

Glen Innes Severn Council Meeting

26 OCTOBER 2023

Annexures

ANNEXURES

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^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
28/05/2020	7.18	Dumaresq Street Industrial Estate	<p>19.05/20 RESOLUTION</p> <p>That Council:</p> <ol style="list-style-type: none"> 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. 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. 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. 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. Requests applicants expressing interest to purchase land to demonstrate the following criteria: <ul style="list-style-type: none"> 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	<p>19 Jun 2020 3:03pm Price, Graham</p> <p>Item 1 completed and with GM for signing and final lodgement.</p> <p>19 Jun 2020 3:04pm Price, Graham - Target Date Revision</p> <p>Target date changed by Price, Graham from 11 June 2020 to 28 August 2020</p> <p>09 Jul 2020 3:32pm Price, Graham</p> <p>Item 1 completed and DA lodged.</p> <p>14 Jul 2020 9:30am Price, Graham</p> <p>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.</p> <p>10 Aug 2020 4:15pm Price, Graham</p> <p>Promotion has been carried out through the VIC. Subdivision DA has been lodged and is pending approval.</p> <p>25 Aug 2020 2:35pm Price, Graham</p> <p>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.</p> <p>25 Aug 2020 2:37pm Price, Graham - Target Date Revision</p> <p>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.</p> <p>10 Sep 2020 2:51pm Price, Graham</p> <p>The Development consent has been approved which will now allow the pursuing of the Subdivision certificate.</p>

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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>30 Sep 2020 8:35am Price, Graham</p> <p>Surveyor to be engaged to finalise the survey.</p> <p>29 Oct 2020 2:26pm Price, Graham - Target Date Revision</p> <p>Target date changed by Price, Graham from 30 October 2020 to 31 March 2021 - Delays have been experienced with appointing a Surveyor to undertake the preparation of the linen plan.</p> <p>29 Oct 2020 2:26pm Price, Graham</p> <p>Pending a quotation from Surveyor Jim Noad to finalise the linen plan.</p> <p>17 Nov 2020 4:07pm Price, Graham</p> <p>Further consultation with Preferred Energy who are undertaking the electricity design for the subdivision. Negotiations continuing with the Surveyor for the final preparation of the linen plan.</p> <p>02 Dec 2020 11:39am Price, Graham</p> <p>Works including sealing of road and K&G scheduled for March 2021. Negotiations underway with Surveyor to undertake the required land survey. Survey to be completed by 28 February 2021.</p> <p>15 Feb 2021 9:30am Price, Graham</p> <p>Preliminary site work has commenced and road works and kerb & gutter scheduled for completion end of March early April. Survey work has been deferred to the completion of the kerb & gutter and placement of survey markers. Survey expected to be completed by the end of April.</p> <p>15 Feb 2021 9:33am Price, Graham - Target Date Revision</p> <p>Target date changed by Price, Graham from 31 March 2021 to 28 May 2021 - Surveyor wants to have survey marks completed in kerb & gutter prior to undertaking survey work. K&G to be completed by the end of March.</p> <p>10 Mar 2021 12:20pm Price, Graham</p> <p>Surveyor appointed to undertake survey work. Roadworks scheduled for completion by 30 June 2021.</p>

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						<p>09 Apr 2021 3:24pm Price, Graham</p> <p>Project on track for completion by 30 June due to wet weather delaying the capital works schedule.</p> <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>

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						<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> <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>

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						08 Dec 2021 9:06am James, Sari I have called Council's legal representative and left a message today with the receptionist. 12 Jan 2022 9:07am James, Sari I contacted the Surveyor who has stated he has passed on this information to Council's legal representative. 14 Feb 2022 12:50pm James, Sari Surveyor has been contacted and will meet with Council survey team this week to discuss the site. 15 Feb 2022 1:15pm James, Sari - Target Date Revision Target date changed by James, Sari from 25 February 2022 to 30 July 2022 - This resolution requires surveys, subdivision, drafting of contracts, expressions of interest, and multiple land sales process. 24 Feb 2022 2:45pm James, Sari Council survey team to meet with surveyor to survey the site, aiming for next week. 09 Mar 2022 8:55am James, Sari Survey team of Council is meeting the Surveyor on Monday the 14th, Council's Survey team will be competing the drainage and the Surveyor will be completing the subdivision after the meeting. 15 Mar 2022 4:22pm James, Sari Survey team met with the Surveyor on Monday the 14th of March, Council is now waiting upon the response from the visit. 30 Mar 2022 11:07am James, Sari Surveyor has pegged the area and needs to come back for further surveying when he weather has cleared. 07 Apr 2022 3:55pm Appleby, Keith - Reallocation Action reassigned to Reid, Adam by Appleby, Keith - New staff member in role.

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						<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> <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>

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						<p>26 Aug 2022 10:20am Reid, Adam</p> <p>New England Surveying and Engineering provided Draft Subdivision Plan. DDPRS to finalise the outstanding Conditions of Consent before submitting for authorisation.</p> <p>06 Oct 2022 3:35pm Reid, Adam</p> <p>Acting Director of Development Planning and Regulatory Services is currently applying for an NMI to allow and electrical plan to be prepared before moving forwards.</p> <p>09 Nov 2022 10:54am Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 31 October 2022 to 30 April 2023 - Works to ensure adherence to the Development Application requirements have not yet been completed.</p> <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>

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						<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> <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> <p>14 Aug 2023 4:36pm Hunt, David</p> <p>Old fencing removed, block tidied, fencing contractors being sought by quotation to install required screening/fencing., Electrical and NBN design nearing completion, preliminary applications to utility authorities underway., Agreement of works to be completed on Lot 4 (Mr DeJong future property) determined with DIS., Landscaping/screening design underway., Inter-allotment drainage design completed, construction/set-out plans for drainage works underway.</p>

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						<p>11 Sep 2023 4:33pm Hunt, David</p> <p>Old fencing removed, block tidied, fencing quotes received to be analysed., Electrical and NBN design nearing completion, preliminary applications to utility authorities underway., Agreement of works to be completed on Lot 4 (Mr DeJong future property) determined with DIS., Landscaping/screening design underway., Inter-allotment drainage design completed, construction/set-out plans for drainage works underway.</p> <p>03 Oct 2023 3:20pm Hunt, David</p> <p>Old fencing removed, block tidied, fencing quotes received to be analysed., Electrical and NBN design nearing completion, preliminary applications to utility authorities underway., Agreement of works to be completed on Lot 4 (Mr DeJong future property) determined with DIS., Landscaping/screening design underway., Inter-allotment drainage design completed, construction/set-out plans for drainage works underway.</p>
25/08/2022	7.25	Operation of the Glen Innes Aquatic Centre	<p>27.08/22 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 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; Seeks Expressions of Interest to lease the Glen Innes Aquatic Centre and the Emmaville Aquatic Centre commencing in the 2023-2024 Financial Year; and Endorses the continuation of a further one (1) year for the current lease agreement for the Emmaville Aquatic Centre. <p>CARRIED</p>	15/12/2023	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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						<p>11 Jul 2023 7:45am Archibald, Graham</p> <p>Review is still underway aiming for a report to the September Council Meeting 2023.</p> <p>17 Aug 2023 8:31am Archibald, Graham</p> <p>Aiming for a report to the December 2023 Meeting of Council, allowing for a full analysis of the Aquatic Centres.</p> <p>14 Sep 2023 9:13am Duffell, Debbie - Target Date Revision</p> <p>Target date changed by Duffell, Debbie from 29 September 2023 to 15 December 2023</p> <p>15 Sep 2023 3:33pm Archibald, Graham</p> <p>Organising the draft RFT for the leasing of the pools. Aiming for the December meeting 2023.</p> <p>19 Oct 2023 9:07am Duffell, Debbie</p> <p>RFT to be released to market mid-November and it is anticipated that a late confidential report will go to Council on 21 December 2023 to award the contract.</p>
25/08/2022	7.27	Boundary Realignment request between Glen Innes Severn Council and Inverell Shire Council	<p>29.08/22 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> Accepts in principle the proposal to have the boundary realigned between Glen Innes Severn Council and Inverell Shire Council areas by transferring part of Crown Land Road Corridor between Lot 107 DP753292 and Lot 2 DP1187044 having an area of approximately 700m² from the Inverell Shire Council Local Government Area to the Glen Innes Severn Council Local Government Area; Makes an application to the Minister for Local Government and the Governor to alter the boundaries of the Glen Innes Severn Council and Inverell Shire Council; and 	30/11/2023	Hunt, David	<p>09 Sep 2022 10:47am Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 08 September 2022 to 31 December 2022 - Letter to Inverell Shire Council not yet approved.</p> <p>09 Sep 2022 12:16pm Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 31 December 2022 to 30 June 2023 - After investigation into past Boundary Realignments, time frame extended.</p> <p>06 Oct 2022 3:39pm Reid, Adam</p> <p>As the Property Administration Officer has been deployed to another department for emergency staffing, no further actions have been taken. A letter to Inverell Shire Council will be prepared on the Property Administration Officers return.</p>

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			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.			<p>17 Nov 2022 12:01pm Reid, Adam</p> <p>Action has not progressed as Property Officer has been diverted to alternate duties</p> <p>21 Dec 2022 1:40pm Reid, Adam</p> <p>Property Administration Officer has sent letter to Inverell Shire Council to proceed with rationalisation. Inverell Shire Council to discuss at 23 February 2022 Meeting.</p> <p>01 Feb 2023 12:02pm Reid, Adam</p> <p>Property Administration Officer has sent letter to Inverell Shire Council to proceed with rationalisation. Inverell Shire Council to discuss at 23 February 2022 Meeting.</p> <p>13 Mar 2023 11:38am Appleby, Keith - Reallocation</p> <p>Action reassigned to Hunt, David by Appleby, Keith - Reallocated to the Manager of Asset Services as the Property Officer has been tasked elsewhere for a period of time.</p> <p>13 Mar 2023 11:58am Hunt, David</p> <p>Property Administration Officer (PAO) awaiting official notification from Inverell Shire Council on Council resolution from 22.02.23. Inverell Shire Council Minutes of Ordinary Council Meeting notes that Council accepts in principle the proposal to have the boundary realigned between Glen Innes Severn Council and Inverell Shire Council areas. PAO will request notification from Inverell Shire Council as a follow-up activity. Submission will be submitted to the Minister for Local Government and Governor for review.</p> <p>16 Mar 2023 11:55am Hunt, David</p> <p>Property Administration Officer received confirmation via email of agreement from Inverell Shire Council noting that as the land has historically been un-rateable land, there is no need for negotiations between Councils regarding rates. Property Administration Officer to write application to the Minister for Local Government and Governor.</p>
			CARRIED			

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						18 Apr 2023 8:57am Hunt, David Property Administration Officer is preparing the application to the Minister for Local Government and Governor.
						11 May 2023 10:38am Hunt, David Property Administration Officer is preparing the application to the Minister for Local Government and Governor with the submission to be made in June 2023.
						31 May 2023 8:16am Hunt, David Property Administration Officer is preparing the application to the Minister for Local Government and Governor with the submission to be made in June 2023.
						02 Jun 2023 3:06pm Hunt, David PAO made submission on 02.06.23.
						14 Jun 2023 8:33am Hunt, David - Target Date Revision 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.
						30 Jun 2023 3:16pm Hunt, David 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.
						10 Jul 2023 4:34pm Hunt, David 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.
						14 Aug 2023 3:01pm Hunt, David 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 was July 2023 however this has been pushed out.

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^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						11 Sep 2023 12:55pm Hunt, David 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 was July 2023 however this has been pushed out. 03 Oct 2023 3:22pm Hunt, David 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 was July 2023 however this has been pushed out.
27/10/2022	7.3	Local Economic Development Support Fund Policy Applications	5.10/22 RESOLUTION THAT Council: <ol style="list-style-type: none"> Reimburses Attract Connect Stay – Glen Innes \$21,955 for the Community Workforce Recruiter Connector Feasibility Study with 50% payment to commence the project and 50% payment on completion and presentation to Council of the Feasibility Study. Reimburses the Glen Innes Show Society \$7,000 for the 2023 Annual Glen Innes Show, with 50% reimbursed prior to the event, and 50% reimbursed following the successful holding of the event. Reimburses the Ben Falls Retreat \$7,045 for the expansion of cabin accommodation with 100% paid on approval and provision of the Development Application for the cabins to Council. Reimburses Karinya \$20,000 for the construction of new units with 100% paid on approval and provision of the Complying Development Certificate to Council. 	31/10/2023	Bombell, Rhonda	14 Nov 2022 9:39am Davis, Margot - Target Date Revision 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. 02 Dec 2022 9:27am Burley, Gayleen 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. 07 Feb 2023 1:02pm Duffell, Debbie - Reallocation Action reassigned to Bombell, Rhonda by Duffell, Debbie - Reallocation requested by the Director of Place and Growth 09 Feb 2023 2:39pm Bombell, Rhonda 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.

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			5. Reimburses Spend in Glen \$10,000 for the operation of the 2023 Christmas Promotion with 100% paid on receipt of invoice to Council.			09 Feb 2023 2:50pm Bombell, Rhonda - Target Date Revision 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.
			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. 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.			09 Feb 2023 2:50pm Bombell, Rhonda - Target Date Revision Target date changed by Bombell, Rhonda from 28 February 2023 to 28 February 2023 09 Mar 2023 2:02pm Bombell, Rhonda 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.
			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.			14 Mar 2023 9:08am Bombell, Rhonda - Target Date Revision 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.
			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.			14 Mar 2023 9:15am Bombell, Rhonda - Target Date Revision Target date changed by Bombell, Rhonda from 28 April 2023 to 28 April 2023 18 Apr 2023 10:56am Burley, Gayleen - Target Date Revision 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).
			CARRIED			15 May 2023 2:13pm Bombell, Rhonda - Target Date Revision Target date changed by Bombell, Rhonda from 31 July 2023 to 31 July 2023

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						<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> <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> <p>09 Aug 2023 12:50pm 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>14 Aug 2023 2:40pm Bombell, Rhonda - Target Date Revision</p> <p>Target date changed by Bombell, Rhonda from 31 July 2023 to 31 August 2023 - The date is revised as the policy is still awaiting internal feedback.</p> <p>12 Sep 2023 4:55pm Bombell, Rhonda</p> <p>Target date changed by Bombell, Rhonda from 31 July 2023 to 31 October - The date is revised as the policy is still awaiting internal feedback.</p> <p>12 Sep 2023 4:57pm Bombell, Rhonda - Target Date Revision</p> <p>Target date changed by Bombell, Rhonda from 31 August 2023 to 31 October 2023 - Waiting on internal feedback</p>

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^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						03 Oct 2023 11:28am Bombell, Rhonda An official notification letter will be sent by the Grants Officer to Attract Connect Stay to inform of Council Resolution 20.09.23 regarding the amendment.
27/10/2022	7.16	Acquisition of Lot 721 DP 753282, Blue Hills Road	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 25 Jul 2023 10:39am Reid, Adam Native Title Consultant to be hired to ensure proper procedure is completed. 29 Aug 2023 12:23pm Reid, Adam Awaiting confirmation of meeting with Native Title Consultant to discuss 04 Oct 2023 9:00am Reid, Adam Still awaiting confirmation of Native Title meeting. Property Administration Officer to request a meeting date.

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^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
15/12/2022	12.1	Expression of Interest - Proposed Industrial Subdivision Dumaresq Street	<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; 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> <p>10 May 2023 4:14pm Hunt, David</p> <p>Discussions are still ongoing between The Organic T-Shirt Company and Glen Innes Severn Council.</p>

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						<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> <p>14 Aug 2023 3:03pm Hunt, David Discussions are still ongoing between The Organic T-Shirt Factory and Glen Innes Severn Council. MAS to confirm with Director of Place and Growth that Organic T-Shirt Factory is still proceeding with their intentions.</p> <p>11 Sep 2023 12:55pm Hunt, David Discussions are still ongoing between The Organic T-Shirt Factory and Glen Innes Severn Council. Intention to purchase is still ongoing however a smaller block is desired if available.</p> <p>03 Oct 2023 3:22pm Hunt, David Discussions are still ongoing between The Organic T-Shirt Factory and Glen Innes Severn Council. Intention to purchase is still ongoing however a smaller block is desired if available.</p>
23/03/2023	7.16	New England Rail Trail - Glen Innes to Ben Lomond	<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>	30/03/2024	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>

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						<p>02 Jun 2023 2:06pm Appleby, Keith</p> <p>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> <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> <p>15 Aug 2023 9:53am Appleby, Keith</p> <p>Following extended delays a briefing meeting has now been arranged by TfNSW for both Armidale Regional and Glen Innes Severn council to be held on Thursday 24 August.</p> <p>15 Aug 2023 9:57am Appleby, Keith - Target Date Revision</p> <p>Target date changed by Appleby, Keith from 31 August 2023 to 31 December 2023 - Delays have been encountered during engagement with TfNSW regarding the proposed lease of the rail corridor.</p> <p>14 Sep 2023 10:04am Appleby, Keith</p> <p>A meeting was held between TfNSW. Armidale Regional Council and GISC to provide an update on the process for the lease of the corridor. At this stage ARC has not provided their draft corridor to TfNSW for review.</p> <p>23 Sep 2023 1:51pm Appleby, Keith - Target Date Revision</p> <p>Target date changed by Appleby, Keith from 31 December 2023 to 30 March 2024 - Advised by TfNSW that process will take 20 weeks once the lease terms have been agreed between Council and TfNSW.</p>

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21/09/2023	7.18	Local Economic Development Support Fund: Request to amend Attract Connect Stay Project	20.09/23 RESOLUTION That Council endorses Attract Connect Stay's request to reallocate its 2022 Local Economic Development Support funds of \$21,955 from the then approved project 'Workforce Recruiter Connector Feasibility Study' to the continuation of their 'Health Workforce Recruiter Connector' program. CARRIED	28/10/2023	Burley, Gayleen	06 Oct 2023 2:14pm Burley, Gayleen Service Agreement is currently being drafted for execution by both GISC and ACS. 06 Oct 2023 2:15pm Burley, Gayleen - Target Date Revision Target date changed by Burley, Gayleen from 05 October 2023 to 28 October 2023 - New service agreement has to be drafted for execution by both parties.



Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy

Payment of Expenses and Provision of Facilities to the Mayor and Councillors

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER OF GOVERNANCE, RISK AND CORPORATE PLANNING (MGRCP)			
REVIEWED BY:		Management Executive Team (Manex)			
REVIEW DUE DATE:		August 2025			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
15	24/08/2023	TBA	Amendments have been made to the provision of a motor vehicle for use by the Mayor and the provision of meeting space at the Highlands Hub for Councillors.	MGRCP	Council
14	22/06/2023	7.06/23	Amendments made to: - Part 6, travel expenses including meals and accommodation for Councillors; - Seminar and Conference expenses for Councillors	MGRCP	Council
13	26/05/2022	6.05/22	Amendments made to: - Part 6, travel expenses including meals and accommodation for Councillors; - Seminar and Conference expenses for Councillors; and - ICT expenses. - Policy Summary, Annual reporting requirements; - Part 9, clarifying staff support; and - Related Councils and Policies.	MGRCP	Council

Note: Document Control continued at Appendix A.....
General Manager.....
Date

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ACKNOWLEDGEMENT OF COUNTRY

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

POLICY SUMMARY

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation) and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in Table 1. All monetary amounts are exclusive of GST.

Additional costs incurred by a Councillor, more than these limits are considered a personal expense that is the responsibility of the Councillor.

Councillors must provide claims for reimbursement within three (3) months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to Councillors will be published in full in Council's Annual Report, which is placed on Council's website. This report will include expenditure summarised by individual Councillor and as a total for all Councillors.

Table 1: Summary of Expenses and Facilities

Expense or facility	Maximum amount	Frequency
1. General travel expenses for attending Conferences, Meetings and Training (includes accommodation and meals)	\$16,000 for all Councillors collectively. \$8,000 for the Mayor	Per year
(a) Meals and refreshments	As per the Australian Taxation Office limits for public servants	Per meal
(b) Accommodation (Capital Cities)	\$350 (or a standard room at the same venue as the conference being attended)	Per night
(c) Accommodation (other than Capital Cities)	\$250 (or a standard room at the same venue as the conference being attended)	Per night
Professional development (Including Councillor Inductions)	\$10,000 for all Councillors	This is decided upon and set annually in the Operational Plan and Budget
Conferences and seminars (Registration costs)	\$8,000 total for all Councillors \$5,500 for the Mayor	Per year
ICT expenses (Telephone and Internet)	\$2,500 collectively for all Councillors	Per year
Council vehicle and fuel card	Provided to the Mayor with conditional use for Council business only	As Required
Reserved parking space at Council offices	Provided to the Mayor	As Required
Furnished office	Provided to the Mayor	As Required
Number of exclusive staff supporting Mayor	One (1) staff member shared between the Mayor and the General Manager	As Required
Meeting Room/Office Space	Highlands Hub – use of the Hub under normal booking procedures to a maximum value of \$5,000 per annum, collectively.	Reviewed annually, but usage to be monitored for the first six months after adoption of this Policy, version 15.

PART A – INTRODUCTION

1. Introduction

- 1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Glen Innes Severn Council.
- 1.2. The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council adopts its annual fees within this set range.

2. Policy Objectives

- 2.1. The objectives of this policy are to:
 - enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties;
 - enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties;
 - ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors;
 - ensure facilities and expenses provided to Councillors meet community expectations;
 - support a diversity of representation; and
 - fulfil the Council's statutory responsibilities.

3. Principles

- 3.1. Council commits to the following principles:
 - **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions;
 - **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor;
 - **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor;
 - **Equity:** there must be equitable access to expenses and facilities for all Councillors;

Payment of Expenses and Provision of Facilities to the Mayor and Councillors

- **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations; and
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

4. Private or Political Benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to Council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse Council.
- 4.5. Campaigns for re-election are a political benefit. The following are examples of what is a political interest during a re-election campaign:
 - production of election material;
 - use of Council resources and equipment for campaigning;
 - use of official Council letterhead, publications, websites or services for political benefit; and
 - fundraising activities of political parties or individuals, including political fundraising events.

PART B – EXPENSES

5. General Expenses

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

6. Specific Expenses

General travel arrangements and expenses

- 6.1. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2. A collective budget for all Councillors (excluding the Mayor) may be reimbursed up to a total of \$16,000 per year and the Mayor may be reimbursed up to a total of \$8,000 per year, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:
 - for public transport fares;
 - for the use of a private vehicle or hire car;
 - for parking costs for Council and other meetings;
 - for tolls;
 - for meals and accommodation;
 - by Cabcharge card or equivalent; and
 - for documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a logbook recording the date, distance and purpose of travel being claimed. Copies of the relevant logbook contents must be provided with the claim.

Interstate, overseas and long-distance intrastate travel expenses

- 6.5. Given Council's location near an interstate border, travel to southern Queensland will be considered as general travel. Arrangements and expenses for this travel will be governed by Clauses 6.1-6.4.
- 6.6. In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Council should avoid interstate (noting 6.5 as an exception), and overseas trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.

- 6.7. Total interstate (noting 6.5 as an exception) and overseas travel expenses for all Councillors have not been allocated in the budget specifically and there is only a general travel expense (6.2).
- 6.8. Councillors seeking approval for any interstate travel (noting 6.5 as an exception) must submit a case to, and obtain the approval of, the General Manager prior to travel.
- 6.9. Councillors seeking approval for any overseas travel must submit a case to and obtain the approval of a full Council meeting prior to travel.
- 6.10. The case should include:
- objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties;
 - who is to take part in the travel;
 - duration and itinerary of travel; and
 - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.11. For all journeys by air the class of air travel is to be economy class.
- 6.12. Bookings for approved air travel are to be made through the General Manager's office.
- 6.13. For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

- 6.14. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 6.15. In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 100 kilometres from the meeting location.
- 6.16. Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the local government area.
- 6.17. Council will reimburse employees' accommodation, meals and drinks to the maximum as stipulated in **Table 1: Summary of Expenses and Facilities**.
- 6.18. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.19.
- 6.19. Councillors will not be reimbursed for alcoholic beverages.

Refreshments for Council related meetings

- 6.20. Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the General Manager.
- 6.21. As an indicative guide for the standard of refreshments to be provided at Council related meetings, the General Manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

Professional development

- 6.22. Council will decide annually and set aside an amount not greater than \$20,000 for all Councillor's in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.
- 6.23. In the first year of a new council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding and the combined cost of Councillor Inductions and the facilitation of Professional Development for Councillors will not exceed \$30,000 in the year of a general election.
- 6.24. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.25. Approval for professional development activities is subject to a prior written request to the General Manager outlining the:
 - details of the proposed professional development;
 - relevance to Council priorities and business; and
 - relevance to the exercise of the Councillor's civic duties.
- 6.26. In assessing a Councillor request for a professional development activity, the General Manager must consider the factors set out in Clause 6.27, as well as the cost of the professional development in relation to the Councillor's remaining budget.

Conferences and seminars

- 6.27. Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.
- 6.28. Council will set aside a total amount of \$8,000 annually in its budget for registration costs to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors except the Mayor who will receive a total amount of \$5,500 annually. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably between the Councillors, other than the Mayor.

6.29. Approval to attend a conference or seminar is subject to a written request to the General Manager. In assessing a Councillor request, the General Manager must consider factors including the:

- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties; and
- cost of the conference or seminar in relation to the total remaining budget.

6.30. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General Manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18-6.21.

Information and communications technology (ICT) expenses

6.31. Council will provide or reimburse Councillors for expenses associated with appropriate Internet and Telephone services up to a limit of \$2,500 per annum collectively for all Councillors. Further Council will provide a digital device, such as an iPad for each Councillor so that all meeting documents may be viewed electronically.

6.32. Reimbursements will be made only for communications devices and services used for Councillors to undertake their civic duties, such as:

- receiving and reading Council business papers;
- relevant phone calls and correspondence; and
- diary and appointment management.

6.33. Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a Councillor, within the maximum limit.

Special requirement and carer expenses

6.34. Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing-impaired Councillors and those with other disabilities.

6.35. Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.

6.36. In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses to allow a Councillor with a disability to perform their civic duties.

6.37. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum amount per annum and included in this policy if the need arises within 12 months after the next local election, for attendance at official business, plus reasonable travel from the principal place of residence.

- 6.38. Childcare expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.39. In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

7. Insurances

- 7.1. In accordance with Section 382 of the *Local Government Act*, Council is insured against public liability and professional indemnity claims.
- 7.2. Council takes out Councillors and Officers Liability insurance.
- 7.3. Council takes out Personal Accident Insurance and the Mayor and Councillors are listed in the covered persons category. This policy, among other things, covers Councillors travelling on approved travel and any interstate and overseas travel on Council business.
- 7.4. Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 7.5. Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.

8. Legal Assistance

- 8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
 - a Councillor defending an action arising from the performance in good faith of a function under the *Act* provided that the outcome of the legal proceedings is favourable to the Councillor;
 - A Councillor defending an action in defamation, provided the statements complained of were made in good faith while exercising a function under the *Act* and the outcome of the legal proceedings is favourable to the Councillor; and
 - a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the *Act* and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.
- 8.2. In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.

Payment of Expenses and Reimbursement of Expenses to the Mayor and Councillors

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- 8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 8.4. Council will not meet the legal costs:
- of legal proceedings initiated by a Councillor under any circumstances;
 - of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation; and
 - for legal proceedings that do not involve a Councillor performing their role as a Councillor.
- 8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

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PART C – FACILITIES

9. General Facilities for all Councillors

Facilities

- 9.1. Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
 - laptop or equivalent and an email address;
 - pigeonholes;
 - access to shared car parking spaces while attending Council offices on official business;
 - personal protective equipment for use during site visits; and
 - a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.
- 9.2. Councillors may book meeting rooms for official business in a specified Council building at no cost, such as the Committee Room at Town Hall or the William Gardner Room at the Library and Learning Centre. Rooms may be booked through the Executive Assistant (Mayor and General Manager).
- 9.3. Councillors will be provided use of the Highlands Hub for official business only, through normal booking procedures, to a maximum value of \$5,000 per annum, collectively. The provision of this facility will be reviewed annually, but usage will be monitored for the first six months after adoption of this Policy, version 15.
- 9.4. The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

Administrative support

- 9.5. Administrative support may be provided by the Executive Assistant (Mayor and General Manager) or by a member of Council's administrative staff as arranged by the General Manager or their delegate.
- 9.6. As per Section 4, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

10. Additional Facilities for the Mayor including a Mayoral vehicle

- 10.1. Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space.
- 10.2. In performing his or her civic duties, the Mayor will be assisted by a small number of Council staff providing administrative and secretarial support, as determined by the General Manager.

- 10.3. The number of exclusive staff provided to support the Mayor and Councillors will not exceed 0.5 full time equivalents.
- 10.4. As per Section 4, any staff assisting in the Mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.
- 10.5. Council will provide to the Mayor a maintained motor vehicle, to a maximum value of \$75,000 [excluding GST] adjusted annually to CPI increases, with a fuel card. The vehicle will be supplied for use in attending official business including professional development, attendance at the Mayor's office and for limited private use.
- 10.6. The Mayor must keep a logbook setting out the date, distance and purpose of all travel. This must include any travel for private benefit. The logbook must be submitted to Council monthly.
- 10.7. The Mayoral Allowance will be reduced to cover the cost of any private use recorded in the logbook that is not within the defined 'limited private use' category, calculated on a per kilometre basis by the rate set by the Local Government (State) Award.

PART D – PROCESSES

11. Approval, Payment and Reimbursement Arrangements

- 11.1. Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 11.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
 - local travel relating to the conduct of official business;
 - carer costs; and
 - ICT expenditure.
- 11.4. Final approval for payments made under this policy will be granted by the General Manager or their delegate.

