastructure Grant	7126C23	1,463,240	(932,004)	531,236
Centennial Parklands Skywalk	7134C23	2,986,290	(986,290)	2,000,000
Centennial Parklands - Amenities and Outdoor Area construction	7135C23	402,485	939,131	1,341,616
Skate Park redevelopment and new shared pathways	7136C23	221,557	123,250	344,807
BSBR000316 Indoor Sports Stadium Stage Two	7137C23	124,178	289,748	413,926
Stronger Country Communitities Round 5 - OOSH Sun Shade		-	50,000	50,000
Stronger Country Communitities Round 5 - Sensory Garden		-	50,000	50,000
Block Grant - Emmaville Road segment 70	7138C23	114,000	260,000	374,000
Block Grant - Wellington Vale Road Heavy Patch & Resealing Program	7140C23	206,000	(206,000)	-

Capital Renewal (Matches depreciation plus 30%)	7147C23			
		621,117	(200,000)	421,117
New Service	7149C23	10,000	15,169	25,169
Capital Renewal	7150C23	591,854	(500,000)	91,854
New Service	7153C23	10,000	15,208	25,208
Heavy Plant Replacement Program	7154C23	497,000	(38,545)	458,455
Heavy Plant Replacement Program	7157C23	221,989	81,711	303,700
Heavy Plant Replacement Program	7158C23	170,600	52,000	222,600
New Plant Program	7159C23	21,639	40,000	61,639
New Plant Program	7160C23	40,000	(918)	39,082
Heavy Plant Replacement Program	7161C23	38,000	(38,000)	-
Urban Drainage Renewals	7163C23	146,529	(146,529)	-
Local Roads and Community Infrastructure Grant	7048C22			
		136,000	(40,851)	95,149
Heavy Plant Replacement Program	7061C22	30,444	82	30,526
Heavy Plant Replacement Program	7066C22	33,866	17	33,883
Heavy Plant Replacement Program	7068C22	30,444	82	30,526
Heavy Plant Replacement Program	7072C22	36,986	7,750	44,736
Heavy Plant Replacement Program	7073C22	36,986	8,455	45,441
Heavy Plant Replacement Program	7075C22	36,986	8,455	45,441
Heavy Plant Replacement Program	7077C22	30,444	43,190	73,634
Heavy Plant Replacement Program	7078C22	37,314	2,454	39,768
Heavy Plant Replacement Program	7079C22	36,815	(6,371)	30,444
Regional Roads REPAIR Program	7085C22	138,000	(107,556)	30,444
TOTAL		21,532,955	1,741,849	23,274,805

Open Office Job	year	Funding Type	Project	Works	Responsible Officer	2022-23 budget plus revotes & carry over	QBR1	QBR2	QBR3	Balance as at 31 May 2023	QBR4 - YEAR END BUDGET AMENDMENT	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
7013C21	2020-2021	BRIDGE RENEWAL & SECT 94 -Local Bridge Renewal Program	Local Bridges - Bridge Renewal Program	Side Track and Bridge over Mann River at Wyaliba	MID	\$ 2,300,000.00				\$ 2,300,000.00	-\$ 465,061.00	\$ 1,834,939	\$ 1,834,939	100%		1-Sep-22
7001C21	2020-2021	GENERAL FUND PROJECT (OTHER GRANTS & CONTRIBUTIONS)	Safer Roads Grant	Bald Nob Road	MID	\$ 206,876.00	-\$ 173,124.00	-\$ 20,000.00	-\$ 176,861.00	-\$ 163,109.00	\$ 373,679.00	\$ 210,570	\$ 210,570	100%		12-Sep-22
7029C22	2021/2022	GENERAL FUND PROJECT (GENERAL WORKS)	Upgrade Signage	Upgrade Signage	MED	\$ 30,000.00				\$ 30,000.00	-\$ 21,649.00	\$ 8,351	\$ 8,351	16%	31-Dec-23	
7030C22	2021/2022	GENERAL FUND PROJECT (GENERAL WORKS)	Upgrade Electricity Dumaresq Street Industrial Estate	Upgrade Electricity Dumaresq Street Industrial Estate	DIS	\$ 85,000.00				\$ 85,000.00	\$ 198,446.00	\$ 283,446	\$ 13,718	10%	31-Dec-23	
7002C22	2021/2022	GENERAL FUND PROJECT (INFRASTRUCTURE PROJECTS)	Roads of Strategic Importance - Council Contribution	Bald Nob Upgrade Stage 2	MID	\$ -				\$ -	\$ 58,563.00	\$ 58,563	\$ 71,942	5%	30-Dec-23	
7038C22		GENERAL FUND PROJECT (INFRASTRUCTURE PROJECTS)	Footpath Renewal	Footpath Renewal	MID	\$ 25,000.00				\$ 25,000.00	-\$ 16,322.00	\$ 8,678	\$ 8,678	100%		30-Jun-22
7035C22	2021/2022	GENERAL FUND PROJECT (INFRASTRUCTURE PROJECTS)	Heavy Patching Program	Heavy Patching Program	MID	\$ -				\$ -	\$ 315,151.00	\$ 315,151	\$ 315,151	100%		
7001C22	2021/2022	GENERAL FUND PROJECT (OTHER GRANTS & CONTRIBUTIONS)	Safer Roads Grant	Bald Nob Segment 20	MID	\$ 586,500.00	\$ 943,375.00	\$ 91,000.00	\$ 176,861.00	\$ 1,797,736.00	-\$ 186,716.00	\$ 1,611,020	\$ 1,613,253	100%		12-Sep-22
7045C22	2021/2022	GENERAL FUND PROJECT (OTHER GRANTS & CONTRIBUTIONS)	Fixing Local Roads	Lang Street/Furracabad Road	MID	\$ 990,000.00				\$ 990,000.00	-\$ 22,171.00	\$ 967,829	\$ 994,063	100%		2-Sep-22
7003C22	2021/2022	LRCI Phase 3	Local Roads and Community Infrastructure Grant Phase 3	LRCI Phase 3 Bitumen reseal program	MID	\$ 117,622.00	-\$ 314,232.00	-\$ 314,231.73		-\$ 510,841.73	\$ 628,464.00	\$ 117,622	\$ 117,622	100%	30-May-22	
7056C22	2021/2022	LRCI Phase 3	Indoor Sports Stadium	Construction of Carpark	DPG	\$ 605,000.00	\$ 105,000.00			\$ 710,000.00	-\$ 105,000.00	\$ 605,000	\$ 620,581	100%	Completed	
7080C22	2021/2022	P&E - New Plant Program	New Plant Program	Flail Mower	MAS	\$ 15,000.00				\$ 15,000.00	-\$ 2,334.00	\$ 12,666	\$ 12,666	100%		8-Nov-22
7084C22	2021/2022	Regional Roads Block Grant	Regional Roads Block Grant	Emmaville Road segment 180	MID	\$ 312,000.00	\$ 500,000.00			\$ 812,000.00	-\$ 35,232.00	\$ 776,768	\$ 880,558	100%		30-Nov-22
7100C22	2021/2022	PROJECTS FUNDED FROM THE WATER FUND	Water Mains Renewal	Water - Capital Renewal	MIWS	\$ 651,532.00				\$ 651,532.00	-\$ 350,000.00	\$ 301,532	\$ 326,773	25%		
7090CR2	revotes	ROADS TO RECOVERY (RTR)-Unsealed Roads Re-Sheet	Unsealed Roads Re-sheeting	Shannon Vale Road	MID	\$ 464,063.00				\$ 464,063.00	-\$ 33,073.00	\$ 430,990	\$ 480,437	100%		
7011CR2	revotes	BRIDGE RENEWAL & SEC 94 - Fixing Country Bridges	Fixing Country Bridges	Wentworth St - Rocky Ponds	MID	\$ 131,875.00				\$ 131,875.00	-\$ 131,875.00	\$ -	\$ -	80%	30-May-24	
7010CR2	2022 revotes	BRIDGE RENEWAL & SEC 94 - Fixing Country Bridges	Fixing Country Bridges	5170 - Furracabad	MID	\$ 149,142.00				\$ 149,142.00	-\$ 149,142.00	\$ -	\$ -	80%	30-May-24	
7106C23	2022/2023	BRIDGE RENEWALS	5315 Tent Hill Road, Bark Hut Creek	5315 Tent Hill Road, Bark Hut Creek	MID	\$ 250,000.00				\$ 250,000.00	-\$ 250,000.00	\$ -	\$ -	0%		
7107C23	2022/2023	BRIDGE RENEWALS	5320 Tent Hill Road, Bark Hut Creek	5320 Tent Hill Road, Bark Hut Creek	MID	\$ 250,000.00				\$ 250,000.00	-\$ 250,000.00	\$ -	\$ -	0%		
7108C23	2022/2023	BRIDGE RENEWALS	5340 Wentworth St over Rocky Ponds Creek	5340 Wentworth St over Rocky Ponds Creek	MID	\$ 776,225.00				\$ 776,225.00	\$ 81,775.00	\$ 858,000	\$ 170,011	5%	30-May-24	
7109C23	2022/2023	BRIDGE RENEWALS	5170 Furracabad Rd over Furracabad Creek	5170 Furracabad Rd over Furracabad Creek	MID	\$ 800,858.00				\$ 800,858.00	\$ 199,142.00	\$ 1,000,000	\$ 92,289	5%	30-May-24	
7110C23	2022/2023	INFRASTRUCTURE PROJECTS FUNDED FROM GENERAL FUND	Heavy Patching Program	Heavy Patching Program	MID	\$ 797,713.00				\$ 797,713.00	\$ 208,481.00	\$ 1,006,194	\$ 392,961	20%	30-Jun-24	
7117C23	2022/2023	PROJECTS FUNDED FROM GENERAL FUND	Signage Upgrades	Signage Upgrades	MED	\$ 50,000.00				\$ 50,000.00	\$ 21,649.00	\$ 71,649	\$ -	0%	30-Jun-23	

Open Office Job	year	Funding Type	Project	Works	Responsible Officer	2022-23 budget plus revotes & carry over	QBR1	QBR2	QBR3	Balance as at 31 May 2023	QBR4 - YEAR END BUDGET AMENDMENT	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
7120C23	2022/2023	PROJECTS FUNDED FROM GENERAL FUND	Replacement of Anzac Park Playground equipment	Replacement of Anzac Park Playground equipment	MROS	\$ 200,000.00			-\$ 150,000.00	\$ 50,000.00	-\$ 50,000.00	\$ -	\$ -	0%	12-Jan-24	
7124C23	2022/2023	PROJECTS FUNDED FROM GENERAL FUND	CAFS Sun Shade for playground equipment	CAFS Sun Shade for playground equipment	MCS	\$ 50,000.00				\$ 50,000.00	-\$ 50,000.00	\$ -	\$ 1,664	15%	30-Sep-23	
7002C23	2022/2023	PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS	Roads of Strategic Importance	Bald Nob Upgrade	MID	\$ 2,550,000.00				\$ 2,550,000.00	\$ 2,991,437.00	\$ 5,541,437	\$ 336,210	5%	30-Apr-24	
7126C23	2022/2023	PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS	Local Roads and Community Infrastructure Grant	LRCI Phase 3 Bitumen Reseals	MID	\$ 651,712.00	\$ 497,296.00	\$ 314,231.73		\$ 1,463,239.73	-\$ 932,004.00	\$ 531,236	\$ 637,912	90%		
7134C23	2022/2023	PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS	Centennial Parklands Skywalk	Centennial Parklands Skywalk	DIS	\$ 1,843,145.00	\$ 1,143,145.00			\$ 2,986,290.00	-\$ 986,290.00	\$ 2,000,000	\$ 291,557	30%	30-Aug-23	
7135C23	2022/2023	PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS	Centennial Parklands - Amenities and Outdoor Area construction	Centennial Parklands - Amenities and Outdoor Area construction	DDPRS	\$ 402,485.00				\$ 402,485.00	\$ 939,131.00	\$ 1,341,616	\$ 85,520	0%	30-Apr-23	
7136C23	2022/2023	PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS	Skate Park redevelopment and new shared pathways	Skate Park redevelopment and new shared pathways	MROS	\$ 221,557.00				\$ 221,557.00	\$ 123,250.00	\$ 344,807	\$ 168	0%	31-Dec-23	
7137C23	2022/2023	PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS	BSBR000316 Indoor Sports Stadium Stage Two	BSBR000316 Indoor Sports Stadium Stage Two	DDPRS	\$ 124,178.00				\$ 124,178.00	\$ 289,748.00	\$ 413,926	\$ -	60%	30-Dec-23	
			Stronger Country Communities Round 5 - OOSH Sun Shade		MCS					\$ -	\$ 50,000.00	\$ 50,000	\$ -			
			Stronger Country Communities Round 5 - Sensory Garden		MCS					\$ -	\$ 50,000.00	\$ 50,000	\$ -			
7138C23	2022/2023	PROJECTS FUNDED FROM REGIONAL ROADS GRANTS	Block Grant - Emmaville Road segment 70	Block Grant - Emmaville Road segment 70	MID	\$ 114,000.00				\$ 114,000.00	\$ 260,000.00	\$ 374,000	\$ 159,380	5%	30-Sep-23	
7140C23	2022/2023	PROJECTS FUNDED FROM REGIONAL ROADS GRANTS	Block Grant - Wellington Vale Road Heavy Patch & Resealing Program	Block Grant - Wellington Vale Road Heavy Patch & Resealing Program	MID	\$ 206,000.00				\$ 206,000.00	-\$ 206,000.00	\$ -	\$ -	0%		
7147C23	2022/2023	PROJECTS FUNDED FROM THE SEWER FUND	Capital Renewal (Matches depreciation plus 30%)	Capital Renewal (Matches depreciation plus 30%)	MIWS	\$ 621,116.60				\$ 621,116.60	-\$ 200,000.00	\$ 421,117	\$ 396,666	100%	30-Jun-23	
7149C23	2022/2023	PROJECTS FUNDED FROM THE SEWER FUND	New Service	New Service	MIWS	\$ 10,000.00				\$ 10,000.00	\$ 15,169.00	\$ 25,169	\$ 27,398	100%	30-Jun-23	
7150C23	2022/2023	PROJECTS FUNDED FROM THE WATER FUND	Capital Renewal	Capital Renewal	MIWS	\$ 591,853.90				\$ 591,853.90	-\$ 500,000.00	\$ 91,854	\$ 96,224	100%	30-Jun-23	
7153C23	2022/2023	PROJECTS FUNDED FROM THE WATER FUND	New Service	New Service	MIWS	\$ 10,000.00				\$ 10,000.00	\$ 15,208.00	\$ 25,208	\$ 28,304	100%	30-Jun-23	
7154C23	2022/2023	PROJECTS FUNDED THROUGH THE PLANT FUND	Heavy Plant Replacement Program	Bogie Tipper Truck & Dog Trailer	MAS	\$ 458,500.00	\$ 38,500.00			\$ 497,000.00	-\$ 38,545.45	\$ 458,455	\$ 458,455	100%		
7157C23	2022/2023	PROJECTS FUNDED THROUGH THE PLANT FUND	Heavy Plant Replacement Program	Hino Ranger 14 FM1JLPM	MAS	\$ 303,700.00	\$ 18,700.00	-\$ 100,411.00		\$ 221,989.00	\$ 81,711.00	\$ 303,700	\$ -	0%	30-Jun-24	
7158C23	2022/2023	PROJECTS FUNDED THROUGH THE PLANT FUND	Heavy Plant Replacement Program	Hino Ranger Nine	MAS	\$ 227,800.00	-\$ 57,200.00			\$ 170,600.00	\$ 52,000.00	\$ 222,600	\$ 390,594	100%		
7159C23	2022/2023	PROJECTS FUNDED THROUGH THE PLANT FUND	New Plant Program	Cat 3 Leaseback (MIWS)	MAS	\$ 40,000.00		-\$ 40,000.00	\$ 21,638.86	\$ 21,638.86	\$ 40,000.00	\$ 61,639	\$ 61,639	95%	30-Dec-23	