Reimbursement

- 11.5. All claims for reimbursement of expenses incurred must be made on the prescribed Combined Funds Voucher form, supported by appropriate receipts and/or tax invoices and be submitted to the General Manager for approval.

Notification

- 11.6. If a claim is approved, Council will reimburse the Councillor through accounts payable.

- 11.7. If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

- 11.8. If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
- Council will invoice the Councillor for the expense; and
 - the Councillor will reimburse Council for that expense within 14 days of the invoice date.
- 11.9. If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

Timeframe for reimbursement

- 11.10. Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three (3) months of an expense being incurred. Claims made after this time cannot be approved.

12. Disputes

- 12.1. If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.
- 12.2. If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

13. Return or Retention of Facilities

- 13.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 13.2. Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.
- 13.3. The prices for all equipment purchased by Councillors under Clause 13.2 will be recorded in Council's annual report.

14. Publication

- 14.1. This policy will be published on Council's website.

15. Reporting

- 15.1. Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.

16. Auditing

- 16.1. The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least once every term of Council.

17. Breaches

- 17.1. Suspected breaches of this policy are to be reported to the General Manager.
- 17.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct for Councillors, as detailed in the Code and in the Procedures for the Administration of the Code.

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DEFINITIONS

The following definitions apply throughout this policy.

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business
<i>Act</i>	Means the <i>Local Government Act 1993</i> (NSW)
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct for Councillors adopted by Council.
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
General Manager	Means the General Manager of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
limited private use	Means private use that is ancillary to official business. I.e., the Mayor, in attending his/her office at Town Hall, may also utilise the vehicle to run errands etc. prior to returning home. A trip from the Mayor's residence that does not involve any Council business and is wholly for private use is considered 'private use' whether within or outside the LGA.
long distance intrastate travel	Means travel to other parts of NSW of more than three (3) hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales
official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes: <ul style="list-style-type: none"> meetings of Council and committees of the whole; meetings of committees facilitated by Council; civic receptions hosted or sponsored by Council; and meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council.
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor
Regulation	Means the <i>Local Government (General) Regulation 2021</i> (NSW)
year	Means the financial year, that is the 12-month period commencing on 1 July each year

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant legislation and guidance:

- *Local Government Act 1993*, Sections 252 and 253;
- *Local Government (General) Regulation 2021*, sections 217 and 403;
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009;
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities; and
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

Related Council policies:

- Code of Conduct for Councillors;
- Code of Meeting Practice;
- Councillor Induction and Professional Development Policy; and
- Councillor Access to Council Staff, Information and Premises Policy.

VARIATION AND REVIEW

The Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy will be reviewed within the first 12 months of each term of Council, 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.

Appendix A

Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
11	22/09/2016	10.09/16	Section 1:8 – denotes a change to the review date in line with meeting new requirements under Sections 252 and 253 of the <i>Local Government Act 1993</i> .	DCCS	Council
10	24/09/2015	8.09/15	<ul style="list-style-type: none"> - Section 2:1 - Removal of the reference that all claims must be provided within two (2) months of receipt; -Section 2:7 - Clarification that confirming documents must be attached to claims; - Section 2:8 - Removal of the sentence stating that reimbursement for care arrangements will be at the current market rate; - Section 3:1 - Removal of the reference of provision of a leather briefcase; -Section 3:2 – Removal of reference that a mobile phone may be provided; - Section 3:3 – Change of wording from 'is provided with' to 'has access to'. 	DCCS	Council
09	25/09/2014	10.09/14	<p>Reflecting the name change of the 'Division of Local Government' to 'Office of Local Government';</p> <ul style="list-style-type: none"> - Added clause 1:10 Implementation/Communication, paragraph inserted; - Australian Taxation Office (ATO) private vehicle reimbursement rates have been updated; - Clause 3.1 (c) has been removed 'Councillors will be provided with a necktie or scarf'; - Clause 3.3 (e) has been removed 'Dedicated parking'. 	DCCS	Council

Payment of Expenses and Reimbursement of Expenses to the Mayor and Councillors

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
12	26/08/2021	5.08/21	A new model template from the Office of Local Government has been used for this version.	MGRCP	Council
08	26/09/2013	14.09/13	<ul style="list-style-type: none"> - Reflecting the name change of the 'Local Government and Shires Association' to 'Local Government New South Wales'; - Position title change from the 'General Manager's Personal Assistant', to the 'Executive Assistant'; - Accommodation in capital cities has been amended to include the cost of a standard room at the same venue as the conference being attended; - The following clause has been removed "Council will reimburse all Councillors up to \$30.00 per month for the use of home phone expenses upon the provision of details of usage on the specified form for reimbursement of expenses"; - The clause regarding reimbursement of mobile phones has been amended. 	DCCS	Council
07	20/12/2012	6.12/12		DCCS	Council
06	24/11/2011	5.11/11		DCCS	Council
05	25/11/2010	6.11/10		DCCS	Council
04	26/11/2009	5.11/09		DCCS	Council
03	25/09/2008	3.09/08		DCCS	Council
02	27/09/2007	9.09/07		DCCS	Council
01	26/04/2007	0.04.07		DCCS	Council



Revised Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy

Public Exhibition Submissions

SUBMISSIONS

Submission 1



Public Comments Form

For items placed on public exhibition for
28 days as per the *Local Government Act 1993*

Postal Address:
General Manager
PO Box 61
GLEN INNES NSW 2370
Phone: (02) 6730 2300
Email: council@gisc.nsw.gov.au
Website: www.gisc.nsw.gov.au

Use this form to submit comments in writing to Council for items placed on public exhibition.

- Print clearly using BLOCK LETTERS in the space provided and tick the appropriate boxes
- If relevant sections are not completed, your comments may not be able to be assessed appropriately

COMMENTS RELATING TO:	Pmt of Expenses & Provision of Facilities to Mayor and Crs Policy
COMMENTS CLOSING DATE:	Wednesday, 27 September 2023

How to lodge this form:

In person: Glen Innes Severn Council Administration Office, Town Hall, 265 Grey Street, Glen Innes NSW 2370
Mail to: PO Box 61, Glen Innes NSW 2370 **Email to:** council@gisc.nsw.gov.au

Personal Details	
Full Name: [REDACTED]	<div> <div>GLEN INNES SEVERN COUNCIL</div> <div>Title: Received by Records</div> <div>26 SEP 2023</div> <div>FOR ACTION: MGRCP</div> <div>Postcode: 2370</div> <div>FOR INFORMATION: SA</div> </div>
Business Name:	
Postal Address: [REDACTED]	
Email: [REDACTED]	
Telephone: [REDACTED] (W) [REDACTED]	
Your Comments	
<p>I am against the acquisition of a Mayoral car, especially when that car can be used for some private use and will be used for driving to and from his home and place of work (Council).</p> <p>Other Mayors and Councillors, when they have lived out of town, considered this before they stood for Council. To date, as far as I know, it has never been a problem.</p> <p>As for the price of the car to be purchased for the Mayor, at \$75,000, this would seem ludicrous to most ratepayers and would certainly not "pass the pub test".</p> <p>If any Councillor, including the Mayor, cannot afford to travel from their home to their workplace (Council) they should reconsider being a Councillor and not stand in the next election.</p>	

Form No:	Version No: 1.0 Date: Jul 2023	Review Date: Jul 2026	Related Documents:	Resp Officer: GAO
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Item 7.2

Annexure B

Your Comments continued

Your suggestions for improvement?

The Mayor should book a pool car if he needs to travel on Council business.

If the Mayor needs to use his own car to travel on Council business then he should claim the km rate.

SIGNATURE:

[Redacted Signature]

DATE:

25/9/23

Thank you for taking the time to review and comment on this matter.

Office Use Only

Received by:	Date received:	For Action to:	Date referred for Action:

Privacy statement

Glen Innes Severn Council is committed to protecting your privacy. The personal information you provide in this form is for the purposes directly related to the functions of Council, specifically relating to this form. The information you provide will not be used or disclosed for other purposes unless you provide further consent or as authorised by law. This information is collected under the *Privacy and Personal Information Protection Act 1998* (the Act) and if you require further information, please see our Privacy Management Plan at www.qisc.nsw.gov.au or contact Council on (02) 6730 2300.

Form No:	Version No: 1.0 Date: Jul 2023	Review Date: Jul 2026	Related Documents:	Resp Officer: GAO
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SUBMISSIONS

Submission 2

Item 7.2

Annexure B



Public Comments Form

For items placed on public exhibition for
28 days as per the *Local Government Act 1993*

Postal Address:
General Manager
PO Box 61
GLEN INNES NSW 2370
Phone: (02) 6730 2300
Email: council@gisc.nsw.gov.au
Website: www.gisc.nsw.gov.au

Use this form to submit comments in writing to Council for items placed on public exhibition.

- Print clearly using BLOCK LETTERS in the space provided and tick the appropriate boxes
- If relevant sections are not completed, your comments may not be able to be assessed appropriately

COMMENTS RELATING TO:	Pmt of Expenses & Provision of Facilities to Mayor and Crs Policy
COMMENTS CLOSING DATE:	Wednesday, 27 September 2023

How to lodge this form:

In person: Glen Innes Severn Council Administration Office, Town Hall, 265 Grey Street, Glen Innes NSW 2370
Mail to: PO Box 61, Glen Innes NSW 2370 **Email to:** council@gisc.nsw.gov.au

Personal Details	
Full Name: [REDACTED]	Title: GLEN INNES SEVERN COUNCIL Received by Records
Business Name:	26 SEP 2023 MGRCP
Postal Address: [REDACTED]	Postcode: 2370 FOR INFORMATION EA
Email: [REDACTED]	
Telephone: [REDACTED] (W) [REDACTED]	
Your Comments	
<p>In general, I support the provision of equipment and services needed to undertake the role of Councillor. This includes laptop/tablet, mobile phone, internet access, access to office space, professional learning and travel on Council business, including access to a Council vehicle when that is cost effective.</p> <p>I do not support the provision of a "mayoral vehicle" for use by the Mayor and including some private use.</p> <p>I understand salary packaging is used to provide leased vehicles for some Council staff, but does not apply to Councillors.</p> <p>Previous Mayors, for many years, have been content to use a pool vehicle when they needed to travel on Council business, even if one was nominally identified for use by the Mayor. That car remained available for staff and other Councillors to use when not needed by the Mayor and was housed in the Council vehicle compound. I see no reason for this to change.</p> <p>I live in Glen Innes and worked one day per week at Tenterfield for over three years. My employer did not pay my vehicle expenses to travel to and from work. I do not see any reason why the Council should pay the mayor's expenses to drive to the Council Chambers at Glen Innes whenever he feels like it. In general, employers of the thousands of ratepayers in the Glen Innes Severn LGA do not pay for their travel to and from the workplace, and I see no reason to treat the Mayor differently.</p>	

Form No:	Version No: 1.0 Date: Jul 2023	Review Date: Jul 2026	Related Documents:	Resp Officer: GAO
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Your Comments continued

I also see no reason for such an expensive car to be purchased. \$75,000 is more than most ratepayers would pay for a vehicle and I see no reason for their funds to be used to pay through the nose for a Mayoral vehicle.

If Council does not have enough vehicles it is the fault of the elected Councillors, who voted soon after being elected, and at the urging of the Mayor, to sell a vehicle and waste the proceeds on a short term popularity contest by paying for entry to local swimming pools.

"Council business" is surely defined somewhere and, if not, should only include regular or scheduled activities, such as meetings, organised through the Council. It should not be determined at the whim of Councillors, because they have decided to come to the Council offices at Glen Innes.

Your suggestions for improvement?

The draft policy should be amended to remove the proposal to purchase a car for the Mayor.

If the Mayor needs to use a Council vehicle he should book a Council pool vehicle. If the activity he is attending would not require him to come through Glen Innes, he should be able to collect the car the night before and drive home then straight to the activity.

If, as it seems, the Council needs another vehicle then the one that was sold should be replaced by something of similar quality and cost.

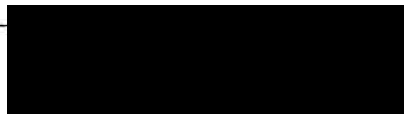
If the proposal to purchase a mayoral vehicle is retained then:

- No private use be subsidised by Council (the car is only to be used for Council business)
- A cheaper vehicle be purchased.
- The vehicle be available to Council staff and other councillors when not being used by the Mayor.

Consideration should be given to developing a policy that would allow Councillors to salary sacrifice their allowance to contribute towards leasing a vehicle in the same way that staff can.

If there is not a Council or OLG policy that defines "Council business" then one should be developed.

"Council business" should only include regular or scheduled meetings and other activities organised or arranged through the Council.

SIGNATURE:**DATE:**

25/9/23

Thank you for taking the time to review and comment on this matter.**Office Use Only**

Received by:	Date received:	For Action to:	Date referred for Action:

Privacy statement

Glen Innes Severn Council is committed to protecting your privacy. The personal information you provide in this form is for the purposes directly related to the functions of Council, specifically relating to this form. The information you provide will not be used or disclosed for other purposes unless you provide further consent or as authorised by law. This information is collected under the *Privacy and Personal Information Protection Act 1998* (the Act) and if you require further information, please see our Privacy Management Plan at www.gisc.nsw.gov.au or contact Council on (02) 6730 2300.

Form No:	Version No: 1.0 Date: Jul 2023	Review Date: Jul 2026	Related Documents:	Resp Officer: GAO
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SUBMISSIONS

Submission 3



Complaint Lodgement Form

Postal Address:
General Manager
PO Box 61
GLEN INNES NSW 2370
Phone: (02) 6730 2300
Email: council@gisc.nsw.gov.au
Website: www.gisc.nsw.gov.au

Use this form to submit a complaint in writing to Council, which will be used to record and resolve the complaint.

- Print clearly using BLOCK LETTERS in the space provided and tick the appropriate boxes
- If relevant sections are not completed, your complaint may not be able to be assessed appropriately

How to lodge this complaint:

In person: Glen Innes Severn Council Administration Office, Town Hall, 265 Grey Street, Glen Innes NSW 2370

Mail to: PO Box 61, Glen Innes NSW 2370

Email to: council@gisc.nsw.gov.au

Fields marked with an asterisk (*) are mandatory.

1. Personal Details	
*Full Name: [REDACTED]	Title: [REDACTED]
Business Name: [REDACTED]	ABN: [REDACTED]
*Postal Address: [REDACTED]	Postcode: [REDACTED]
*Email: [REDACTED]	
*Telephone: [REDACTED]	(H)
Preferred contact method: Email (preferred) <input checked="" type="checkbox"/> Telephone <input type="checkbox"/> Post <input type="checkbox"/>	
Are you the person affected by the complaint? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If no, please advise affected person/s:	
<div style="border: 1px solid black; padding: 5px; text-align: center;"> GLEN INNES SEVERN COUNCIL Received by Records 25 SEP 2023 FOR ACTION..... <u>MGRCP</u> FOR INFORMATION </div>	
2. Acting on Behalf of Others	
Are you acting on behalf of another person? No <input type="checkbox"/> Yes <input type="checkbox"/>	
If yes, please provide the person's details below:	
*Full Name:	Title:
Business Name:	ABN:
*Postal Address:	Postcode:
*Email:	
*Telephone: (M)	(W) (H)
3. Complaint Details	
Date Lodging Complaint:	22.9.23
Have you raised your complaint with us before? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, advise who you spoke with, what you were told and why you are still dissatisfied.	
I object to the constant raising of rates. This means I object to the Mayor getting \$79,000 for a car & rego. [REDACTED]	
[REDACTED]	
Form No:	Version No: 1.0 Date: Jul 2023
Review Date: Jul 2026	Related Documents: Complaints Management Procedure
Resp Officer: GAO	[REDACTED]

Item 7.2

Annexure B

Complaint Details continued			
<p>For new complaints, tell us what has led to this complaint. Provide as much detail as possible. (Explain what happened; when and where did it happen; who was involved; how you or others were affected)</p>			
<p>Trying to keep wages from being increased will help rate payers.</p>			
<p>Paying \$79,000 to the Mayor for a car is excessive.</p>			
[REDACTED]			
<p>What would you like to see happen as a result of your complaint?</p>			
<p>Council working to keep rates down. Mainly stop the creep of increases in the town rates.</p>			
<p>Have you raised your complaint with another agency? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (eg. Police, Member of Parliament)</p>			
<p>If yes, advise who you contacted and when, along with the outcome.</p>			
<p>4. What to Expect</p>			
<p>Council takes your complaint very seriously. We will endeavour to review the matter and resolve your complaint promptly. However, on occasions where this is not possible, we will provide acknowledgement to you within ten business days and provide an update on the progress of your complaint.</p>			
<p>Office Use Only</p>			
Received by:	Date received:	For Action to:	Date referred for Action:

Privacy statement

Glen Innes Severn Council is committed to protecting your privacy. The personal information you provide in this form is for the purposes directly related to the functions of Council, specifically relating to this form. The information you provide will not be used or disclosed for other purposes unless you provide further consent or as authorised by law. This information is collected under the *Privacy and Personal Information Protection Act 1998* (the Act) and if you require further information, please see our Privacy Management Plan at www.qisc.nsw.gov.au or contact Council on (02) 6730 2300.

Form No:	Version No: 1.0 Date: Jul 2023	Review Date: Jul 2026	Related Documents: Complaints Management Procedure	Resp Officer: GAO
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SUBMISSIONS

Submission 4

Item 7.2

Annexure B



Public Comments Form

For items placed on public exhibition for
28 days as per the Local Government Act 1993

Postal Address:
General Manager
PO Box 61
GLEN INNES NSW 2370
Phone: (02) 6730 2300
Email: council@gisc.nsw.gov.au
Website: www.gisc.nsw.gov.au

Use this form to submit comments in writing to Council for items placed on public exhibition.

- Print clearly using BLOCK LETTERS in the space provided and tick the appropriate boxes
- If relevant sections are not completed, your comments may not be able to be assessed appropriately

COMMENTS RELATING TO:	Pmt of Expenses & Provision of Facilities to Mayor and Crs Policy
COMMENTS CLOSING DATE:	Wednesday, 27 September 2023

How to lodge this form:

In person: Glen Innes Severn Council Administration Office, Town Hall, 265 Grey Street, Glen Innes NSW 2370

Mail to: PO Box 61, Glen Innes NSW 2370

Email to: council@gisc.nsw.gov.au

Personal Details	
Full Name:	Title:
Business Name:	
Postal Address:	Postcode:
Email:	
Telephone: (M)	(W) (H)
Your Comments	

As a rate payer and resident of Glen Innes Severn, I have concerns with the waste of rate payers' money buying a 4WD at the cost of \$79,000.00 for the mayors convenience and personal use. It has always my understanding that Council workers drove their own cars/utes to work. The collected a Council fleet vehicle for Council related work or related business trips. There was an all-electric sedan previously purchased for the mayor to use for that purpose so purchasing another would be an unnecessary expenditure and would be more useful to spend said money

Form No:	Version No: 1.0 Date: Jul 2023	Review Date: Jul 2026	Related Documents:	Resp Officer: GAO
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Your Comments continued

on a more worthy cause.
I'm sure there are plenty of trucks in the fleet
he could request if that is more to his liking.

Your suggestions for improvement?

- ① Safer payment for seniors and differently abled person to travel safely without having to ride on sloping roads dodging potholes and unaware drivers
- ② Potholes
- ③ Fully enclosed dog walking yard off leash
- ④ Maintain Rocky Ponds to make it a feature of our Town not a rubbish collector.

SIGNATURE:



DATE:

26/09/2023

Thank you for taking the time to review and comment on this matter.

Office Use Only

Received by:	Date received:	For Action to:	Date referred for Action:

Privacy statement

Glen Innes Severn Council is committed to protecting your privacy. The personal information you provide in this form is for the purposes directly related to the functions of Council, specifically relating to this form. The information you provide will not be used or disclosed for other purposes unless you provide further consent or as authorised by law. This information is collected under the Privacy and Personal Information Protection Act 1998 (the Act) and if you require further information, please see our Privacy Management Plan at www.gisc.nsw.gov.au or contact Council on (02) 6730 2300.

Form No:

Version No: 1.0
Date: Jul 2023Review Date:
Jul 2026

Related Documents:

Resp Officer:
GAO

SUBMISSIONS

Submission 5



Public Comments Form

For items placed on public exhibition for
28 days as per the Local Government Act 1993

Postal Address:
General Manager
PO Box 61
GLEN INNES NSW 2370
Phone: (02) 6730 2300
Email: council@gisc.nsw.gov.au
Website: www.gisc.nsw.gov.au

Use this form to submit comments in writing to Council for items placed on public exhibition.

- Print clearly using BLOCK LETTERS in the space provided and tick the appropriate boxes
- If relevant sections are not completed, your comments may not be able to be assessed appropriately

COMMENTS RELATING TO:	Pmt of Expenses & Provision of Facilities to Mayor and Crs Policy
COMMENTS CLOSING DATE:	Wednesday, 27 September 2023

How to lodge this form:

In person: Glen Innes Severn Council Administration Office, Town Hall, 265 Grey Street, Glen Innes NSW 2370
Mail to: PO Box 61, Glen Innes NSW 2370 Email to: council@gisc.nsw.gov.au

Personal Details

Full Name:	[REDACTED]	Title:	[REDACTED]
Business Name:	_____		
Postal Address:	_____		
Postcode:	_____		
Email:	[REDACTED]		
Telephone: (M)	(W)	(H)	_____

Your Comments

I have been informed that Council
is considering purchasing a new vehicle
for the Mayor's use. To be used privately
If this is correct then I object most
strongly. To my knowledge a vehicle is
available for his use for business.
during this period of financial hardship This
cost should be used for the benefit of
our town

[REDACTED]

Form No:	Version No: 1.0 Date: Jul 2023	Review Date: Jul 2026	Related Documents:	Resp Officer: GAO
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Item 7.2

Annexure B

Your Comments continued

Your suggestions for improvement?

SIGNATURE:



DATE:

26/09/2023

Thank you for taking the time to review and comment on this matter.

Office Use Only

Received by:	Date received:	For Action to:	Date referred for Action:

Privacy statement

Glen Innes Severn Council is committed to protecting your privacy. The personal information you provide in this form is for the purposes directly related to the functions of Council, specifically relating to this form. The information you provide will not be used or disclosed for other purposes unless you provide further consent or as authorised by law. This information is collected under the *Privacy and Personal Information Protection Act 1998* (the Act) and if you require further information, please see our Privacy Management Plan at www.gisc.nsw.gov.au or contact Council on (02) 6730 2300.

Form No:

Version No: 1.0
Date: Jul 2023Review Date:
Jul 2026

Related Documents:

Resp Officer:
GAD



GLEN INNES SEVERN COUNCIL

Gathering Information Policy

RESOLUTION NUMBER:	17.06/20	MEETING:	25 June 2020
	12.06/16		23 June 2016
	9.10/10		28 October 2010
	9.08/07		23 August 2007

INTRODUCTION

Council requires a formal policy and guidelines supporting the consistent and systematic treatment and collection of information systems and procedures. Councils may be required to provide information that is to be used in the defence or resolution of potential or actual litigation against Council, as well as for insurance claims such as: public liability, professional indemnity and vehicle damage claims. This information is valuable and needs to be gathered, recorded and formatted so that it can be relied on when defending claims in court and is available for the uses as detailed above.

AIMS

The aims of the Gathering Information Policy are to:

- Document the required standard of Council generated information needed to assist in the defence of any potential or actual litigation against Council, as well as to provide information required in completing insurance claims such as: public liability, professional indemnity and vehicle damage claims, etc.;
- Provide documented procedures and guidelines for the gathering of such information;
- Ensure that such information constitutes admissible evidence;
- Ensure that such information meets operational business needs, accountability requirements and community expectations; and
- Protect Council's financial position through proactive risk management.

GATHERING OF INFORMATION

Glen Innes Severn Council aims to provide sustainable services to the community, through the provision of services and decisions that enhance quality of life and contribute to the economic and natural environment. Council's risk management / records functions are committed to assisting individuals and groups within Council, by documenting and distributing the adopted procedures for gathering information and information systems.

Reference Number:	Version Number: 4.2 Date of Effect: 25/6/20	Review Date: June 2023	Responsible Officer: MGRCP
Related Documents: Gathering Information Guidelines, Procedures and Best Practice			

This Policy and the related Guidelines and Procedures provide the guidance required to accomplish this.

Listed Information Source documentation must be appropriately recorded and archived in accordance with Council's Records Management Policy adopted on 28 March 2019 and in accordance with the *State Records Act 1998*, the *Local Government Act 1993 s739A* in accordance with any approved standards including GA39, and the *Privacy and Personal Information Protection Act 1998*.

Council will, within its budgetary constraints and using existing information systems available to it, endeavour to ensure accurate and systematic information is gathered, maintained and stored appropriately.

APPLICABILITY

This Policy applies to all employees of Council who are required to gather information in the course of their duties.

RELEVANT LEGISLATIVE PROVISIONS

State Records Act 1998 (NSW);
Evidence Act 1995 (NSW);
Interpretation Act 1987(NSW);
Electronic Transactions Act 1999;
Local Government Act 1993;
Personal Information Protection Act 1998.

VARIATION AND REVIEW

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

Reference Number:	Version Number: 4.2 Date of Effect: 25/6/20	Review Date: June 2023	Responsible Officer: MGRCP
Related Documents: Gathering Information Guidelines, Procedures and Best Practice			

IMPLEMENTATION / COMMUNICATION

Revised versions of the Policy will be communicated to Managers by the Manager of Governance, Risk and Corporate Planning, for highlighting and discussion at all team meetings and communicated by Managers to new staff, contractors and volunteers.



.....
General Manager



.....
Date

Reference Number:	Version Number: 4.2	Review Date:	Responsible Officer:
	Date of Effect: 25/6/20	June 2023	MGRCP
Related Documents: Gathering Information Guidelines, Procedures and Best Practice			

GLEN INNES SEVERN COUNCIL



Gathering Information Guidelines, Procedures and Best Practice

(For Claims, Incident Reporting, and Investigation)

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Related Documents: GISC Public Incident Report, GISC Drug and Alcohol Policy and Testing Procedures, GISC Gathering Information Policy.			



GLEN INNES SEVERN COUNCIL

Gathering Information Guidelines, Procedures and Best Practice

RESOLUTION NUMBER:	17.06/20	MEETING:	25 June 2020
	12.06/16		23 June 2016
	9.10/10		28 October 2010
	9.08/07		23 August 2007

Refer to Attached Document.

.....
General Manager

8/7/20
.....
Date

Reference Number:	Version Number: 4 Date of Effect: 25/06/2020	Review Date: June 2023	Responsible Officer: MGRCP
Related Documents: GISC Public Incident Report, GISC Drug and Alcohol Policy and Testing Procedures, GISC Gathering Information Policy.			

NOTE: This document should be read in conjunction with:

- Glen Innes Severn Council's Gathering Information Policy;
- Glen Innes Severn Council's Public Incident Report;
- Glen Innes Severn Council's Drug and Alcohol Policy and Procedures; and
- All other related documentation as referred to in this document.

1 Document Control

Version No.	Details	Endorsement
Version 1	<ul style="list-style-type: none"> • Not located. 	
Version 2	<ul style="list-style-type: none"> • Contained an Incident Flowchart, Explanation of Flowchart and a Table on Information Sources. 	October 2010
Version 3	<ul style="list-style-type: none"> • Extensive Update with improved structure and some inclusion of Best Practice 	June 2016
Version 4	<ul style="list-style-type: none"> • Review, Re: Title and inclusion of significant portions of the Statewide Mutual Best Practice Manual - Gathering Information for Incident Management Version 5.1. 	June 2020

2 GENERAL

2.1 Introduction

Glen Innes Severn Council (Council) may be faced with various types of incidents which may lead to injuries or property damage that may give rise to claims against Council. It is therefore essential that Council has a systematic process established which guides Council staff in responding to such incidents in a standardised, professional and coordinated manner.

The starting point for the establishment of a best practice procedure on gathering information is to understand the incident reporting process.

Perhaps the best way to visualise the incident process is to look at an incident flow chart. Appendix 2 is a graphical representation of the flow of information as it typically occurs within Council. However, the most appropriate method to understand this process is to follow how the chart could be used in a real-life situation.

The flow chart is not intended to define the total process in dealing with a report of an incident, such as emergency works etc., but rather it deals with the process of claims administration.

Reference Number:	Version Number: 4 Date of Effect: 25/06/2020	Review Date: June 2023	Responsible Officer: MGRCP
Related Documents: GISC Public Incident Report, GISC Drug and Alcohol Policy and Testing Procedures, GISC Gathering Information Policy.			

2.2 Process

Council is informed of an incident or accident which could potentially result in an action against it. This step is illustrated as “Incident Notified to Council” on the flowchart (see Appendix 2).

This notification is the entry point on the flow chart. As the chart illustrates, such scenarios could originate from external sources (a letter or phone call of complaint), or internal sources (such as a Council worker witnessing the incident and reporting). Regardless of whether the incident originates from an internal or external source, the chain of events outlined on the flow chart should be followed.

Council’s designated Risk Management Officers (**Manager of Governance, Risk, and Corporate Planning (MGRCP)** and/or the **Work Health and Safety Coordinator (WHSC)**), depending on the nature of the incident) are to administer the report of this incident. The flow chart, “Notify Risk Management Officer” indicates that the appropriate individual in the Council should be informed of the incident.

Upon receipt of the notification of the incident, the Risk Management Officer may use a Public Incident Report or relevant **Work Health Safety (WHS)** forms.

On receipt of the notification and any accompanying additional information, the Risk Management Officer will review the incident and determine if there is a suggestion that liability rests with Council. If, from the information at hand, Council will have no liability in the matter, then the Risk Management Officer will deal with the reported incident appropriately.

If there is a suggestion that liability might rest with Council, the Risk Management Officer will begin the formal claims procedure as prescribed by Council’s insurer and relevant legislation.

Once the steps above have been completed, the Risk Management Officer will begin the relevant data gathering process, making a request for further information from the appropriate sources. The sources may need to prepare external reports and/or internal reports from the relevant department itself. See Appendix 3 and 5 for the possible document types required.

The Risk Management Officer may look for sources both internal and external to assist Council in the preparation of the final report. This may require that the inspection records, work or service’s instructions, or photographs related to the incident be made available.

The contents of these documents provided by the internal department should be in a format suitable for use as evidence in court and be honest, truthful and transparent.

Reference Number:	Version Number: 4 Date of Effect: 25/06/2020	Review Date: June 2023	Responsible Officer: MGRCP
Related Documents: GISC Public Incident Report, GISC Drug and Alcohol Policy and Testing Procedures, GISC Gathering Information Policy.			

The Risk Management Officer in consultation with the relevant directorate staff may decide that external reports are also required to determine if Council breached its duty of care to the injured third party. The services of a professional loss assessor, or an engineer who could later testify in court that Council had performed its duties in accordance with relevant standards may be required. This must be documented in a manner that is admissible in court and supports Council's due diligence processes.

Finally, the Council staff involved may seek other internal reports to help demonstrate that the organisation has not been negligent. Copies of budgets for its public works programs, decisions by Council regarding levels of service, and financial resources allocations are examples of documents that can assist in the defence of a possible claim.

After receiving all requested reports from the relevant departments, internal and external sources, the decision will be made whether further information gathering is required. If reports are incomplete or do not provide enough detail, the flow chart illustrates a feedback loop, which initiates a request for more data to be retrieved and gathered. On completion of all the required processes and research, a final report is prepared by the Risk Management Officer.

2.3 Scope

These Guidelines, Procedures and Best Practice manual is applicable to all Council workers and visitors, as well as to members of the public involved in incidents as described below.

2.4 What is an Incident?

As a noun "Incident" is defined as: "subordinate or accessory event; event, occurrence; detached event attracting general attention; something that occurs casually in conjunction with something else".

Council will be faced with various types of incidents, including complaints that may result in a claim against Council. These incidents can cover Public Liability, Professional Indemnity, or Workers Compensation claims.

It is essential that Council has a systematic process in place that can respond to these incidents in a uniform and co-ordinated manner, irrespective of type of incident.

Listed below are some examples of types of incidents or complaints that may result in a claim against council:

Reference Number:	Version Number: 4 Date of Effect: 25/06/2020	Review Date: June 2023	Responsible Officer: MGRCP
Related Documents: GISC Public Incident Report, GISC Drug and Alcohol Policy and Testing Procedures, GISC Gathering Information Policy.			

2.5 Type of Incidents

2.5.1 Workplace Health and Safety

- Actual or potential work-related injury or illness to workers.

2.5.2 Public Liability

- Traffic incident at Council controlled road works;
- Traffic incident on Council controlled road network;
- Injury or illness to a member of the public at a Council controlled facility or infrastructure;
- Injury, illness, loss or damage suffered by member of the public as a result of actions or activities of Council workers.

2.5.3 Professional Indemnity

- Loss or damage suffered by a member of the public as a result of a Development Application determination;
- Loss or damage suffered by member of the public as a result of the issue of a Certificate;
- Loss or damage suffered by a member of the public as a result of technical design or advice supplied by Council.

2.5.4 Property

- Any occurrence of a workplace emergency;
- Any occurrence of implementation of the Business Continuity Plan;
- Any failure of plant or equipment;
- Any loss or damage to fleet, equipment or property asset from actions of workers, visitors, or members of the public.

2.5.5 Legislative Compliance

- Any failure in legislative compliance.

2.5.6 Environmental

- Any incident or potential incident, for example an environmental spill at a Council controlled facility or worksite.

2.5.7 Financial

- Any occurrence of fraud or misappropriation of funds and/or resources;
- Any occurrence of major cost over-run;
- Any occurrence of failure in debtor, creditor and investment control systems.

2.5.8 Governance

- Any occurrence of failure in the Code of Conduct;
- Any occurrence of fraud or misappropriation.
- Any occurrence of significant reputation loss;
- Any occurrence of project management failure;

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Related Documents: GISC Public Incident Report, GISC Drug and Alcohol Policy and Testing Procedures, GISC Gathering Information Policy.			

- Any occurrence of Privacy Principles failure.

2.6 Types of Claims

- Workers Compensation Claim - covering work related injury or illness suffered by council staff.
- Public Liability Claim - covering injury, illness, loss or damage suffered by a member of the public resulting from council negligence, commission or omission.
- Professional Indemnity Claim - covering injury, illness, loss or damage suffered by a member of the public resulting from council negligence, commission or omission in technical advice or professional design or service delivery.
- Property Claim - covering damage or loss to council fleet, equipment or property assets.

2.7 Responsibilities

Directors/Managers/Supervisors are responsible for the implementation of the Policy and Procedures as well as for authorising the implementation of preventative measures.

Workers must notify their Manager/Supervisor of an incident as soon as possible, complete the Incident Report form, and assist in the investigations where required.

The MGRCP and/or WHSC may assist in accident/incident investigations and liaise with staff on the development and implementation of preventative programs and procedures.

The MGRCP is responsible for making insurance claims and the WHSC is responsible for claims relating to WHS and **Return to Work (RTW)** cover/claims.

The WHSC must notify WorkCover as per Part 3 of the *Work Health and Safety Act 2011* and Council's insurer within 24 hours of any major/critical incident.

The WHSC must notify Council's insurer within 24 hours of any injury or illness to a worker.

3 INCIDENT REPORTING AND INVESTIGATION

The Public Incident Report form must be used to capture information relating to members of the public, and all incidents must be reported within 24 hours to the MGRCP. This document is located on Council's intranet site under Documents > Forms.

Injuries/illnesses and incidents involving workers are to be reported to the WHSC using form WHS 001 within eight (8) hours.

Reference Number:	Version Number: 4 Date of Effect: 25/06/2020	Review Date: June 2023	Responsible Officer: MGRCP
Related Documents: GISC Public Incident Report, GISC Drug and Alcohol Policy and Testing Procedures, GISC Gathering Information Policy.			

Vehicle accidents must be reported on the relevant form which is located on Council's intranet site under Documents > Forms > Motor Vehicle Claim Form - Zurich. The reporting flowchart "Accident, Incident, Damage Reporting Flowchart" is also available at this location as well as the "Driver Information and Advice" booklet. This booklet is required to be kept in all Council vehicles and provides information to Council employees involved in accidents or incidents.

The MGRCP and/or WHSC (if WHS related) in consultation with the relevant Council staff, will determine whether further investigation of an incident is required.

As a minimum, the following information needs to be taken into consideration and captured:

Persons/s involved:

Witnesses:

- Ask the WHO? WHERE? WHEN? WHAT? HOW? WHY? and what could you, and what could Council have done to avoid it happening questions;
- What equipment / substances were being used?
- Did the person rendering first aid have any problems in dealing with the injuries?
- Have photos been taken? (if not, photograph site [See 8.1.6]).

Worksite:

- What was the task being performed?
- Was the task usual or unusual for the person(s) involved?
- What was the level of personnel experience/training?

Analyse the environment prior to the occurrence. This may include:

- The system/type of work being carried out;
- Was a site induction carried out prior to commencing the task?
- Was an adequate risk assessment of the task completed including emergency preparedness, public access etc.?
- Is there a relevant **Safe Work Method Statement (SWMS)** or procedure for the task or activity?
- Is it up to date, on site and sighted by investigator?
- Any variations from instructions or documented SWMS or Operating Procedures?
- Has the contractor documentation been sighted and checked?
- Workplace conditions such as lighting, floor surface, stair treads, warning signs, weather conditions if the incident occurred outside;
- Location of the incident;
- Materials used or handled;
- Transport or equipment used.

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Following the incident:

- Result of the incident, injury or damage?
- Rescue procedures;
- Events which contributed to enhancement of injury or damage;
- Effective investigation will look for the design, environmental and behavioural components of an incident and not look for a single cause.

The investigation should:

- Identify causes, such as design, environment, behavioural or management factors;
- Identify problem areas or hazards;
- Recommend corrective action;
- Provide information that can be used as a preventative tool;
- Provide management, supervisors, health and safety representatives and committees with data about health and safety problems;
- Provide information that can be used to analyse the need for specific programs.

4 INTERVIEW

The investigator shall interview the victim or injured person and any witnesses to the incident/accident. In preparing for interviews, the investigator shall:

- Choose the location and setting for the interview carefully;
- Be friendly, not aggressive;
- Not attempt to place blame nor accept blame;
- Show empathy, the interviewee may be upset;
- Ask open questions – WHO? WHERE? WHEN? WHAT? HOW? WHY? And WHAT could you, and what could Council have done to avoid it happening?
- Encourage interviewees to present their own account of the incident/accident;
- Get the facts, not assumptions or opinions (Many eyewitnesses assume what may have happened); and
- Not interrupt – if you have questions wait until the interviewee has completed his/her account.

5 DEBRIEFING

Where a serious or significant hazard or incident has impacted on other people or has caused concern within an area, a debriefing should be offered by the immediate Manager/Supervisor and/or Human Resources team to explain:

- The outcome of the hazard or incident;
- The outcome of the investigation; and

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Related Documents: GISC Public Incident Report, GISC Drug and Alcohol Policy and Testing Procedures, GISC Gathering Information Policy.			

- Any corrective/preventive measures that have been or will be taken.

Staff counselling should be offered for persons affected by the hazard or incident, using the Employee Assistance Program.

6 INFORMATION ANALYSIS

The investigator will analyse the information gathered from the incident, identifying hazard category, control measures and corrective actions required and complete the Incident/Accident Report Form with recommendations and Action Plan.

Depending on the outcome of the investigation, both short and long-term control measures may be required.

7 MONITOR AND REVIEW

The investigation report should be submitted to the Director/Manager who will:

- Verify that the problem has been correctly defined and solved;
- Depending on the severity of the incident, seek approval from the General Manager/Director to implement the recommendations of the investigation; and
- The supervisor will discuss, monitor and evaluate the control's effectiveness in consultation with work group employees and other relevant stakeholders.

If a worker was involved, the report should be forwarded to the WHS/Risk Committee for further review of recommendations and/or actions and may either endorse these actions or recommend resubmission.

8 RECORDS

All records should be maintained as per *State Records Act 1988*. The records should be held electronically.

(Please refer to Appendix 3: Categories of Documents; Appendix 4: Document & Data Control; and Appendix 5: Information Types).

Council accepts the following principles in relation to investigation:

- The investigation of events provides an important opportunity to find information about what went wrong or might go wrong with a view to preventing the occurrence of similar or related events in the future;
- Information from an investigation shall be obtained and used for a variety of purposes; for example, the information shall be collected and presented in a form which best serves the purpose, or purposes, for which it is being obtained or for which it is expected to be used;

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- Information from an investigation shall be obtained and used for a variety of purposes. The information shall be collected and presented in a form which best serves the purpose for which it is being obtained, or for which it is expected to be used, for example, for a Coroner or legal proceedings, input for other investigations or enquiries beyond the immediate incident, and information obtained so that practices and standards can be improved to prevent a recurrence of similar events;
- Councils overall investigative response to an event shall be principally determined by the seriousness of the event and the anticipated safety benefit that might result from the investigation;
- Investigation of more serious events shall, wherever practicable, be undertaken by a team rather than an individual or referred to an independent investigator to ensure Councils impartiality;
- Early and effective response into notification of an event requiring investigation shall be made, with emphasis on the preservation of physical evidence and the timely collection of initial oral evidence;
- Where appropriate, the confidentiality or sensitivity of information collected during the course of an investigation shall be respected;
- The results of investigations within certain limits shall be a published event, for example as a contributory cause to inform others of the potential problems or dangers associated with similar work methods to prevent the occurrence of events like the one being investigated.

8.1 CONTEXT FOR RECORDS MANAGEMENT

8.1.1 Legislative Requirements

Council must be aware of the legislative requirements to keep detailed and effective records. Council is required to observe the following:

- The Local Government Act 1993, § 739A requires Councils to retain, preserve and destroy records in accordance with any approved standards, including GA39;
- State Records Act 1998, various Sections impose duties on the Chief Executive of each public office to comply with the Act in regards the keeping of records;
- Privacy and Personal Information Protection Act 1988, to provide for the protection of personal information and for the protection of the privacy of individuals generally.

(See Appendix 1 for additional applicable legislation)

There is also a vast array of Commonwealth and State legislation that require councils to maintain an efficient and effective records management system, e.g. taxation and payroll records, workplace injury or illness incidents, environmental incidents, effluent re-use records, planning instruments.

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8.1.2 Due Diligence and Duty of Care

It also has to be recognised that under the Local Government Act 1993, Chapter 3, a Council has a Charter to provide “after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively”, often on behalf of another level of government.

The Charter also details numerous other functions, none of which can be substantiated without the production of effective and detailed records, especially in the demonstration of due diligence or duty of care.

Examples of such records might include inspection reports, safety checklists, financial statements, disbursement of grants funding, records of public consultation, project management plans, procedural manuals and complaint registers.

These documents often demonstrate Council’s actions regarding their role as a provider of public services. Clearly all Councils should have systems in place to record their activities, and additional systems to readily recover this data when needed.

8.1.3 Knowledge Management

Knowledge management is the process by which an organisation uses its intellectual and knowledge-based capital to assist in the achievement of its corporate objectives.

Council relies on the individual and collective knowledge, skills, creativity, innovation and expertise of its staff members to achieve objectives, irrespective of how macro or micro the project or task might be.

This becomes the knowledge capital of Council i.e. Council, as an entity, will know (or be aware of) the knowledge held by individuals and groups of staff members.

The following elements assist Council to maximise its knowledge capital:

- Centralised Records Management System;
- Centralised Customer Request (or complaints) System;
- Centralised Incident Response System;
- Centralised Document and Data Control System;
- Knowledge capture in conjunction with Succession Planning;
- Protection of knowledge and records by use of technology.

Most Councils already utilise information management systems designed to gather data of their activities e.g. revenue and expenditure data, rating systems, development and planning systems, mapping and road design systems, pavement management systems, asset management systems and plant management systems.

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Council also needs to collate centralised data relating to the primary reference material that it relies on to assist staff in their day to day activities. What source documents do they refer to in their decision-making or information-giving activities? How do Council staff members keep these source documents current?

8.1.4 Records Management

Why Does Council Have to Keep Records?

Local Government Act 1993, Chapter 18, § 739A – Retention, preservation and destruction of records

“The council must retain, preserve and destroy its records in accordance with any approved standards.”

State Records Act 1998

Section 10 stipulates that “Chief executives to ensure compliance with Act”.

Section 11 stipulates that each public office “must ensure the safe custody and proper preservation of the State records that it has control of”.

Sections 12 and 13 impose requirements to keep full and accurate records of its activities and establish and maintain records management programs in conformity with standards and codes of best practice.

Section 21 imposes protection measures over State records, including damaging or altering a State record, or neglecting a record in such a way that causes or is likely to cause damage to the records.

Why Does Council Have to Manage Records?

AS ISO 15489.1:2002 Records Management Part 1: General

7.2 Principles of records management programmes

“records are created, received, and used in the conduct of business activities. To support the continuing conduct of business, comply with regulatory environment, and provide necessary accountability, organisations should create and maintain authentic, reliable and usable records, and protect the integrity of those records for as long as required. ...”.

The system should capture all information relating to the business of Council and ensure that such information is **readily and easily accessible**. It should also be inviolable, preventing unauthorised access, destruction, alteration or removal.

Information relating to the business of Council should only be destroyed as legally authorised. The authority governing the destruction of Council documents is General retention and disposal authority: Local government records (GA39) 2011,

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and a record should be kept of all documents destroyed in accordance with it. Where it is anticipated that legal action may be commenced against Council, it may be necessary to retain records for longer periods than those defined in GA39.

8.1.5 Records as Evidence

Council has agreed to promote good risk management practices to minimise the occurrence and effect of claims.

The implementation of policies, procedures and processes, as recommended in the Council adopted Best Practice Manuals, will assist in the minimisation of the occurrence of claims.

The implementation of Council's Gathering Information Policy, supported by procedures and processes, as recommended in this gathering Information Guidelines, Procedures and Best Practice Manual, will assist Council in its ability to produce records, in any data medium that are complete, concise, accurate and acceptable to a court of law.

Council can defend itself by being able to provide records or statements that are:

- Concise;
- Complete;
- Accurate;
- Authenticated and dated Records of Council;
- In a form that is admissible in, and acceptable to, a Court;
- Able to be produced in as short a time as possible.

Such procedures and processes provide clear audit trails for investigators to follow as they attempt to reconstruct Council's response to an event or incident.

Nowhere is the need for the collection and retrieval of accurate information more critical than in the defence of public liability and professional indemnity claims.

In many litigated cases, it is often the objective of the Council to substantiate that it acted in a manner which was not in breach of its duty of care to the plaintiff. The only source of proof for this position is often the internal records, which Council itself maintains, of its own activities.

Potential plaintiffs, when faced with a well-organised, comprehensive and well documented work management system, which clearly outlines Council's regard for its duty of care to the public, may be less inclined to seek the intervention of the courts to resolve their disputes with Council.

One purpose of this Gathering Information Guidelines, Procedures and Best Practice Manual is to highlight the minimum types of data needed to assist in defending a public liability or professional indemnity claim. Courts and magistrates have standards of

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admissible evidence, which must be met if Council records are to be introduced as evidence; otherwise such records are in danger of being rejected by the courts.

The Statewide Mutual Gathering Information for Incident Management Best Practice Manual (of which this Gathering Information Guidelines, Procedures and Best Practice has been adopted from in part) has been compiled to specifically address the issue of Council generated information and its specific use in the defence of liability claims. It was produced to ensure a consistent approach to risk management. This manual will assist Council in recognising what should be the minimum characteristics of records they present to their insurers, solicitors and barristers to ensure they can be used to defend a claim against Council. The following is presented as a general guide and Council is encouraged to discuss this matter in greater detail with its legal advisers.

8.1.6 Minimum Data

It must be recognised that preparing the necessary documentation is of little use if it does not contain the minimum data to make it acceptable in court. While this varies from document to document (see Appendix5), each document should include as a minimum:

- The date on which it was created;
- The version number (if there is going to be more than one version);
- The name and, where appropriate, the signature of the author.

Many documents will need to contain additional data, for example photos should have written on the back:

- the date on which they were taken;
- a description of the scene shown in it;
- signed by the photographer, with printed Name and Position within Council.

If the photos are digital or a video, they should be downloaded to a CD with the following note attached:

- On (date) I attended (location) and took the photographs on the CD attached to this statement.

The photographer should set out his/her name, position and name of council and sign the document.

8.1.7 Orders for Discovery

An Order for Discovery is the process of identifying and disclosing to the other party to a legal action, all the documents that are relevant to the issues and proceedings. This imposes obligations on Council to make a full and thorough search for all pertinent documents, including any in electronic form, particularly e-mail.

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It should also be recognised that Council may have a Discovery Order made against it whilst not being a party to court proceedings. The failure to comply with the requirement in a Subpoena or Discovery Order may result in contempt of court proceedings.

8.1.8 Legal Privilege

Legal Privilege is intended to provide confidentiality of communications between a client and their legal representatives. As mentioned above parties in legal proceedings are required to disclose all pertinent documents, in any form, to the other party.

If legal privilege is exercised on a document(s), it is not necessary to produce that document to the other party in connection with the legal proceedings or other order to produce records. However, it still must be provided to Council's lawyers.

It must be recognised that legal privilege only exists to provide a mechanism for "confidential" communication between the client and their legal advisor, acting in the capacity of legal advisor. In order to make a claim for privilege over a document, Council must be able to demonstrate it was created for the dominant purpose of obtaining legal advice (as opposed to investigating how the incident may have occurred or what remedial works would be required or whether Council practices needed to be reviewed etc.).

Documents should be marked "Privileged and Confidential" or similar wording, but the confidentiality must be maintained within Council e.g. placed on a suitable file marked "Legal-In-Confidence" and kept in a secure area, not accessible by general Council staff. However, these markings alone are insufficient to make a claim for privilege. As stated above, Council must be able to demonstrate the main purpose behind the creation of the document was to obtain legal advice from a lawyer.

8.1.9 Risk Management for Documents and Information

Council creates many documents that are available to the public including reports, forms, correspondence, brochures, fliers and registers. Council also makes available information via websites, newsletters and signs.

Council needs to manage the risk that these documents, and other medium for disseminating information, pose if they are inaccurate, misleading, and/or out of date; Councils also need to ensure that its documents contain enough data to be acceptable in court.

To manage this risk, Councils should develop a risk management system that includes undertaking a risk assessment on their documents, websites and signage.

The first step is to identify all the methods by which Council is disseminating information to the public. These may include forms, correspondence, newsletters, signage and the web.

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Secondly, a risk assessment of each of these methods should be undertaken to determine the potential risks posed by them – are there inaccuracies, are they out of date, are their contents still relevant to the current needs of council, are they incomplete, do they contain the minimum data?

Thirdly, having identified the risks, Council should address them. For example, documents may need updating, old versions withdrawn from circulation, and each document should be:

- Accurate and factual;
- Up-to-date;
- Relevant;
- Complete;
- Contain the minimum data.

Once this process has been undertaken, a regular review program should then be adopted to ensure that Council's information continues to be audited on a regular basis.

This process should also be applied when new forms or documents providing information to third parties are created to ensure that they are accurate and contain the minimum data. Following their creation, they should be added to Council's document register.

9 REPORTING INSURANCE CLAIMS

9.1 Motor Vehicle Accidents

Rule: Delays Can Cost - Act Quickly

Council Vehicles

- General excess: \$1,200;
- For quotes under \$2,500 an automatic repair authority exists.

9.2 Internal dealing with claims

All damage to vehicles must be reported in accordance with Council's Accident, Incident, Damage Reporting Flowchart which is available under Documents > Forms on the intranet. Repairs to the vehicle are managed by the **Plant and Fleet Workshop Supervisor (WS)**, and no repairs may be undertaken until the WS has been consulted. Claim forms need to be completed and given to the MGRCP to manage.

Method

- Zurich claims are lodged online by the MGRCP through Z Track.

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Staff still need to first capture and provide information on the normal Zurich claim form and provide it to the MGRCP;

- Should the total cost of repairs to Council's vehicle, plus the cost of repairs to any third-party vehicle be below Council's excess, Zurich will not be involved. Council will decide whether it will meet a third party's claim.
 - Should Council decide to pay the third-party repairs, this should be done on a "WITHOUT PREJUDICE" basis and without any admission of liability on the part of Council;
 - Council should also insist that the third-party signs a **release form** before any money is paid. This prevents the third party claiming later, that further damage was done in the accident in question.

NOTE: Time can be an important factor, both for Council needing the vehicle for daily operation and for third parties who may claim demurrage (loss of use) for the time their vehicles are off the road.

- It is not Council's preferred option; however, repairs may be organised to Council's vehicle immediately and the detailed invoice and claim form submitted to insurers for reimbursement, net of the excess, after repairs are completed in an urgent situation;
- For emergency situations only – an automatic repair authority exists for quotes under \$2,500. Obtain two (2) quotes for the damage, complete and email together with the Zurich claim form. On completion of repairs, email copies of the paid invoice and receipt to the MGRCP who will send to Zurich, quoting the claim number, supplied by Zurich;
- The JLT insurance advisor may be able to expedite issue or provide advice if required.

9.3 Incident involving Council vehicle and a vehicle belonging to a member of the public

Please refer to the following information and advice that should be in the glove box/cubby hole of the Council vehicle for details relating to these issues.

- Driver Information and Advice booklet;
- Incident, Accident Damage Reporting Flowchart; and
- Other relevant information such as claim forms, flyers, etc.

In the booklet you will note that certain details are required to be captured.

Record the relevant information about the accident such as:

- Name and permanent address of owner of other vehicle(s);
- Name, permanent address and licence number of other driver(s) if not as above;
- Registration number and description of other vehicle(s);

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- Name of other vehicle's insurance company;
- Description of damage to other vehicle(s) (or other third-party property);
- Date, time, place of accident and road conditions;
- Name(s) and permanent address of any witnesses;
- Name(s) and station of any attending police officer(s).

If the Police do not attend, report the accident immediately as required by law. This usually applies when someone is injured and may be required if property is damaged (if you are unsure, seek advice from the local Police or contact the MGRCP who will contact Council's insurer).

NOTE: If someone is injured, you may also need to report the matter to Compulsory Third-Party Insurers. If you are unsure, contact the MGRCP.

- If a Council vehicle is damaged, take it or have it towed, to WS who will assess the damage and give further instructions relating to repairs;
- Obtain quotes from the recommended repairers;
- Complete a Zurich Claim Form and return it to the MGRCP;
- The MGRCP will lodge the claim with Zurich and may be able to arrange for a replacement vehicle within certain prescribed limits;
- If required, the insurer will arrange for an assessor to attend. Some repairers (in NSW) can arrange the assessment directly;
- Once the vehicle is repaired, Council will be required to pay the applicable policy excess to the repairer. The balance will be invoiced direct to Council's insurer for payment;
- Use the "Incident, Accident, Damage Reporting Flowchart" located at Documents > Forms on the intranet, as guideline for the above;
- The "Driver Information and Advice" booklet is located on the Intranet Documents > Guidelines and Procedures, and the Zurich claim form is available at Documents > Forms on the intranet;
- The "Driver Information and Advice" booklet is kept in the glove box of each vehicle for reference when involved in an incident or accident.

NOTE 1: No repair authority is given until insurers have sighted a completed and signed claim form, with quotations, and have provided a claim number.

NOTE 2: If someone is injured, we may also need to report the matter to Compulsory Third-Party Insurers. Where possible, liaise with Council's insurer and risk advisors in this regard.

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9.4 Claims for motor vehicle or any other personal property damage, made by third parties / members of the public:

Persons coming to the front counter to complain about motor vehicle damage as a result of the roads or perceived negligence should be advised that they are required to put their complaint in writing addressed to the General Manager, along with a quote for repairs and photos of the damage. Council requires information such as the exact location, date and time the incident took place as well as any witness details. The incident will then be investigated by Council and/or its insurers, and a determination made.

9.5 Public Liability Claim

Golden Rule: Do Not Admit Liability under Any Circumstance.

- Notification is usually from the front counter when a member of the public requests to report an incident. The MGRCP will complete the report and if unavailable the WHSC can complete a Public Incident Report (available on the Intranet at Documents > Forms providing as much information as possible;
- Completed forms should be immediately scanned and emailed to the MGRCP who will investigate the incident. If required, Council staff may further investigate the incident and supply feedback to the MGRCP regarding the claim and Council's response. Further investigation may be required by external parties, but this will be determined in each individual instance;
- The Incident Report must be registered to ECM. Instructions on registering to ECM can be requested from the MGRCP.
- Once registered, the incident must be entered into the Risk Management Register of Incidents spreadsheet used to keep track of incidents and the locations they occurred. The MGRCP maintains this Register.
- Once as much information as possible has been gathered, the documents along with the photos will be lodged by the MGRCP with Council's insurance broker who manages Council's public liability claims. All claims must be sent to the insurance broker even if they are only for record purposes. Council's excess for public liability claims is \$10,000;
- Should the matter be more serious, i.e. the person is taken to hospital, it may be necessary to meet the person or their representative(s) after the incident at the hospital;
- All gathered information is to be registered in ECM under Public Liability Claim. A hardcopy is to be kept, to be filed, (see above) by the MGRCP.
- Council's insurer, currently Statewide Mutual/Jardine Lloyd Thompson (JLT) will register the claim and acknowledge receipt of the claim to Council and the third party/Solicitor (if required);
- Council is to submit its Incident and/or Investigation Report to Council's insurer, together with colour digital photos, plans, sketches and any other relevant

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material as soon as possible following receipt of a claim. Photocopies of photographs are not acceptable;

- Council's insurer will handle direct claims on Council's behalf.
- Council's insurer will advise Council of progress of the claim as appropriate and depending on Council's requirements.
- If a claim is denied, a copy of the denial letter will be forwarded to Council for its records;
- When a claim is settled, Council will be notified and Council's insurer, will then request Council to pay the excess applicable as per the insurance policy conditions.

9.6 Property Claim

- Immediate notice of any loss or damage must be provided to Council's insurer;
- The MGRCP should be contacted immediately, and a Property Claims Form completed. The Statewide Property Claim Form – electronic is located on the Intranet at Documents > Forms;
- Should a major fire or other large loss occur on a weekend or after hours during the week and the services of an assessor is required immediately, Council's insurer should be contacted;
- All losses involving a crime, e.g. burglary, theft and vandalism, must be reported to the police as soon as discovered;
- An assessor may be appointed to inspect and assess the loss. The assessor will be from the local area where possible, in order to minimise delays in attending, and they will advise Council on the action to be taken;
- Where tenders must be obtained for work such as rebuilding, this must be done in the name of Council (as it is Council's property which is involved). The assessors will liaise with Council and assist during the tender process;
- When all work has been completed, Council will sign any final documentation to confirm that the work has been carried out to its satisfaction;
- Any invoices and accounts from suppliers, repairers and builders are to be made out to Council, as it is responsible for the payment;
- When Council's claim has been approved, Council's insurer, will reimburse Council for the costs involved, less GST and the excess applicable to each claim.
- With large claims where Council may be required to make progress payments to contractors, the assessors will normally recommend that such progress payments are in order. Settlement cheques will be sent to Council (net of GST, and net of excess on the first payment) so that Council in turn may pay the contractor;
- Council may wish to submit its own quotations to carry out repairs or re-building work, on both large and small claims. Where Council is to perform the work, to satisfy Council's insurer, it must be shown that Council's quotes are competitive. The tender process will usually verify this.

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10 PROFESSIONAL INDEMNITY CLAIM

Note: *This is a “Claims Made” contract and as such immediate notice of potential loss is compulsory.*

Traditional reporting methods, such as claim forms, do not work very well for these types of claims and Council will advise the insurers.