Open Office Job	year	Funding Type	Project	Works	Responsible Officer	2022-23 budget plus revotes & carry over	QBR1	QBR2	QBR3	Balance as at 31 May 2023	QBR4 - YEAR END BUDGET AMENDMENT	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
7160C23	2022/2023	PROJECTS FUNDED THROUGH THE PLANT FUND	New Plant Program	Cat 3 Leaseback (MID)	MAS	\$ 40,000.00				\$ 40,000.00	-\$ 918.00	\$ 39,082	\$ 39,082	100%		28-Jul-22
7161C23	2022/2023	PROJECTS FUNDED THROUGH THE PLANT FUND	Heavy Plant Replacement Program	Workshop Utility	MAS	\$ 38,000.00				\$ 38,000.00	-\$ 38,000.00	\$ -	\$ -	0%	30-Jun-24	
7163C23	2022/2023	PROJECTS FUNDED THROUGH THE STORMWATER/DRAINAGE RESERVE	Urban Drainage Renewals	Urban Drainage Renewals	MID	\$ 146,529.00				\$ 146,529.00	-\$ 146,529.00	\$ -	\$ -	0%		
7048C22	2021/2022	GENERAL FUND PROJECT (OTHER GRANTS & CONTRIBUTIONS)	Local Roads and Community Infrastructure Grant	3km Donnelly's Resheet	MID	\$ 136,000.00				\$ 136,000.00	-\$ 40,851.00	\$ 95,149	\$ 121,652	100%		20-Jan-23
7061C22	2021/2022	P & E - Heavy Plant Replacement	Heavy Plant Replacement Program	LCSS - Light Vehicle	MAS	\$ 30,444.00				\$ 30,444.00	\$ 82.00	\$ 30,526	\$ 30,526	100%		2-Nov-22
7066C22	2021/2022	P & E - Heavy Plant Replacement	Heavy Plant Replacement Program	Leaseback Category 3 Vehicle	MAS	\$ 33,866.00				\$ 33,866.00	\$ 17.00	\$ 33,883	\$ 33,883	100%		12-Aug-22
7068C22	2021/2022	P & E - Heavy Plant Replacement	Heavy Plant Replacement Program	LCSS - Light Vehicle	MAS	\$ 30,444.00				\$ 30,444.00	\$ 82.00	\$ 30,526	\$ 30,526	100%		30-Oct-22
7072C22	2021/2022	P & E - Heavy Plant Replacement	Heavy Plant Replacement Program	4 x 4 Crewcab Chassis	MAS	\$ 36,986.00				\$ 36,986.00	\$ 7,750.00	\$ 44,736	\$ 44,736	100%		12-Aug-22
7073C22	2021/2022	P & E - Heavy Plant Replacement	Heavy Plant Replacement Program	4 x 4 Crewcab Chassis	MAS	\$ 36,986.00				\$ 36,986.00	\$ 8,455.00	\$ 45,441	\$ 45,441	100%		30-Oct-22
7075C22	2021/2022	P & E - Heavy Plant Replacement	Heavy Plant Replacement Program	4 x 4 Crewcab Chassis	MAS	\$ 36,986.00				\$ 36,986.00	\$ 8,455.00	\$ 45,441	\$ 45,441	100%		31-Jan-23
7077C22	2021/2022	P & E - Heavy Plant Replacement	Heavy Plant Replacement Program	LCSS - Light Vehicle	MAS	\$ 30,444.00				\$ 30,444.00	\$ 43,189.64	\$ 73,634	\$ 73,634	100%		30-Oct-22
7078C22	2021/2022	P & E - Heavy Plant Replacement	Heavy Plant Replacement Program	4 x 4 Single C/C	MAS	\$ 37,314.00				\$ 37,314.00	\$ 2,454.00	\$ 39,768	\$ 39,768	100%		5-Apr-33
7079C22	2021/2022	P & E - Heavy Plant Replacement	Heavy Plant Replacement Program	LCSS - Light Vehicle	MAS	\$ 36,815.00				\$ 36,815.00	-\$ 6,371.00	\$ 30,444	\$ 30,444	100%		31-Dec-23
7085C22	2021/2022	Regional Roads REPAIR Program	Regional Roads REPAIR Program	Emmaville Road segment 180	MID	\$ 138,000.00				\$ 138,000.00	-\$ 107,556.00	\$ 30,444	\$ 30,444	100%		30-Nov-22
TOTALS						\$ 19,029,267.50	\$ 2,701,460.00	-\$ 69,411.00	-\$ 128,361.14	\$ 21,532,955.36	\$ 1,741,849.19	\$ 23,274,805	\$ 11,701,830			

CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2019/2020								
Open Office Job	Project	Works	Status	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
	PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS			\$ 6,454,763	\$ 6,007,629			
7039C20	Bushfire Community Resilience and Economic Recovery Fund	BFR - Old Wyaliba Replanning	Completed.	\$ 90,000	\$ 98,163	100%	30-Jun-22	30-Jun-22
7041C20	Glen Innes Indoor Sports Stadium	Full Amount of Grant \$5,500,000 with \$4,221,492 from Regional Sport Infrastructure Fund and \$1,278,508 from Australian Government - Building Better Regions Fund.	Completed.	\$ 6,264,763	\$ 5,813,173	100%		20-Sep-22
7042C20	Bushfire Community Resilience and Economic Recovery Fund	Connectivity	Project completed. Airport Master Plan advertised to community and subsequently adopted.	\$ 100,000	\$ 96,294	100%		30-Nov-22
Total		Total		\$ 6,454,763	\$ 6,007,629			

CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021								
Open Office Job	Project	Works	Status	Revised Budget	*Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
	BRIDGE RENEWAL PROGRAM GRANT & SECTION 7.11 CONTRIBUTIONS			\$ 3,234,939	\$ 2,697,303			
7012C21	Local Bridges - Bridge Renewal Program	5270 Shannonvale Road, Mann River Bridge	Bridge construction complete with deck poured in November 2022. Civil works on road approaches underway. Pending Telstra service relocation.	\$ 1,400,000	\$ 862,364	70%	16-Oct-23	
7013C21	AGRN 871 Wyaliba Bridge	Side Track and Bridge over Mann River at Wyaliba	Project complete.	\$ 1,834,939	\$ 1,834,939	100%		1-Sep-22
	PROJECTS FUNDED FROM WASTE RESERVE			\$ 284,065	\$ 172,017			
7098C21	LANDFILL: Future Landfill Development	LANDFILL: Future Landfill Development	This project is part of the long term rehabilitation of the Landfill Site. The works will continue into the 2022/2023 to complete drainage works on the eastern and southern boundaries of the landfill. Project will carry into Waste Remediation Provision. Purchase of additional property for Landfill proposed. One of the two properties have been purchased to allow drainage line to be installed on the southern side of the quarry. negotiations are underway about withdrawal of Aboriginal Land Claim.	\$ 284,065	\$ 172,017	70%	30-Jun-23	
Open Office Job	PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS			\$ 210,570	\$ 210,570			
7001C21	Safer Roads Grant	Bald Nob Road Stage 1	Project completed on 9 December 2022.	\$ 210,570	\$ 210,570	100%		12-Sep-22
Total		Total		\$ 3,729,574	\$ 3,079,891			

CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2021/2022								
Open Office Job	Project	Works	Status	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
	BRIDGE RENEWAL PROGRAM GRANT & SECTION 7.11 CONTRIBUTIONS			\$ 2,345,000	\$ 470,169			
7008C22	Fixing Country Bridges	5220 Mt Mitchell Road, Yarrow Creek Bridge	Construction underway. Bridge sub-structure complete including headstock and abutment installation.	\$ 945,000	\$ 418,871	50%	15-Aug-23	
7009C22	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. Council has accepted a schedule of rates tender for bridge components from local business Weir Built	\$ 1,400,000	\$ 51,298	5%	30-Apr-24	
	PROJECTS FUNDED FROM GENERAL FUND			\$ 1,222,241	\$ 710,044			
7007C22	Finance: Project Jigsaw Open Office Implementation	Finance: Project Jigsaw Open Office Implementation	Stage 1 has been implemented and 80% complete. There are system issues that need resolution.	\$ 785,825	\$ 575,158	80%	31-Dec-23	
7026C22	Glen Innes Swim Centre Upgrade	Glen Innes Swim Centre Upgrade	Completed.	\$ 84,619	\$ 99,964	100%	30-Sep-22	30-Aug-22
7027C22	CBD Roundabout Landscaping	CBD Roundabout Landscaping	This project will be consolidated into a broader CBD Landscaping project which will commence in FY 2023/24. An RFQ for the development of a landscaping plan has been released to market.	\$ 60,000	\$ 12,853	20%	30-Jun-24	
7029C22	Upgrade Signage	Upgrade Signage	Minor work carried out.	\$ 8,351	\$ 8,351	16%	31-Dec-23	
7030C22	Dumaresq Street Industrial Estate	Dumaresq Street Industrial Estate	Electrical design being undertaken to allow for upgrade of electrical services. Fencing quotes obtained, Drainage design uderway.	\$ 283,446	\$ 13,718	10%	31-Dec-23	
	INFRASTRUCTURE PROJECTS FUNDED FROM GENERAL FUND			\$ 382,392	\$ 395,771			
7002C22	Roads of Strategic Importance	Bald Nob Upgrade Stage 2	Incorporated into 7002C23	\$ 58,563	\$ 71,942	5%	30-Dec-23	
7038C22	Footpath Renewal	Footpath Renewal	Project complete.	\$ 8,678	\$ 8,678	100%		30-Jun-22
7035C22	Heavy Patching Program	Heavy Patching Program	Project complete. Works completed on Rangers Valley, Maybole and Red Range Roads.	\$ 315,151	\$ 315,151	100%		
	PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS			\$ 7,274,127	\$ 5,871,004			
7001C22	Safer Roads Grant	Bald Nob Segment 20	Project complete	\$ 1,611,020	\$ 1,613,253	100%		12-Sep-22
7045C22	Fixing Local Roads	Lang Street/Furracabad Road	Project complete	\$ 967,829	\$ 994,063	100%		2-Sep-22
7047C22	Local Roads and Community Infrastructure Grant - Mt Slow	Mt Slow Gravel Resheeting	Project complete .	\$ 296,000	\$ 361,700	100%		25-Jan-23

Open Office Job	Project	Works	Status	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
7050C22	Fixing Local Roads	Round 2 New Bitumen Seals	Sealing of Maybole Road, Yarraford Road, Mt Mitchell Road, Pinkett Road, Strathbogie Road and Gordons Road completed. West Furracabad Road has been re-sheeted however sealing delayed due to drainage issues.	\$ 3,019,278	\$ 2,180,857	75%	30-Aug-23	
7051C22	Fixing Local Roads	Gulf Road	Local contractor adopted under a Schedule of rates basis for gravel re-sheet component after tender process. Works underway.	\$ 1,380,000	\$ 721,131	20%	30-Sep-23	
	LRCI PHASE 3			\$ 722,622	\$ 738,203			
7003C22	Local Roads and Community Infrastructure Grant Phase 3	LRCI Phase 3 Bitumen reseal program	Same project as 7126C23	\$ 117,622	\$ 117,622	100%	30-May-22	
7056C22	Indoor Sports Stadium	Construction of Carpark	Project complete.	\$ 605,000	\$ 620,581	100%	Completed	
	PROJECTS FUNDED THROUGH THE PLANT FUND			\$ 12,666	\$ 12,666			
7080C22	New Plant Program	Flail Mower	Delivered and entered into service	\$ 12,666	\$ 12,666	100%		8-Nov-22
	PROJECTS FUNDED FROM REGIONAL ROADS GRANTS			\$ 776,768	\$ 880,558			
7084C22	Regional Roads Block Grant	Emmaville Road segment 180	Project complete	\$ 776,768	\$ 880,558	100%		30-Nov-22
	PROJECTS FUNDED FROM THE SEWER FUND			\$ 555,472	\$ 542,692			
7092C22	Sewer: Mains Renewal – Sewer Funds	Sewer - Capital Renewal	Project complete	\$ 546,972	\$ 535,237	100%		
7093C22	Sewer - New Mains (Private Works)	Sewer - New Mains (Private Works)	Project complete	\$ 3,000	\$ 2,886	100%		30-Jun-22
7094C22	Sewer - New Services (Private Works)	Sewer - New Services (Private Works)	Project complete	\$ 5,500	\$ 4,569	100%		30-Jun-22
	PROJECTS FUNDED THROUGH THE STORMWATER/DRAINAGE RESERVE			\$ 145,000	\$ 23,952			
7097C22	Renew Drainage – Drainage Charge Reserve	Stormwater Renewals - Glen Innes	Works in Grafton Street pending construction	\$ 145,000	\$ 23,952	18%	30-Sep-23	
	PROJECTS FUNDED FROM THE WATER FUND			\$ 1,244,532	\$ 1,058,729			
7100C22	Water Mains Renewal	Water - Capital Renewal	Components have been purchased and works commenced on the Oliver Street Main upgrade.	\$ 301,532	\$ 326,773	25%		
7101C22	Water - Capital New	Water - Capital New assets	Project complete.	\$ 40,000	\$ 33,957	75%	30-Jun-23	
7104C22	Water Fund Renewals	Water - Automated Water Meter Reading	Project near complete. Meter data is being received across the network. Approximately 280 meters remain to be updated.	\$ 761,000	\$ 687,999	90%	30-Sep-23	
7105C22	Water Fund Renewals	Truck Wash Upgrade	Effluent dosage testing completed. Procurement of dosing system is completed, currently being utilised at STP while new dosing system is delivered.	\$ 142,000	\$ 10,000	20%	30-Dec-23	
Total		Total		\$ 14,680,820	\$ 10,703,787			

CAPITAL WORKS PROGRAM REVOTES - 2022								
Open Office Job	Project	Works	Status	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
	ROADS TO RECOVERY (RTR)			\$ 430,990	\$ 480,437			
7090CR2	Unsealed Roads Re-sheeting	Shannon Vale Road	Project complete .	\$ 430,990	\$ 480,437	100%		
	SRV PROGRAM			\$ 1,573,546	\$ 1,177,668			
7096CR2	Intersection Upgrade	Wattle Vale Quarry	Contractor secured after RFQ process through Local Government Contract panel. Anticipating works to commence in August2023 to enable sealing in warmer weather.	\$ 1,573,546	\$ 1,177,668	5%	30-Oct-23	
	FIXING COUNTRY BRIDGES			\$ -	\$ -			
7011CR2	Fixing Country Bridges	Wentworth St - Rocky Ponds	Same project as 7108C23	\$ -	\$ -	80%	30-May-24	
7010CR2	Fixing Country Bridges	5170 - Furracabad	Same project as 7109C23	\$ -	\$ -	80%	30-May-24	
Total		Sub Total		\$ 2,004,536	\$ 1,658,105			