Advising Insurers of a potential Professional Indemnity Claim should proceed as follows:

- Advise Council's insurer, in writing of any circumstances which might give rise to a claim in the future, whether or not a complaint letter or demand has been received (to be done as soon as Council becomes aware of the circumstance). An example of this may be the receipt of a **Government Information Public Access (GIPA)** application;
- Provide Council's insurer, with a chronology of events, including copies of all correspondence and documentation between Council and the potential third party or their agent;
- Initiate an investigation by the appropriate departmental officer, if such is appropriate to the circumstances, and forward a copy of this report to Council's insurer.
- There is a \$10,000 deductible excess on this policy.

Remember to include at the top of the report:

“This Report may be used to defend Council in the event of legal proceedings against it.”

11 FIDELITY GUARANTEE CLAIM

Please Note: *This is a “Claims Made” contract and as such immediate notice of potential loss is compulsory.* This coverage is under Council's 'Crime' Insurance Policy through Statewide Mutual/JLT.

- Fidelity claims relate to the misappropriation of money or goods by the insured's employees;
- Keep in mind that these claims are emotive and confidential in nature, dealing with personal relationships as well as normal working relationships;
- A claim or where a claim is possible should be reported direct to Council's insurer. Thereafter, the matter will be handled in direct consultation with the insurer, according to the individual circumstances surrounding the loss.
- There is \$15,000 (or 12 hours business interruption) excess on this policy.

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12 COUNCILLORS AND OFFICERS CLAIM

Note: *This is a “Claims Made” contract and as such immediate notice of potential loss is compulsory.*

Councillors and Officers Checklist:

- Name of the person the claim is made against;
- What allegations are being made;
- When were the allegations first notified to Council; and
- Are any other parties involved e.g. WorkCover etc.

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APPENDICES:**APPENDIX 1: RELEVANT LEGISLATION*****NSW Civil Liability Act 2002***

The Civil Liability Act 2002 (CLA) commenced on 20 March 2002 and was introduced to “make provision for the recovery of damages for death or personal injury caused by the fault of a person; to amend the Legal Profession Act 1987 in relation to costs in civil claims; and for other proposes”.

The introduction of the CLA means that all public liability claims for personal injury brought against councils will be assessed under the Act.

Part 5 of the CLA pertains to the liability of public and other authorities, and councils are clearly included in the definition in § 41.

In § 42 councils are recognised as having finite limits to their financial, personnel and other resources that are available to be employed in performing their functions, and that the general allocation of those resources, by the council, is not open to challenge. This means that polices, budget allocations, works programmes, infrastructure development and other activities, suitably endorsed by council, cannot be challenged in court.

Road Authorities also receive special non-feasance protection under § 45 in relation to road work activities, provided the authority did not have knowledge of the particular risk that resulted in harm being suffered.

Division 10 of the Legal Profession Act 2004 (§ 344-349) has placed obligations on the claimant legal representation in that they must reasonably believe that they have a reasonable prospect of success, based on provable facts and a reasonable legal argument, prior to lodgement of a claim. This provision applies equally to defence legal representation.

Councils need to recognise that under Practice Directions the defence usually only has 28 days to file a defence after the service of a claim. Council must provide as much documentary information as possible to their legal representatives in this short time, in order that a proper assessment of the merits of the defence case can be made.

NSW Legal Profession Act 2004

The purpose of this Act is to provide for the regulation of legal practice in this jurisdiction in the interests of the administration of justice and for the protection of clients of law practices and the public generally and to facilitate the regulation of legal practice on a national basis across State and Territory borders.

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NSW Evidence Act 1995

This Act sets out the rules of evidence. The Act applies to proceedings within NSW courts, and before persons or bodies required to apply the laws of evidence.

NSW Evidence on Commission Act 1995

This Act applies in relation to the taking of evidence outside the State for the purposes of proceedings in the State and in relation to the taking of evidence in the State for the purposes of proceedings outside the State.

Electronic Transactions Act 1999

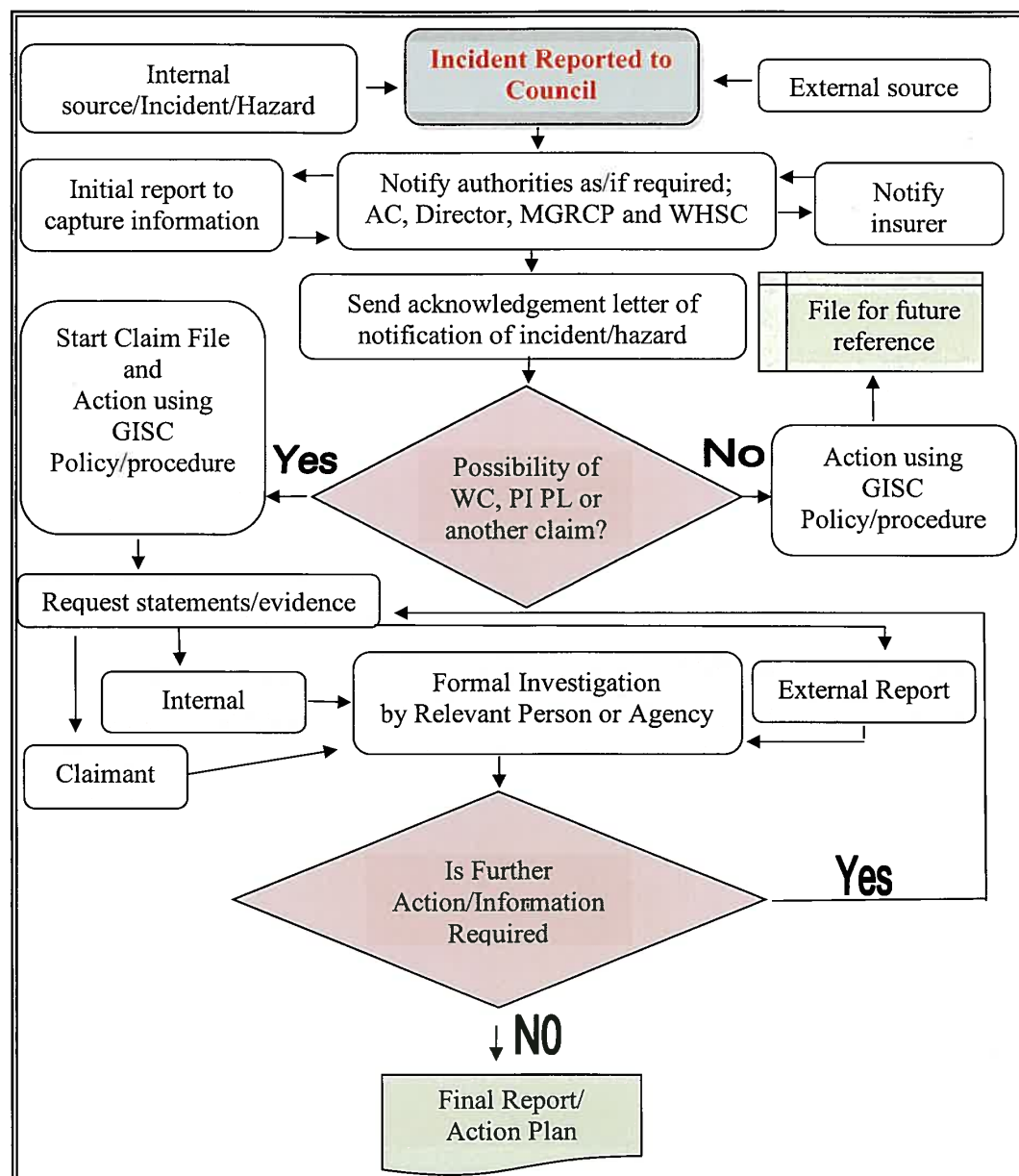
This Act provides the regulatory framework to recognise the importance and overall use of electronic transactions in the activities of government, business and general community.

State Records Act 1998

This Act makes provision for the creation, management and protection of the records of public offices of the State and to provide for public access to those records.

Orders for Discovery is the process of identifying and disclosing to the other party to a legal action, all the documents that are relevant to the issues in the proceedings.

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APPENDIX 2: REPORTING FLOW CHART**Key:**

AC:	Assets Coordinator
MGRCP:	Manager of Governance, Risk & Corporate Planning
WHSC:	Workplace Health and Safety Coordinator
GISC:	Glen Innes Severn Council
WC:	Workers Compensation

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PI: Professional Indemnity
 PL: Public Liability

These guidelines utilise terms and definitions that are the cornerstones of understanding the process of gathering information. To assist in understanding this process, the Appendix contains several subscripts which are explained below.

1. An incident is defined as an event or occurrence that may result in either a loss or injury to Council, an employee, a Claimant or a situation where Council could be held liable for a loss to a third party. All incidents should be recorded on Council's Initial Incident Report, be it a WHS incident or "general" incident, by using the appropriate form/s and procedure.
2. The initial report instigated by Council must record the facts of the situation so that liability can be determined. Council's designated risk management officer/s should be notified on the appropriate reporting form.
3. All incidents notified to Council must be dealt with. If the cause of the event was in no way attributable to the actions or inactions of Council, then an appropriate letter should be sent to the notifier of the incident within five (5) working days.
4. All possible claims against the insurance policy for liability, damages and injury must be notified to the Broker or Insurer in writing as per the policy wording.
5. Internal reports may be required to be generated by all Departments affected by the incident.
6. The investigation conducted by the relevant Department must be thorough and follow the internal procedures developed by Council.
7. External reports may be required to support the events leading up to and during the incident. These reports may include medical reports, loss adjuster's reports, expert reports and weather reports.
8. It is often necessary to contact the claimant to clarify certain pieces of information. This must be done in writing and it is advisable that the wording of the letter be checked by Council's Insurer. However, if a claim has been lodged it may not be acceptable to contact the Claimant.
9. The final report should be written in such a manner that it is available to all concerned.

Reference Number:	Version Number: 4 Date of Effect: 25/06/2020	Review Date: June 2023	Responsible Officer: MGRCP
Related Documents: GISC Public Incident Report, GISC Drug and Alcohol Policy and Testing Procedures, GISC Gathering Information Policy.			

APPENDIX 3: CATEGORIES OF DOCUMENTATION

There are essentially 4 categories of documents that Council may consider collecting and maintaining as evidence of their risk management practices and as a record of any incident that may occur. Descriptions of these document types are listed below, with additional detail provided in Appendix 5.

The information may be stored in a variety of mediums (paper based, electronic, photographs, audio, etc.) provided they are inviolate, durable and readily located and accessible.

- **Strategic documents** – being those documents that show the allocation of Council resources over the short, medium and long term as well as those, such as policies, that document the decisions made by Council to prioritise risks/hazards and the management thereof.
- **Proactive documents** – being those documents that detail the steps that Council has taken to identify, assess and manage its risks/hazards together with those that document inspections and maintenance.
- **Reactive documents** – being those created as a result of an incident and document the circumstances and details of that incident.
- **Instructional Documents** – being reference material used by staff to make decisions, in the form of manuals, technical journals, Australian Standards, Acts and supporting legislation, Standard Drawings, Building Code of Australia, Practice Notes.

Strategic documents

Documents showing the allocation of Council resources in any particular year, for example:

- Community Strategic Plan/Delivery Program;
- Operational Plan;
- Asset Management Plan/Strategy;
- Financial reports;
- Policy Register.

Proactive documents

Documents identifying hazards either in or posed by Council assets, for example:

- Risk Register listing risks and hazards;
- Risk Assessments of those risks and hazards;
- Risk Assessments of Council property/worksites;

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- Documents showing the action taken to eliminate or manage identified hazards and the reasons for taking that action in each case, including Environmental Management;
- Plans and Traffic Control Plans;
- Water testing records;
- Council minute books;
- Legal documents;
- Burial/crematorium records;
- Copies of certificates issued by council;
- Copies of Development Applications, Construction Certificates and Activity;
- Approvals;
- Training records;
- Drawings/plans;
- Diary entries;
- Phone logs;
- E-mail;
- Adopted Inspection and Maintenance policies for all council infrastructure;
- Inspection and Maintenance records of both assets and plant;
- Customer requests;
- One-off inspection and maintenance records;
- Adopted inspection and maintenance cycles for each year and weekly/fortnightly works programs;
- Timesheets/plant usage sheets;
- Copies of permits issued for approval to occupy/use Council property.

Reactive documents

Documents that may arise out of or be created during the investigation of an incident:

- Incident Inspection form;
- Interview statements;
- Site plan;
- Medical reports;
- Expert reports;
- Police reports;
- Loss adjuster reports;
- Photos/video;
- E-mail.

Instructional documents

It also must be recognised that most staff within Council will have certain documents and reference material that are used to assist them in the performance of their duties. This is especially relevant in Professional Indemnity claims, viz Development Application determinations, road and other infrastructure design and associated construction activities, provision of advice and information by Council service officers.

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It is incumbent on Council to be able to provide the following details:

- Type of reference material used;
- The currency of the version;
- How the material is kept updated;
- Why and how the material is used;
- Who has copies of the material;
- Are they registered copies?

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APPENDIX 4: DOCUMENT AND DATA CONTROL

It is essential that Council implement a system of control over all the documents and data that it produces. This will include for example guidance manuals, procedures, forms and pro-forma, checklists, work instructions, flow charts.

There is no intention to inhibit initiative on behalf of staff in designing or producing manuals, documents or forms that will simplify work, it just means that the document has to be approved/registered as an official form of council and be subject to version control and periodic review.

Council produced documentation should conform to its adopted formats, and as a minimum these should include:

- Council name/Logo;
- Document title;
- Document reference number;
- Effective or date of issue;
- Page number/number of pages;
- Review date or period.

Specifications could also include “Copy Number” and “Controlled” or “Uncontrolled” indicator if relevant.

Council should maintain a centralised Register of Documents, which will include details of the following:

- Document title;
- Document reference number;
- Effective or date of issue;
- Review date or period.
- Responsible Business Unit/Officer;
- Use/application of document.

Council should also have a system in place where obsolete documentation is quickly and completely withdrawn from all points of circulation, including Intranet and Internet sites if applicable, to ensure the outdated information or processes are not mistakenly used by staff or stakeholders.

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Related Documents: GISC Public Incident Report, GISC Drug and Alcohol Policy and Testing Procedures, GISC Gathering Information Policy.			

APPENDIX 5: INFORMATION TYPES

Internal Information - List of Internal Information, Uses and Minimum Data Requirements

Information Source	Description	Typical Use	Minimum Requirements
1. Operational Plan	A strategic document that prioritises works, linking timeframe and resources for individual capital works projects and/or maintenance activities.	Used to highlight Council's level of commitment to its infrastructure relative to its financial strength. Could be used to defend a statement claiming inaction by Council.	Financial year and date of preparation Version number and date of preparation Council minute of change (if appropriate).
2. Work or Service Register	A document recording work to be completed by Council as a result of a potential risk found by an employee or a member of the public.	Used to highlight Council's identification of risks program. Could be used to defend a statement claiming inaction by Council.	Date Name of originator Specific location Unique identifier Priority Action taken Date action taken Name of person completing action

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Related Documents: GISC Public Incident Report, GISC Drug and Alcohol Policy and Testing Procedures, GISC Gathering Information Policy.			

3. Routine Risk Inspection Record	A pro-forma document used by Council Officers to report on the general condition of the infrastructure and assets of Council.	Used to highlight Council's identification of risks program. Could be used to show that Council has inspected and made recommendations including repair, thus able to defend a statement claiming negligence by Council.	Date Name of inspecting officer Inspecting officer's position and department Specific location Unique identifier Recoverable List of recommendations
Information Source	Description	Typical Use	Minimum Requirements
4. Job Packs	Record of Project Management for each individual project.	Demonstrates Council's appropriate management of worksites and keeps a record of actions taken.	Design plans Environmental approvals Traffic management plans Induction records

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Related Documents: GISC Public Incident Report, GISC Drug and Alcohol Policy and Testing Procedures, GISC Gathering Information Policy.			

5. Environmental Due Diligence Plans	A strategic document, dealing primarily with environmental management issues that prioritises works and sets out a timetable for completion.	Used as a defence in the case of a breach under the EOP Act or a third party action claiming negligence or inaction by Council.	Date Name of originator Signature of originator Endorsed by Council Action plan with timetable for completion
6. Timesheets and Daily Activity Sheets	System of recording and allocating labour and plant costs, primarily for the purpose of payroll and project costing.	Used to provide a record of works completed.	Date Name of person completing Name / description of work crew Location and type of work Hours worked Job cost details

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Related Documents: GISC Public Incident Report, GISC Drug and Alcohol Policy and Testing Procedures, GISC Gathering Information Policy.			



Claims Management Policy and Procedures

CLAIMS MANAGEMENT POLICY AND PROCEDURES

Document Authorisation

RESPONSIBLE OFFICER:		Manager Governance, Risk and Corporate Planning (MGRCP)			
REVIEWED BY:		Management Executive Team (Manex)			
REVIEW DUE DATE:		September 2026			
VERSION NUMBER:		5			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
5	26/09/2023	Item No: 5.2	Major revision including removing elements contained in Statewide Mutual's guidance material which is referenced and to be read in conjunction with these procedures. Further a Policy statement has been added and the separate Policy made redundant.	MGRCP	Manex
	25/06/2020	17.06/20	Inclusion of significant portions of the Statewide Mutual Best Practice Manual - Gathering Information for Incident Management.	MGRCP	Council
3	23/06/2016	12.06/16	Extensive Update with improved structure and some inclusion of Best Practice	Manager Risk and Compliance (MRC)	Manex (Noted by Council)

Document Control continued at Appendix B.

.....
General Manager.....
Date

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CLAIMS MANAGEMENT POLICY AND PROCEDURES

Acknowledgement of Country

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

Purpose

The purpose of this procedure is to define processes regarding claims management and gathering information for claims, incidents and investigations.

This Procedure must be read in conjunction with Statewide Mutual's *Gathering Information for Incident Investigation* Best Practice Manual (Version 7, February 2023).

Consideration must also be given to documents identified at Part 3 of this document, **Legislation and Supporting Documents**, including Statewide Mutual's Guidance Notes.

Applicability

This procedure and guidelines apply to:

- Those who are required to gather information in the course of their duties; and
- Staff when creating, recording and storing information.

CLAIMS MANAGEMENT POLICY AND PROCEDURES

Definitions

Term	Definition
ARIC	Audit, Risk and Improvement Committee
CLA	<i>Civil Liability Act 2002</i>
Council	Glen Innes Severn Council
Duty of care	A common law term related to negligence claims. A duty of care exists when a person or entity has a responsibility to take care to ensure the safety and wellbeing of another person or entity who is likely to be affected by their conduct. Where a duty of care is owed but not fulfilled, the person or entity owing the duty of care is said to have been negligent. Where a person suffers a loss due to someone's negligence, they may be able to recover some of their losses. An established duty of care is between Councils and members of the public using property owned by it, e.g., road or public area. See also, s5B of the <i>Civil Liability Act 2002</i> for general principles related to duty of care.
GAO	Governance Administration Officer
Incident	Any event that may present itself as a liability for Council such as trips, falls, property damage, regulatory action etc.
Incident Report Form	The appropriate form, given the circumstances, to be completed after an incident is notified. Such forms are located on the Intranet or via a Risk Management Officer.
MGRCP	Manager Governance, Risk and Corporate Planning
Risk Management Officer/s	Manager of Governance, Risk and Corporate Planning or delegate such as the Governance Administration officer; and Work Health and Safety Coordinator.
WHSC	Work Health and Safety Coordinator
WHSCC	Work Health and Safety Consultative Committee
Without prejudice	This wording is employed in the beginning of correspondence when negotiating a settlement so that the information cannot be used in court later.

CLAIMS MANAGEMENT POLICY AND PROCEDURES

Roles and Responsibilities

Role	Responsibility
Directors / Managers / Supervisors	Responsible for the implementation of the Policy and Procedures as well as for authorising the implementation of preventative measures. Assists the MGRCP/WHSC in ensuring team members record and gather information requested.
GAO	Assists in the lodgement and management of claims.
MGRCP	Oversees the Policy and Procedures. Assists in accident/incident investigations and liaises with staff on the development and implementation of preventative programs and procedures. Ensures claims, relating to the areas of management, are managed efficiently and appropriately. Ensures compulsory notifications are made in accordance with legislation.
Staff	Must notify their direct supervisor of an incident as soon as possible, complete the appropriate <i>incident report</i> form, and assist in the investigations where required.
WHSC	Assists in accident/incident investigations and liaises with staff on the development and implementation of preventative programs and procedures. Ensures claims, relating to WHS and Workers Compensation are managed efficiently and appropriately. Ensures compulsory notifications are made in accordance with legislation.

CLAIMS MANAGEMENT POLICY AND PROCEDURES

Policy Statement

Council desires to resolve a claim in a way that is:

- Cost effective;
- Expedient;
- Protects community trust; and as
- A model litigant.

Gathering of Information

Council is committed to ensuring the accurate and timely collection and storage of admissible records. In ensuring this, Council will create necessary procedures and will access guidance material for use at Council, such as Statewide Mutual's *Best Practice Manual, Gathering Information for Incident Management*.

This Policy, related procedures, relevant legislation and industry standards, and other relevant Council policies and procedures provide the guidance required to accomplish this.

Listed Information Source documentation must be appropriately recorded and archived in accordance with Council's Records Management Policy, relevant legislation and standards.

Council will, within its budgetary constraints and using existing information systems available to it, endeavour to ensure accurate and systematic information is gathered, maintained and stored appropriately.

CLAIMS MANAGEMENT POLICY AND PROCEDURES

1. Procedures

1.1 Introduction

Glen Innes Severn Council (Council) may be faced with various types of incidents which may lead to injuries or property damage that may give rise to claims against Council. Council may also be involved in litigation either as a plaintiff or defendant. It is therefore essential that Council has a systematic process established which guides Council staff in responding to such incidents in a standardised, professional and coordinated manner.

The starting point for the establishment of a best practice procedure on incident management including gathering information is to understand the incident reporting process.

The incident process is defined in the *Typical Incident Recording Flow Chart* (Figure 1 of Statewide Mutual's *Gathering Information for Incident Investigation* Best Practice Manual) and is a graphical representation of the flow of information as it typically occurs within Council. The flow chart is not intended to define the total process in dealing with a report of an incident, such as emergency works etc., rather it deals with the process of claims administration. For ease of reference, the flow chart is replicated in this document at Appendix A.

1.2 General Process

1. Council is informed of an incident which could potentially result in an action against it or require Council to act against a third party. This step is illustrated as *Council notified of Incident* on the flowchart (see Figure 1 of Appendix 2).

This notification is the entry point on the flow chart. As the chart illustrates, such scenarios could originate from external sources (a letter or phone call of complaint), or internal sources (such as a Council worker witnessing the incident and reporting). Regardless of whether the incident originates from an internal or external source, the chain of events outlined on the flow chart should be followed.

2. If the incident is coming from an external source, the point of contact at Council should assist the person to complete a **Public Incident Report** (located under **Important Forms** on the Intranet) or refer the matter to the MGRCP.
3. Council's designated Risk Management Officers (MGRCP and/or the Work Health and Safety Coordinator (WHSC), depending on the nature of the incident) will administer the report of this incident.
4. If the incident is reported externally and the person indicates that they wish to make a claim against Council then this person is to be advised that any claims must be submitted in writing to the Public Officer, via:
Email: council@gisc.nsw.gov.au
Post: PO Box 61, Glen Innes NSW 2370
In Person: 265 Grey Street, Glen Innes NSW 2370

CLAIMS MANAGEMENT POLICY AND PROCEDURES

5. Upon receipt of the notification of the incident, the Risk Management Officer may use a Public Incident Report or relevant Work Health Safety (WHS) form to capture relevant information, if the information hasn't already been captured by frontline staff.
6. On receipt of the notification and any accompanying additional information, the Risk Management Officer will review the incident and determine if there is a suggestion that liability rests with Council. If, from the information at hand, Council will have no liability in the matter, then the Risk Management Officer will deal with the reported incident appropriately.
7. If there is a suggestion that liability might rest with Council, the Risk Management Officer will begin the formal claims procedure as prescribed by Council's insurer and relevant legislation.
8. If Council needs to make a claim against a third party for their liability, the Risk Management Officer will begin a formal claims procedure. Sometimes this may involve two claims such as a claim for damage to Council's vehicle or property and a claim against the person/s who may be liable for that damage.
9. Once the steps above have been completed, the Risk Management Officer will begin the relevant data gathering process, making a request for further information from the appropriate sources. The sources may need to prepare external reports and/or internal reports from the relevant department itself. A **Public Incident Council Inspection Report** may need assigning to a relevant officer for completion.
10. The Risk Management Officer may look for sources, both internal and external to assist Council in the preparation of the final report. This may require that the inspection records, work or service's instructions, or photographs related to the incident be made available.

The contents of these documents provided by the internal department should be in a format suitable for use as evidence in court and be honest, truthful and transparent.
11. The Risk Management Officer, in consultation with the relevant directorate staff may decide that external reports are also required to determine if Council breached its duty of care to the injured third party. The services of a professional loss assessor, or an engineer who could later testify in court that Council had performed its duties in accordance with relevant standards may be required. This must be documented in a manner that is admissible in court and supports Council's due diligence processes.
12. The Council staff involved may seek other internal reports to help demonstrate that the organisation has not been negligent. Copies of budgets for its public works programs, decisions by Council regarding levels of service, and financial resources allocations are examples of documents that can assist in the defence of a possible claim.
13. After receiving all requested reports from the relevant departments, internal and external sources, the decision will be made whether further information

CLAIMS MANAGEMENT POLICY AND PROCEDURES

gathering is required. If reports are incomplete or do not provide enough detail, the flow chart illustrates a feedback loop, which initiates a request for more data to be retrieved and gathered. On completion of all the required processes and research, a final report is prepared by the Risk Management Officer.

1.3 Incident Reporting and Investigation

1. The *Public Incident Report* form is to be used to capture information relating to incidents involving members of the public, and all incidents must be reported within 24 hours to the MGRCP. This document is located on Council's Intranet home page under **Important Forms**.

Injuries/illnesses and incidents involving workers are to be reported to the WHSC within eight (8) hours.

2. Vehicle accidents must be reported on the relevant Motor Vehicle Claim Form which is located on Council's intranet site under *Documents > Forms > Motor Vehicle Claim Form – Zurich*. This form must be provided to the Governance Administration Officer (GAO) within 48 hours after an accident. Photos of the damage including photos of all sides of the vehicle and number plates must be provided also. Further, if a third-party was involved their details, including insurance details must be provided.

The reporting flowchart *Accident, Incident, Damage Reporting Flowchart* is also available on the Intranet as well as the *Driver Information and Advice* booklet. This booklet is required to be kept in all Council vehicles and provides information to Council employees involved in accidents or incidents.

3. The MGRCP and/or WHSC (if WHS related) in consultation with the relevant Council staff, will determine whether further investigation of an incident is required.

The following information needs to be taken into consideration and captured:

Witnesses:

- Ask the Who? Where? When? What? How? Why? and what could you, and what could Council have done to avoid it happening questions;
- What equipment / substances were being used?
- Did the person rendering first aid have any problems in dealing with the injuries?
- Have photos been taken?

Worksite:

- What was the task being performed?
- Was the task usual or unusual for the person(s) involved?
- What was the level of personnel experience/training?

Analyse the environment prior to the occurrence.

This may include:

- The system/type of work being carried out;

CLAIMS MANAGEMENT POLICY AND PROCEDURES

- Was a site induction carried out prior to commencing the task?
- Was an adequate risk assessment of the task completed including emergency preparedness, public access etc.?
- Is there a relevant **Safe Work Method Statement (SWMS)** or procedure for the task or activity?
- Is it up to date, on site and sighted by investigator?
- Any variations from instructions or documented SWMS or Operating Procedures?
- Has the contractor documentation been sighted and checked?
- Workplace conditions such as lighting, floor surface, stair treads, warning signs, weather conditions if the incident occurred outside;
- Location of the incident;
- Materials used or handled;
- Transport or equipment used.

Following the incident:

- Result of the incident, injury or damage?
- Rescue procedures;
- Events which contributed to enhancement of injury or damage;
- Effective investigation will look for the design, environmental and behavioural components of an incident and not look for a single cause.

The investigation should:

- Identify causes, such as design, environment, behavioural or management factors;
- Identify problem areas or hazards;
- Recommend corrective action;
- Provide information that can be used as a preventative tool;
- Provide management, supervisors, health and safety representatives and committees with data about health and safety problems;
- Provide information that can be used to analyse the need for specific programs.

1.4 Interview

The investigator shall interview the victim or injured person and any witnesses to the incident/accident. In preparing for interviews, the investigator shall:

- Choose the location and setting for the interview carefully;
- Be friendly, not aggressive;
- Not attempt to place blame nor accept blame;
- Show empathy, the interviewee may be upset;
- Ask open questions – WHO? WHERE? WHEN? WHAT? HOW? WHY?
- Encourage interviewees to present their own account of the incident/accident;
- Get the facts, not assumptions or opinions (many eyewitnesses may assume what happened); and

CLAIMS MANAGEMENT POLICY AND PROCEDURES

- Not interrupt – if you have questions wait until the interviewee has completed his/her account.

1.5 Debriefing

Where a serious or significant hazard or incident has impacted on other people or has caused concern within an area, a debriefing should be offered by the immediate Manager/Supervisor and/or Human Resources team to explain:

- The outcome of the hazard or incident;
- The outcome of the investigation; and
- Any corrective/preventive measures that have been or will be taken.

Staff counselling should be offered for persons affected by the hazard or incident, using the Employee Assistance Program, details of which may be located on Council's Intranet Home page.

1.6 Information Analysis

The investigator will analyse the information gathered from the incident, identifying hazard category, control measures and corrective actions required and complete the appropriate report form, such as the *Public Incident Council Inspection Form*, with recommendations and an Action Plan.

Depending on the outcome of the investigation, both short and long-term control measures may be required.

1.7 Monitor and Review

The investigation report should be submitted to the Director/Manager who will:

- Verify that the problem has been correctly defined and solved;
- Depending on the severity of the incident, seek approval from the General Manager/Director to implement the recommendations of the investigation; and
- The supervisor will discuss, monitor and evaluate the control's effectiveness in consultation with work group employees and other relevant stakeholders.

If a worker was involved, the report should be forwarded to the WHS Consultative Committee (WHSCC) and/or the Audit, Risk and Improvement Committee (ARIC) for further review of recommendations and/or actions. All other serious incidents are to be reported to the ARIC.

1.8 REPORTING INSURANCE CLAIMS

1.8.1 Motor Vehicle Accidents

Rule: Delays can cost - act quickly

Council Vehicles

- General excess: \$1,200;
- No excess on windscreen damage for small plant.

CLAIMS MANAGEMENT POLICY AND PROCEDURES

Internal - dealing with claims

All damage to vehicles must be reported in accordance with Council's *Accident, Incident, Damage Reporting* Flowchart. Repairs to the vehicle are managed by the Workshop Supervisor (WS), and no repairs may be undertaken until the WS has been consulted. Claim forms need to be completed and given to the GAO to manage.

Method

- Zurich claims are lodged online by the GAO through Z Track. Staff need to first capture and provide information on the *Zurich motor vehicle claim form* and provide it to the GAO;
- Should the total cost of repairs to Council's vehicle, plus the cost of repairs to any third-party vehicle be below Council's excess, Zurich will not be involved. Council will decide whether it will meet a third party's claim.
 - Should Council decide to pay the third-party repairs, this should be done on a "Without Prejudice" basis and without any admission of liability on the part of Council;
 - Council should also insist that the third-party signs a **release form** before any money is paid. This prevents the third party claiming later, that further damage was done in the accident in question.

NOTE: Time can be an important factor, both for Council needing the vehicle for daily operation and for third parties who may claim demurrage (loss of use) for the time their vehicles are off the road.

- It is not Council's preferred option; however, in urgent/emergency situations repairs may be organised to Council's vehicle immediately and the detailed invoice and claim form submitted to insurers for reimbursement, net of the excess, after repairs are completed;
- The JLT insurance advisor may be able to expedite an issue or provide advice if required.

Incident involving Council vehicle and a vehicle belonging to a member of the public

Please refer to the *Driver Information and Advice* booklet that should be in the glove box of the Council vehicle for details relating to these issues. A copy is also located on the Intranet.

In the booklet you will note that certain details are required to be captured.

Record the relevant information about the accident such as:

- Name and permanent address of the owner of the other vehicle(s);
- Name, permanent address and licence number of the other driver(s) if not as above;
- Registration number and description of other vehicle(s);
- Name of the other vehicle's insurance company;
- Description of damage to the other vehicle(s) (or third-party property);
- Date, time, place of accident and road conditions;

CLAIMS MANAGEMENT POLICY AND PROCEDURES

- Name(s) and permanent address of any witnesses; and
- Name(s) and station of any attending police officer(s).

If the Police do not attend, report the accident immediately as required by law. This usually applies when someone is injured and may be required if property is damaged. If you are unsure, seek advice from the local Police or contact the MGRCP.

1. If a Council vehicle is damaged, take it or have it towed to the workshop and the WS will assess the damage and give further instructions relating to repairs. The WS will obtain quotes from the recommended repairers.
2. The driver must complete a *Motor Vehicle Claim Form* and return it to the GAO.
3. The GAO will lodge the claim with Council's insurer and may be able to arrange for a replacement vehicle within certain prescribed limits:
 - a. If required, the insurer will arrange for an assessor to attend. Some repairers (in NSW) can arrange the assessment directly; and
 - b. Once the vehicle is repaired, Council will be required to pay the applicable policy excess to the repairer. The balance will be invoiced direct to Council's insurer for payment.

NOTE 1: No repair authority is given until insurers have sighted a completed and signed claim form, with quotations, and have provided a claim number.

NOTE 2: If someone is injured, Council may also need to report the matter to Compulsory Third-Party Insurers.

1.8.2 Public Liability Claim

Golden Rule: Do not admit Liability under any circumstance.

1. Notification of an incident is usually from the front counter when a member of the public requests to report an incident or via a call to a customer service representative.
2. Council's *Public Incident Form* is located on the Intranet home page under **Important Forms**. Information regarding the incident is to be captured on this form and needs to be precise and complete.
3. Generally, the MGRCP, or GAO, will complete the report.
4. The Form is a Microsoft Form, so if it is completed and submitted online, the data will automatically come through to the Governance and Risk Team. If the form is downloaded and printed, the completed form should be immediately scanned and emailed to the MGRCP who will be responsible for coordinating the investigation of the incident.
5. The Public Incident Report requests from the person involved in an incident the purpose for making the report. Sometimes, it is just for Council's awareness. The MGRCP will consider the seriousness of the incident in considering, even if the intent of the report is for Council's awareness, whether to report the incident to Council's insurers and begin the claims process.
6. The MGRCP may request other Council staff to assist in the investigation of the incident and supply feedback to the MGRCP regarding the claim and Council's response. Council has a *Public Incident Inspection Report* form located on the

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Item 7.3

Annexure C

Intranet or a copy may be obtained from the MGRCP or GAO. This form must be completed when carrying out an inspection.

7. Further investigation may be required by external parties, but this will be determined in each individual instance.
8. Should the matter be more serious, i.e., the person is taken to hospital, it may be necessary to meet the person or their representative(s) after the incident at the hospital.
9. The incident will be entered into the Risk Management Register of Incidents. The GAO maintains this Register.
10. If the incident is deemed significant by the MGRCP it will be reported to Council's insurance broker who manages Council's public liability claims as a notification and the claims advisor may request further information to gauge potential liability if it did involve a claim.
11. If a formal claim has been submitted, then this must be passed on to Council's insurance broker immediately.
12. Council's insurer, currently Statewide Mutual/Jardine Lloyd Thompson (JLT) will register the claim and acknowledge receipt of the claim to Council and the third party/Solicitor (if required).
13. Council is to submit its Incident and/or Investigation Report to Council's insurer, together with colour digital photos, plans, sketches and any other relevant material as soon as possible following receipt of a claim. Photocopies of photographs are not acceptable.
14. Once as much information as possible has been gathered, the documents along with the photos will be lodged by the MGRCP with Council's insurance broker.
15. All gathered information is to be registered in ECM under Public Liability Claim.
16. Council's insurer will handle direct claims on Council's behalf.
17. Council's insurer will advise Council of progress of the claim as appropriate and depending on Council's requirements.
18. If a claim is denied, a copy of the denial letter will be forwarded to Council for its records;
19. When a claim is settled, Council will be notified and Council's insurer, will then request Council to pay the excess applicable as per the insurance policy conditions.

1.8.3 Property Claim

1. All loss or damage is to be reported to the MGRCP as soon as practical.
2. The loss or damage will need assessing for an approximate cost to ascertain if a claim is likely considering Council's deductible on the scheme. Photos and other relevant details relating to the loss or damage needs to be carried as soon as it is safe to do so.
3. Should a major fire or other large loss occur on a weekend or after hours during the week, and the services of an assessor is required immediately, Council's insurer should be contacted.
4. All losses involving a crime, e.g., burglary, theft and vandalism, must be reported to the police as soon as discovered.
5. If a claim is to be lodged, the MGRCP or GAO will complete the Statewide Property Mutual Claim form and submit it to Council's insurance broker along with the information gathered.

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6. The insurance broker may request further information.
7. An assessor may be appointed to inspect and assess the loss or damage. The assessor will advise Council on the action to be taken.
8. Where tenders must be obtained for work such as rebuilding, this must be done in the name of Council (as it is Council's property which is involved). The assessors will liaise with Council and assist during the tender process.
9. When all work has been completed, Council will sign any final documentation to confirm that the work has been carried out to its satisfaction.
10. Any invoices and accounts from suppliers, repairers and builders are to be made out to Council, as it is responsible for the payment.
11. When Council's claim has been approved, Council's insurer, will reimburse Council for the costs involved, less GST and the excess applicable to each claim.
12. With large claims where Council may be required to make progress payments to contractors, the assessors will normally recommend that such progress payments are in order. Settlement cheques will be sent to Council (net of GST, and net of excess on the first payment) so that Council in turn may pay the contractor.
13. Council may wish to submit its own quotations to carry out repairs or re-building work, on both large and small claims. Where Council is to perform the work, to satisfy Council's insurer, it must be shown that Council's quotes are competitive. The tender process or request for quotes will usually verify this.

1.8.4 Professional Indemnity Claim

Note: *This is a "Claims Made" contract and as such immediate notice of potential loss is compulsory.*

Traditional reporting methods, such as claim forms, do not work very well for these types of claims and Council will advise the insurers directly.

Advising Insurers of a potential Professional Indemnity Claim should proceed as follows:

1. Advise Council's insurer, in writing of any circumstances which might give rise to a claim in the future, whether a complaint letter or demand has been received (to be done as soon as Council becomes aware of the circumstance that may give rise to a claim). An example of this may be the receipt of a **Government Information Public Access (GIPA)** application or a complaint received from a member of the public intimating legal advice pointing to Council's potential liability (for example, an allegation how the handling of a DA by a Council assessor has been done negligently and caused a loss to the applicant).
2. Provide Council's insurer, with a chronology of events, including copies of all correspondence and documentation between Council and the potential third party or their agent.
3. Initiate an investigation by the appropriate departmental officer, if such is appropriate to the circumstances, and forward a copy of this report to Council's insurer.

Remember to include at the top of the report:

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“This Report may be used to defend Council in the event of legal proceedings against it.”

1.8.5 Fidelity Guarantee Claim

Please Note: *This is a “Claims Made” contract and as such immediate notice of potential loss is compulsory. This coverage is under Council’s ‘Crime’ Insurance Policy through Statewide Mutual/JLT.*

1. Fidelity claims relate to the misappropriation of money or goods by the insured's employees.
2. Keep in mind that these claims are emotive and confidential in nature, dealing with personal relationships as well as normal working relationships.
3. A claim or where a claim is possible should be reported direct to Council’s insurer. Thereafter, the matter will be handled in direct consultation with the insurer, according to the individual circumstances surrounding the loss.

1.8.6 Councillors and Officers Liability Claim

Note: *This is a “Claims Made” contract and as such immediate notice of potential loss is compulsory.*

Councillors and Officers Checklist:

1. Name of the person the claim is made against.
2. What allegations are being made.
3. When were the allegations first notified to Council.
4. Are any other parties involved e.g., WorkCover etc.

Note: Each year Council is required to notify its insurer, through enquiry to all Councillors and senior officers, of any circumstances that may give rise to a claim. This is requested as a part of Council’s insurance renewal program.

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2. What is an Incident?

As a noun “Incident” is defined as: “subordinate or accessory event; event, occurrence; detached event attracting general attention; something that occurs casually in conjunction with something else”.

Council will be faced with various types of incidents, including complaints that may result in a claim against Council. These incidents can cover Public Liability, Professional Indemnity, or Workers Compensation claims.

It is essential that Council has a systematic process in place that can respond to these incidents in a uniform and coordinated manner, irrespective of the type of incident.

Listed below are some examples of types of incidents or complaints that may result in a claim against council or may require Council to make a claim against a third party:

2.2 Type of Incidents

Workplace Health and Safety

- Actual or potential work-related injury or illness to workers.

Public Liability

- Traffic incident at Council controlled road works;
- Traffic incident on Council controlled road network;
- Injury or illness to a member of the public at a Council controlled facility or infrastructure;
- Injury, illness, loss or damage suffered by member of the public because of actions or activities of Council workers.

Professional Indemnity

- Loss or damage suffered by a member of the public because of a Development Application determination;
- Loss or damage suffered by member of the public because of the issue of a Certificate;
- Loss or damage suffered by a member of the public because of technical design or advice supplied by Council.

Property

- Any occurrence of a workplace emergency;
- Any occurrence of implementation of the Business Continuity Plan related to property including information technology;
- Any failure of plant or equipment;
- Any loss or damage to fleet, equipment or property asset from actions of workers, visitors, or members of the public.

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Legislative Compliance

- Any failure in legislative compliance such as breaches that bring regulatory action.

Environmental

- Any incident or potential incident, for example an environmental spill at a Council controlled facility or worksite.

Financial

- Any occurrence of fraud or misappropriation of funds and/or resources;
- Any occurrence of major cost over-run;
- Any occurrence of failure in debtor, creditor and investment control systems.

Governance

- Any occurrence of failure in the Code of Conduct;
- Any occurrence of fraud or misappropriation.
- Any occurrence of significant reputation loss;
- Any occurrence of project management failure;
- Any occurrence of maladministration;
- Any occurrence of a gross waste of public money; or
- Any occurrence of Privacy Principles failure.

2.3 Types of Claims

- Workers Compensation Claim - covering work related injury or illness suffered by council staff.
- Public Liability Claim - covering injury, illness, loss or damage suffered by a member of the public resulting from council negligence, commission or omission.
- Professional Indemnity Claim - covering injury, illness, loss or damage suffered by a member of the public resulting from council negligence, commission or omission in technical advice or professional design or service delivery.
- Property Claim - covering damage or loss to council fleet, equipment or property assets.
- Regulatory Claim – covering a breach or suspected/potential breach of legislation.

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3. Legislation And Supporting Documents

Relevant Legislation, Regulations and Industry Standards include:

- ***Gathering Information for Incident Investigation (Version 7, February 2023).***
- ***Local Government Act 1993***
 - s 739A – **Retention, preservation and destruction of records** – The council must retain, preserve and destroy records in accordance with approved standards.
 - s 382 – **Insurance against liability** – (1) A council must make arrangements for its adequate insurance against public liability and professional liability.
- ***State Records Act 1998***
 - Various Sections impose duties on the Chief Executive of each public office to comply with the *Act* in regards the keeping of records.
- ***Government Information (Public Access) Act 2009;***
- ***Privacy and Personal Information Protection Act 1998;***
- ***Civil Liability Act 2002***
 - This Act makes provision for the recovery of damages for death or personal injury caused by the fault of a person and to amend the *Legal Profession Act* in relation to costs in civil claims.
- ***Legal Profession Act 2004***
 - The purposes of this Act are as follows:
 - To provide for the regulation of legal practice in this jurisdiction [NSW] in the interests of the administration of justice and for the protection of clients of law practices and the public generally and to facilitate the regulation of legal practice on a national basis across State and Territory borders.
- ***Evidence Act 1995***
 - This Act sets out the rules of evidence. The Act applies to proceedings within NSW courts, and before persons or bodies required to apply the laws of evidence.
- ***Evidence on Commission Act 1995***
 - This Act applies in relation to the taking of evidence outside the State for the purposes of proceedings in the State and in relation to the taking of evidence in the State for the purposes of proceedings outside the State.
- ***Electronic Transactions Act 2000***
 - This Act provides the regulatory framework to recognise the importance and overall use of electronic transactions in the activities of government, business and general community.
- ***Legal Profession Uniform Law Application Act 2014***

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- **Orders for Discovery**
 - Is the process of identifying and disclosing to the other party to a legal action, all the documents that are relevant to the issues in the proceedings.
- **Other useful references:**
 - Office of Local Government – *Guidelines for Risk Management and Internal Audit for Local Government in NSW*;
 - Standards Australia Limited, AS ISO 31000:2018 Risk management – Guidelines, SAI Global Limited, Sydney, 2018;
 - Standards Australia Limited, AS ISO 15489.1: Information and documentation – Records management – Concepts and principles, SAI Global Limited, Sydney, 2018;
 - Local Government records (GA39) 2018;
 - NSW Information & Privacy Commission Guidelines on Legal Professional Privilege;
 - NSW State Archives & Records regarding guidance on government recordkeeping;
 - NSW Model Litigant Policy for Civil Litigation; and
 - **Statewide Mutual Resources** (available on Members Centre on website)
 - Statewide Mutual Guidance Note - GIPA and Legal Professional Privilege;
 - Statewide Mutual Guidance Note – Giving Evidence;
 - Statewide Mutual Guidance Note – Investigating Road Incidents; and
 - Statewide Mutual Training Module – Risk Management in Local Government Investigative Techniques – Module 5.

Civil Liability Act 2002

The Civil Liability Act 2002 (CLA) commenced on 20 March 2002 and was introduced to “make provision for the recovery of damages for death or personal injury caused by the fault of a person; to amend the Legal Profession Act 1987 in relation to costs in civil claims; and for other proposes”.

The introduction of the CLA means all public liability claims for personal injury brought against councils will be assessed under the Act.

Part 5 of the CLA pertains to the liability of public and other authorities, and councils are clearly included in the definition in s 41.

In s 42, councils are recognised as having finite limits to their financial, personnel and other resources that are available to be employed in performing their functions, and that the general allocation of those resources, by the council, is not open to challenge. This means that polices, budget allocations, works programmes, infrastructure

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development and other activities, suitably endorsed by council, cannot be challenged in court.

Road Authorities also receive special non-feasance protection under s 45 in relation to road work activities, provided the authority did not have knowledge of the particular risk that resulted in harm being suffered.

Schedule 2 of the *Legal Profession Uniform Law Application Act 2014* (s 2) has placed obligations on the claimant legal representation in that they must reasonably believe that they have a reasonable prospect of success, based on provable facts and a reasonable legal argument, prior to lodgement of a claim. This provision applies equally to defence legal representation.

Councils need to recognise that under Practice Directions the defence usually only has 28 days to file a defence after the service of a claim. Council must provide as much documentary information as possible to their legal representatives in this short time, in order that a proper assessment of the merits of the defence case can be made.

Relevant Council Policies and Procedures include:

- Risk Management Policy;
- Work, Health and Safety Policy;
- Workplace Injury Management and Recover at Work Policy;
- Risk Management – Footpath and Cycleway Policy;
- Risk Management – Road and Carpark Policy;
- Risk Appetite Statements;
- Recreation and Open Spaces Best Practice Policy;
- Plant and Fleet Policy; and
- Motor Vehicle Leaseback Policy.

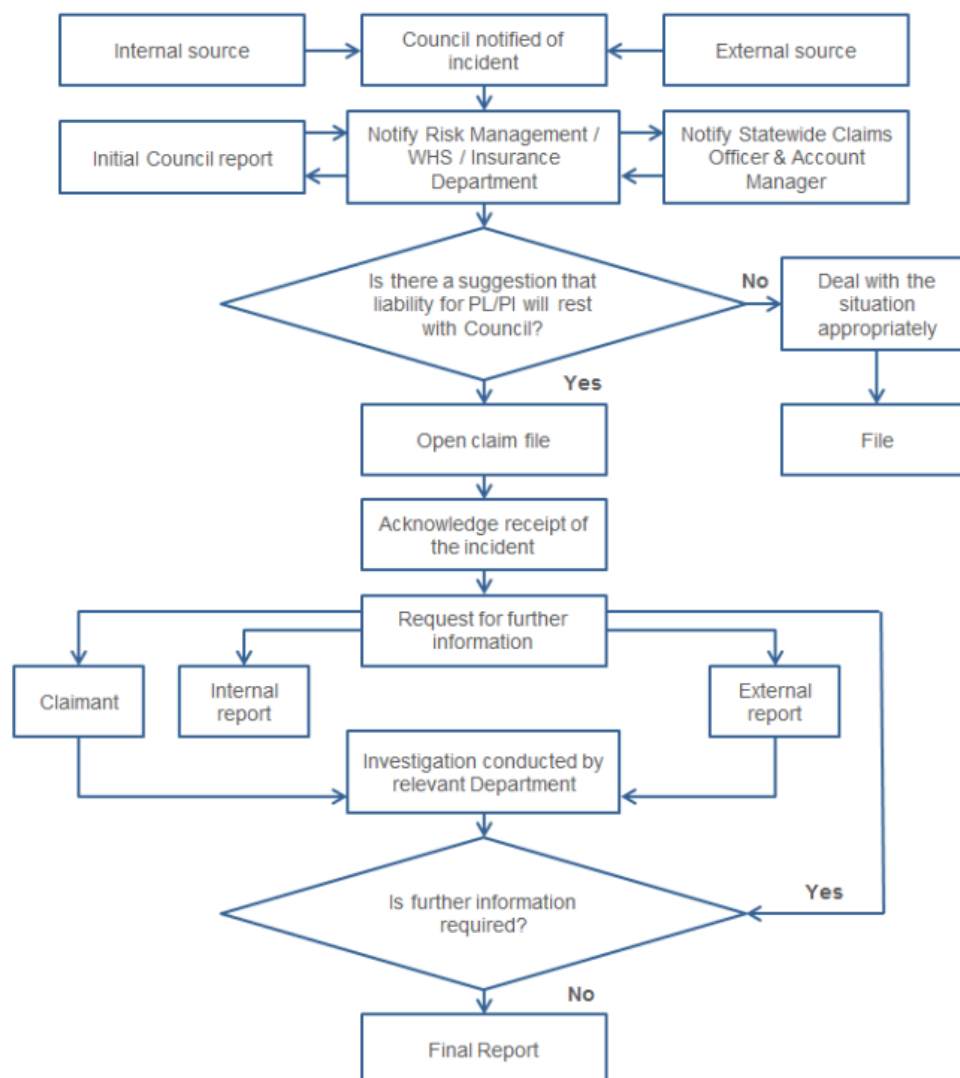
4. Variation And Review

The Procedure 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

Figure 1 - Typical Incident Recording Flow Chart



Flow Chart Explanatory Notes

(Note: These procedures involve Statewide Mutual and are in addition to any mandatory internal reporting requirements of Council).

1. Incident Notification - Councils can be notified about an incident or complaint by a variety of sources, both external and internal. The imperative is to record the incident or complaint into a system where future processing and treatment actions can be traced.

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2. Appropriate Officer - The Risk Officer or Insurance Officer must be notified if the incident or complaint has the potential to result in a Public Liability or Professional Indemnity Claim. If the incident is related to staff Work Health and Safety, then the WHS Officer must be advised. If work related injury or illness has occurred the Return to Work Officer will also become involved.

3. Claim or Liability

NO – Even if there appears to be no potential for a claim to arise in the future, all associated facts, records and documents should be collated and placed on a file and stored indefinitely. If the incident involved a motor vehicle on a council-controlled road within the LGA, the details stipulated in Statewide Mutual's Guidance Note – Investigation of Road Incidents should be followed.

YES – Councils should advise their relevant Claims Officer and Account Manager. All associated facts, statements, records and documents are to be collated and placed on a Claim File. If the incident involved a motor vehicle on a council-controlled road within the LGA, the details stipulated in Statewide Mutual's Guidance Note – Investigation of Road Incidents must be followed.

4. Investigations - Any investigations, Factual or Discovery Order compilation must be undertaken as required. Council may choose to inform their Legal Advisor with certain records of council potentially subject to legal privilege. If legal privilege is exercised then strict record confidentiality must be maintained to preserve that privilege (refer to Statewide Mutual's Guidance Note – GIPA and Legal Professional Privilege for further information).

5. Reporting - Any reports compiled, either internally or externally are to be treated as confidential information and placed on the appropriate file and stored indefinitely. It will be an advantage to councils if all related records are captured and stored electronically.

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Appendix B

Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
2	28/10/2010	9.10/10	Contained an Incident Flowchart, Explanation of Flowchart and a Table on Information Sources.	Administration Services Coordinator (ASC)	Manex (Noted by Council)
1	23/08/2007	9.08/07		ASC	Manex (Noted by Council)

HR.6.02 Sick Leave

It is Council policy to manage sick leave absences in accordance with the Local Government (State) Award.

It is the responsibility of the person applying for sick leave to ensure that the sick leave is justified and in accordance with the Award.

It is the responsibility of the person approving the leave to be satisfied with the appropriateness of the leave and to ensure that the applicant has enough leave accrued.

~~It is Council policy to require of employees written proof of illness or injury for periods of sick leave; after three (3) separate periods of absence in each service year or where an absence exceeds two (2) working days.~~

~~Written proof for periods up to and including two (2) days may be in the form of a Statutory Declaration or medical certificate. Absences exceeding two (2) days must be supported with a medical certificate / written proof from a qualified medical / health practitioner (registered with the appropriate government authority).~~

~~It is the responsibility of the person approving the leave to ensure that the applicant has enough leave accrued and has supplied the required proof.~~

~~Council reserves the right to require employees to attend a medical doctor nominated by Council at Council's cost.~~

HR.6.04 Carer's Leave Policy

It is Council's policy to provide employees with carer's leave in accordance with the Local Government (State) Award.

It is the responsibility of the person applying for carer's leave to complete their leave application fully and provide sufficient evidence that the carer's leave is justified and in accordance with the Award.

It is the responsibility of the person approving the leave to be satisfied with the appropriateness of the leave and to ensure that the applicant has enough leave accrued.

Carer's leave applications must be approved by the relevant Director NOT the supervisor / line manager.

~~It is Council's policy to provide employees with carer's leave in accordance with the appropriate award and the following conditions:~~

~~An employee who has to provide care and support for a "class of person" (as defined in the Award) who is sick or ill, is entitled to use any current or accrued sick leave entitlements, subject to the following conditions:~~

- ~~• the person being cared for must be an eligible person in the Award,~~
- ~~• the person being cared for must be ill, such that he / she requires the care and support of another person,~~
- ~~• the employee must be primarily responsible for the care and support of the person concerned for the period of the leave,~~
- ~~• the employee must have sick leave to cover the period applied for,~~
- ~~• periods of leave up to two (2) days shall require a Statutory Declaration,~~
- ~~• extended periods of carer's leave (more than two (2) days) shall require a medical certificate, and~~
- ~~• Statutory Declarations and medical certificates must have the following information:~~
 - ~~➤ the name of the person requiring care and that person's relationship to the employee,~~
 - ~~➤ that the illness of the person requiring care is such as to require the care and support of another person,~~
 - ~~➤ that the employee is the person solely or primarily responsible for providing such care and support, and~~
 - ~~➤ the anticipated period of the illness.~~

The following examples are provided as a guide to assist with the application of the Carer's Leave Policy.

Situations where Carer's Leave would apply are:

- A child at home from school due to an illness such as measles where the other parent is unavailable to care for the child;
- A person who is hospitalised and is emotionally vulnerable or unstable (for example, a young child) and requires a family member for support;
- A person who is travelling to another centre for medical treatment or tests as a result of an illness, where such person may not be able to safely travel on his / her own and requires support;
- A woman who has experienced medical complications from the birth of a child (including an operation) who requires the support of her partner to recover.

Situations where Carer's Leave would not be approved are:

- A child at home from school due to an illness where the other parent is at home to care for the child;
- A hospitalised person who is emotionally well and doesn't require the ongoing support of another person (in this example, the hospital medical staff are the primary care givers);
- A person who is travelling to another centre for medical treatment or tests as a result of an illness, but is able to safely drive to and from the venue;
- A woman who has had normal childbirth and has no associated complications (in this case, supporting parents leave, annual leave or other paid leave should be used by the partner).

All carer's leave applications must be approved by the relevant Director NOT the supervisor / line manager.

	CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021							
Open Office Job	Project	Works	Comments	Revised Budget	*Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
	BRIDGE RENEWAL PROGRAM GRANT & SECTION 7.11 CONTRIBUTIONS			\$ 1,400,000	\$ 1,391,660			
7012C21	Local Bridges - Bridge Renewal Program	5270 Shannonvale Road, Mann River Bridge	Project complete excluding final base pavement layers and old bridge demolition.	\$ 1,400,000	\$ 1,391,660	95%	30-Oct-23	
	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 are a multi-year project and will continue through 2023-2026. Finalisation of property purchase is in process.	\$ 284,065	\$ 172,017	20%	31-Dec-26	
		TOTAL		\$ 1,684,065	\$ 1,563,678			

	CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2021/2022							
Open Office Job	Project	Works	Comments	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	\$ 749,654			
7008C22	Fixing Country Bridges	5220 Mt Mitchell Road, Yarrow Creek Bridge	Construction underway. Bridge sub-structure complete including headstock and abutment installation. Planks installed and deck pour completed.	\$ 945,000	\$ 744,568	90%	30-Oct-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. Procurement of piling contractor is underway.	\$ 1,400,000	\$ 5,085	5%	30-May-24	
	PROJECTS FUNDED FROM GENERAL FUND			\$ 1,129,271	\$ 810,406			

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	\$ 712,554	80%	31-Dec-23	
7027C22	CBD Roundabout Landscaping	CBD Roundabout Landscaping	CBD Landscaping project - salad consultants have been engaged to deliver the landscaping plan. Community engagement workshops and site visit by the consultants were undertaken in mid-Sept. Consultants are now preparing the landscaping plan.	\$ 60,000	\$ 72,993	20%	30-Jun-24	
7030C22	Dumaresq Street Industrial Estate	Dumaresq Street Industrial Estate	Electrical design submitted to Essential Energy for approval. Fencing quotes obtained, Drainage design underway. Designer has been followed up with regard to easement required.	\$ 283,446	\$ 24,859	10%	31-Dec-23	
	INFRASTRUCTURE PROJECTS FUNDED FROM GENERAL FUND			\$ 373,714	\$ 389,394			
7002C22	Roads of Strategic Importance	Bald Nob Upgrade Stage 2	Incorporated into 7002C23	\$ 58,563	\$ 74,243	5%	30-Dec-23	

7035C22	Heavy Patching Program	Heavy Patching Program	Project complete.	\$ 315,151	\$ 315,151	100%		
	PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS			\$ 4,399,278	\$ 3,649,577			
7050C22	Fixing Local Roads	Round 2 New Bitumen Seals	Sealing of Maybole Road, Yarraford Road, Mt Mitchell Road, Pinkett Road, Strathbogie Road, Gordons Road and West Furracabad Road completed. Exploring options for warm weather seals for Ten Mile Rd and Tent Hill Rd in November.	\$ 3,019,278	\$ 2,342,643	80%	22/12/23	
7051C22	Fixing Local Roads	Gulf Road	First 15km re-sheeted and sealed. Crew has been diverted to Tent Hill and finish remaining re-sheet work in early 2024.	\$ 1,380,000	\$ 1,306,933	80%	30/03/24	
	PROJECTS FUNDED THROUGH THE STORMWATER/DRAINAGE RESERVE			\$ 145,000	\$ 164,505			

7097C22	Renew Drainage – Drainage Charge Reserve	Stormwater Renewals - Glen Innes	Works in Grafton Street underway. Concrete channel and link slabs installed.	\$ 145,000	\$ 164,505	75%	30-Oct-23	
	PROJECTS FUNDED FROM THE WATER FUND			\$ 1,204,532	\$ 1,082,676			
7100C22	Water Mains Renewal	Water - Capital Renewal	Work has recommenced on the Oliver Street upgrade job. The cut-in on West Avenue has been completed.	\$ 301,532	\$ 271,177	25%		
7104C22	Water Fund Renewals	Water - Automated Water Meter Reading	Project near complete. Meter data is being received across the network. Approximately 270 meters remain to be updated. The installation of these meters has been delayed due to ongoing work commitments and staff vacancy	\$ 761,000	\$ 743,594	90%	30-Dec-23	
7105C22	Water Fund Renewals	Truck Wash Upgrade	Awaiting final quote from contractors for the dosing system installation for this project	\$ 142,000	\$ 67,904	20%	30-Dec-23	
		TOTAL		\$ 9,605,146	\$ 6,412,684			

	CAPITAL WORKS PROGRAM REVOTES - 2022							
Open Office Job	Project	Works	Comments	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
	SRV PROGRAM			\$ 1,573,546	\$ 1,379,471			
7096CR2	Intersection Upgrade	Wattle Vale Quarry	Works completed and open to traffic 6 Oct 23. Invoicing still pending.	\$ 1,573,546	\$ 1,379,471	95%	30-Oct-23	
		TOTAL		\$ 1,573,546	\$ 1,270,418			

	CAPITAL WORKS PROGRAM CARRIED FORWARD 2022/2023							
Open Office Job	Project	Works	Comments	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	\$ 273,935			
7108C23	5340 Wentworth St over Rocky Ponds Creek	5340 Wentworth St over Rocky Ponds Creek	Pedestrian bridge component completed. Bridge design and REF completed. Road bridge construction package tendered and awarded to local contractor Weir Built.	\$ 858,000	\$ 181,288	15%	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	\$ 92,647	5%	30-May-24	

	INFRASTRUCTURE PROJECTS FUNDED FROM GENERAL FUND			\$ 1,006,194	\$ 489,606			
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	\$ 489,606	20%	30-Jun-24	
	PROJECTS FUNDED FROM GENERAL FUND			\$ -	\$ 1,664			
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	RFQ awarded to Sala4D to develop a Landscaping Plan. Sala4D have completed a site visit and community engagement workshops in mid-Sept 2023. Project commenced.	\$ 50,000	\$ -	0%		
	PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS			\$ 14,854,407	\$ 3,524,058			

7002C23	Roads of Strategic Importance	Bald Nob Upgrade	Underway. Earthworks, drainage works and clearing works started in May 23.	\$ 5,541,437	\$ 503,799	15%	30-Apr-24	
7128C23	Flood Recovery	Essential Public Asset Restoration Claim	EPARS for Pinkett Rd, Yarraford Road, Old Grafton road, Donnellys Bridge and Southern gravel roads approved. Project reporting to be done on individual projects.	\$ 4,034,984	\$ 8,678	0%	30-Jun-23	
7172C23	Flood Recovery	Essential Public Asset Restoration Claim	Donnelly Bridge Repairs - works on eastern abutment completed. Funding approved for upper limit of \$180k however western abutment ineligible. Claim for expenditure reimbursement submitted and under review.	\$ 319,888	\$ 69,050	90%	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. Claim for expenditure reimbursement submitted and under review.	\$ 163,322	\$ 125,950	90%	30-Sep-23	

7129C23	Outdoor netball courts	Outdoor netball courts	Construction activities have commenced - concrete poured with a 28 day curing process.	\$ 296,310	\$ 299,157	50%	30-Jun-23	
7130C23	Pathways linking Indoor Sports Stadium to existing pathways	Funded by BSBF Grant	85m completed internally. Contractor secured to complete remainder of paths. Works to commence in September.	\$ 266,466	\$ 225,911	20%	10-Dec-23	
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-24	
7134C23	Centennial Parklands Skywalk	Centennial Parklands Skywalk	Structure complete pending final invoicing and preparations for official opening in November.	\$ 2,000,000	\$ 1,726,732	100%	0-Jan-00	
7135C23	Centennial Parklands - Amenities and Outdoor Area construction	Centennial Parklands - Amenities and Outdoor Area construction	Public Works Advisory have been engaged to project manage the delivery of this project. Tender for construction consultancy has been awarded to Tamworth based Architects Hill Lockart. Design phase has commenced.	\$ 1,341,616	\$ 85,520	10%	30-Mar-23	
7136C23	Skate Park redevelopment	Skate Park redevelopment	Construction due to commence this month.	\$ 344,807	\$ 373,936	40%	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	
	PROJECTS FUNDED FROM REGIONAL ROADS GRANTS			\$ 444,000	\$ 435,102			
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	Works complete. Invoices pending for stabilisation works.	\$ 374,000	\$ 366,339	95%	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%		

	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. Project delayed due to competing higher priority projects.	\$ 300,000	\$ 5,181	2%	30-Dec-23	
	PROJECTS FUNDED THROUGH THE PLANT FUND			\$ 61,639	\$ 61,639			
7159C23	New Plant Program	Cat 3 Leaseback (MIWS)	New GM leaseback ordered.	\$ 61,639	\$ 61,639	95%	30-Dec-23	
7161C23	Heavy Plant Replacement Program	Workshop Utility	Vehicle will not be replaced in current year. Budget planned for FY24.	\$ -	\$ -	0%	30-Jun-24	
	PROJECTS FUNDED THROUGH THE			\$ 282,471	\$ 323,428			
7162C23	Rural Drainage Renewals	Rural Drainage Renewals	Project complete. Minor pipe culverts renewed on Bishops Road, Tablelands Road, Gulf Road and Claireville Rd. Major renewals including box culverts complete on West Furacabad Road.	\$ 282,471	\$ 323,428	100%	30-Jun-23	
		TOTAL		\$ 18,856,711	\$ 5,114,612			

	CAPITAL WORKS PROGRAM 2022/2023 REVOTES							
Open Office Job	PROJECTS FUNDED FROM GENERAL FUND		Comments	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
				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	
		TOTAL		77,763	61,603			

	CAPITAL WORKS PROGRAM 2023/2024 Commenced Only							
Open Office Job	Project	Works	Comments	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
	THROUGH THE PLANT FUND			\$ 3,286,103	\$ 1,589,119			
7221C24	New Plant Program	Leaseback Category 1 vehicle - GM	Vehicle has been ordered. Will involve a corresponding sale of Plant 1521.	\$ 75,000	\$ -			
7222C24	New Plant Program	Leaseback Category 2 vehicle - Director CCS	Vehicle not ordered. Will wait for Director vacancy to be filled.	\$ 62,500	\$ -			
7223C24	New Plant Program	Leaseback Category 2 vehicle - Director DPG	Vehicle delivered and entered into service 25.09.23	\$ 62,500	\$ -			
7224C24	New Plant Program	Leaseback Cat 3 - Manager IWS	Vehicle delivered and entered into service 25.09.23.	\$ 50,000	\$ 47,208	100%		
7225C24	New Plant Program	Leaseback Cat 3 - Manager GRCP	Vehicle delivered and entered into service 25.09.23.	\$ 50,000	\$ 50,739	100%		

7226C24	New Plant Program	Leaseback Cat 3 - Manager ID	Vehicle ordered.	\$ 50,000	\$ 47,075	95%		
7227C24	New Plant Program	Leaseback Category 3 vehicle - Manager GIA		\$ 50,000	\$ 52,353			
7228C24	New Plant Program	Leaseback Category 3 vehicle - Manager		\$ 50,000	\$ -			
7229C24	New Plant Program	Leaseback Category 3 vehicle - Manager		\$ 50,000	\$ -			
7230C24	New Plant Program	Leaseback Category 3 vehicle - Manager Asset		\$ 50,000	\$ -			
7231C24	New Plant Program	Leaseback Category 4 vehicle - Coordinator		\$ 48,000	\$ -			
7232C24	New Plant Program	Leaseback Category 4 vehicle - Coordinator		\$ 43,000	\$ 49,543			
7233C24	New Plant Program	Leaseback Category 4 vehicle - Building /		\$ 43,000	\$ -			

7234C24	New Plant Program	Single cab utility - Workshop		\$ 43,000				
					\$ 43,600			
7235C24	New Plant Program	Landfill Compactor - Glen Innes Landfill		\$ 650,000				
					\$ -			
7236C24	New Plant Program	Grader		\$ 615,000				
					\$ -			
7237C24	New Plant Program	Transfer pump trailer - IWS		\$ 30,000				
					\$ -			
7238C24	New Plant Program	Line marker - Aerodrome		\$ 6,000				
					\$ -			
7239C24	New Plant Program	Scan Tool - Workshop		\$ 15,000				
					\$ -			
7240C24	New Plant Program	Water truck		\$ 350,000				
					\$ 281,924			
7077C22	Heavy Plant Replacement Program	LCSS - Light Vehicle	Complete. Vehicle in service. Plant 1587.	\$ 36,908	\$ 73,634	100%		30-Oct-22
7158C23	Heavy Plant Replacement Program	Hino Ranger Nine	Plant delivered 01/06/2023.	\$ 303,700	\$ 390,594	100%		

7154C23	Heavy Plant Replacement Program	Bogie Tipper Truck & Dog Trailer	Plant delivered 01/06/2023.	\$ 458,500	\$ 458,455	100%		
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	\$ 93,995	\$ 93,995	95%	30-Oct-23	
	PROJECTS FUNDED FROM REGIONAL ROADS GRANTS			\$ 70,000	\$ 19,961			
7206C24	Traffic Facilities	Traffic Facilities	Contractor booked to replace Ten Mile Rd Dirty Creek bridge guard rail.	\$ 70,000	\$ 19,961	70%	30-Jun-24	0-Jan-00
	BRIDGE RENEWALS			\$ 500,000	\$ 321,340			
7208C24	Local Bridges - LIRS Accelerated Bridge Program	Bridge Renewal	Re retaining walls and wingwalls constructed on Shannon Vale Bridge replacement.	\$ 500,000	\$ 321,340	70%	30-Jun-24	
	PROJECTS FUNDED FROM THE GLEN INNES AGGREGATES SURPLUS			\$ 200,000	\$ 16,627			
7211C24	Quarry Development	Wattle Vale establishment	0	\$ 200,000	\$ 16,627	0%	0-Jan-00	
	OTHER GRANTS & CONTRIBUTIONS			\$ 3,099,000	\$ 59,313			
7169C24	Regional and Local Roads Repair Program	Multiple Roads	\$1M - Heavy pathcing \$500k - Sealed Rds Pothole Patching (operational) \$599k - Grading (Operational)	\$ 2,099,000	\$ 59,313	0%	30-Jun-24	

7247C24	Regional and Local Roads Repair Program	Heavy Patching	Heavy patching program is using the 7169C24 job number.	\$ 1,000,000	\$0.00	0.00%	30-Jun-24	
				\$ 250,000	\$ 22,500.00			
7898C24	Capital Building Purchase - 146 Church Street	Capital Building Purchase - 146 Church Street	Council Resolution - 22.08/23	\$ 250,000	\$22,500.00	0.00%	0-Jan-00	
		TOTAL		\$ 7,405,103	\$ 2,028,859			

	CAPITAL WORKS PROGRAM REVOTES 2023/2024							
Open Office Job	PROJECTS FUNDED FROM GENERAL FUND		Comments	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
	PROJECTS FUNDED FROM THE GLEN INNES AGGREGATES SURPLUS			74,225	485			
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	\$ 485	0%	30-Sep-23	
	PROJECTS FUNDED FROM LRCI PHASE 3			593,146	29,880			
7004C22	Unsealed Roads Re- sheeting	Illparran Road	Project not yet commenced. Material sourcing from Wattle Vale when ready.	\$ 132,992	\$ -	0%	30-Mar-24	
7005C22	Unsealed Roads Re- sheeting	Jenkins Road	Project not yet commenced. Material sourcing from Wattle Vale when ready.	\$ 75,154	\$ -	0%	30-Mar-24	
7006C22	Unsealed Roads Re- sheeting	Ten Mile Road	Project underway. 4km re- sheeted.	\$ 385,000	\$ 29,880	40%	30-Oct-23	

	PROJECTS FUNDED FROM ROADS TO RECOVERY (RTR)			\$ 557,360	\$ -			
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-Dec-23	
7144C23	Unsealed Roads Resheeting - Haymarket Road	Unsealed Roads Resheeting - Haymarket Road	Project yet to commence.	\$ 120,000	\$ -	0%	30-Jun-24	
	PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS			\$ 2,299,176	\$ 8,900			
7166C23	Stronger Country Communities Round 5 - 0456 Anzac Park	Replacement of Anzac Park Playground equipment and associated pathways	Project not commenced. Planning works will commence in Q2 2023/24.	\$ 600,000	\$ -	0%		

7168C23	Stronger Country Communittees Round 5 - 0456 Aquatic Centre	Glen Innes Aquatic Centre: * Provision of Heat Pumps; * Upgrade of outdated Solar system; and * Recoating of Gel-surfacing for main pool and toddlers pool. - Emmaville Aquatic Centre: * Installation of purpose-built shade structures; * Replace and repair of shade cover over feature pool; and * Supply and Installation of pool blanket.	Pool emptied, investigations undertaken to determine scope of works. Grant funding obtained to undertake additional works. RFQ has been released to market . Works will not occur to after season closes in March 2024.	\$ 332,710	\$ -	0%		
7181C23	Stronger Country Communittees Round 5 - OOSH Sun Shade	Stronger Country Communittees Round 5 - OOSH Sun Shade		\$ 50,000	\$ -			

7182C23	Stronger Country Communities Round 5 -	Stronger Country		\$ 50,000	\$ -			
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-Mar-24	
7127C23	Airport runway renewal	Local Government Recovery Grants Program - Airport Runway	Project yet to commence.	\$ 1,000,000	\$ 8,900	0%	30-Jun-24	
	PROJECTS FUNDED FROM GENERAL FUND			\$ 770,000	\$ 8,351			
7117C23	Signage Upgrades	Signage Upgrades	Project combined with 7029C22	\$ 80,000	\$ 8,351	0%	30-Jun-23	
7118C23	Public Art Projects	Public Art Projects	The re-establishment of the Public Arts Advisory Group in progress . This group will assist in deciding where the public arts funds are to be expended.	\$ 50,000	\$ -	0%	30-Jul-23	
	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	

	INFRASTRUCTURE PROJECTS FUNDED FROM GENERAL FUND			\$ 40,000	\$ -			
7112C23	Kerb & Gutter Installation - Railway Street	Kerb & Gutter Installation - Railway Street	Procurement underway.	\$ 40,000	\$ -	0%	30-Jun-24	
7113C23	Kerb & Gutter Installation - Hunter Street	Kerb & Gutter Installation - Hunter Street	Procurement underway.	\$ 30,000	\$ -	0%	30-Jun-24	
		TOTAL		4,023,907	47,616			



DRAFT

Work Health and Safety Policy

WORK HEALTH AND SAFETY POLICY

Document Authorisation

RESPONSIBLE OFFICER:		WHS COORDINATOR			
REVIEWED BY:		MANEX, Work Health and Safety (WHS) Consultative Group			
REVIEW DUE DATE:		September 2026			
VERSION NUMBER:		8			
DOCUMENT NUMBER:		WHS:POL:001:8.0			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
8	28/09/2023	TBC	New Council policy format. Additions to the policy are in line with StateCover requirements for a best practice WHS Policy.	WHS Coordinator	Council
7	20/6/2020	20.06/20	Update of policy variation and review wording. Update of legislation dates.	WHS Coordinator	Council
6	24/11/2016	16.11/16	Update of policy review timeframe to 3 yearly.	WHS Coordinator	Council

Note: Document Control continued at Appendix A

.....
General Manager

.....
Date

WORK HEALTH AND SAFETY POLICY

Acknowledgement of Country

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

Purpose

The purpose of this policy is for:

- Glen Innes Severn Council (Council) to recognise its moral and legal responsibility to provide a safe and healthy work environment for workers (including volunteers and contractors), customers and visitors;
- This commitment extends to ensuring that the organisations operations are conducted in such a manner as to minimise the risk of injury or ill to all persons at the workplace.

Applicability

This policy applies to:

- Glen Innes Severn Council in all its operations and functions including those situations where workers are required to work off site.

Outcomes

Glen Innes Severn Council shall:

- Provide a safe place of work, including safe plant, equipment and systems of work;
- Ensure compliance with legislative requirements and current industry standards;
- Consult with workers on all safety matters;
- Provide written procedures and instructions to ensure safe systems of work;
- Provide information, instruction, training and supervision to employees, contractors, volunteers and customers to ensure their safety;
- Provide support and assistance and effective issue resolution processes to workers, including volunteers.

Roles and Responsibilities

All workers of the Council have a collective and individual responsibility to work safely and be engaged in activities to help prevent physical and psychological injuries and illness.

WORK HEALTH AND SAFETY POLICY

The following principle applies to all duties in the *Work Health and Safety Act 2011 (NSW) (WHS Act)*:

1. a duty is not transferable;
2. a person may have more than one duty;
3. more than one person can have the same duty;
4. risks are managed to ensure they are eliminated or minimised, so far as is reasonably practicable.

~~In accordance with sub-section 9(b) of the Corporations Act 2001 (C'th), other positions within Council's structure that may also meet the definition of Officer are positions that:~~

Section 252(1) of the *WHS Act* defines an **Officer** of a Public Authority (Council) as a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking of a public authority. An officer of a business or undertaking (Council) must exercise due diligence to ensure that the Council complies with their duties under the WHS legislation;

- If a person is responsible only for implementing those decisions, they are not considered an officer.

Officers of Council, as defined by the *WHS Act*, ~~are therefore determined to be~~ the General Manager, Director of Corporate and Community Services, Director of Infrastructure Services and Director of ~~Place and Growth. Development, Planning and Regulatory Services.~~

- ~~• make or participate in making decisions that affect the whole, or a substantial part, of the business or undertaking of the corporation (Council); or~~
- ~~• have the capacity to significantly affect the business or undertaking's corporation's (Council's) financial standing.~~

The **General Manager** is responsible for ~~and is committed to the effective implementation of~~ the overall Work Health and Safety of Glen Innes Severn Council.

The **Officers** are responsible for ~~providing leadership~~, exercising due diligence within their respective areas of responsibility, including:

- Acquiring and keeping up to date with knowledge of WHS matters;
- Gaining an understanding of the Council's business operations and the associated hazards and risks;
- Ensuring the Council has available and uses the appropriate resources and processes to eliminate or minimise risks to health and safety;
- Ensuring the Council has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information;
- Ensuring the Council implements processes for complying with any duty or obligation under the WHS Act;
- Verifying the provision and use of resources and processes required for compliance.

In addition, the **Officers** shall:

WORK HEALTH AND SAFETY POLICY

- Promote a culture at Council that supports the intended outcomes of Council's Work Health and Safety Policy and Work Health and Safety Management System;
- Ensure all appropriate actions are taken to implement the Work Health and Safety Policy, Work Health and Safety Management System and legislative requirements within their areas of responsibility;
- Monitor the effectiveness of the Work Health and Safety Management System within their areas of responsibility;
- Support line managers and supervisors to fulfil their health and safety responsibilities and accountabilities within their area of responsibility;
- Formally approve Work Health and Safety procedures;
- Review overall organisational health and safety performance;
- Participate where required in the resolution of safety issues;
- Review serious accidents/incidents and monitor corrective actions;
- Review the performance of line managers and supervisors to ensure the effective implementation of the Work Health and Safety Management System;
- Participate in the Work Health and Safety Consultative Group.

Line Managers and Supervisors shall:

- Ensure all appropriate actions are taken to implement the Work Health and Safety Policy, Work Health and Safety Management System and legislative requirements within their areas of responsibility;
- Consult on work health and safety matters with all workers, including volunteers and contractors who report to them, and their representatives;
- Monitor health and safety performance within their area of responsibility;
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc;
- Participate where required in the resolution of safety issues;
- Review all accidents/incidents and take action and/or prepare reports if appropriate;
- Participate in the Work Health and Safety Consultative Group where required;
- Initiate actions to improve health and safety;
- Regularly review the health and safety performance of their workers, including volunteers;
- Actively monitor the workplace to determine the presence of hazards and take appropriate actions to rectify any hazards found;
- Ensure all workers, including volunteers, are inducted and receive training as required to perform jobs safely;
- Assist with the rehabilitation of injured workers.

Workers (including paid employees, labour hire staff, volunteers and work experience students) shall:

- Comply with the Work Health and Safety Management System and adhere to all safe working procedures in accordance with any reasonable instructions;
- Cooperate with any reasonable policies and procedures of the Council including reporting of hazards or incidents via the Council reporting process;
- Participate in consultation with Council on matters that affect work health and safety;
- Take reasonable care of themselves and others who may be affected by their actions;

WORK HEALTH AND SAFETY POLICY

- Ensure visitors sign in and out of worksites and abide by inductions at construction sites.

Contractors and subcontractors shall:

- Demonstrate a high awareness of and implement a safe system of work at all times;
- Comply with all relevant WHS legislation, standards and codes of practice applicable to their scope of work;
- Adhere to all safe working procedures in accordance with instructions;
- Participate in consultation with Council on matters that affect work health and safety;
- ~~Ensure that they have safe systems of work;~~
- Take reasonable care of themselves and others who may be affected by their actions.

Councillors shall:

- Be familiar with the key provisions of the *WHS Act*;
- Take reasonable care for their own health and safety;
- Take reasonable care that their acts, omissions or decisions do not adversely affect the health and safety of other persons;
- Comply, so far as they are reasonably able, with any reasonable instruction that is given to them to ensure compliance with the *WHS Act*;
- Comply with Council's WHS arrangements and participate in a WHS induction.

Definitions

PCBU: A person conducting a business or undertaking has a primary duty to ensure the health and safety of workers while they are at work in the business or undertaking and others who may be affected by the carrying out of work, such as visitors.

Public Authority: is defined in section 3 of the *Independent Commission Against Corruption Act 1988 (ICAC Act)* and can include: a government agency, administrative office or teaching service, a statutory body representing the Crown, a local government authority (Council).

Visitor: As defined by the *WHS Act* any person who visits the Council and is not classified as a worker of the Council. Visitors to the Council may include, but are not limited to: function attendees, commercial clients or customers, family and friends of workers, community visitors including prospective residents, and collaborators.

Work Health and Safety (WHS): Multidisciplinary field concerned with the safety, health, and welfare of people at work.

Work Health and Safety Act 2011 (NSW): regulates WHS in NSW. It specifically aims to protect people at workplaces from risk to their health or safety and to promote safe and healthy work environments.

Work Health and Safety Consultative Group: forms a key element of Council's WHS system and WHS consultative arrangements by providing a vital information conduit between Council's workplace(s) and management, enabling management to remain informed about WHS matters and facilitating the exchange of information and ideas.

WORK HEALTH AND SAFETY POLICY

Work Health and Safety Management System: An integrated and comprehensive suite of plans, policies, procedures and resources to systematically manage work health and safety in the workplace that is actively endorsed by Council as the employer.

Worker: as defined by the WHS Act, is a person that carries out work in any capacity for a person conducting a business or undertaking, including but not limited to work as: an employee, contractor, sub-contractor, apprentice, work experience student or volunteer.

Workplace: a place (including vehicle, vessel aircraft or other mobile structure) where work is carried out for a business or undertaking and includes any place a worker goes or is likely to go while at work.

Policy Statement

Glen Innes Severn Council is committed to providing and ensuring a physically and mentally safe and healthy work environment for all workers, Contractors, Volunteers, Customers & Visitors to Council's premises and workplace.

The policy defines the principles of this commitment and the Council's approach to the continuous improvement of health and safety in the workplace.

This is achieved by ensuring the *WHS Act* and *Work Health and Safety Regulations 2017 (NSW)* are adhered to along with codes of practice and guidelines published by SafeWork NSW.

Council is committed to ensuring all reasonable measures are in place to eliminate work practices, behaviour's, risks, and hazards which have the potential to cause harm to our workers, contractors, volunteers, customers and visitors.

Council exercises and demonstrates due diligence, compliance with legislation and continuous improvement of the safety management system and culture to provide a safer environment.

Council is committed to including workers and their representatives in consultation and participation in safe work practices, identification of hazards and risks.

Council provides a framework for setting measurable WHS objectives and targets to ensure continuous improvement and regularly reviewing performance against these objectives.

This Policy gives effect to the Council's WHS Management System, and the accompanying WHS Management plans, policies, procedures and guidelines.

Legislation And Supporting Documents

Relevant Legislation, Regulations and Industry Standards include:

- Work Health and Safety Act 2011 (NSW);

WORK HEALTH AND SAFETY POLICY

- Work Health and Safety Regulation 2017 (NSW);
- ~~Corporations Act 2001 (C'th);~~
- Independent Commission Against Corruption Act 1988 (*ICAC Act*);
- SafeWork NSW: Codes of Practice.

Relevant Council Policies and Procedures include:

- WHS:PLN:001 Work Health and Safety (WHS) Management Plan;
- WHS:PROC:016 WHS Planning and Reporting Procedure;
- Glen Innes Severn Council Officer's Due Diligence Framework;
- Glen Innes Aggregates - Mine Safety Management System;
- Glen Innes Severn Council - Legislative Compliance Policy.

~~IMPLEMENTATION AND COMMUNICATION~~

~~The reviewed Policy and accompanying procedures will be implemented and communicated to staff by way of:~~

- ~~New employees' WHS induction when they commence with Council; and~~
- ~~Existing employees' staff meetings and toolbox talks.~~

Variation And Review

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

WORK HEALTH AND SAFETY POLICY

Appendix A

Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
5	27/11/2014	12.11/14	Minor update legislation dates.	WHS Coordinator	Council
4	20/12/2012	12.12/12	Update of legislation title OHS to WHS.	WHS Coordinator	Council
3	23/09/2010	15.09/10	Minor review.	WHS Coordinator	Council
2	24/07/2008	13.7/08	Minor review.	WHS Coordinator	Council
1	16/02/2006	3.02/06	New policy.	WHS Coordinator	Council



PLAN OF MANAGEMENT GLEN ELGIN SPORTS GROUNDS



*Glen Elgin Sportsground Draft Plan of Management***DOCUMENT AUTHORISATION**

RESPONSIBLE OFFICER:		PROPERTY OFFICER			
REVIEWED BY:		COUNCIL			
REVIEW DUE DATE:					
VERSION NUMBER:		V1			
DOCUMENT NUMBER:		POM:ELGIN:1			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
1	dd/mm/yyyy	nn.nn/nn	Document Creation	Property Officer	COUNCIL

Glen Elgin Sportsground Draft Plan of Management

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*Glen Elgin Sportsground Draft Plan of Management***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.

CHANGE AND REVIEW OF PLAN OF MANAGEMENT

This PoM will require regular internal review in order to align with community values and changing community needs, and to reflect changes in Council priorities. The performance of this PoM will be reviewed on a regular basis by the Property Officer to ensure that the Reserve is being managed in accordance with the PoM, is well maintained, and provides a safe environment for public enjoyment.

Should the PoM require changes to be made any proposed changes will be by resolution of Council after appropriate public consultation.

KEY INFORMATION

This plan of management (PoM) has been prepared by Glen Innes Severn Council and provides direction as to the use and management of the council land known as "Glen Elgin Sportsground" that is classified as 'community land' in the Glen Innes Severn Council area. A PoM is required for all 'community land' in accordance with Section 36 of the *Local Government Act 1993*.

This PoM specifically addresses the management of Glen Elgin Sportsground. The PoM outlines the way the land will be used and provides the framework for Council to follow in relation to the express authorisation of leases and licence on the land.

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INTRODUCTION

Glen Innes Severn Local Government Area (LGA) is located in the New England area of NSW. The LGA comprises of 8,935 people (2022) servicing the town of Glen Innes and the villages of Deepwater, Emmaville, Glencoe and Red Range.

The local economy is strongly based on agriculture, as well as a significant tourism/service sector. The LGA currently offers residents a diverse range of sporting and recreation opportunities, from field-based sports to equestrian activities, and outdoor court sports to aquatic activities. Whilst most facilities are located within Glen Innes, they service the catchment of the surrounding district and broader LGA.

Purpose of the plan of management

Council is responsible for a range Council owned lands that extend across its local government area (LGA). Under the Local Government Act 1993, Council owned land is managed as either 'Community' or 'Operational' land, with a range of categories being applied to 'Community' land to guide its ongoing management. All 'Community' land is required to be captured within a Plan of Management, which provides the details of how that land will be managed. The reservation or dedication purpose/s are to be captured through alignment with the relevant 'Community' land categories.

The purpose of this PoM is to:

- contribute to the council's broader strategic goals and vision as set out in *Glen Innes Severn Community Strategic Plan 2022-2023* and *Glen Innes Local Strategic Planning Statement 2020*
- ensure compliance with the *Local Government Act 1993*
- provide clarity in the future development, use and management of the community land
- ensure consistent management that supports a unified approach to meeting the varied needs of the community.

Glen Elgin Sportsground Draft Plan of Management

Process of preparing this plan of management

Figure 1. illustrates the process followed by a Council in preparing this PoM.