CAPITAL WORKS PROGRAM 2022/2023								
Open Office #	Project	Works	Status	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
BRIDGE RENEWAL PROGRAM GRANT & SECTION 7.11 CONTRIBUTIONS				\$ 1,858,000	\$ 262,300			
7106C23	5315 Tent Hill Road, Bark Hut Creek	5315 Tent Hill Road, Bark Hut Creek	Project withdrawn.	\$ -	\$ -	0%		
7107C23	5320 Tent Hill Road, Bark Hut Creek	5320 Tent Hill Road, Bark Hut Creek	Project withdrawn.	\$ -	\$ -	0%		
7108C23	5340 Wentworth St over Rocky Ponds Creek	5340 Wentworth St over Rocky Ponds Creek	Pedestrian bridge component has been commenced. Bridge design and REF completed. Road bridge construction package tendered and awarded to local contractor Weir Built.	\$ 858,000	\$ 170,011	5%	30-May-24	
7109C23	5170 Furracabad Rd over Furracabad Creek	5170 Furracabad Rd over Furracabad Creek	Design has been procured (Awarded to SMEC), and review of environmental factors now completed. Road bridge construction package tendered and awarded to local contractor Weir Built.	\$ 1,000,000	\$ 92,289	5%	30-May-24	
INFRASTRUCTURE PROJECTS FUNDED FROM GENERAL FUND				\$ 1,196,194	\$ 482,876			
7110C23	Heavy Patching Program	Heavy Patching Program	Works commenced in Penzance St and associated industrial area. Contractors Stabilcorp engaged to patch sections of Rangers Valley Rd.	\$ 1,006,194	\$ 392,961	20%	30-Jun-24	
7111C23	New cycleways / shared path	New cycleways / shared path	Works completed at extension of Tregurtha Way.	\$ 50,000	\$ 37,599	100%		
7112C23	Kerb & Gutter Installation - Railway Street	Kerb & Gutter Installation - Railway Street	Procurement underway.	\$ 40,000	\$ -	0%	30-Sep-23	
7113C23	Kerb & Gutter Installation - Hunter Street	Kerb & Gutter Installation - Hunter Street	Procurement underway.	\$ 30,000	\$ -	0%	30-Sep-23	
7114C23	Kerb & Gutter Installation - Emmaville	Kerb & Gutter Installation - Emmaville	Project complete.	\$ 20,000	\$ 17,279	100%		
7115C23	Causeway renewal	Causeway renewal	Project complete -Causeways renewed on Severn River Road, Gulf Road.	\$ 50,000	\$ 35,036	100%		
PROJECTS FUNDED FROM BORROWINGS				\$ 300,000	\$ -			
7116C23	Infrastructure Backlog Projects	Infrastructure Backlog Projects	Planned to expend on bitumen reseal program - funding replaced by LRCI and not required as yet.	\$ 300,000	\$ -	0%	30-Jun-23	
PROJECTS FUNDED FROM GENERAL FUND				\$ 158,369	\$ 34,851			
7117C23	Signage Upgrades	Signage Upgrades	Project yet to commence.	\$ 71,649	\$ -	0%	30-Jun-23	
7118C23	Public Art Projects	Public Art Projects	The funds for this project will be rolled over and consolidated into the 2023/24 FY.	\$ 50,000	\$ -	0%	30-Jul-23	
7119C23	Replacement of Emmaville Pool Covers	Replacement of Emmaville Pool Covers	Completed.	\$ 8,950	\$ 8,950	100%	3-Jan-22	
7120C23	Replacement of Anzac Park Playground equipment	Replacement of Anzac Park Playground equipment	Project will commence 2023/24.	\$ -	\$ -	0%	12-Jan-24	

Open Office #	Project	Works	Status	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
7121C23	G I Aquatic Centre 25mt and LTS pools reapply top coat	G I Aquatic Centre 25mt and LTS pools reapply top coat	Pool emptied, investigations undertaken to determine scope of works. Grant funding obtained to undertake additional works. RFQ to be released to market by 30 June 2023.	\$ -	\$ -	0%	30-Sep-23	
7122C23	Carpet for William Gardner Conference Room	Carpet for William Gardner Conference Room	Project complete.	\$ 22,770	\$ 19,858	100%		
7123C23	LC-SS Outdoor Furniture Settings x 2	LC-SS Outdoor Furniture Settings x 2	Project complete.	\$ 5,000	\$ 4,380	100%		
7124C23	CAFS Sun Shade for playground equipment	CAFS Sun Shade for playground equipment	The Department of Education has yet to approve the changed playground. The building contractor has a DA prepared for Council to approve. The project is Grant funded with three years to complete; however, completion well before then.	\$ -	\$ 1,664	15%	30-Sep-23	
7173C23	Shade and Landscaping - Indoor Sports Centre	Shade and Landscaping - Indoor Sports Centre	Consolidated into the Glen Innes Landscaping Plan. RFQ released to market for the engagement of a consultant to develop the Landscaping Plan.	\$ 50,000	\$ -	0%		
PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS				\$ 17,133,915	\$ 2,153,444			
7002C23	Roads of Strategic Importance	Bald Nob Upgrade	Drainage works and clearing works started in May 23.	\$ 5,541,437	\$ 336,210	5%	30-Apr-24	
7126C23	Local Roads and Community Infrastructure Grant	LRCI Phase 3 Bitumen Reseals	Project complete. Works completed in April under 20223/2023 bitumen reseal program.	\$ 531,236	\$ 637,912	90%		
7127C23	Airport runway renewal	Local Government Recovery Grants Program - Airport Runway	Project yet to commence.	\$ 1,000,000	\$ -	0%	30-Jun-24	
7128C23	Flood Recovery	Essential Public Asset Restoration Claim	Pinkett Rd and Yarraford Road EPARS approved.	\$ 4,034,984	\$ 38	0%	30-Jun-23	
7902C23	Flood Recovery	Essential Public Asset Restoration Claim	Yarraford Road EPAR works completed.	\$ 481,806	\$ 461,661	100%		30-Jun-23
7172C23	Flood Recovery	Essential Public Asset Restoration Claim	Donnelly Bridge Repairs - works on eastern abutment completed.	\$ 319,888	\$ 69,050	50%	30-Dec-23	
7901C23	Flood Recovery	Essential Public Asset Restoration Claim	Southern Unsealed Roads EPAR - Gravel applied to Riley's, Aqua Park, Grahams Valley, Jerrockie, Old Ben Lomond, Costellos, Winters Rd.	\$ 163,322	\$ 125,950	100%	30-Sep-23	
7129C23	Outdoor netball courts	Outdoor netball courts	Earthworks completed for commencement of outdoor courts. Works are due to commence within 4 weeks.	\$ 296,310	\$ 168	20%	30-Jun-23	
7130C23	Pathways linking Indoor Sports Stadium to existing pathways	Funded by BSBF Grant	Concrete team commenced pathways in September 2022 with approximately 85 lineal meters of path completed. Staff have been diverted to other priority road repair works.	\$ 266,466	\$ 39,883	20%	30-Oct-23	
7131C23	Pathway from Indoor Sports Stadium to High School	Funded by Regional Sports Facility Grant	Concrete team to commence after pathways linking Indoor Sports Stadium to existing pathways have been completed	\$ 266,466	\$ -	0%	30-Dec-23	

Open Office #	Project	Works	Status	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
7132C23	Emmaville War Memorial Hall Upgrades	Emmaville War Memorial Hall Upgrades	Projects works to commence. Service agreement has been signed with S355 Committee and first milestone payment paid in full.	\$ 131,651	\$ 105,326	5%	30-Jun-23	
7134C23	Centennial Parklands Skywalk	Centennial Parklands Skywalk	Project is being delivered by Fleetwood Urban under LGP contract. Detailed design has been revised, with off site works underway and completion planned for 31 August.	\$ 2,000,000	\$ 291,557	30%	30-Aug-23	
7135C23	Centennial Parklands - Amenities and Outdoor Area construction	Centennial Parklands - Amenities and Outdoor Area construction	Negotiations in progress with Public Works Advisory to project manage the delivery of this project.	\$ 1,341,616	\$ 85,520	0%	30-Apr-23	
7136C23	Skate Park redevelopment	Skate Park redevelopment	Contract has been executed with Convic Pty Ltd for the delivery of the project. Waiting on contractor to advise commencement date.	\$ 344,807	\$ 168	0%	31-Dec-23	
7137C23	BSBR000316 Indoor Sports Stadium Stage Two	BSBR000316 Indoor Sports Stadium Stage Two	Following works have been completed Kitchen and Café Fit-out; Stadium curtain and Fire rated ceiling, doors and shelving in a required internal storeroom. The following works are being planned for delivery: outdoor playground and internal wall lining.	\$ 413,926	\$ -	60%	30-Dec-23	
7166C23	Stronger Country Communities Round 5 - 0456 Anzac Park	Stronger Country Communities Round 5 - 0456 Anzac Park	These are incorporated above - refer line 97	\$ 600,000	\$ -	0%		
7168C23	Stronger Country Communities Round 5 - 0456 Aquatic Centre	Stronger Country Communities Round 5 - 0456 Aquatic Centre	These are incorporated above - refer line 98	\$ 332,710	\$ -	0%		
				\$ 50,000	\$ -			
				\$ 50,000	\$ -			
PROJECTS FUNDED FROM REGIONAL ROADS GRANTS				\$ 444,000	\$ 228,143			
7082C23	Traffic Facilities	Traffic Facilities	Project complete - Guard Rail installed at Camerons Creek and Three Mile Creek on Bald Nob Road.	\$ 70,000	\$ 68,763	100%		
7138C23	Block Grant - Emmaville Road segment 70	Block Grant - Emmaville Road segment 70	Contractor secured to deliver work between June and September 2023.	\$ 374,000	\$ 159,380	5%	30-Sep-23	
7139C23	Block Grant - Emmaville Road segment 210 Heavy Patch & Reseal Program	Block Grant - Emmaville Road segment 210 Heavy Patch & Reseal Program	Project withdrawn due to lack of budget. 22/23 Block grant budget used on Emmaville Road Seg 180.	\$ -	\$ -	0%		
7140C23	Block Grant - Wellington Vale Road Heavy Patch & Resealing Program	Block Grant - Wellington Vale Road Heavy Patch & Resealing Program	Project withdrawn due to lack of budget. 22/23 Block grant budget used on Emmaville Road Seg 180.	\$ -	\$ -	0%		
PROJECTS FUNDED FROM ROADS TO RECOVERY (RTR)				\$ 889,200	\$ 337,474			
7142C23	Unsealed Roads Resheeting - Nine Mile Road	Unsealed Roads Resheeting - Nine Mile Road	Project complete	\$ 281,400	\$ 251,844	100%		2-Sep-22
7143C23	Unsealed Roads Resheeting - Bullock Mountain Road	Unsealed Roads Resheeting - Bullock Mountain Road	Adjacent quarry site is being investigated for project delivery.	\$ 437,360	\$ -	0%	30-Sep-23	

Open Office #	Project	Works	Status	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
7144C23	Unsealed Roads Resheeting - Haymarket Road	Unsealed Roads Resheeting - Haymarket Road	Project yet to commence.	\$ 120,000	\$ -	0%	30-Oct-23	
7145C23	Unsealed Roads - Caerleon Road	Unsealed Roads - Caerleon Road	Project complete	\$ 50,440	\$ 85,630	100%		30-Nov-22
PROJECTS FUNDED FROM THE GLEN INNES AGGREGATES SURPLUS				\$ 300,000	\$ 5,181			
7146C23	New Bitumen Seals - Blue Hills/Rodgers Road	New Bitumen Seals - Blue Hills/Rodgers Road	Material has been stockpiled in preparation.	\$ 300,000	\$ 5,181	2%	30-Dec-23	
PROJECTS FUNDED FROM THE SEWER FUND				\$ 456,286	\$ 427,234			
7147C23	Capital Renewal (Matches depreciation plus 30%)	Capital Renewal (Matches depreciation plus 30%)	Project complete	\$ 421,117	\$ 396,666	100%	30-Jun-23	
7148C23	New Mains	New Mains	Project complete	\$ 10,000	\$ 3,170	100%	30-Jun-23	
7149C23	New Service	New Service	Project complete	\$ 25,169	\$ 27,398	100%	30-Jun-23	
PROJECTS FUNDED FROM THE WATER FUND				\$ 127,062	\$ 132,345			
7150C23	Capital Renewal	Capital Renewal	Project complete	\$ 91,854	\$ 96,224	100%	30-Jun-23	
7151C23	Capital new	Capital new	This project was withdrawn in the March QBR	\$ -	\$ -	0%	30-Jun-23	
7152C23	New Mains	New Mains	Project complete	\$ 10,000	\$ 7,817	100%	30-Jun-23	
7153C23	New Service	New Service	Project complete	\$ 25,208	\$ 28,304	100%	30-Jun-23	
PROJECTS FUNDED THROUGH THE PLANT FUND				\$ 1,085,475	\$ 949,770			
7154C23	Heavy Plant Replacement Program	Bogie Tipper Truck & Dog Trailer	Plant delivered 01/06/2023.	\$ 458,455	\$ 458,455	100%		
7157C23	Heavy Plant Replacement Program	Hino Ranger 14 FM1JLPM	Plant will not be replaced in current year. Budget planned for FY24.	\$ 303,700	\$ -	0%	30-Jun-24	
7158C23	Heavy Plant Replacement Program	Hino Ranger Nine	Plant delivered 01/06/2023.	\$ 222,600	\$ 390,594	100%		
7159C23	New Plant Program	Cat 3 Leaseback (MIWS)	New GM leaseback ordered.	\$ 61,639	\$ 61,639	95%	30-Dec-23	
7160C23	New Plant Program	Cat 3 Leaseback (MID)	Complete- Plant no 1582 purchased.	\$ 39,082	\$ 39,082	100%		28-Jul-22
7161C23	Heavy Plant Replacement Program	Workshop Utility	Vehicle will not be replaced in current year. Budget planned for FY24.	\$ -	\$ -	0%	30-Jun-24	
7170C23	Heavy Plant Replacement Program	New Plant Program - Moccib Amentities Trailer		\$ 49,671	\$ -	100%		30-Apr-23
7171C23	Heavy Plant Replacement Program	New Plant Program - Moccib Amentities Trailer		\$ 50,740	\$ -	100%		30-Apr-23
PROJECTS FUNDED THROUGH THE STORMWATER/DRAINAGE RESERVE				\$ 282,471	\$ 156,707			
7162C23	Rural Drainage Renewals	Rural Drainage Renewals	Pipes installed on Bishops Road, Tablelands Road.	\$ 282,471	\$ 156,707	50%	30-Jun-23	
7163C23	Urban Drainage Renewals	Urban Drainage Renewals	Project not started.	\$ -	\$ -	0%		
Total		Totals		\$ 24,230,972	\$ 5,170,324			