<p>Step</p> <p>1</p>	<p>Drafting the PoM</p> <ul style="list-style-type: none"> • The PoM must meet the minimum requirements outlined in section 36(3) of the <i>Local Government Act 1993</i> and identify the owner of the land • Any activities (including tenure or development) to be undertaken on the reserve must be expressly authorised in the PoM to be lawfully permitted • Council must obtain written advice from a qualified native title manager that the PoM and the activities under the PoM comply with the <i>Native Title Act 1993</i>.
<p>Step</p> <p>2</p>	<p>Community Consultation</p> <p>Councils are required to publicly notify and exhibit PoM under section 38 of the <i>Local Government Act 1993</i>.</p> <ul style="list-style-type: none"> • The Period of public exhibition of the draft plan must be not less than 28 days. The public notice must also specify a period of not less than 42 days after the date on which the draft plan is placed on public exhibition during which submissions may be made to Council.
<p>Step</p> <p>3</p>	<p>Adopting a PoM</p> <ul style="list-style-type: none"> • After considering submissions received concerning the draft PoM the council may decide to amend the draft plan or to adopt it without amendment as the plan of management for the community land concerned under section 40 of the <i>Local Government Act 1993</i> • Public hearing is required whenever a proposed PoM would have the effect of categorising, or altering the categorisation, of community land under section 40A of the <i>Local Government Act 1993</i> • After the plan is amended or accepted, it is considered by Council before adoption.

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Community consultation

Council's Community Engagement Strategy employs the following four (4) principles to guide the development of this PoM and any future revisions:

1. **Equity:** *Everyone should experience fairness in decision making, prioritising and allocation of resources, particularly for those in need. Everyone should have a fair opportunity to participate in the future of the community. The planning process should take particular care to involve and protect the interests of people in vulnerable circumstances.*
2. **Access:** *Everyone should have fair access to services, resources and opportunities to maintain or improve quality of life through community activities.*
3. **Participation:** *Everyone should have the maximum opportunity to genuinely participate in decisions that affect their community.*
4. **Rights:** *Equal rights should be established and promoted, with opportunities provided for people from diverse linguistic, cultural and religious backgrounds to participate in community life.*

Council engaged the current section 355 Committee of Council, Glen Elgin Federation Committee, on 19th July 2023 to discuss the current uses and vision for the land.

This PoM was placed on public exhibition from [XX/XX/XXXX to XX/XX/XXXX], in accordance with the requirements of section 38 of the *Local Government Act 1993*. A total of [XX] submissions were received. Council considered these submissions before adopting the PoM.

*Glen Elgin Sportsground Draft Plan of Management***LAND DESCRIPTION**

This plan of management covers the Glen Elgin Sportsground. The reserve information is detailed in Table 1 below. The land is owned by the Council and is managed by council under the *Local Government Act 1993*. Figure 2. Shows the map of land comprising this reserve.

Figure 2. Map of Glen Elgin Sportsground

**Owner of the land**

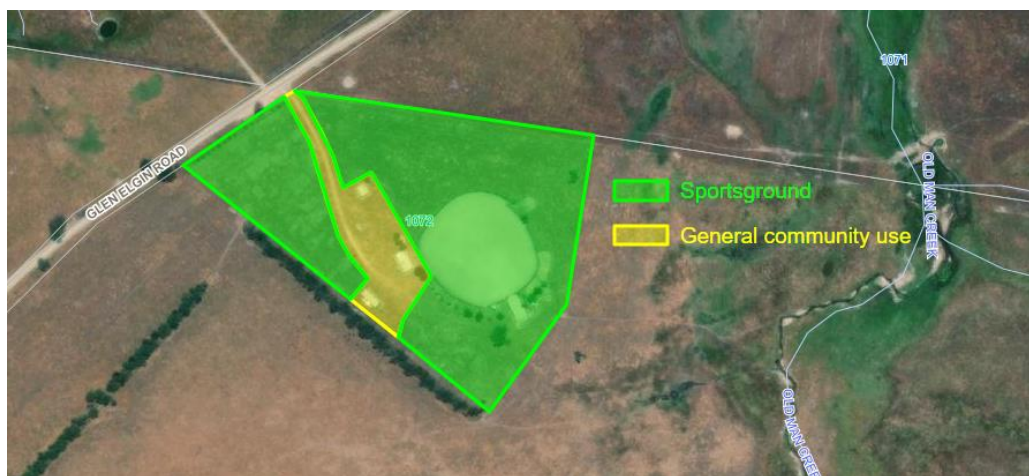
Table 1: information about reserve covered by this plan of management.

Owner of the Land	Glen Innes Severn Council
Reserve purpose	Community Land
Purchase date	11 November 1999 by sale of landowner
Land parcel/s	Lot 1 in Deposited Plan 1009200
Area (Ha)	163.1ha
LEP zoning	RU1 – Primary Production
Assigned category/categories	Sportsground; and General Community Use see Appendix A2.2 for areas classified
Native Title Claim/Determination	Not Applicable as land is freehold title

This PoM is specific to the land mentioned in Table 1 above. Contact Council or refer to the Council's website for information about other public land not listed above.

Glen Elgin Sportsground Draft Plan of Management

Figure 3. Areas categorised in PoM



BASIS OF MANAGEMENT

Glen Innes Severn Council intends to manage its community land to meet:

- Assigned categorisation of community land
- The *Local Government Act 1993* classifications and core objectives for community land
- The council's strategic objectives and priorities
- Development and use of the land outlined in Chapter 6 of the *Local Government Act 1993*.

Categorisation of the land

All community land is required to be categorised as one or more of the following categories. Where the land is owned by the Crown, the category assigned should align with the purpose for which the land is dedicated or reserved.

The *Local Government Act 1993* defines five categories of community land:

- **Park** – for areas primarily used for passive recreation.
- **Sportsground** – for areas where the primary use is for active recreation involving organised sports or the playing of outdoor games.
- **General community use** – for all areas where the primary purpose relates to public recreation and the physical, cultural, social, and intellectual welfare or development of members of the public. This includes venues such as community halls, scout and guide halls, and libraries.
- **Area of Cultural significance** – for areas with Aboriginal, aesthetic, archaeological, historical, technical, research or social significance.
- **Natural area** – for all areas that play an important role in the area's ecology. This category is further categorised into bushland, escarpment, foreshore, watercourse and wetland categories.

The categorisation of the land is identified in Table 1 above as well as shown by map in Figure 3.

*Glen Elgin Sportsground Draft Plan of Management***Guidelines and core objectives for management of community land**

The management of community land is governed by the categorisation of the land, its purpose, and the core objectives of the relevant category of community land. Council may then apply more specific management objectives to community land, though these must be compatible with the core objectives for the land.

The guidelines for categorisation of community land are set out in the Local Government (General) Regulation 2021. The core objectives for each category are set out in the *Local Government Act 1993*. The guidelines and core objectives for the Sportsground, and General Community Use categories are set out in this plan of management.

Community land is valued for its important role in the social, intellectual, spiritual, and physical enrichment of residents, workers, and visitors to the Glen Innes Severn Council area.

The intrinsic value of community land is also recognised, as is the important role this land plays in biodiversity conservation and ecosystem function.

Glen Innes Severn Council encourages a wide range of uses of community land and intends to facilitate uses which increase the activation of its land, where appropriate. Within buildings, swimming pools, and recreational and sporting facilities in particular, Glen Innes Severn Council intends to permit and encourage a broad range of appropriate activities.

COUNCIL'S STRATEGIC OBJECTIVES AND PRIORITIES

Glen Innes Severn Council, in consultation with the community, has developed the following strategies and plans to identify the priorities and aspirations of the community and the delivery of a vision for the future. They have a direct influence on the objectives, uses and management approach covered by PoMs.

Glen Innes Severn Community Strategic Plan 2022 – 2032

The Glen Innes Severn Community Strategic Plan 2022 - 2032 is Council's guiding document over the next 10 years. The Plan identified the following vision for the area:

A prosperous connected community that nurtures its people and places

The Plan contains five (5) strategic objectives, many of which align with the implementation of this Plan of Management:

- An Attractive Quality of Life
- A Prosperous Local Economy
- Fit for Purpose Public Infrastructure
- An Appealing Sense of Place
- Recognised for Local Leadership

*Glen Elgin Sportsground Draft Plan of Management***Glen Innes Severn Local Strategic Planning Statement 2020**

The Glen Innes Severn Local Strategic Planning Statement 2020 is Council's strategic land use vision to 2040 and has the following vision for the area:

Glen Innes Highlands is the place to experience a unique lifestyle with opportunity, connection, and wellbeing among a cherished and sustainable natural environment.

The Plan contains ten Planning Priorities under four themes, many of which align with the implementation of this Plan of Management:

- A renewed economic and authentic place
- A thriving and vibrant community
- Strong and connected infrastructure
- Sustainable environment and protected heritage

Other plans and strategies

A range of other Council plans and strategies are relevant to the management of the 'Community' land subject to this plan of management. These have been used to inform the directions within this plan of management

Other plans and strategies relevant to the plan of management include:

- Northern New England High Country Regional Economic Development Strategy 2018 - 2022
- Cultural Plan 2017 – 2021
- Economic Development Strategy 2020 - 2040
- Community Participation Plan
- Pedestrian Access and Mobility Plan (PAMP) 2017
- New England North West Regional Plan 2036
- Future plans and strategies, which are under development, may also apply to land subject to this Plan of Management, and these should be considered as applicable in conjunction with this document.

DEVELOPMENT AND USE

At the commencement of this PoM, Council is currently in conversation with the s355 Committee around future plans for the site. The use of the site is intended to continue being utilised as a sportsground and social place for the enjoyment of the community. Continued discussion with the managing committee of the Grounds around the future management requirements, and the options available to them will be held.

While the s355 Committee continues to manage the sportsground, there are no intentions for the sportsground to change from its current arrangement. If the Committee were to be dissolved, contingencies within this PoM are in place to allow for a future lease of the grounds to continue the management of the sportsground as a sportsground.

*Glen Elgin Sportsground Draft Plan of Management***History of the land**

The land known as the Glen Elgin Sportsground was previously owned by Keith Smith who, in 1969, started to allow the use of the parcel as a sportsground for the local community in Glen Elgin. The sportsground was run by committee through to 1999 when insurance and liability become a hurdle for the committee, at which time the land was sold to Council on condition that the vendor had a right of repurchase in the event that the use of the site as an equestrian sportsground was not continued. This option is unfortunately not in accordance with law, the land being community land and therefore not able to be sold or otherwise disposed.

To keep the spirit of the arrangement between the previous owner and Council, the land will continue to stay as community land for the future of equestrian sports, until the time that equestrian sports are no longer being hosted by the sportsground. This will trigger an opportunity to consider a change in the classification of the land from Community to Operational and the option for sale to the current owner of the adjoining lands as originally stated in the special conditions of the contract of sale.

Permissible uses / future uses

Currently the Glen Elgin sportsground is used for a variety of reasons by the community. The uses range between multiple user cases and has been historically managed by the Glen Elgin Federation Committee.

- Equestrian sports and Camp drafting, including a large annual Camp draft event inviting attendees from far and wide
- Field days held by Local Land Services to engage with the local community
- Training events held by the Rural Fire Services. During the 2019-20 Bushfires the land was used as a staging point for emergency services and a safe hub for the community to meet and share information
- Meetings are held for various groups
- GLENRAC offer community interest events and information sessions
- Mental Health days have been held by the community
- Many social events are held on the land by the local residents. Events range from Christmas in July, and Christmas to weddings and birthdays.
- Camping during events
- Grazing

List of Category sections

- Sportsground
- General community use

Glen Elgin Sportsground Draft Plan of Management

Item 7.12

Annexure A

Express authorisation of leases and licences and other estates

Under section 46(1)(b) of the *Local Government Act 1993*, leases, licences and other estates formalise the use of community land. A lease, licence or other estate may be granted to organisations and persons, community groups, sports clubs and associations, non-government organisations, charities, community welfare services, non-profit organisations and government authorities.

The lease or licence must be for uses consistent with the reserve purpose(s), the assigned categorisation and zoning of the land, be in the best interests of the community as a whole, and enable, wherever possible, shared use of community land.

Any lease or licence proposal will be individually assessed and considered, including the community benefit, compatibility with this PoM and the capacity of the community land itself and the local area to support the activity.

For a lease or licence to be considered, it shall:

- be for a community purpose
- utilise the existing infrastructure and lands and possible future upgrades
- align with the categorisation of this community land

A lease is normally issued where exclusive control of all or part of an area by a user is proposed. In all other instances a licence or short-term licence or hire agreement will be issued.

Leases and licences authorised by the plan of management

This PoM **expressly authorises** the issue of leases, licences and other estates over the land covered by the plan of management, provided that:

- the purpose is consistent with the purpose for which it was dedicated or reserved
- the purpose is consistent with the core objectives for the category of the land
- the lease, licence or other estate is for a permitted purpose listed in the *Local Government Act 1993* or the Local Government (General) Regulation 2021
- the lease, licence or other estate is granted and notified in accordance with the provisions of the *Local Government Act 1993* or the Local Government (General) Regulation 2021
- the issue of the lease, licence or other estate will not materially harm the use of the land for any of the purposes for which it was dedicated or reserved.

Table 1 above in this plan of management identifies the purposes for which leases and licences may be issued over the reserves identified in this plan of management, and the maximum duration of leases, licences and other estates.

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Short-term licences

Short term leases or licences will not be permitted. Usage of the grounds will be as approved by the organizing committee or primary lessee for the time being..

MANAGEMENT OF LAND - BY CATEGORY

Community land is valued for its important role in the social, intellectual, spiritual and physical enrichment of residents, workers, and visitors to the Glen Innes Severn Council area.

The intrinsic value of community land is also recognised, as is the important role this land plays in biodiversity conservation and ecosystem function.

Glen Innes Severn Council encourages a wide range of uses of community land and intends to facilitate uses which increase the activation of its land, where appropriate.

The use of community land is often supported by appropriate ancillary development such as playground equipment, amenity blocks or food kiosks.

The general types of uses which may occur on community land categorised as Sportsground, and General Community Use, will be described and the forms of development generally associated with those uses, in this section.

Glen Elgin Sportsground Draft Plan of Management

A. Sportsground



Guidelines and core objectives

Sportsgrounds are defined in clause 103 of the *Local Government (General) Regulation 2021* as land used primarily for active recreation involving organised sports or playing outdoor games.

The core objectives for sportsgrounds, as outlined in Section 36F of the *Local Government (General) Regulation 2021*, are to:

- encourage, promote, and facilitate recreational pursuits in the community involving organised and informal sporting activities and games
- ensure that such activities are managed having regard to any adverse impact on nearby residences.

Key issues

Ensuring continuation of sports held on the lands

The land was sold to Council under the express condition for the continuation of Equestrian sports for the community.

The area is surrounded but not delineated from the larger sportsground for Equestrian sports

There is no clear boundary to differentiate between the areas that are categorized as General Community Use and Sportsground.

The land is locked to prevent misuse

Equity of access is affected by locking the entrance to the site, with a Council provided padlock. It is possible to access the land with permission from the management committee. The remoteness and lack of other security features on the land affects alternative measures that can be implemented to ensure the protection, safety, and permitted use of the land.

*Glen Elgin Sportsground Draft Plan of Management***Maintenance of sportsgrounds**

Ongoing maintenance of the land is to occur. Grass management is controlled primarily through grazing except for the Arena grass management which is controlled through chemical restraint only.

Insurance of competitors and grounds

Appropriate insurance is to be maintained by any manager of the site to indemnify Council against risks posed by activities undertaken.

Management framework for reserves categorised as Sportsground

- The site is to be managed either by s355 Committee “Glen Elgin Federation Committee” or by another organisation under licence arrangements

Development and use

- Infrastructure is to be minimal in impact unless it pertains directly to the continued use as a sportsground
- Due to being an equestrian sportsground, land is to be clear from any earthworks or trip hazards whilst in use.
- Council's permission must be sought for any additions to infrastructure or major earthworks
- The arena to be used for Camp draft exercises only
- Special events are permitted when there are no equestrian sports being played
- No sale of alcohol to be permitted on the area designated as sportsground
- No consumption of alcohol to be permitted within the arena or associated structures such as cattle yards
- A sign as remote supervision will be erected at the road entrance to the grounds identifying relevant hazards
- Animals are permitted on the grounds subject to any site rules as displayed on signage.
- Parking on the sportsgrounds to be avoided and not to conflict with events being held
- Equestrian sports and Camp drafting, including a large annual Camp draft event
- Field days held by Local Land Services to engage with the local community
- Training events held by the NSW Rural Fire Service.
- Community interest events and information sessions including GLENRAC events
- Social events held on the land by local residents. Events range from Christmas in July, and Christmas to weddings and birthdays.
- Camping during events
- Grazing on areas not including the arena

Prohibitions

- Camping (unless expressly permitted by the management committee)
- Use of firearms
- Riding of motorcycles

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- Lighting of fire
- No agistment, pasturing, or unsanctioned grazing of stock

Current use of the land

Condition of the land and structures

The sportsground component of the land contains:

Large steel arena for camp drafting

Condition Rating: 3



Holding pens

Condition Rating: 2



Secretary and Commenter's box

Condition Rating: 3

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Tiered seating

Condition Rating: 3



Fencing

Condition Rating: 4



Use of the land and structures

The land is primarily used as an equestrian sportsground by community groups. Other sports and recreational activities may be held on the grounds as seen fit. Any lease or licence over the land will adhere to this use.

*Glen Elgin Sportsground Draft Plan of Management***Permissible uses / future uses**

The general types of uses which may occur on community land categorised as Sportsground and the forms of development generally associated with those uses, are set out in detail in Table 2. The facilities on community land may change over time, reflecting the needs of the community.

The anticipated uses and associated development identified in the table are intended to provide a general guide. The terminology used is not intended to impose an exact meaning. For example, a reference to 'football' includes any variations of that game.

It is anticipated that new sports may develop, and others increase or decrease in popularity. If this occurs, then some community land may be modified to facilitate the changing forms of 'active recreation' enjoyed by the community. References such as 'field', or 'court', are not intended to exclude other sporting surfaces.

Table 2 Permissible use and development of community land categorised as Sportsground, by Council or the community.

Purpose/Use, such as...	Development to facilitate uses, such as...
Active and passive recreational and sporting activities compatible with the nature of the particular land and any relevant facilities	Development for the purpose of conducting and facilitating organised sport (both amateur and professional), for example:
Organised and unstructured recreation activities	Equestrian sports
Community events and gatherings	Livestock showing
Commercial uses associated with sports facilities	Car parking
	Ancillary areas (equipment storage areas)
	Shade structures
	Storage ancillary to recreational uses, community events or gatherings, and public meetings
	Facilities for sports training
	Provision of amenities to facilitate use and enjoyment of the community land including seating, change rooms, toilets, storage, first aid areas
	Heritage and cultural interpretation, e.g. signs
	Equipment sales/hire areas
	Compatible, small scale commercial uses, e.g. sports tuition
	Advertising structures and signage (such as A-frames and banners) that:
	relate to approved uses/activities
	are discreet and temporary
	are approved by the council

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Purpose/Use, such as...	Development to facilitate uses, such as...
	Water-saving initiatives such as stormwater harvesting, rain gardens and swales Energy-saving initiatives such as solar lights and solar panels Locational, directional and regulatory signage

Express authorisation of leases, licences and other estates - Sportsground

This plan of management **expressly authorises** the issue of leases, licences and other estates over the land categorised as Sportsground.

ACTION PLAN

Section 36 of the *Local Government Act 1993* requires that a PoM for community land details:

- objectives and performance targets for the land
- the means by which the council proposes to achieve these objectives and performance targets
- the manner in which the council proposes to assess its performance in achieving the objectives and performance targets.

Table 4 sets out these requirements for community land categorised as Sportsground.

Table 4. Objectives and performance targets, means of achieving them and assessing achievement for community land categorised as Sportsground.

Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
Maintenance of area used for Equestrian sports	Maintain a healthy and safe area to operate sports functions.	Ensure even ground within the arena. Area to be clear of weeds and grass by use of chemical disposal, grazing and lawn mowing on other areas than the large sports pen. Area to be free of debris.	Area will be clean, free from obstacles, and maintained.

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Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
Management of assets	To keep in good repair, all assets related to the Equestrian sportsgrounds.	Management committee of the sportsgrounds to conduct ongoing assessment. Register to be kept on issues identified and actions taken. Issues to be rectified in a timely manner. Issues relating to safety are to be prioritised.	Register to show repairs and replacements. Yearly review.
Insurance	To ensure usage of the sportsground is covered for any accidents that may occur.	The management committee to hold insurance for the Grounds through Council. Events to be insured by the coordinators through an appropriate insurance body.	A copy of insurance documentation to be kept in Council records.
Continued use as a community area	Hold successful community gatherings and sports days to promote further use of the grounds	Management committee to promote and allow use of the grounds by community groups	Land will be used and enjoyed by many community groups

*Glen Elgin Sportsground Draft Plan of Management***B. General Community Use**

This category contains the communal ground where community meets and holds the facilities necessary for larger gatherings.

Guidelines and core objectives

General community use land is defined in clause 106 of the Local Government (General) Regulation 2021 as land that may be made available for use for any purpose for which community land may be used, and does not satisfy the definition of natural area, sportsground, park or area of cultural significance.

The core objectives for community land categorised as general community use, as outlined in Section 361 of the *Local Government Act 1993*, are to:

- promote, encourage and provide for the use of the land
- provide facilities on the land, to meet the current and future needs of the local community and of the wider public:
 - (a) in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public, and
 - (b) in relation to purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).

Key issues**The area is surrounded but not delineated from the larger sportsground for Equestrian sports**

There is no clear boundary to differentiate between the areas that are categorized as General Community Use and Sportsground.

Area includes large fuel generator

The facilities on site are powered by a large petrol-powered generator. Safe use of this device needs to be ensured.

*Glen Elgin Sportsground Draft Plan of Management***The facilities are locked to prevent misuse**

Equity of access is affected by the locking of facilities on the site. It is possible to access these facilities with permission from the management committee. The remoteness and lack of other security features on the land affects alternative measures that can be implemented to ensure the protection and safety of the facility.

Management framework for reserves categorised as General Community Use

- Managed by s355 Committee known as Glen Elgin Federation Committee unless leased or licenced to another organisation.

Development and use

- Any new infrastructure is to adhere to the categorisation of General Community Use
- Council's permission must be sought for any additions to infrastructure or major earthworks
- Special events are permitted through the management committee
- Sale and provision of alcohol to be permitted only when authorised with a licence
- A sign as remote supervision will be erected at the road entrance to the grounds
- Animals are permitted on the grounds subject to any site rules as displayed on signage.
- Parking on the sportsgrounds to be avoided and not to conflict with events being held
- Equestrian sports and Camp drafting, including a large annual Camp draft event
- Field days held by Local Land Services to engage with the local community
- Training events held by the NSW Rural Fire Service.
- Community interest events and information sessions including GLENRAC events
- Social events held on the land by local residents. Events range from Christmas in July, and Christmas to weddings and birthdays.
- Camping during events
- Grazing on areas not including building footprints

Prohibitions

- Camping (unless expressly permitted by the management committee)
- Use of firearms
- Riding of motorcycles
- Lighting of fire
- No agistment, pasturing, or unsanctioned grazing of stock

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Current use of the land

Condition of the land and structures

The sportsground component of the land contains:

Amenities Block *Condition Rating: 2*



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Canteen and Social area *Condition Rating: 2*



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Community Storage Shed *Condition Rating: 1*



Generator and shed

Condition Rating: 3



*Glen Elgin Sportsground Draft Plan of Management***Use of the land and structures**

There is currently no Leases or Licences on the land. In partnership with the Glen Elgin Federation Committee, Council will further evolve the need for a Lease or Licence depending on future considerations.

Permissible uses / future uses

The general types of uses which may occur on community land categorised as General Community Use, and the forms of development generally associated with those uses, are set out in detail in Table 5. The facilities on community land may change over time, reflecting the needs of the community.

Table 5 Permissible use and development of community land categorised as General Community Use by Council or the community

Purpose/Use, such as...	Development to facilitate uses, such as...
<p>Providing a location for, and supporting, the gathering of groups for a range of social, cultural, or recreational purposes.</p> <p>Providing multi-purpose buildings (for example, community halls and centres) with specialised community uses such as:</p> <ul style="list-style-type: none"> casual or informal recreation meetings (including for social, recreational, educational or cultural purposes) functions concerts, including all musical genres performances (including film and stage) exhibitions fairs and parades workshops leisure or training classes designated group use (e.g. Equestrian sports groups) educational centres, including information and resource centres entertainment facilities active cemeteries camping grounds as permitted by management committee 	<p>Development for the purposes of social, community, cultural and recreational activities, such as youth services, men's sheds, health services, sports.</p> <p>Development includes:</p> <ul style="list-style-type: none"> provision of buildings or other amenity areas to facilitate use and enjoyment by the community development (particularly within buildings) for the purposes of addressing the needs of a particular group (for example, a stage) landscaping and finishes, improving access, amenity and the visual character of the general community area water-saving initiatives such as rain gardens energy-saving initiatives such as solar lights and solar panels car parking and loading areas advertising structures and signage (such as A-frames and banners) that: <ul style="list-style-type: none"> relate to approved uses/activities are discreet and temporary are approved by the council locational, directional and regulatory signage.

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Express authorisation of leases, licences and other estates – General Community Use

This plan of management **expressly authorises** the issue of leases, licences and other estates over the land categorised as General Community Use, listed in Table 6.

Table 6 Leases, licences and other estates and purposes for which they may be granted for community land categorised as General Community Use

Type of tenure arrangement	Maximum term	Purpose for which tenure may be granted
Lease	<ul style="list-style-type: none"> 5 years 	<ul style="list-style-type: none"> health or medical practitioners associated with the relevant facility (for example, nutrition, physiotherapy) educational purposes, including education classes and workshops cultural purposes, including concerts, dramatic productions and galleries recreational purposes sporting uses kiosk, café and refreshment purposes commercial retail uses associated with the facility (e.g. sale or hire of sports goods)
Licence	<ul style="list-style-type: none"> 5 years 	<ul style="list-style-type: none"> social purposes (including child care, vacation care) educational purposes, including libraries, education classes, workshops recreational purposes, including fitness classes, dance classes café/kiosk areas sale of goods or services that are ancillary to community land use and reserve purpose, for example flower sales at cemetery
Short-term licence	N/A	N/A
Other estates		This PoM allows the council to grant 'an estate' over community land for the provision of public utilities and works associated with or ancillary to public utilities and provision of services, or connections for premises adjoining the community land to a facility of the council or public utility provider on the community land in accordance with the <i>Local Government Act 1993</i> .

*Glen Elgin Sportsground Draft Plan of Management***ACTION PLAN**

Section 36 of the *Local Government Act* 1993 requires that a PoM for community land details:

- objectives and performance targets for the land
- the means by which the council proposes to achieve these objectives and performance targets
- the manner in which the council proposes to assess its performance in achieving the objectives and performance targets.

Table 7 sets out these requirements for community land categorised as General Community Use.

Table 7 Objectives and performance targets, means of achieving them and assessing achievement for community land categorised as General Community Use

Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
Maintenance of area used for General Community Use	Maintain a healthy and safe area to hold events and activities	Area to be clear of weeds and grass through grazing and lawn mowing. Area to be free of debris and litter.	Area will be clean and maintained.
Management of assets	To keep in good repair, all assets related to the area designated as General Community Use.	Management committee of the sportsgrounds to conduct ongoing assessment. Register to be kept on issues identified and actions taken. Issues to be rectified in a timely manner. Issues relating to safety are to be prioritised.	Register to show repairs and replacements. Yearly review.

Glen Elgin Sportsground Draft Plan of Management

Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
Insurance	To ensure usage of the sportsground is covered for any accidents that may occur.	The management committee to hold insurance for the Grounds through Council. Events to be insured by the coordinators through an appropriate insurance body.	A copy of insurance documentation to be kept in Council records.
Continued use as a community area	Hold successful community gatherings and sports days to promote further use of the grounds	Management committee to promote and allow use of the grounds by community groups	Land will be used and enjoyed by many community groups
Further upgrades to facilities	To ensure development on the grounds continue to adhere to the needs of the community	Council will oversee the prospective development options and give approval via application process	Infrastructure on the land will conform with the uses of the grounds.

*Glen Elgin Sportsground Draft Plan of Management***Appendix A1 – Community land covered by this plan of management**

Owner of the Land	Glen Innes Severn Council
Lot and DP	Lot 1 in Deposited Plan 1009200
Address	1072 Glen Elgin Road Glen Elgin NSW 2370
Reserve Purpose	Community Land
Assigned categories	Sportsgrounds; and General Community Use

Appendix A2 – Maps

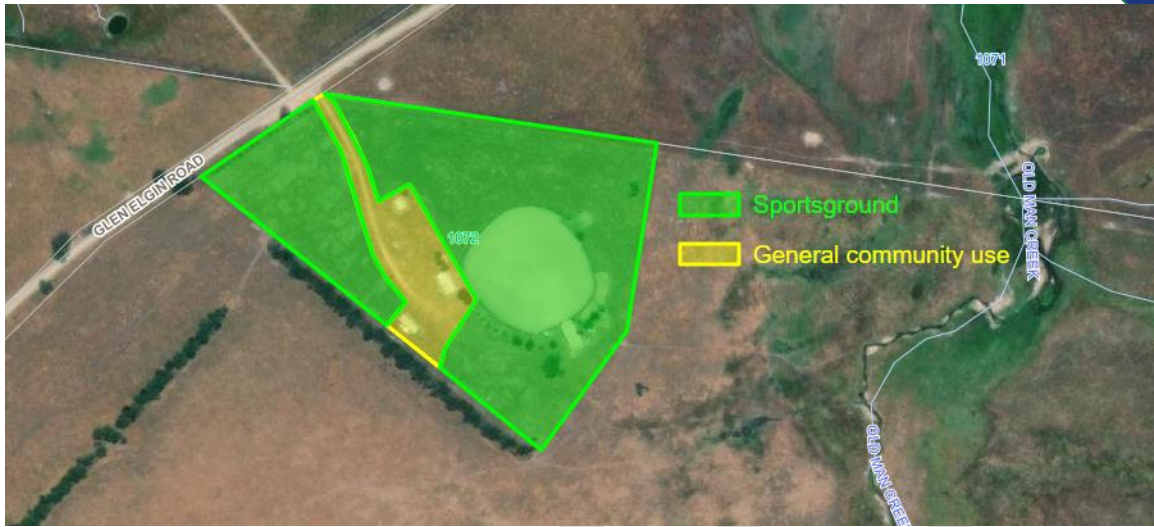
The Local Government (General) Regulation 2021 (Clause 113) requires that a draft plan of management that categorises an area of community land, or parts of an area of community land, in more than one category must clearly identify the land or parts of the land and the separate categories (by a map or otherwise).