CAPITAL WORKS PROGRAM 2022/2023 REVOTES								
Open Office Job			Status	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
PROJECTS FUNDED FROM GENERAL FUND				77,763	61,603			
7023C22	Governance: New Website Development	Governance: New Website Development	The updated website went live on 24 October 2022. Community Engagement module continuing.	\$ 65,000	\$ 50,000	90%	30-Nov-22	
7033C22	LCSS: Skillion Carport	LCSS: Skillion Carport	Kit set has been delivered. The retaining wall needs to be fixed and a location for the carport determined (3m from building), with the wall requiring engineering assessment and determination. The retaining wall is a 2023/24 Capital Project, therefore this project will carry into next year.	\$ 12,763	\$ 11,603	30%	30-Jun-24	
7899C23	Acquisition of 148 Church Street		Acquisition completed.	\$ 285,591	\$ -	100%		30-Sep-22
PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS				95,149	121,652			
7048C22	Local Roads and Community Infrastructure Grant	3km Donnelly's Resheet	Project complete.	\$ 95,149	\$ 121,652	100%		20-Jan-23
PROJECTS FUNDED FROM THE GLEN INNES AGGREGATES SURPLUS				74,225	-			
7054C22	Quarry Development	Wattle Vale establishment	These funds will be used toward internal components of the Wattle Vale quarry project after the external intersection works are completed.	\$ 74,225	\$ -	0%	30-Sep-23	
PROJECTS FUNDED FROM LRCI PHASE 3				593,146	-			
7004C22	Unsealed Roads Re-sheeting	Illparran Road	Project not yet commenced. Material sourcing from Wattle Vale when ready.	\$ 132,992	\$ -	0%	30-Nov-23	
7005C22	Unsealed Roads Re-sheeting	Jenkins Road	Project not yet commenced. Material sourcing from Wattle Vale when ready.	\$ 75,154	\$ -	0%	30-Dec-23	
7006C22	Unsealed Roads Re-sheeting	Ten Mile Road	Project planned for July/August delivery.	\$ 385,000	\$ -	0%	30-Aug-23	
PROJECTS FUNDED THROUGH THE PLANT FUND				518,487	505,210			
7059C22	Heavy Plant Replacement Program	4 x 4 Light Rigid Truck	Plant has been ordered. Order will involve a corresponding sale of plant 1121. New plant is 2121	\$ 107,273	\$ 93,995	95%	30-Aug-23	
7061C22	Heavy Plant Replacement Program	LCSS - Light Vehicle	Complete. Vehicle in service. Plant 1586.	\$ 30,526	\$ 30,526	100%		2-Nov-22
7066C22	Heavy Plant Replacement Program	Leaseback Category 3 Vehicle	Complete . Vehicle in service. Plant 1587.	\$ 33,883	\$ 33,883	100%		12-Aug-22
7067C22	Heavy Plant Replacement Program	LCSS - Light Vehicle	Complete. Plant 1584. Vehicle in service.	\$ 36,815	\$ 36,815	100%		30-Oct-22
7068C22	Heavy Plant Replacement Program	LCSS - Light Vehicle	Complete . Vehicle is in service. Plant 1585.	\$ 30,526	\$ 30,526	100%		30-Oct-22
7072C22	Heavy Plant Replacement Program	4 x 4 Crewcab Chassis	Complete. Vehicle in service. Plant 3510.	\$ 44,736	\$ 44,736	100%		12-Aug-22
7073C22	Heavy Plant Replacement Program	4 x 4 Crewcab Chassis	Complete . Vehicle in service. Plant 3508.	\$ 45,441	\$ 45,441	100%		30-Oct-22
7075C22	Heavy Plant Replacement Program	4 x 4 Crewcab Chassis	Complete. Vehicle in service. Plant 3516.	\$ 45,441	\$ 45,441	100%		31-Jan-23
7077C22	Heavy Plant Replacement Program	LCSS - Light Vehicle	Complete. Vehicle in service. Plant 1587.	\$ 73,634	\$ 73,634	100%		30-Oct-22
7078C22	Heavy Plant Replacement Program	4 x 4 Single C/C	Complete. Vehicle has been delivered. Plant 3548.	\$ 39,768	\$ 39,768	100%		5-Apr-33
7079C22	Heavy Plant Replacement Program	LCSS - Light Vehicle	Complete - Vehicle in service. Plant 1583.	\$ 30,444	\$ 30,444	100%		31-Dec-23
PROJECTS FUNDED FROM REGIONAL ROADS GRANTS				\$ 30,444	\$ -			
7085C22	Regional Roads REPAIR Program	Emmaville Road segment 180	Project complete in Nov 22	\$ 30,444	\$ 30,444	100%		30-Nov-22
Total				1,389,214	688,465			

Glen Innes Severn Council



DRAFT Equal Employment Opportunity Management Plan

Revised – July 2019 Resolution 10.07/19

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER OF ADMINISTRATION AND HUMAN RESOURCES			
REVIEWED BY:		Manex, SCC			
REVIEW DUE DATE:		June 2026			
VERSION NUMBER:		8			
DOCUMENT NUMBER:		NA			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
8	27/07/2023	TBC	Plan reformatted to conform with current requirements. Contents table added. Gender equity statistics updated. Relevant actions from rescinded Aboriginal Employment Strategy added. Action plan reviewed and updated as required.	MAHR	Council
7	25/07/2019	10.07/19	Definition of discrimination updated in line with legislation. Names and target dates changed where required. Updates to staff induction information. Minor changes to actions relating to the <i>National Framework for Women in Local Government</i> .	MAHR	Council
6	26/06/2014	15.06/14	Minor changes to wording, policy names and action dates. Review period changed to three years. Inclusion of statistics, checklist and other information from <i>The Way Forward</i> report from the <i>National Framework for Women in Local Government</i> .	MAHR	Council

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General Manager

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Date

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1. ACKNOWLEDGEMENT OF COUNTRY

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

2. INTRODUCTION

An Equal Employment Opportunity (EEO) Program aims to ensure that all employees receive fair and equitable treatment in the workplace, by providing an equal chance when applying for employment, training and promotion, and in their work conditions. In particular, EEO Programs address the needs of people who have been disadvantaged in the past i.e. members of racial, ethnic and ethno-religious minority groups, Aboriginal and Torres Strait Islander people, women, and people with disabilities.

EEO Programs also benefit everyone in an organisation by providing a wider range of job and training opportunities, better opportunities for employees to use their skills and qualifications and the opportunity to gain greater career development and achieve job satisfaction. The main aim of an EEO Program is to increase efficiency in the workplace, by utilising the talents and skills of the workforce, which can only be achieved by eliminating discrimination.

The *NSW Anti-Discrimination Act (1977)* outlaws discrimination on the basis of sex (including pregnancy and breastfeeding); race, colour, ethnic or ethno-religious background, descent or nationality; marital or domestic status; disability (including past, present or future physical disabilities, diseases that make the body or brain work differently, mental illness, behavioural disorders, intellectual disabilities, learning disabilities, changed or different body parts, and any virus or bacteria in the body that could cause disease); homosexuality (male or female, actual or presumed); age; transgender (transsexual) status; carers' responsibilities; and discrimination because of who someone is related to, or who they associate with.

As an employer, Glen Innes Severn Council is bound by this legislation.

The implementation of the Glen Innes Severn Council EEO Management Plan will be monitored and it is important that it has the genuine support, co-operation and commitment of all staff.

Mark Riley Bernard Smith
INTERIM GENERAL MANAGER

3. EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Glen Innes Severn Council is committed to providing a workplace that is free of harassment and discrimination and eliminating those factors and barriers that impede access to equal employment opportunities. To achieve this Council will, through its EEO Management Plan and program, ensure that:

- (i) All current and future staff are given equal opportunity when applying for employment, promotion and training;
- (ii) Personnel, recruitment and training procedures are free from discriminatory practices;
- (iii) Staff are selected on their merits and the skills required for the job, regardless of their age, pregnancy, race, sex, colour, marital status, physical or intellectual disability, sexual preference, transgender status or responsibilities as a carer;
- (iv) Council policies are continuously reviewed to eliminate any discrimination;
- (v) As far as is practicable, reasonable accommodations are made to remove physical barriers to employment.

4. EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

Glen Innes Severn Council will:

- Fulfil its social responsibility toward employees and the community;
- Recognise its legal obligations under the *Anti-Discrimination Act 1977* and subsequent amendments;
- Encourage active participation of all employees in the equal opportunity planning and implementation process;
- Review periodically all selection criteria and procedures to maintain a system in which individuals are selected, promoted and treated solely on the basis of their merit and abilities, relative to the requirements of the job;
- Seek to give all employees equal opportunity and encouragement to progress within the organisation by implementing an EEO Management Plan;
- Distribute and publicise the EEO Policy Statement and EEO Management Plan throughout the organisation and elsewhere, as appropriate;
- Provide within the EEO Management Plan, to all employees, training which may improve their prospects within the organisation and which will enhance employees' understanding of the need for an EEO Program;
- Develop, implement and review an EEO Action Plan, with specific accountabilities and timelines to ensure the implementation of EEO principles throughout the organisation.

The overall responsibility for monitoring the effectiveness of the EEO Policy and EEO Management Plan is vested in the General Manager; however, it is the responsibility of all employees to assist and support the implementation and practical application of EEO principles within the workplace.

Specific responsibility falls upon management, supervisors and employees professionally involved in recruitment, employee administration and training, to ensure that the EEO Policy and EEO Management Plan are implemented within their areas of responsibility.

Note: To provide a mechanism for consultation and advice on all aspects of EEO implementation, Council has appointed its Staff Consultative Committee to perform the role of EEO Committee. References to the EEO Committee in this document are to be taken as references to Council's Staff Consultative Committee.

Gender Equity in Local Government

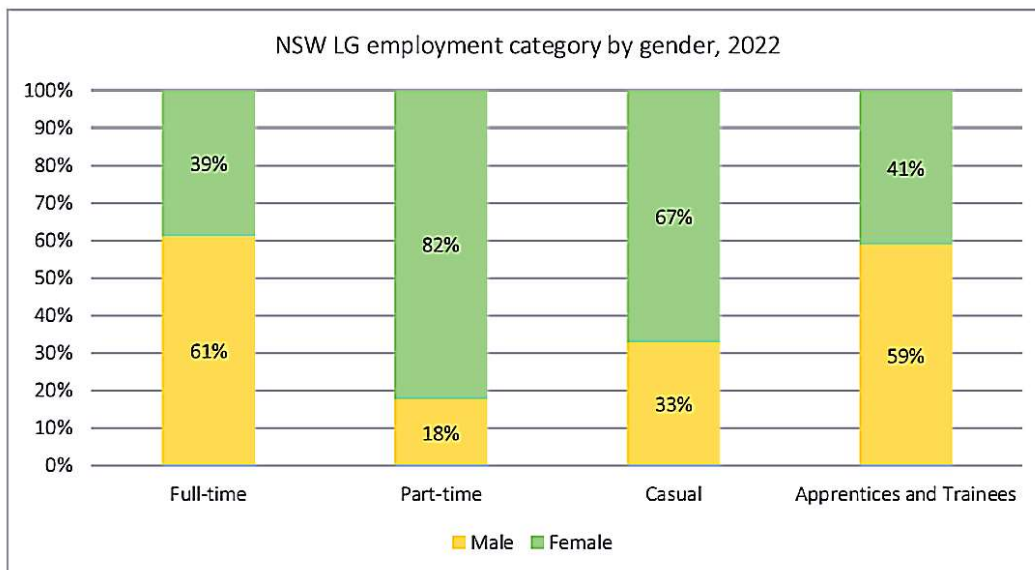
It is apparent that women ~~are~~ remain underrepresented in key roles in Local Government, both as elected members and within senior staffing positions.

~~The former NSW Division of Local Government's 2010 *Census of Local Government Employees*, completed by 140 general purpose (92%) and nine (9) county councils (64%) in July 2010, revealed that women made up nearly half (46%) of the local government workforce at that time. Key findings from the *Census* include:~~

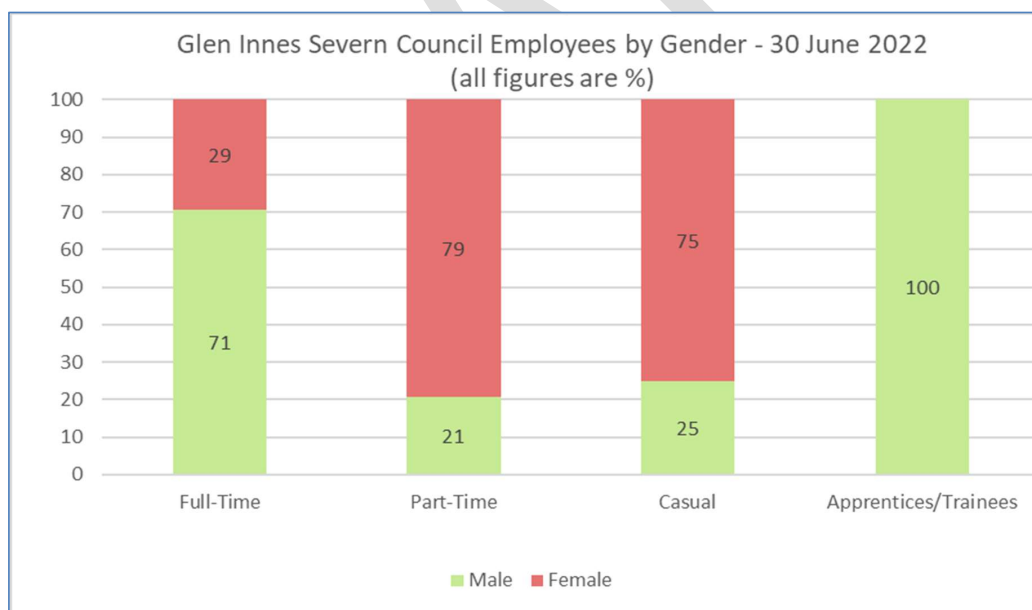
- ~~• While men and women are represented equally in metropolitan councils, women make up just over two-fifths of staff at regional councils and just over a third of staff at rural councils;~~
- ~~• More than three-quarters of men employed in local government hold a permanent position, compared to about two-thirds of women;~~
- ~~• Over three-quarters (85%) of men employed in local government work full-time compared to less than half (46%) of women. About one-quarter of women work part-time and about one-quarter are casual;~~
- ~~• Overall, women make up nearly one-third of all full-time local government employees, more than three-quarters of part-time employees and nearly three-quarters of casual employees;~~
- ~~• Overall, women make up two-fifths of all permanent employees in local councils but more than two-thirds of casual employees and more than half of temporary employees. Women also make up less than one-tenth of apprentices but more than half of all trainees;~~
- ~~• Overall, more than three-quarters of executive positions, two-thirds of manager positions and nearly two-thirds of other supervisor positions are held by men.~~

~~The Australian Local Government Association's 2022 *Local Government Workforce Skills and Capability Survey New South Wales Report*, responded to by 56 NSW councils, shows that 49% of the local government workforce in NSW is female, up from 41.3% in 2016.~~

There remains, however, a significant variation in the proportions of men and women engaged in full-time, part-time or casual work, with women much more likely to be employed in part-time and casual roles across the sector.



Source: 2022 Local Government Workforce Skills and Capability Survey New South Wales Report



Women are also underrepresented as elected members, with the Office of Local Government's *NSW Councillor and Candidate Report 2012* revealing that women only make up 27% of elected representatives in NSW, compared with 51% for the overall population. Only 19% of mayors were female and women candidates were also less likely to be elected than their male counterparts.

Women are also remain underrepresented as elected members. In the lead up to the December 2021 NSW local government elections, material published by the NSW Government revealed that women made up only 31% of all councillors serving on the 128 councils across NSW.

The National Framework for Women in Local Government

In November 2001, the **Australian Local Government Women's Association (ALGWA)** prepared and adopted the **National Framework for Women in Local Government (the NFWLG)**. The NFWLG was reviewed in 2006/2007, and a report based on this review, *The Way Forward*, was released. This report is based on ten months of consultation with the Local Government sector.

Overall, *The Way Forward* found that, in the period between the release of the NFWLG and its review, some progress had been made in increasing women's participation and position in Local Government; however, these changes had not substantially increased the numbers of women in decision making positions. The report identified the following significant issues that are preventing better participation by women in Local Government:

- Financial considerations for elected members;
- Lack of information and support for elected members, or those considering standing for council;
- Need for training and confidence building;
- Need for greater consideration of family responsibilities; and
- Workplace cultural issues.

The Way Forward proposes the following modified NFWLG, which councils and other stakeholders are invited to endorse.

Statement of Commitment

We will work towards increasing the representation of women in local government, both as elected members and as senior managers and professionals. We will undertake ongoing reviews of policies and practices to remove barriers to women's participation and to engender safe, supportive working and decision-making environments that encourage and value a wide range of views.

Goal

To increase the participation of women in Australian local government so that councils more accurately reflect their communities.

Objectives

- To create councils and communities where all participate and actively share their skills, knowledge and experience.
- To engender inclusive councils where a full range of opinions is sought, respected and taken into account in decision-making.
- To ensure effective leadership in pursuing agreed strategies to implement this Framework.
- To expand training and networking opportunities that will support those strategies.

Glen Innes Severn Council endorses the National Framework for Women in Local Government, as articulated in the Statement of Commitment, Goal and Objectives set out above and is committed to implementing strategies to improve participation of women in local government at all levels.

Council will implement, where practicable, the strategies set out in the ‘Gender Matters’ Checklist attached to the Australian Local Government Women’s Association’s Review of the National Framework for Women in Local Government, *The Way Forward*, and attached as **Annexure Appendix A to this EEO Plan.**

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5. EQUAL EMPLOYMENT OPPORTUNITY (EEO) ACTION PLAN

COMMUNICATION AND AWARENESS RAISING					
Objective / Activity	Target Group(s)	Action	Accountability	Performance Indicator	Target Date(s)
That all management and employees understand EEO principles, their responsibilities in relation to them, and the EEO Management Plan and its implementation.	All staff	Conduct EEO awareness courses for all staff.	EEO Committee / Manager of Administration and Human Resources (MAHR)	Awareness training conducted. All employees receive written information on EEO.	At commencement and then every second year.
		Include information on EEO principles in employee handbooks, recruitment packs and other relevant Council policies and publications.	EEO Committee / Department Directorate Heads / MAHR	Information included in all relevant documentation.	Ongoing.
		Identify barriers that prevent or limit equal access to Council information and ensure that all employees have equal access.	EEO Committee / MANEX / Managers and Supervisors	Appropriate communication means identified and used (Team meetings, Intranet, newsletters, payslips, emails, etc).	Ongoing.
Ensure that all levels of management personnel involved in EEO implementation have a sound understanding of EEO and their responsibilities.	All management / supervisory staff.	Develop and conduct training / retraining for supervisors in bullying / harassment, dealing with grievances, and implementing EEO in the workplace.	MAHR / MANEX	Training delivered and assessed.	Every second year. Next due: 2019/2020 2023/2024 2024/2022 2025/2026
		Provide regular cross cultural awareness training with all levels of management within Council.	MAHR	Managers are aware of their responsibilities and are more culturally responsive and inclusive in the management of their teams.	Annually.
		Conduct regular progress meetings between senior management, those responsible for implementing EEO, and the EEO Committee.	EEO Committee, MANEX	Regular meetings held. EEO Committee (through the Staff Consultative Committee) is a standard agenda at MANEX meetings.	Immediate and ongoing.

COMMUNICATION AND AWARENESS RAISING					
Objective / Activity	Target Group(s)	Action	Accountability	Performance Indicator	Target Date(s)
		Include knowledge of EEO as a requirement in all job specifications at supervisor level and above.	EEO Committee / MAHR	Knowledge of EEO included in all relevant Job / Person Specifications.	Immediate and ongoing. Part of Recruitment Checklist as positions become vacant.

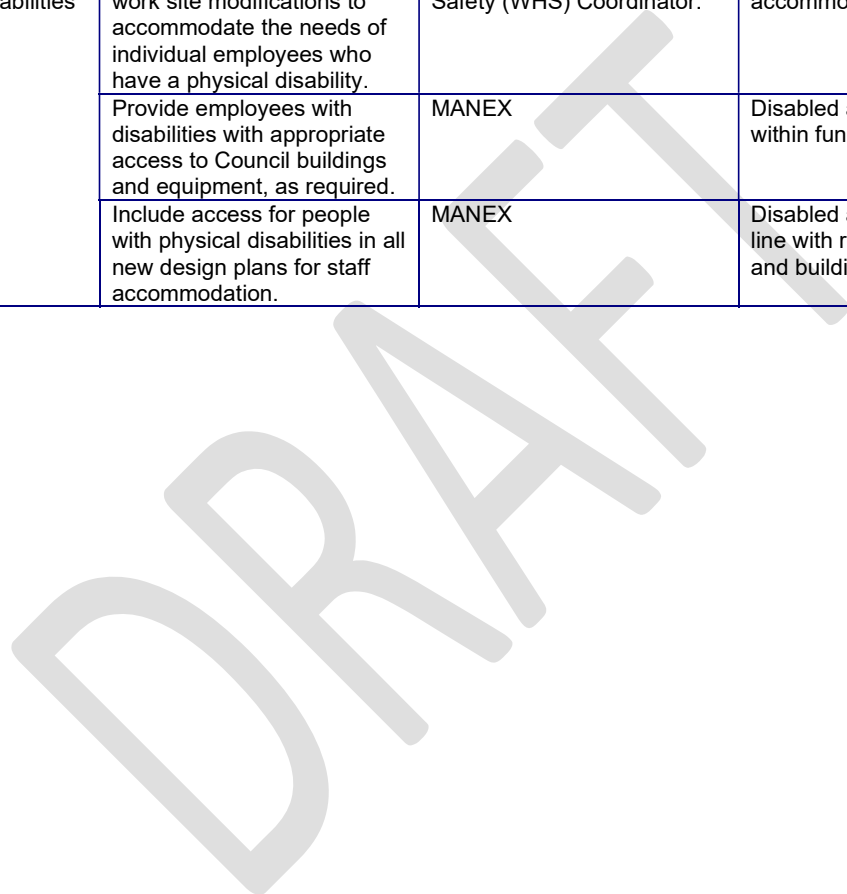
CONSULTATION					
Objective / Activity	Target Group(s)	Action	Accountability	Performance Indicator	Target Date(s)
Promote the active participation of all employees and their representatives in decision making about the EEO Program.	All employees, relevant employee bodies and professional associations.	Invite comment and input from employees regarding implementation of the EEO Plan through the EEO Committee.	EEO Committee, MAHR	All employees aware of and adequately represented on EEO Committee, which meets regularly.	Immediate and ongoing.
		Publicise progress reports / minutes of EEO Committee and invite comment from all staff, relevant unions and industry representatives. Email minutes of meetings to all staff and include as a standard agenda item at all team meetings.	EEO Committee Chair person, Managers and Supervisors	Reports / minutes distributed regularly and made available to all employees and their representatives. All employees have access to information and decision making.	Immediate and ongoing.
		Prepare and publicise EEO Annual Report.	General Manager	EEO Annual Report produced annually and made available to staff.	Annually.

RECRUITMENT AND SELECTION					
Objective / Activity	Target Group(s)	Action	Accountability	Performance Indicator	Target Date(s)
Review recruitment / selection polices and practices to ensure they conform with EEO principles and demonstrate fair practice, to increase representation of EEO target groups in all areas of Council employment.	All employees, applicants for Council positions and members of EEO target groups.	Review practices and procedures and establish formal polices, where necessary, based on EEO principles, in areas such as recruitment advertising, selection panel membership, shortlisting and interviewing applicants, conflicts of interest, placement and induction, and career path planning.	MANEX, MAHR	Procedures reviewed. Merit based recruitment / selection policy and procedures developed and implemented. Managers / supervisors trained.	Process with checklist and guidelines in place. Review as necessary.
		Note Council's commitment to EEO in all recruitment ads by including the statement "Council is an EEO employer" in all advertisements.	MAHR	EEO wording included in all advertisements.	Immediate and ongoing.
		Remove gender based language from all recruitment advertisements and correspondence.	MAHR	No gender based language in recruitment ads.	Immediate and ongoing.
		Check recruitment advertisements prior to publication for adherence to EEO principles.	MAHR / Media Officer	Advertisements comply with EEO requirements.	Immediate and ongoing.
		Ensure that all appointment decisions are justified and documented on merit based grounds.	MAHR, Selection Panel Convenors.	Files maintained on all appointment actions, with reasons for appointment clearly set out.	Immediate and ongoing.
		Notify local Aboriginal organisations of all position vacancies when they are advertised externally.	MAHR	Local Aboriginal organisations are informed directly of any vacancies. Opportunities to apply for vacancies are improved for the target group.	Immediate and ongoing.
		Implement the Aboriginal Employment Strategy (AES).	MANEX	AES implemented, in consultation with the Aboriginal Community.	Immediate and ongoing.

RECRUITMENT AND SELECTION					
Objective / Activity	Target Group(s)	Action	Accountability	Performance Indicator	Target Date(s)
Ensure that selection panel members are trained to implement the principles of EEO.	All employees who are members of selection panels.	Provide appropriate training to all employees who participate in selection panels, in merit based selection principles and practices.	MAHR	External training provided to regular panel members / supervisors. Basic in house training provided to all others.	Every second year. 2020/2024 2024/2025 2022/2023
		Convene selection panels to comprise not less than two (2) members with at least one (1) male and one (1) female member.	MAHR, Panel Convenors	Panels convened to meet requirements.	Immediate and ongoing.
		Include representatives of target groups on selection panels where appropriate.	MAHR, Panel Convenors.	Panels convened to meet requirements.	Immediate and ongoing.

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ACCESS					
Objective / Activity	Target Group(s)	Action	Accountability	Performance Indicator	Target Date(s)
Where practicable, ensure that Council premises and facilities are accessible to employees with physical disabilities.	Employees with physical disabilities	Assess and make minor work site modifications to accommodate the needs of individual employees who have a physical disability.	Managers, Work Health & Safety (WHS) Coordinator.	Needs identified and accommodated, as required.	Ongoing
		Provide employees with disabilities with appropriate access to Council buildings and equipment, as required.	MANEX	Disabled access provided within funding levels.	Ongoing
		Include access for people with physical disabilities in all new design plans for staff accommodation.	MANEX	Disabled access provided in line with relevant regulations and building codes.	Immediate and ongoing.



PROMOTION AND TRANSFER					
Objective / Activity	Target Group(s)	Action	Accountability	Performance Indicator	Target Date(s)
Review / implement promotion and transfer policies and practices to ensure they conform with EEO principles and demonstrate fair practice.	All employees	Review performance appraisal and job evaluation procedures to ensure that they are non-discriminatory and consistent.	EEO Committee, MAHR	Appraisal and evaluation processes are consistent and equitable across jobs and employees.	Annually.
Ensure that all staff have equal opportunities to relieve / act at a higher grade.	All employees	Review current policies / guidelines on acting in higher positions to ensure that such arrangements are based on merit or the development needs of employees and the need to advertise any long term positions or call for expressions of interest.	EEO Committee, MANEX	Policies / guidelines are merit based and include requirement for advertising long term appointments.	Current Salary Progression Rules in place. Review in 2019/2020 2023/2024 then as necessary.
Encourage the representation of staff from EEO target groups in positions in which they are currently under-represented in Council.	Women, Aboriginal people and Torres Strait Islanders, employees who have a disability and members of racial, ethnic and ethno-religious minority groups.	Identify development opportunities for target group members within Council.	EEO Committee, MANEX	Opportunities identified and documented, where available.	Ongoing.
		Identify / review job categories traditionally dominated by target group members to determine if such positions warrant redesign.	EEO Committee, MANEX	Review completed and recommendations made.	Ongoing as positions become vacant.
		Identify strategies to increase mobility of target groups that have limited career paths through career path planning, multi-skilling, etc.	EEO Committee, MANEX	Strategies identified and implemented.	Annually as part of skills performance review.
		Monitor training / development to ensure that target group members have equal access to skills development and promotion opportunities.	MAHR	Monitoring undertaken and results documented.	Annually as part of skills performance review.

PROMOTION AND TRANSFER					
Objective / Activity	Target Group(s)	Action	Accountability	Performance Indicator	Target Date(s)
		Include wording in recruitment ads to encourage target groups to apply for positions.	MAHR	Increased representation in the work force of target group members.	Immediate and ongoing.

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TRAINING AND DEVELOPMENT					
Objective / Activity	Target Group(s)	Action	Accountability	Performance Indicator	Target Date(s)
Review training and development practices to ensure they conform with EEO principles and increase staff participation in training opportunities, with emphasis on EEO target groups.	All employees	Review in-house and external training to ensure it is non-discriminatory and consistent with EEO principles and that resources are fairly allocated.	EEO Committee, MAHR	Review completed and incorporated into training policy / plan.	Annually in Corporate Training Plan.
		Establish formal training policy / plan for all Council staff.		Training policy / plan implemented.	Annually.
		Make career path planning and counselling available to all employees and ensure that all employees have equal access to training and development.	EEO Committee, MANEX	Planning and counselling program in place for all employees.	Ongoing as part of annual Skills Review.
		Ensure that information for selection of participants for training / development is consistent with EEO principles.	EEO Committee, MAHR	Information complies with EEO requirements.	Ongoing.
		Ensure eligibility requirements for training are appropriate / job-related and that nomination and screening procedures do not disadvantage any group of employees.	EEO Committee, MAHR	Procedures comply with EEO.	Ongoing as part of annual Skills Review.
		Provide opportunities for employees to self nominate for appropriate training and development courses.	MANEX	Opportunities provided and employees encouraged to participate.	Ongoing as part of annual Skills Review.
		Administrate procedures for rehabilitation / retraining within Council fairly and so as not to disadvantage any group.	EEO Committee, WHS Coordinator	Procedures comply with EEO.	Ongoing.

TRAINING AND DEVELOPMENT					
Objective / Activity	Target Group(s)	Action	Accountability	Performance Indicator	Target Date(s)
Increase representation of target group members in areas by providing training / development opportunities.	Women, Aboriginal people and Torres Strait Islanders, employees who have a disability and members of racial, ethnic and ethno-religious minority groups.	Review criteria for placement of employees in management courses to ensure that target group members have equal access to such training.	EEO Committee, MANEX	Criteria reviewed to ensure non-discriminatory practices.	Ongoing as part of annual Skills Review.
		Provide training and development opportunities to target groups through affirmative action training programs.	EEO Committee, MANEX	Appropriate training identified and delivered to target groups.	Ongoing as part of annual Skills Review.

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CONDITIONS OF EMPLOYMENT					
Objective / Activity	Target Group(s)	Action	Accountability	Performance Indicator	Target Date(s)
Develop / review conditions of service to ensure they demonstrate fair practice, conforming with EEO principles.	All staff	Inform all employees of conditions of service through the provision appropriate information during induction.	MAHR	Induction program includes all relevant information. All employees inducted.	Ongoing.
		Review current practices for allowances and benefits, Work Health and Safety, rehabilitation, part-time work, maternity leave, flexible hours / leave arrangements for staff with child care needs, to ensure EEO compliance.	MANEX	Conditions reviewed and EEO compliant.	Ongoing.

HARASSMENT AND GRIEVANCE PROCEDURES					
Objective / Activity	Target Group(s)	Action	Accountability	Performance Indicator	Target Date(s)
Develop, promote and implement an accessible and effective Grievance Resolution policy and Procedure.	All employees	Develop and distribute a Grievance Resolution Policy Procedure to all employees.	MAHR	Policy Procedure developed and distributed.	Current Policy Procedure in place. Due for review: May 2022 November 2025
Ensure a discrimination and harassment-free workplace.	All employees	Develop an effective Workplace Discrimination and Bullying / Harassment Policy to ensure that all employees are aware that bullying and harassment is unacceptable and that instances of such behaviour may lead to disciplinary and/or legal action.	MAHR	Policy developed and distributed. Staff awareness training conducted.	Current Policy in place. Due for review: February 2020 June 2026

GENDER EQUITY

Objective / Activity	Target Group(s)	Action	Accountability	Performance Indicator	Target Date(s)
Increase the participation and role of women in Council, particularly in decision making roles.	All current and prospective female employees and councillors.	Develop and implement actions to address the questions set out in the 'Gender Matters' checklist attached to <i>The Way Forward</i> review of the NFWLG. (Annexure Appendix A)	MANEX, EEO Committee, MAHR	Actions developed and implemented to address gaps. Increased participation of women in decision making roles.	Ongoing.
Increase the participation of women employed by Council in all non-traditional roles.	All current and prospective female employees.	Review the strategies and actions used to promote increased employment of women in all non-traditional roles, using the Australian Human Rights Commission's report "Women in Male-Dominated Industries" as a guide.	MANEX, EEO Committee, MAHR	Strategies and actions reviewed and updated to address gaps. Increased participation of women in non-traditional roles.	30 June 2020 2025

RECORD KEEPING

Objective / Activity	Target Group(s)	Action	Accountability	Performance Indicator	Target Date(s)
Ensure Council's Personnel Records system complies with EEO principles.	All employees	Develop guidelines to safeguard confidentiality of access to Personnel Records System.	MAHR	Guidelines developed.	Guidelines in place. Review as necessary.

IMPLEMENTATION AND EVALUATION					
Objective / Activity	Target Group(s)	Action	Accountability	Performance Indicator	Target Date(s)
Ensure successful implementation of the EEO Management Plan by the allocation of clear responsibilities and adequate resources.	Directors, managers and supervisors with responsibility for EEO.	Determine which employees should have particular responsibilities in relation to the effective implementation of the EEO Management Plan.	General Manager	Responsibilities allocated and documented.	Annually.
		Include responsibility for EEO implementation in job descriptions of all Directors, managers and supervisors.	General Manager, MAHR	Job descriptions updated to include EEO responsibilities.	Ongoing.
		Allocate sufficient staff and other resources to undertake actions outlined in the EEO Management Plan.	General Manager	Actions successfully implemented within timelines.	Annually.
		Second / source suitable employees to assist with the implementation of specific aspects of the plan as required.	General Manager	Actions successfully implemented within timelines.	Annually.

REVIEW					
Objective / Activity	Target Group(s)	Action	Accountability	Performance Indicator	Target Date(s)
Review EEO Management Plan and Program.		Review EEO Management Plan and Program.	MAHR	Review completed by June every three (3) years.	June 2022-2026 , or earlier if required.

Annexure Appendix A: ‘Gender Matters’ Checklist

(Adapted from the Australian Local Government Women’s Association’s review of the National Framework for Women in Local Government “The Way Forward”)

The list of questions below is presented as a starting point for discussion about what could be included in a self-assessment or peer review system that would encourage and assist councils to do more to promote gender equity.

Strategies for both women staff members and councillors:

- Has council adopted the goals and objectives of the National Framework for Women in Local Government and clearly allocated responsibilities for their implementation?
- Is a suitable Code of Conduct in place? Is it actively enforced and monitored, with disciplinary procedures in place, to bring respect and dignity to council meetings?
- Has council adopted an effective EEO action plan? Is it regularly reviewed and updated as required? Are outcomes measured and reported?
- Are mentoring programs available for women councillors and staff?
- Do the Mayor and General Manager actively espouse and enact values of supporting equality?
- Has council taken steps to discourage informal decision making outside meetings that excludes minority views?
- Are council and other council-related meetings timed to finish by 11pm?
- Does council report on diversity at the senior officer and elected member levels?
- Is there real equal access to training opportunities for women officers and councillors?

Strategies for women councillors:

- (where applicable) Has council set the level of the elected members allowance at the top of the range?
- Does council provide the maximum possible reimbursement of councillor expenses including child care and travel allowances?
- Does council provide appropriate support for councillors, such as equipment (computers, mobile phones), administrative support to establish a home office, councillor office space at the council administration centre etc?

- Does council provide cab-charge vouchers or other adequate transport arrangements for councillors travelling at night?
- Does council's website provide information on how to become a councillor, or link to another informative website?
- Has council formulated and adopted position descriptions for councillors?
- Is there a comprehensive induction program for all new councillors?
- Is there a 'buddy' system for new councillors to learn from more experienced colleagues?
- Is there a training plan for all councillors and is it adequately resourced?
- Is there an effective process for dealing with bullying and harassment complaints by elected members?

Strategies for women staff members:

- Does council actively implement a home-based work policy? What proportion of staff at all levels regularly work from home as an agreed part of their employment conditions?
- Does council offer flexible working hours at the workplace? What proportion of staff at all levels take advantage of that system?
- Has council designated a senior staff person as holding the 'women's portfolio' within council?
- Are women included in all job selection panels?
- Are there priority childcare places for staff in council child care centres and family day care schemes?
- What support is provided for women returning from maternity leave?
- To what extent can women access higher duties opportunities?

Appendix B: Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
5	20/12/2012	7.12/12	Minor alterations to target dates, references to legislation, and policy titles.	MAHR	Council
4	24/11/2011	13.11/11	Changes to action plan target dates only.	MAHR	Council
3	25/11/2010	9.11/10	Minor changes to reflect current EEO wording and updates to target dates.	MAHR	Council
2	17/12/2009	8.12/09	Induction periods updated, changes made to training delivery, distribution of Staff Consultative Committee minutes updated, recruitment ad wording changed, target dates updated.	MAHR	Council
1	28/06/2007	29.06/07	Plan updated following amalgamation of the former Glen Innes Municipal and Severn Shire Councils in 2004.	MAHR	Council

DRAFT



GLEN INNES NETBALL ASSOCIATION
GLEN INNES FUTSAL ASSOCIATION
GLEN INNES BASKETBALL ASSOCIATION

To whom it may concern,

Glen Innes Netball, Glen Innes Basketball and Glen Innes Futsal respectfully request that this letter be carefully considered by all council members involved in the fee setting of the Glen Innes Indoor Facility. All three clubs were unaware of the application process that closed at the end of May; we are disappointed that as the main users of the facility we were not informed and did not have the opportunity to provide our feedback.

First of all, we would like to acknowledge that we were aware that the fees were only to be half price for the first twelve months. We have all implemented plans to help our clubs grow and prepare for this to occur. However, many things can change in a year and we have grave concerns over our clubs' futures with the huge financial pressure all of our members are currently facing.

The stadium has been a fantastic addition to our town and has enabled a new club to form (Futsal) and has seen basketball and netball numbers grow, with netballs growth over 300%. The opportunity to have access to wonderful amenities and all weather courts has been a very welcome change.

However, there are many things that are yet to be completed, and we feel we should not be paying a premium price for the facility whilst the following things are yet to be done: lining of the walls; WiFi (makes EFTPOS facilities and live scoring very difficult when relying on personal phone hot spot); landscaping; lack of signage (something all our sponsors are not happy with) and outdoor courts...which were promised to be finished a long time ago. The netball club will most likely have to cancel their carnival they have planned on 20th August as they cannot have a construction zone in the middle of all the courts.

The cost of living has continued to rise and with the recent announcement that Active Kids vouchers are being reduced to \$50 and from 2024 will be means tested, we are certain we will lose a high number of participants across all our sports should we have to raise our fees further. All other sporting clubs in town can charge \$100 for kids to play their sport, as they don't need to cover hire fees, Futsal, Basketball and Netball will all need to charge substantially more than that and are at risk of being outpriced.

Our governing bodies take a large chunk from each registration, with Futsal and Basketball NSW taking around \$60 per participant. Netball NSW takes \$79 for juniors and \$110 for seniors, making the cost of registration quite high before club fees have been added in. All clubs have spoken to their regional managers and there is no option available to reduce these state set fees.

We understand that plenty of research and comparisons have gone into setting the fees for the Glen Innes Indoor Sports Facility, however it is difficult to compare when there are very few facilities across the state that are in such a regional location. Our small town only has approximately 3200 people in the target age group of 5-40 year olds compared to the tens of thousands other centres have.

Our town has a low socio-economic population, many who belong to disadvantaged groups. It has been proven in many studies that this is a key influence to individuals of all ages not participating in structured physical activity. Our clubs are committed to applying for grants and doing our best to implement programs where we can assist these families to be involved in sport without inequality. However, without receiving any subsidies, it will be impossible for us to reduce our fees with the current hourly hire rate.

So far to date, our clubs have spent on average \$6000 on stadium fees. This is a substantial amount for rural clubs with minimal volunteers, doubling the price will place us all under enormous pressure. We currently have great momentum and numbers, we feel it will be beneficial to all parties involved for us to continue to grow and expand our clubs before any major increases are enforced.

Our 3 clubs have joined together and agreed on the following proposal:

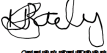
- To increase the fees incrementally over the next 3 years. This will assist our clubs in achieving their full potential and helping us to ensure that as many kids, youth and adults have the opportunity to be physically active as possible without the barrier of financial burden.
- Fees to reflect that the stadium is incomplete and that a construction zone will be outside for many weeks limiting access to the outdoor courts.
- Options for a half day price as opposed to being charged by the hour. For example, Wiigulga Complex charge \$80 per court for a half day. Netball would therefore pay \$160 for their Wednesday night competition as opposed to the \$450 that council will be charging under current fee structure. This price is far more achievable for our clubs and much easier to invoice, reducing the need for constant communication with centre management regarding numbers of hours used each week.
- To reduce the difference between school group fees and sporting organisation fees. We feel it is unfair that school groups can pay less than half of what we need to pay, when they do not clean or contribute to the facility the way we do.
- Canteen fee to be cancelled. This fee was never communicated to the clubs prior to the stadium opening (still is not listed in the budget) and whilst we have managed to reduce it from \$15 per hour to \$15 per day, we feel it is completely unnecessary and should be covered by court fees. Our clubs choose not to open the canteen on many days due to the unlikelihood that we will make enough profit to warrant it. Private kitchen hire is only \$5 per hour which is extremely low, given that these groups often use more appliances than we do!

We understand council needs to cover operational costs the best they can and that a profit will never be achieved from the facility, but we fear that the 100% increase on fees at this point in time will push our associations away. We will instead access free outdoor options and look at reducing the number of competitions we are holding in a 12 month period to ensure we are maximising our participation rates and creating equal access opportunities for all those in the community who wish to play our wonderful sports.

All three clubs have held representative regional fixtures at the stadium and will continue to do so, bringing many visitors to our town. We believe the opportunities that we can create for our athletes in the coming years will highlight Glen Innes and encourage more people to join as both players and volunteers.


In closing, we would truly appreciate if council worked closely with the users of the facility in the future to give us the best opportunity to provide feedback, both positive and negative, so that together we can unite to create an amazing sporting space for our town and optimise regional exposure.

Kind regards,

DocuSigned by:

6146AC4E26424C5...


Kristen Bailey

Glen Innes Netball

DocuSigned by:

D21545A23FEF480...

Donna McClelland

Glen Innes Basketball

DocuSigned by:

0881C2896447419...

Lyndal Eason

Glen Innes Futsal



Companion Animal Registration Fees

Lifetime Registration	Year 23/24 (currently adopted and outdated)	Year 23/24 – Current
Assistance Animal	\$0.00	\$0.00
Cat desexed sold by eligible pound/shelter	\$0.00	\$0.00
Cat desexed – owned by pensioner	\$29.00	\$32.00
Non-desexed Cat (not recommended and eligible pensioner)	Wasn't Stated	\$32.00
Non-desexed cat (not recommended by Vet)	\$59.00	\$65.00
Non-desexed cat – owned by registered breeder	\$59.00	\$65.00
Cat desexed or non-desexed	\$59.00	\$65.00
Dog – Service of the State	\$0.00	\$0.00
Dog – Working	\$0.00	\$0.00
Dog desexed sold by eligible pound/shelter	\$0.00	\$0.00
Dog - Non-desexed dog or De-sexed (after relevant age)	\$234.00	\$252.00
Dog – desexed by relevant age	\$69.00	\$75.00
Non-desexed Dog (not recommended by Vet)	\$69.00	\$75.00
Dog – desexed – owned by pensioner	\$29.00	\$32.00
Non-desexed dog (not recommended and eligible pensioner)	Wasn't Stated	\$32.00
Non-desexed dog – owned by registered breeder	\$69.00	\$75.00
Non-desexed dog under 6 months	\$69.00	N/A – needs to be removed
Late Fee – where registration is not paid within 28 days of required registration date	\$19.00	\$21.00

Please Note: Lifetime Registration Fees may be subject to change – fee set by Office of Local Government

Annual Permit		
Cat - not desexed by 4 months of age	\$99.00	\$92.00
Dog – restricted dog	\$215.00	\$221.00
Dog – dangerous dog	\$215.00	\$221.00
Permit late fee – where permit fee has not been paid 28 days after the date which a permit was required to own the companion animal	\$19.00	\$21.00



THE
**AUSTRALIAN
 STANDING STONES
 MANAGEMENT
 BOARD**

PO Box 565
 Glen Innes NSW 2370

**Australian Standing Stones Management Board
 Community Committee of GISC
 Monthly Meeting Minutes
 Wednesday 21st June 2023 5.30pm
 Glen Innes Services Club Boardroom**

Present: Gayleen Burley (GISC), Lara Gresham (GISC), George Robertson-Dryden, Raelene Watson, Colin Price, Rob Banham (Mayor GISC), Rob and Fiona O’Brien, Pamela O’Neil, Ronnie Bombell (GISC)

Apologies: Judi & Steve Toms, Petar Grulovic, Peter Grimes, Storm Black, John Rhys Jones
 Acting chair – Pamela O’Neil – carried

Moved: Raelene seconded Rob O’Brien carried

Minutes of the previous meeting:

Moved: Raelene seconded Colin carried.

Business Arising

	Item-	Action by:
1	ACF de-brief – Judi and Steve attended Results in progress and full presentation is coming - Ronnie	Judi & Steve
2	Breton flag lowering – small group attended	
3	Tartan Day dinner – Judi email UK Consul General as per motion passed at May meeting – no word received to date. NEML has been emailed regarding booking. Raelene has a raffle donation	Judi
4	New flags have arrived	Judi

Correspondence: to be dealt with as read.

In – letter of request from Glen Innes Pipe Band to use Glen Innes tartan,

Out – minutes and agenda, letters of thank to Paul Anderson, letter to Opportunity shop

Moved: Raelene seconded Lara carried

Treasurer’s Report: (attached)

Moved: Colin seconded Lara carried

Payments for approval:

General Business:

	Item	Action by:
1	Toilet update	Gayleen

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

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





THE
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	<p>Public Works Authority meeting with Gayleen and Steve – report given, council agreed Deadline is difficult due to change in government Some modifications may need but Gayleen and Steve will deal with it</p> <p>Skywalk is still expected to be completed at the end of August The ICT component is looking great and Ronnie is working on this too and it can be changed regularly</p> <p>Tregurtha Way – hand rail done, pipe work done and Aaron is bending</p> <p>CBD bollard tartan stickers mostly before ACF Garbage bins are being done now Works identified last meeting – plaque at central stones etc, gate at Crofters and other works are being dealt with and costed atm</p> <p>Steve brought up about the eastern walkway/cycling track which is partly owned by travelling stock route and Lands Council title</p> <p>The bollard at the gate at Crofters may also need tartan stickers</p> <p>Gayleen suggests there could be a stock at depot so they can be done regularly</p>	
2	Director’s Report	Gayleen
3	Tourism & Events Officer Report ACF report July probably Thanks to John RJ for the Winter Solstice -	Ronnie
4	Winter solstice report about 30 people attended Didge player was there and some drummers at the dawn and sounded great Ronnie did an interview on ABC this morning	Ronnie
5	Tynwald Day flag lowering 5 th July NOTE 4PM – WINTER TIME Will Storm or John create posters?	Steve
6	Removal of bbq on Martin’s Lookout as recommended in the Masterplan. This is the one on the southern boundary. There is also one near the shelter on the eastern side near the road to the Telstra tower. People have had a fire recently in this one. Is this a problem?	Judi

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	<p>If it is agreed that one or both be removed, it is a good opportunity to do it now while the Skywalk works are being done. Raelene suggested about ten years ago to replace with gas bbqs</p> <p>Yes we need to have them all removed. Leave the concrete slabs. Gayleen</p>	
7	<p>Reports from members Raelene – Tartan Day dinner – advertising should be done soon when we clarify costs</p>	
8	<p>Urgent business</p>	
9	<p>Glen Innes Tartan – GI Pipe Band The band are changing the tartan to Glen Innes Tartan The band would like to seek approval for the band to use the tartan. One bolt of tartan needs to be woven from All Things Tartan as they need a special weight tartan. This is a convoluted topic, as council purchase the tartan Ronnie will check again if Peter Bruce holds the copyright of the tartan – she believes that this is not the case. Does the band need permission to use on letterheads?</p> <p>Suggestion from Pamela – Ronnie and Rob to discuss and someone from council bring to the next meeting the information and documentation. Congratulations to the band with their successful application to Whiterock Windfarm grants.</p>	

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

Recommendations to Council:

Confirmation of copyright of Glen Innes tartan

Meeting closed: 5.58

Next meeting: General meeting @ 5.30pm Wednesday 19th July 2023 – at Glen Innes & District Services Club Board Room

Calendar dates – Anniversaries and Activities

Date	Event	Activity	Time	Organiser
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THE
AUSTRALIAN
STANDING STONES
MANAGEMENT
BOARD

PO Box 565
Glen Innes NSW 2370

1 February, 1992	The Australian Standing Stones Opening			
1 March	St. David's Day (Wales)	Flag lowering	5 pm	John
5 March	St Piran's Day (Cornwall)	Flag lowering	5 pm	Pamela
17 March	St Patrick's Day (Ireland)	Flag lowering	5 pm	Petar, Rob, Fi
21 March	Autumn equinox	Sunrise - gathering solar noon – watch solar shadow Sunset - gathering	sunrise (6.57am), solar noon meet from 12.30pm (actual time 1.00pm), sunset (7.04pm)	Sunrise – John Storm & Peter (tbc)
1 st Wknd May	Australian Celtic Festival		Thursday 4 May – Sunday 7 May	
19 May	St Yves' Day (Brittany)	Flag lowering	4 pm	Pamela
21 June	Winter solstice	Sunrise - gathering, Solar noon watch solar shadow sunset - gathering	sunrise (6.48am), solar noon meet from 11.30am (actual time 11.55am), sunset (5.02pm)	Sunrise – John Solar noon – Steve & Judi
29 July	Tartan Day	Fundraiser dinner		Judi
5 July	Tynwald Day (Isle of Man)	Flag lowering	4 pm	Steve
21 Sept	Spring equinox	Sunrise – gathering Solar noon – watch solar shadow Sunset - gathering	sunrise (5.44am) solar noon from 11.30am (actual time 11.46am) sunset (5.48pm)	Sunrise – John Storm & Peter (tbc)
30 November	St Andrew's Day (Scotland)	Flag lowering	5 pm	Petar

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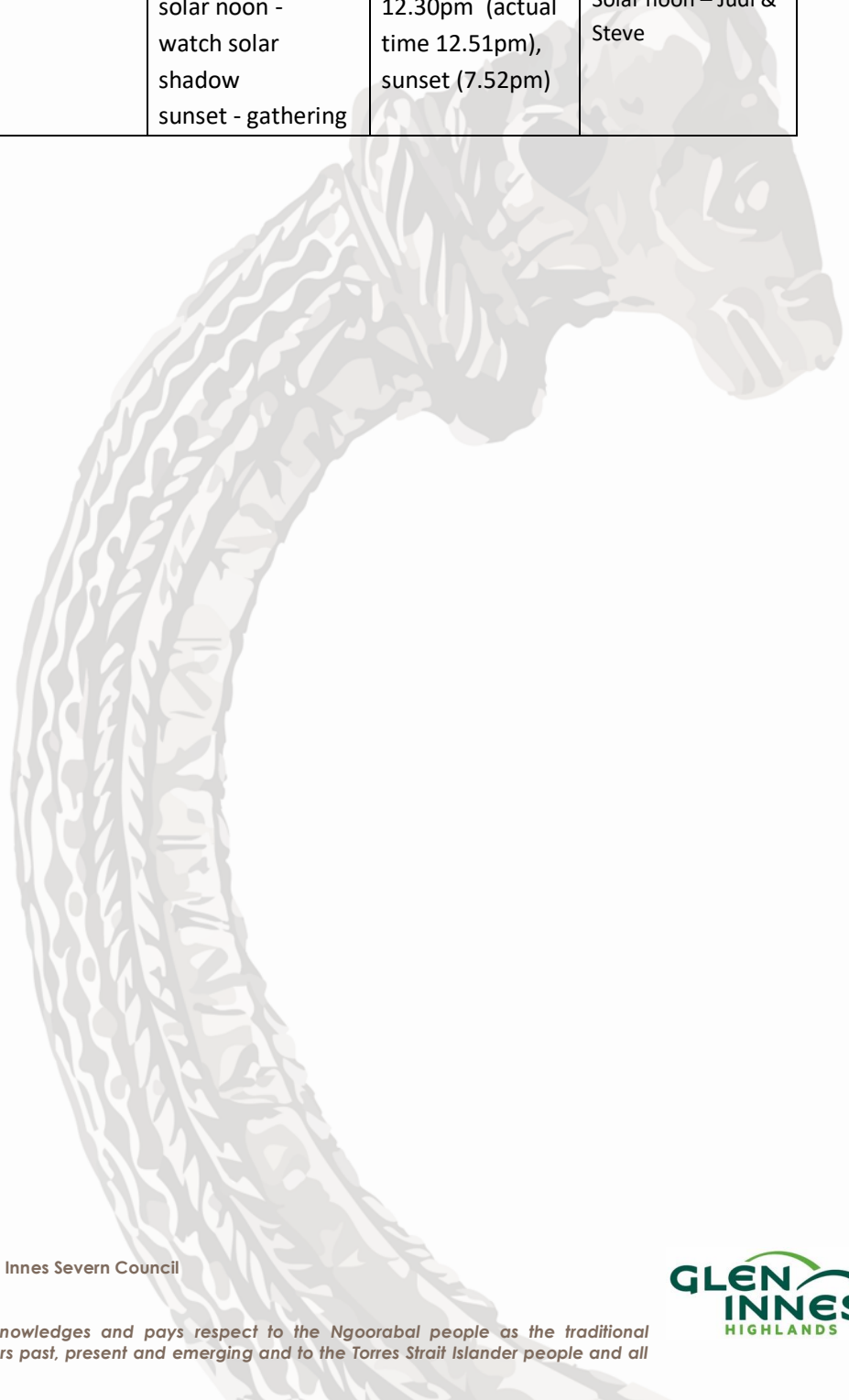




THE
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21 Dec 2023	Summer solstice	Sunrise – gathering solar noon - watch solar shadow sunset - gathering	sunrise (5.49am), solar noon from 12.30pm (actual time 12.51pm), sunset (7.52pm)	Sunrise – John Storm & Peter (tbc) Solar noon – Judi & Steve
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Glen Innes Severn Cemetery Committee Minutes

18 May 2023

Meeting Opened 5.35pm

Present

Tammy McLennan, Raelene Watson, Jenny and Bob Thomas, Bob Davidson and Graham Archibald
(Chair and Minutes)

Apologies

Troy Arandale, Carlene Knight

Moved Bob Thomas seconded Tammy McLennan

Correspondence Out

Nil

Correspondence In

Letters from Glen Innes Severn Council confirming elected committee from AGM.

General Business

1. There was an update to the current rabbit issue at the Glen Innes cemetery that the rangers will be once again working with the LLS and a baiting program Carried out. Bob Davidson also is available as he still holds his control tickets.
2. A thankyou was received for the maintenance carried out at Red Range Cemetery by Council.
3. Secretarial support was discussed, and this will occur from the next meeting in August.
4. Bob Thomas raised concerns on the state of the gardens around the columbarium walls, this also led to discussions on the aging gardens at the entrances and around the Lions monuments. Best action would be to remove and replant these gardens. Arch to talk to Recreation staff for ideas and to begin the clean-up.
5. It as raised about topdressing and raking of areas around the cemetery especially to remove wheel tracks and sunken grave areas.
6. Discussion was held on the running of the Dawn service on Anzac Day. Even though not in the reference of this committee it was felt that committee members may volunteer and help with the running of this important event each year, especially with the walk around the Cemetery for the unveiling of any new war graves.
7. The Committee also moved to carry out a walk around the Cemetery in Mid-May to identify if any works were required for presentation of Anzac Day. Members also expressed they would like to volunteer to assist with works at the Cemetery. Volunteer induction to be carried out at Church Street Offices on Monday 29 May 2023 5.00pm.

Moved Raelene Watson Seconded Tammy McLennan Carried

8. Tammy McLennan then raised discussion on possibly looking at QR coding information signage at the Cemeteries. Arch to look for information for next meeting.

9. Discussion was also held on the need to upgrade/replace signage at the Glen Innes Cemetery as a lot of it has deteriorated. This would involve both traffic and Cemetery signage. Signage at the entrance could also contain map of the Cemetery layout.

Meeting Closed 6.15pm



Glencoe Hall Committee
MINUTES OF ORDINARY MEETING
 HELD ON: 3rd June 2023

MEETING OPENED: 11:10am

PRESENT: Rob Irwin, Helen Gunther, Jack Parry, Andrew Irwin, Chris Irwin, Jason Irwin, Julie Wright

APOLOGIES: Ceinwen Grose, Evelyn Scott, Nancy Parry

Moved Jason Irwin, seconded Chris Irwin that the apologies be accepted.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST: Nil

List the details of any conflicts of interest here.

MINUTES OF THE PREVIOUS MEETING:

Moved Andrew Irwin, seconded Jason Irwin that the minutes of the previous meeting, dated **4 February** be accepted.

CARRIED

Item No.	Item	Action
5	BUSINESS ARISING:	
	Men’s Shed Sign Jack has the sign. Looks good. Invoice to Julie when received. Jack will organise brackets to attach the sign.	Jack
	Council Email Council response- Adds much greater administration demands on staff to administer to oversee these addresses therefore is not viable. Committee could establish a glencoehall@ or secretary@ type email, which could then have the details and password easily passed on to future secretaries / executive on this committee. Secretary will continue to use her personal email.	
	Insurance Is this excess the same for all 355 Committees who have a hall? Council response- The insurance excess is set by Council’s insurers and is for all claims by Council. If for example damage was caused due to a natural event e.g. bushfire then Council would cover this excess not the committee as the asset is Council’s.	
	Fuel Account Setting up an account at the Fossickers Caravan Park is too difficult. Nominated member to purchase fuel and they will be reimbursed.	
	Social Committee Idea to form a social committee that sits under the hall committee. They will decide on social functions at the hall.	

Item No.	Item	Action
	The members who were to organise the subcommittee are not present to give an update.	
	<p>Kitchen Grant Jack has been organising quotes- floor lino, freestanding 900mm oven /cook-electric, rangehood, still awaiting electrical quote. Jack will continue sourcing 2 quotes.</p>	Jack
	<p>Boundary Fence A council responsibility. Council response- Request to fix the fence and gate has been sent to the relevant department to investigate. If no budget is currently available, then this amount will need to be added to the draft budget for the 2023/2024 Financial Year. They will organise if required. Then the request will be either accepted or declined. Wait for council decision.</p>	
6	TREASURER REPORT:	
	Treasurers Report Attached. Balance \$5116.34 Moved Julie Wright Seconded Andrew Irwin Carried	
7	CORRESPONDENCE:	
	<p>IN:</p> <p>Emails- from GISC</p> <ul style="list-style-type: none"> • Letter and Invoice - Glencoe Hall Committee - GST Advice 2021-2022 • Responses to queries from Feb 4th General Meeting Minutes • Letter - Review of Fees and Charges for the 2023-2024 Financial Year • Clarification- Fees include GST • AEC Referendum Polling Place Review • Correspondence from Council – Grants • Planned Power Outage - Glencoe Hall • Letter endorsing Glencoe Hall Committee - Election of Committee 2023 • Council Correspondence for 355 Committees- Grants Update • Reporting of Gifts and Benefits Register • May Grant Funding Opportunities Update <p>Emails- Other</p> <ul style="list-style-type: none"> • NSW Electoral Commission Recipient Created Tax Invoice • Uniting Church- Church Flyer for the Notice Board <p>Text messages- none</p>	

Annexure C
Item 9.2

Item No.	Item	Action
	<p>Phone call-</p> <ul style="list-style-type: none"> • Hall Booking Enquiry <p>OUT:</p> <p>Emails- to GISC</p> <ul style="list-style-type: none"> • AGM minutes • Feb 4th General Meeting minutes • Response to -Letter - Review of Fees and Charges for the 2023-2024 Financial Year • Glencoe Hall General Meeting Postponed • New date for meeting- 3rd June 2023 • Agenda for General Meeting 3rd June 2023 <p>Emails- Other</p> <ul style="list-style-type: none"> • Victor Tracy- Invitation to join committee • Julie Wright-Letter and Invoice - Glencoe Hall Committee - GST Advice 2021-2022 • Julie Wright- Correspondence from Council – Grants • Committee members-Voting Day Sausage Sizzle March 25th • Ceinwen- several emails – Booking Officer Information • Julie Wright- NSW Electoral Commission- Recipient Created Tax Invoice • Julie Wright- BBQ Receipts • AEC- Referendum Polling Place Review • Committee Members-Glencoe Hall General Meeting Postponed • Committee members- Reporting of Gifts and Benefits Register • Executive Committee- Setting new meeting date • Committee members- New date for meeting- 3rd June 2023 • Committee Members- Agenda for General Meeting 3rd June 2023 <p>Text messages</p> <ul style="list-style-type: none"> • Committee Members- Voting Day Sausage Sizzle 25th March, postponing meeting, new meeting date. 	
8	GENERAL BUSINESS:	
1	<p>Use of hall for Referendum Polling Place AEC enquired about hall availability for the upcoming referendum. Not confirmed. No date.</p>	
2	<p>Book Sale/Book Fair Rob suggested a Book Fest as a fundraiser. After discussion it was decided to run the book Fest at the Referendum later this year. Glencoe Market and Book Fest at Referendum. Sausage sizzle, book stall, cake stall, invite others to run stalls. Helen to check with Danielle about the paperwork/requirements to run this fundraiser.</p>	Helen

Item No.	Item	Action
3	<p>Grants-outdoor cover, exterior painting Julie- still to source 2nd quote for the outdoor cover. Then look for a grant.</p> <p>Exterior painting- hall in need of painting on the new section. This is a shared Committee/Council responsibility. Would have to be added to next Budget 2024/2025 if no money currently available.</p> <p>Does anyone know a good painter who can give approx. cost? Jack will source quotes for painting outside of hall and shed including gutters(unless we put on new gutters), and a separate quote for inside. Then we will look for a grant.</p> <p>At the next meeting discuss spring clean and replacing gutters.</p>	<p>Julie</p> <p>Jack</p>
4	<p>Update- Expression of interest for Glencoe Library Secretary was given an Expression of Interest flyer by the GI Severn Council Library manager. Flyer tabled. Due date has passed. Committee is not interested in running the library.</p> <p>Julie will call Dan, and then organise a flyer to encourage the community to support book borrowing.</p> <p>Encourage committee to become library members-go to library in town, free membership, then borrow books from Glencoe.</p>	<p>Julie</p> <p>Helen</p>
5	<p>Drinks- going out of date Drinks sorted and we removed all out-of-date drinks.</p>	
6	<p>Reporting of Gifts and Benefits Gifts, benefits, and hospitality should be politely refused <u>see Part 6 - Code of Conduct (Personal Benefit)</u>, no matter how insistent the person making the offer. Offers of money in any form (including lotto tickets, instant scratch-its, etc), should never be accepted. <u>ALL offers whether accepted or refused MUST be declared and reported via the Gifts and Benefits Register</u></p> <p>The email Reporting of Gifts and Benefits Register and the Code of Conduct will be sent to all members.</p>	<p>Helen</p>
	<p>Ramps for shed Andrew said they cannot get the mower in and out of the shed. This is a WHS issue. Jack will get some quotes. Helen will check with her husband who is a boilermaker.</p>	

MEETING CLOSED: 12:20pm
NEXT MEETING: 11am, 5th August 2023 at Glencoe Hall

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 Chairman

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 Date

**MINUTES OF THE OPEN SPACES COMMITTEE
ORDINARY MEETING HELD ON 19 April 2023**

MEETING OPEN: 4.06pm by Acting Chairperson Mayor Rob Banham.

PRESENT: Mayor Rob Banham, Gayleen Burley (Director Place and Growth), Graham Archibald (Manager Open Spaces and Recreation), Hayley Cowan (GISC Representative Minute Taker), Raelene Watson, Desmond Fitzgerald, Joe Friend & Richard Moon.

APOLOGIES: Peter Croft, Councillor Carol Sparks, Dr Mahri Koch, Wendy Mather and Councillor Troy Arandale

Moved: Mayor Rob Banham **Seconded:** Raelene Watson **CARRIED**

PREVIOUS MINUTES:

Moved: Raelene Watson **Seconded:** Richard Moon **CARRIED**

BUSINESS ARISING:

Deepwater Plantings – Mr Archibald informed the committee that the plantings have begun, the trees will have wooden sleepers added as borders once the ground has settled. The Century garden with accompanying Sensory garden space opened last week to a large crowd. There has been very positive feedback from the community. Deepwater is looking very well-kept overall.

Deepwater Arts Festival – The 2023 Deepwater Arts Festival was held on Friday, Saturday, Sunday, and Monday 31st March – 3rd April 2023. Very large turnout, over 150 people on opening night, that same evening over \$25,000 gross profit was recorded.

Strategic Plan- A complete strategic plan is being created to manage the Open Spaces, streetscapes, and Recreation areas. This will allow long term management and maintenance to be funded and planned out.

CORRESPONDENCE:

Outgoing:-

- 22/2/2023 Nicole Wilson: Minutes from 15/2/2023 meeting

Incoming:-

- 15/2/2023 Wendy Mather: Apologies for 15/2/2023 meeting. This arrived too late to be included in the minutes of the previous meeting.
- 13/4/2023 Councillor Carol Sparks- Apologies
- 13/4/2023 Dr Mari Koch- Apologies
- 19/4/2023 Councillor Troy Arandale- Apologies
- Desmond Fitzgerald – General Business items to be raised
- Nomination of Committee from 15/5/2023 AGM

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Chairman

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Date

GENERAL BUSINESS:

1. Hedges in Grey Street (Mr Desmond Fitzgerald)

Desmond voiced his concerns about the hedges in Grey Street and was concerned that they are too high for a little car to see any oncoming traffic. Mr Archibald advised that these hedges have been inspected by relevant GISC staff where site visions were conducted through surveying and the hedges comply with the relevant height requirements. They will be reinspected to ensure continued compliance.

Action- Graham Archibald to investigate hedge heights at roundabouts.

2. Playground at Standing Stones (Mr Desmond Fitzgerald)

Desmond was asked by a resident about plans for a playground at the Standing Stones. The former playground was deemed dangerous and has been removed. A new playground is being investigated in conjunction with the Australian Standing Stones Management Board.

3. Community Gardens (Mr Joe Friend)

Mr Joe Friend would like a new community garden established in Glen Innes, he felt unwelcome in the Glen Industries Community Garden. A survey was suggested to gauge community interest in the project. The potential for planting edible trees to was raised. The viability of a community garden will be investigated within the Strategic Plan.

Meeting closed 4.41pm

Next Meeting: 4pm Wednesday 28 June 2023

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

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Chairman

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Date

Minutes of Roads Consultative Committee Meeting
18 May 2023

PRESENT: Andrew Hancock (Chair), Keith Appleby (Director of Infrastructure Services), Tony Kamphorst (Manager of Infrastructure Delivery), Daniel Alford (GISC Administration Assistant), Brian Winter, Jeff Smith, Maurice Velcich, Mayor Rob Banham, Cr Troy Arandale, Tom Faithfull and Kimberley Wilkins (Minutes)

1. OPEN AND WELCOME:

Andrew Hancock (Chair) opened the meeting at 10.00am.

2. APOLOGIES:

Mike Norton, James Gresham, Daniel McAlary.

3. MINUTES OF THE PREVIOUS MEETING:

As per Item 3.4 of the Manual for Community Committees of Council, the minutes of the ordinary meeting held on 16 February 2023 were deemed endorsed by consensus of the Committee as no requests for amendment were received within the specified five (5) days of distribution.

4. BUSINESS ARISING:

4.1 School Bus Sign on Shannon Vale Road (meeting 18.5.2023)

New Mann bridge – bus stop right at there with a number of stops in this area.

Request for school bus signage to be installed

Need a decent bus stop on the bridge approach. Guardrail on the bridge may pose an issue.

ACTION:

Tony to inspect this area to allocate possibly moving the bus stop to an area that allows for the bus to stop.

Get the bus signs up especially through the time where there are currently working undertaking road works.

No further action.

.....
Chairperson

.....
Date

Minutes of Roads Consultative Committee Meeting
18 May 2023

5. CORRESPONDENCE

The following items of correspondence were received and posted since the last roads committee meeting:-

Incoming:

24.3.2023 GISC - Committees of Council – Election of Committee

Outgoing:

12.5.2023 Roads Consultative Committee (Agenda 18.5.23)

02.5.2023 Roads Consultative Committee (Minutes 16.2.23)

Action:

Correspondence noted. No further action.

6. STANDING ITEMS

6.1 Maintenance Program Update

Tony Kamphorst provided the Committee with documentation mapping out where maintenance grading teams have been working. These maps are attached to the report as *Annexure A*.

As flood recovery projects are completed, the maintenance crews will begin to recommence their regular maintenance schedule of roads across the Local Government Area.

7 Construction Program Update

Tony Kamphorst reported

- A successful tender has been selected for the Wentworth Street bridge and Furracabad Bridge with the report and recommendation to council this month. Completion of these projects are aimed for June 2024. .
- Yarrow Creek Bridge progressing well however priority has been diverted to Donnelly’s Bridge on Shannon Vale Road to address an emergency issue.
- Road works construction crews completing Hilltop subdivision.
- Bald Nob Road stage 2 (6km rehab) has commenced and will be due for completion March 2024.
- Cox’s bridge has received funding. Design to be sought from appropriate contractor with the view to start work early 2024.
-
- Gulf Road upgrade commenced this week Drainage undertaken in preparation for resheet.
- Rummery’s Hill hazard reduction program undertaken with Wellington Vale, Tent Hill overhanging trees and branches next week. RFS funded program identified as bushfire cross over risk.

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Chairperson

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Date

Page 2

Minutes of Roads Consultative Committee Meeting
18 May 2023

- Kings Plains Road – consistently repairing road approach against abutments during flooding. Aim to install concrete wing walls with a similar treatment to Donnelly’s Bridge.
- Wattle Vale Quarry intersection. Upgrade intersection so that entry and exit to Highway allows for extra lanes for safe turning.
- KA reported \$50M grant funded work is planned ahead for Council to deliver various projects. Resourcing and contractor availability continue to be a challenge. These projects are projects that are well targeted at the previously identified road network backlog.

Action:

Noted for Information and brief discussion. No further action.

8 Changes to Plant and Equipment

Keith Appleby reported that Council looking into new plant – wheel excavator with an attachment for digging out potholes with various heads, similar to Council’s asphalt zipper machine. Invitation for inspection has been extended to Council which has been arranged.

Jetpatchers – Bitumen emulsion cleaning environmental issue. Self-reported to EPA who are working with Council to identify best practice moving forward. Considering new processes to clean plant effectively without breaching environmental regulations.

Action:

For information. No further action.

9 Event Road Closures

Action:

Nil

10 Member Suggestions for Improved Practices

Maurice

Street Trees

Lawrance Street trees are an issue for school bus. Has raised this previously and would like the matter to be addressed.

ACTION:

KA to speak with Director of Place and Growth regarding the urban trees impacting the school bus service. School bus cannot pull off the road because the tree canopy is so low.

- Lawrence Street
- Margaret Street
- Cameron’s Lane
- Derby Street/Ferguson Street intersection

.....
Chairperson

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Date

Minutes of Roads Consultative Committee Meeting
18 May 2023

Tom Faithfull

Suggestion for work crews to 'camp out'

Suggestion for Council to improve efficiency on jobs driving to and from jobs. Consider employees encouraged to take own vans or provide vans with incentives to alleviate the loss of time on jobs.

KA acknowledged that this arrangement had worked in the past, however the changes to the LG State award has removed the ability for this to be a cost effective measure.

Red paint on the road to upcoming stop signs.

Would Council consider this at some stop signs in Glen Innes?

Keith Appleby advised that this is not an approved treatment by Transport NSW and does pose an ongoing maintenance cost not currently budgetted for and unlikely to be considered.

Stop signs (highlighted)

Hold lines at stop signs critical. Function that the maintenance team would manage, however diversions to other projects and staff on long term unavailability has presented challenges. These will be reviewed and added to the maintenance register.

Jeff Smith

Street Trees

Jeff Smith reiterated that vision is obstructed by street trees – especially in a truck. Request for full inspection of town to address vision issues because of street trees and gardens.

Wentworth Street and Church street – vision obstructed by parked vehicles when approaching from the west. Jeff ask for consideration of parking times or some signage.

Hunter and Bourke Street Intersection – drainage issue

Tony noted that this will be addressed with proposed kerb and guttering.

Andrew Hancock

Pinkett Rd out to edge of the shire is deteriorating with blowouts and request work to be scheduled in this area.

Rodgers Road Tree trimming is fantastic. Would like to have had more treatment. Request to consider this in future project planning.

Blacks Road - bitumen coming up on curve with drain hazard on one side and vegetation on the other. Request for maintenance inspection and work.

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Chairperson

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Date

Minutes of Roads Consultative Committee Meeting
18 May 2023

Mayor Rob Banham

Main Street.

Request for all garden hedges in main street to be trimmed back.
Speed Bumps in shared zone need replacing.

Loading zone sign outside Furnished in Glen

Vandalised dyna bolts exposed as trip hazard and sign needs to be replaced.

Grafton Street drainage down Emmaville Road side.

KA advised this work has been designed is flagged work and will be prioritised with appropriate work crews when the complete the current project they are working on.

Potholes

Request for maintenance to be scheduled for Emmaville Road near Fladbury’s

Cr Troy Arandale

Request for Maintenance.

Potholes on Golf Links Road;
Request for maintenance work on northern end of Grey Street;
Request for maintenance work Cross Street off the highway; and
Request for maintenance work Services Lane (heavy patch).

Brian Winter

Request for Maintenance

Stonehenge Road (off New England Highway near Tindall’s Road)
Drainage issues on Stonehenge Road (just past the bridge)
Furracabad Road Otta seal is cracking (0.5km) needs inspection
Furracabad Road – Bradley’s Lane – difficult with the amount of heavy vehicles constantly on this road and any interim repair work won’t hold.

Action:

Kimberley Wilkins to add these items to the Maintenance Works and Enquiries Register and follow up with maintenance crews.

11 GENERAL BUSINESS

No General Business discussed.

MEETING CLOSED: 11:47 am

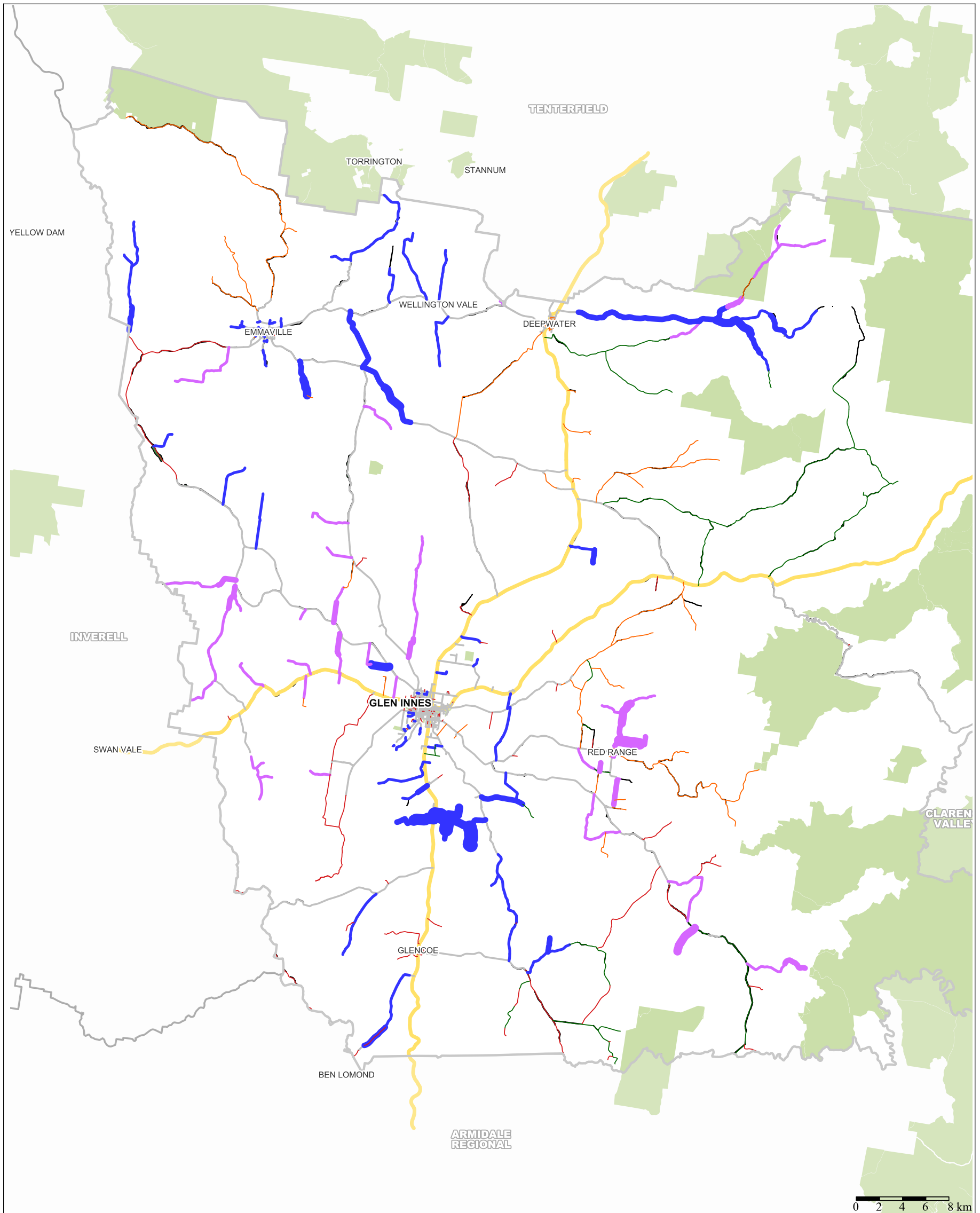
NEXT MEETING: 10.00 am Thursday 17 August 2023 at 10am

VENUE: William Gardner Conference Room, Glen Innes Severn Library
Learning Centre, 71 Grey Street, Glen Innes

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Chairperson

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Date

Whole LGA



- Legend**
- H1 2023: Current Period
 - H2 2022: 01/07/2022 to 31/12/2022
 - H1 2022: 1/01/2022 to 30/06/2022
 - H2 2021: 1/07/2021 to 31/12/2021
 - H1 2021: 1/01/2020 to 30/06/2021

GRADING ACCOMPLISHMENT REPORT

18/05/23