Appendix A2.1



Glen Elgin Sportsground Draft Plan of Management

Appendix A2.2



Appendix A2.3



Glen Elgin Sportsground Draft Plan of Management

Appendix A3 – Plan of Management Legislative Framework

The primary legislation that impacts on how community land is managed or used is briefly described below. You can find further information regarding these acts at www.legislation.nsw.gov.au

Local Government Act 1993

Section 35 of the *Local Government Act 1993* provides that community land can only be **used** in accordance with:

- the plan of management applying to that area of community land, and
- any law permitting the use of the land for a specified purpose or otherwise regulating the use of the land, and
- the provisions of Division 2 of Chapter 6 of the *Local Government Act 1993*.

Section 36 of the Act provides that a plan of management for community land must identify the following:

- a) the category of the land,
- b) the objectives and performance **targets** of the plan with respect to the land,
- c) the means by which the council proposes to **achieve** the plan's objectives and performance targets,
- d) the manner in which the council proposes **to assess its performance** with respect to the plan's objectives and performance targets,

and may require the prior approval of the council to the carrying out of any specified activity on the land.

A plan of management that applies to just one area of community land:

- a) must include a description of:
 - (i) the condition of the land, and of any buildings or other improvements on the land, as at the date of adoption of the plan of management, and
 - (ii) the use of the land and any such buildings or improvements as at that date, and
- b) must:
 - (i) specify the purposes for which the land, and any such buildings or improvements, will be permitted to be used, and
 - (ii) specify the purposes for which any further development of the land will be permitted, whether under lease or licence or otherwise, and
 - (iii) describe the scale and intensity of any such permitted use or development.

Note: photographs of buildings/structures located on the reserve should be considered. Council should also consider including a rating system for building/structures.

Land is to be categorised as one or more of the following:

- a) a natural area
- b) a sportsground
- c) a park
- d) an area of cultural significance
- e) general community use.

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Land that is categorised as a natural area is to be further categorised as one or more of the following:

- a) bushland
- b) wetland
- c) escarpment
- d) watercourse
- e) foreshore
- f) a category prescribed by the regulations.

Additionally, under section 36 of the *Local Government Act 1993*, a site-specific PoM must be made for land declared:

- as critical habitat, or directly affected by a threat abatement plan or a recovery plan under threatened species laws (sections 36A(2) and 36B(3))
- by council to contain significant natural features (section 36C(2))
- by council to be of cultural significance (section 36D(2)).

Classification of public land

The *Local Government Act 1993* requires classification of public land into either 'community' or 'operational' land (Section 26). The classification is generally made for council-owned public land by the council's Local Environmental Plan (LEP) or in some circumstances by a resolution of the council (Section 27).

Crown reserves managed by council as Crown land manager have been classified as community land upon commencement of the *Crown Land Management Act 2016*. Councils may manage these Crown reserves as operational land if written consent is obtained from the Minister administering the *Crown Land Management Act 2016*.

Classification of land has a direct effect on the council's ability to dispose of or alienate land by sale, leasing, licensing or some other means. Under the *Local Government Act 1993* community land must not be sold (except for scheduled purposes), exchanged or otherwise disposed of by the council, and the land must be used and managed in accordance with an adopted PoM. In addition, community land is subject to strict controls relating to leases and licences (sections 45, 46, 46a and 47) of the *Local Government Act 1993*.

By comparison, no such restrictions apply to operational land that is owned by councils. For example, operational land can be sold, disposed, exchanged or leased including exclusive use over the land, unencumbered by the requirements which control the use and management of community land. Crown reserves managed by council as operational land may generally be dealt with as other operational land but may not be sold or otherwise disposed of without the written consent of the Minister administering the *Crown Land Management Act 2016*.

Operational land would usually include land held as a temporary asset or an investment, land which facilitates the council carrying out its functions or land which may not be open to the general public (for example, a works depot).

The classification or reclassification of council-owned public land will generally be achieved by a Local Environmental Plan (LEP) or by a resolution of council in accordance with sections 31, 32 and 33 of the *Local Government Act 1993*. If land is not classified by resolution within a three-month period from acquisition it automatically becomes

Glen Elgin Sportsground Draft Plan of Management

community land, regardless of whether it satisfies the objectives for community land as outlined in the *Local Government Act 1993*.

For Crown land, Council cannot reclassify community land as operational land without consent of the Minister administering the *Crown Land Management Act 2016*.

Local Government Act 1993

The *Local Government (General) Regulation 2021* accompanies the above Act to set out the guidelines for the categorisation of community land and the preparation of a PoM.

Division 1 of the *Local Government (General) Regulation 2021* outlines the categorisation qualifications to take into consideration when assessing land.

Division 2 of the *Local Government (General) Regulation 2021* prescribes the preparation and adoption of draft plans of management.

Crown Land Management Act 2016

Crown reserves are land set aside on behalf of the community for a wide range of public purposes, including environmental and heritage protection, recreation and sport, open space, community halls, special events and government services.

Crown land is governed by the *Crown Land Management Act 2016*, which provides a framework for the state government, local councils and members of the community to work together to provide care, control and management of Crown reserves.

Under the *Crown Land Management Act 2016*, as appointed Council Crown land managers, councils manage Crown land as if it were public land under the LG Act. However, it must still be managed in accordance with the purpose of the land and cannot be used for an activity incompatible with its purpose – for example, Crown land assigned the purpose of ‘environmental protection’ cannot be used in a way that compromises its environmental integrity.

Councils must also manage Crown land in accordance with the objects and principles of Crown land management outlined in the *Crown Land Management Act 2016*. The objects and principles are the key values that guide Crown land management to benefit the community and to ensure that Crown land is managed for sustainable, multiple uses.

Principles of Crown land management

- Environmental protection principles are to be observed in the management and administration of Crown land.
- The natural resources of Crown land (including water, soil, flora, fauna and scenic quality) will be conserved wherever possible.
- Public use and enjoyment of appropriate Crown land are to be encouraged.
- Where appropriate, multiple uses of Crown land should be encouraged.
- Where appropriate, Crown land should be used and managed in such a way that both the land and its resources are sustained.
- Crown land is to be occupied, used, sold, leased, licensed or otherwise dealt with in the best interests of the state of NSW, consistent with the above principles.

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Crown land management compliance

In addition to management and use of Crown reserves that is aligned with the reserve purpose(s), there are other influences over council management of Crown reserves. For example, Crown land managers may have conditions attached to any appointment instruments, or councils may have to comply with specific or general Crown land management rules that may be published in the NSW Government Gazette. Councils must also comply with any Crown land regulations that may be made.

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Native Title Act 1993

The Commonwealth *Native Title Act 1993* recognises and protects native title rights and interests. The objects of the *Native Title Act 1993* are to:

- provide for the recognition and protection of native title
- establish ways in which future dealings affecting native title may proceed and to set standards for those dealings
- establish a mechanism for determining claims to native title
- provide for, or permit, the validation of past acts invalidated because of the existence of native title.

The *Native Title Act 1993* may affect use of Crown land, particularly development and granting of tenure.

Specifically, the CLM Act makes it mandatory for council to engage or employ a native title manager. This role provides advice to council as to how the council's dealings and activities on Crown land can be valid or not valid in accordance with the *Native Title Act 1993*

Council must obtain the written advice from an accredited native title manager that Council complies with any applicable provisions of the native title legislation when:

- a) granting leases, licences, permits, forestry rights, easements or rights of way over the land
- b) mortgaging the land or allowing it to be mortgaged
- c) imposing, requiring or agreeing to covenants, conditions or other restrictions on use (or removing or releasing, or agreeing to remove or release, covenants, conditions or other restrictions on use) in connection with dealings involving the land
- d) approving (or submitting for approval) a plan of management for the land that authorises or permits any of the kinds of dealings referred to in (a), (b) or (c).

Council plans and policies relating to this plan of management

Council has developed plans and policies that are concerned to some extent with the management of community land. These documents have been considered when preparing this PoM.

The following is a list of Council documents that have a direct association with this PoM:

- Glen Innes Severn Community Strategic Plan 2022 – 2032
- Glen Innes Severn Local Strategic Planning Statement 2020
- Northern New England High Country Regional Economic Development Strategy 2018 - 2022
- Cultural Plan 2017 – 2021
- Economic Development Strategy 2020 - 2040
- Community Participation Plan
- Pedestrian Access and Mobility Plan (PAMP) 2017
- New England North West Regional Plan 2036

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Other state and Commonwealth legislation**NSW state legislation*****Environmental Planning and Assessment Act 1979***

The *Environmental Planning and Assessment Act 1979* (EP&A Act) provides the framework for planning and development across NSW and guides environmental planning instruments which provide a basis for development control.

The EP&A Act ensures that effects on the natural environment, along with social and economic factors, are considered by the council when granting approval for or undertaking works, developments or activities.

This Act is also the enabling legislation for planning policies which may have a direct influence on open space management. On a state-wide level there are State Environmental Planning Policies (SEPPs). On a regional level there are Regional Environmental Plans (REPs). On a local level there are Local Environmental Plans (LEPs) as well as Development Control Plans (DCPs).

Aboriginal Land Rights Act 1983

The *Aboriginal Land Rights Act 1983* (ALR Act) is important legislation that recognises the rights of Aboriginal peoples in NSW. It recognises the need of Aboriginal peoples for land and acknowledges that land for Aboriginal people in the past was progressively reduced without compensation. Crown land meeting certain criteria may be granted to an Aboriginal Land Council. This Act may affect dealings with Crown land that is potentially claimable.

Note: This Act repealed several pieces of legislation including the *Native Vegetation Act 2003*, *Threatened Species Conservation Act 1995*, the *Nature Conservation Trust Act 2001*, and the animal and plant provisions of the *National Parks and Wildlife Act 1974*.

Biodiversity Conservation Act 2016

This Act covers conservation of threatened species, populations and ecological communities, the protection of native flora and fauna. This Act primarily relates to community land categorised as natural area. However, other categories may also be affected.

The *Threatened Species Conservation Act 1995* has been repealed and superseded by the *Biodiversity Conservation Act 2016*. However, references to the former legislation remain in the *Local Government Act 1993* and are therefore retained in this guideline.

The Department's Energy, Environment and Science division advises that recovery plans and threat abatement plans made under the *Threatened Species Conservation Act 1995* were repealed on the commencement of the *Biodiversity Conservation Act 2016* in 2017. These plans have not been preserved by any savings and transitional arrangement under the *Biodiversity Conservation Act 2016* or *Local Government Act 1993*, meaning pre-existing plans have no legal effect.

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For this reason, requirements relating to recovery plans and threat abatement plans for local councils preparing plans of management under section 36B of the Local Government Act 1993 are now redundant. Councils will be advised if future amendments are made to the Local Government Act 1993 to enable these mechanisms.

Certain weeds are also declared noxious under this Act, which prescribes categories to which the weeds are assigned, and these control categories identify the course of action which needs to be carried out on the weeds. A weed may be declared noxious in part or all of the state.

Rural Fires Act 1997

This Act contains provisions for bushfire risk management and the establishment of a Bushfire Management Committee. It also includes direction on development in bushfire prone lands.

Other relevant legislation, policies, and plans

Biosecurity Act 2015

Disability Discrimination Act 1992

Local Land Services Act 2013

Pesticides Act 1999

Protection of the Environment Operations Act 1997

Retail Leases Act 1994.

Australia Day S355 Community Committee of Glen Innes Severn Council**MINUTES OF ORDINARY MEETING**

HELD ON: 2/8/2023

MEETING OPENED: 19:09 (7.09pm)**PRESENT:** Jan Lemon, Mahri Koch, Robert Arthur, Kerrie Sturtridge, Cr Parry, Cr Parsons, Peter Haselwood, Bev Edkins, Richard Edkins.**APOLOGIES:** Kerry Strong, Karen Carr, John Chapel (Dundee Hall Committee).**DECLARATIONS OF CONFLICT OF INTEREST:** NIL.

Item No.	Item	Action
1	BUSINESS ARISING:	
1.1	Minutes of March 2023 meeting agreed as correct: Moved Kerrie Sturtridge. Seconded: Robert Arthur.	
	Flags have been accounted for and stored. Michael Tomalaris, our Australia Day Ambassador for 2023, was very impressed with how we ran our Australia Day activities saying that it was the best he had been to.	
2	EXECUTIVE REPORT - Budget	
2.1	GISC funding: Balance awaits Information requested by Chair from Council. Jan listed accounts paid, and those still waiting for Council to approve the account numbers for payment to occur.	
3	CORRESPONDENCE:	
3.1	OUT: JAN: Agenda for tonight's meeting IN: Jan: Simone is the committee's new GISC contact IN GISC: Mahri: OUT: Mahri: March 2023 Minutes	Mahri to provide letter to GLENRAC to thank them for their past support and for printing.
4	Australia Day 2024 Dundee Hall committee members have agreed to host the 2024 breakfast. We await an official letter of consent from the Hall Committee.	Mahri to approach GLENRAC for permission to print A4 posters for 2024 Australia Day advertising and distribution.

Item No.	Item	Action
4.1	Postcard Advertising Jan and Mahri have been investigating the costs for design and printing of postcards to be distributed around the LGA to encourage more nominations 2024.	
4.2	Nomination Forms 2024 Members agreed it would help to place nomination forms copies at all village post offices, the VIC, and anywhere else we can provide the forms for people to complete and submit.	Mahri to provide an electronic copy of the forms to all community groups for their use.
4.3	Print Fresh posters badges Jan provided new name badges for all committee members. Richard provided an update on large poster frames at a cost of \$65 each.	Jan and Richard to check store room to determine sizes of poster frames required.

MEETING CLOSED: 1041 (7.41pm). **NEXT MEETING:** Wednesday 6th September, 2023

Emmaville War Memorial Hall
MINUTES OF ORDINARY MEETING
 HELD ON: 18/04/23



MEETING OPENED: 5:38pm

PRESENT: Daniel Sproule (Chairperson), Claire Sproule (Secretary) Leah Johnson (Treasurer)
 Dot Wooder,

APOLOGIES: Daphne Say, Rob Banham.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST:
 NON

MINUTES OF THE PREVIOUS MEETING:

Moved:Leah Johnson seconded: Daniel Sproule that the minutes of the previous meeting, dated be accepted.

CARRIED

Item No.	Item		Action
5	BUSINESS ARISING:		
1	Change signatories on westpac account Add Daniel Sproule and Leah Johnson as signatories and to have cards distributed and access to online banking. Remove Lynn Schumacher as signatory		Moved Claire Sproule Seconded Dot Wooder
	Need for ANZAC Day vegetable peeler, chopping boards, coffee mugs, tea towels, dish soap bulk, bulk blue cloth, scourers. bin bags,		
	Kitchen clean out, stock take of equipment Donate unwanted items List new needed items List of equipment to count for when people hire out and include in agreement to charge for missing equipment.		Leah, Claire tuesday 2/05
6	TREASURER REPORT:		
	Not available for this meeting		Leah
7	CORRESPONDENCE:		
	IN: Letter from the Anglican Diocese of Armidale		Claire Sproule Regards to Boundary
8	STANDING ITEMS:		
	Cool Choir to use hall for practise (no fees charged)		
	Cool Choir to hold a concert towards the end of the year.	Claire to contact choir	
	Boundary between EWMH, Anglican Church Hall	Rob & Daniel	

Item No.	Item		Action
	Corresponding with the Anglican church to resolve the issue of the EWMH boundary fence going onto ACH property.		
	Kindie Swing awaiting correspondence from anglican church in regards to placing the swing on the boundary	Rob & Daniel	
9	GENERAL BUSINESS:		
	Hall Hire agreement to be implemented with a deposit fee	Claire and Daniel (Done)	
	Elove to quote on deep clean for the kitchen	Leah to do after anzac	
	Contact "Small Halls Events" to organise events for the community.	Claire	
	Toilet Signage for male and disabled toilets. Contact Preschool to remove items from Disabled toilet for events, perhaps purchase a locker for them to use. (Daniel spoke to preschool. they will move before events)	Daniel to purchase signs Claire to write a letter to pre school.	
	Purchase new paper towel dispensers, bins and toilet brushes	Daniel	
	Roy Wells 100th Birthday party (no fees charged) (Went well all happy)	Moved Rob Banham Seconded Dot wooder	
	Connect large green tank to pump for water Ken Taylor (Plumber) to do so (ongoing)		
	Power to stage to be upgraded to 3 phase.(use grant money to do so)	Rob	
	Start Facebook Page for hall advertising (DONE)	Claire	
	Donate Old minutes to the Museum (dating from the 1980s) (DONE)	Claire	

MEETING CLOSED: 6:08pm**NEXT MEETING: 6/05/23 5:30pm at the Emmaville war memorial Hall**.....
Chairman.....
Date

Emmaville War Memorial Hall
MINUTES OF ORDINARY MEETING
 HELD ON: 11/05/23



MEETING OPENED: 5:35pm

PRESENT: Daniel Sproule (Chairperson), Claire Sproule (Secretary) Rob Banham
 Dot Wooder,

APOLOGIES: Daphne Say, Leah Johnson

CARRIED


DECLARATIONS OF CONFLICT OF INTEREST:
 NON

MINUTES OF THE PREVIOUS MEETING:

Moved:Dot Wooder seconded: Daniel Sproule that the minutes of the previous meeting, dated be accepted.

CARRIED

Item No.	Item		Action
5	BUSINESS ARISING:		
1	Change signatories on westpac account Add Daniel Sproule and Leah Johnson as signatories and to have cards distributed and access to online banking. Remove Lynn Schumacher as signatory		Moved Claire Sproule Seconded Dot Wooder
	Need for ANZAC Day vegetable peeler, chopping boards, coffee mugs, tea towels, dish soap bulk, bulk blue cloth, scourers. bin bags,	Completed	
	Ask preschool to put a lock on the garden Shed.		
6	TREASURER REPORT:		
	Not available for this meeting		Leah
7	CORRESPONDENCE:		
8	STANDING ITEMS:		
	Cool Choir to use hall for practise (no fees charged)		
	Cool Choir to hold a concert towards the end of the year.	9th of december (pay to use hall but free admission)	
	Boundary between EWMH, Anglican Church Hall Corresponding with the Anglican church to resolve the issue of the EWMH boundary fence going onto ACH property.	Rob & Daniel	
	Kindie Swing awaiting correspondence from anglican church in regards to placing the swing on	Rob & Daniel	

Item No.	Item		Action
	the boundary. Preschool will organise the building of the swing once we have approved where it goes.		
	Still awaiting builders to complete renovation (Stronger country communities round 4 grant)		
	White Board Calendar for events date.		
	Daphne donated glasses and tea towels		
	Enquire to daycare after what's in the right side of the stage.		
	24th of may Biggest morning Tea.		
9	GENERAL BUSINESS:		
	Hall Hire agreement to be implemented with a deposit fee	Claire and Daniel (Done)	
	Elove to quote on deep clean for the kitchen	Completed	
	Contact "Small Halls Events" to organise events for the community.	Claire	
	Toilet Signage for male and disabled toilets. Contact Preschool to remove items from Disabled toilet for events, perhaps purchase a locker for them to use. (Daniel spoke to preschool. they will move before events)	Daniel to purchase signs Claire to write a letter to pre school.	
	Purchase new paper towel dispensers, bins and toilet brushes	Daniel	
	Connect large green tank to pump for water Ken Taylor (Plumber) to do so (ongoing)		Coming on the weekend
	Power to stage to be upgraded to 3 phase.(use grant money to do so) apart of the (130 000)	Rob	

MEETING CLOSED: 6pm**NEXT MEETING: To be confirmed to be held in august at the Emmaville war memorial Hall**

.....
Chairman

.....
Date

Emmaville War Memorial Hall
MINUTES OF ORDINARY MEETING
 HELD ON: 13/09/23



MEETING OPENED: 5:35pm

PRESENT: Daniel Sproule (Chairperson), Claire Sproule (Secretary) Rob Banham
 Dot Wooder,

APOLOGIES: Daphne Say, Leah Johnson

CARRIED


DECLARATIONS OF CONFLICT OF INTEREST:
 NON

MINUTES OF THE PREVIOUS MEETING:

Moved:Dot Wooder seconded: Daniel Sproule that the minutes of the previous meeting, dated be accepted.

CARRIED

Item No.	Item		Action
5	BUSINESS ARISING:		
1	Change signatories on westpac account Remove Leah Johnson		Moved Claire Sproule Seconded Dot Wooder
	Leah Johnson Resigned as Treasurer. Letter received and accepted.		Moved Daniel Sproule Seconded Dot Wooder
	Claire as new Treasurer		Moved by Rob Banham Seconded by Dot wooder
	Ask preschool to put a lock on the garden Shed.	(Done)	
6	TREASURER REPORT:		
	Opening Balance :\$110764.72 Closing Balance: \$109465.95		Moved By Rob Banham Seconded Daniel Sproule
7	CORRESPONDENCE:		
	Leah Johnson letter of resignation		
8	STANDING ITEMS:		
	Cool Choir to use hall for practise (no fees charged)		
	Cool Choir to hold a concert towards the end of the year.	9th of december	

Item No.	Item		Action
		(pay to use hall but free admission)	
	Boundary between EWMH, Anglican Church Hall Corresponding with the Anglican church to resolve the issue of the EWMH boundary fence going onto ACH property.	Completed	
	Kindie Swing awaiting correspondence from anglican church in regards to placing the swing on the boundary. Preschool will organise the building of the swing once we have approved where it goes. Check we have paid \$3000	On going by council Rob to follow up. Daniel	
	Still awaiting builders to complete renovation (Stronger country communities round 4 grant)	On going	
	White Board Calendar for events date.	Completed	
	Daphne donated glasses and tea towels	Completed	
	Enquire to have access from daycare use of the right side stage.	On going	
	24th of may Biggest morning Tea.	Completed	
9	GENERAL BUSINESS:		
	Hall Hire agreement to Bron for reunion dinner. As well invoice for hire	Claire	
	Donate Cutlery and plates community centre Brad Watson	Claire	
	Contact "Small Halls Events" to organise events for the community.	Claire on going	
	Toilet Signage for male and disabled toilets. Contact Preschool to remove items from Disabled toilet for events, perhaps purchase a locker for them to use. (Daniel spoke to preschool. they will move before events)	Daniel to organise signage.	
	Purchase new paper towel dispensers, bins and toilet brushes purchase and toilet paper.	Daniel	
	Connect large green tank to pump for water Ken Taylor (Plumber) to do so (ongoing)	Completed	
	Power to stage to be upgraded to 3 phase.(use grant money to do so)	Rob	
	Preschool asked for air con with leftover grant monies.	On going	
	Tap and hose from the tank or in the yard area. Removable tap handle	Daniel to speak to Ken Taylor	

MEETING CLOSED: 6.05pm**NEXT MEETING: 12th October 5:30pm**

Glen Elgin Federation Sports Committee

General Meeting

Wednesday, 23rd August 2023

Meeting opened: 7:30 pm

Present: Royce Meyer, Fiona Meyer, Wayne Dunn, Peter Donnelly, Rachael Cheers, Daniel Cheers, Kathy Bennett, Greg Bennett, David White, Graham MacDougall, Craig Klingner & Julie Donnelly

Apologies:, None

Correspondence:

Previous general meeting minutes: Read by Julie Donnelly.

Moved: Julie Donnelly

Seconded: Fiona Meyer

Treasurers Report: As per AGM.

Please see Treasurers report attached.

Moved: Julie Donnelly

Seconded: Royce Meyer

Business arising from last meetings minutes:

Slasher – Wayne thought we could put slasher on marketplace. James suggested FB marketplace and gum tree.

Yard Maintenance – Steel posts to be purchase a bundle of 19, concrete, length of cattle rail and RHS. Wayne to organise and will pick it up.

Working Bee – Saturday, 9th September.

General business:

- Council meeting 21st September – Bev and some committee members to represent.
- We the Glen Elgin committee will be approaching the council to encourage the council to follow through on their position on doing our LEP review and Plan of management for Glen Elgin Sports Ground.
- Julie to look into grants for the toilet block. Greg to look into quote from Gavin.
- Wayne thanked James and Lara Gresham for all their hard work over the years being on the committee and wished them all the best.

Meeting closed: 7:58 pm

APPENDIX 3.2: MINUTES TEMPLATES
**GLEN ELGIN FEDERATION COMMITTEE
MINUTES OF ANNUAL GENERAL MEETING**
HELD ON: 23rd August 2023**MEETING OPENED:** 6:13pm

PRESENT: Wayne Dunn (Chairperson), Julie Donnelly (Minute Taker) Dennie McIntyre (Council), Erica Dunn, Rachael Cheers, Craig Klingner, Peter Donnelly, Kathy Bennett, Greg Bennett, Brad Dunn, David White, James Gresham, Lara Gresham, Daniel Cheers, Fiona Meyer, Royce Meyer, Robyn MacDougall, Graham MacDougall, Bev Cheers and Kym Cheers

APOLOGIES: Robert & Jenny Thompson

Moved Wayne Dunn, seconded Julie Donnelly that the apologies be accepted.

CARRIED**DECLARATIONS OF CONFLICT OF INTEREST:**

None

MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING:

Moved **Julie Donnelly**, seconded **Erica Dunn** that the minutes of the previous AGM meeting, **06/07/2022** be accepted.

CARRIED

Item No.	Item	Action
5	REPORT FROM THE CHAIRPERSON / PRESIDENT:	
Item number	President thanked all committee members for their help, support and hard work throughout the past year and reflected on how well the committee is working together and putting on a successful campdraft and sports. Thanked Bev cheers for putting together a great community night being the Christmas in July.	
6	TREASURER REPORT	
Item number	Opening balance of \$25, 414.72 Closing balance \$41,622.86	Moved Kym Cheers, seconded Peter Donnelly
7	NOMINATIONS FOR MEMBERSHIP FOR THE COMING YEAR:	
Item number	Wayne Dunn, Peter Donnelly, Julie Donnelly, Graham MacDougall, Daniel Cheers, Craig Klingner, Kathy Bennett, Greg Bennett, Rachael Cheers, David White, Fiona Meyer, Royce Meyer.	
8	VOTING:	
Item number	Wayne Dunn Peter Donnelly Graham MacDougall Fiona Meyer	

APPENDIX 3.2: MINUTES TEMPLATES

Item No.	Item	Action
	Daniel Cheers David White Craig Klingner Kathy Bennett Rachael Cheers Greg Bennett Julie Donnelly Royce Meyer	
9	ELECTION OF OFFICE BEARERS:	
Item number	Daniel Cheers nominated Wayne Dunn for President. Rachael Cheers nominated Julie Donnelly for Secretary. Craig Klingner nominated Fiona Meyer for Treasurer. Peter Donnelly nominated Royce Meyer for Vice President. Wayne Dunn- President Julie Donnelly - Secretary Fiona Meyer - Treasurer Royce Meyer- Vice President	Accepted. All in favour. Accepted. All in favour. Accepted. All in favour. Accepted. All in favour.
10	SETTING OF DATES, TIMES AND LOCATION FOR MEETINGS FOR THE COMING YEAR:	
	Dates to be confirmed later in the year.	

MEETING CLOSED: 6:30pm**NEXT MEETING:** TBC*Wayne Dunn*.....
Chairman*23/08/2023*.....
Date

Glen Innes and District Cemetery Trust Minutes

17 August 2023

Meeting Opened **5.30pm**

Present

Tammy McLennan, Raelene Watson, Jenny Thomas, Bob Thomas, Bob Davidson, Carlene Knight and Graham Archibald (Acting Chair) and Hayley Cowan (Minutes Secretary)

Apologies

Troy Arandale

Moved: Raelene Watson **Seconded:** Bob Davidson

Correspondence Out

Nil

Correspondence In

16/8/2023 Apologies Troy Arandale

Business Arising

1. **Rabbits-** There is an ongoing rabbit issue at several cemeteries. The Council Rangers are approaching this in conjunction with Local Land Services. Bob Davidson's control tickets have now expired but he is happy to advise. There is also an infestation of meat ants at Red Range cemetery.
2. **State of gardens and columbarium walls-** The Park's crew have begun maintenance works on these areas. This is an ongoing item on the Park's crew's agenda. The gardens at the entrance and around the Lion's monuments at the Glen Innes cemetery are to be removed entirely as they are looking very dishevelled and needs replanting. Top dressing has commenced on the lawn section focusing first on any sunken graves. Overall, the cemeteries are looking very presentable.
3. **Dawn service-** The committee needs to communicate with the Glen Innes RSL sub branch and discuss whether they would like to have Cemetery trust Committee members available for cemetery tours or any other services on the day.
4. **Minutes adjusted-** To change walkaround the cemeteries in preparation for ANZAC Day to MARCH rather than MAY.
5. **Cemetery Signage-** A full signage audit will be undertaken at Glen Innes cemetery with the aim of creating more user-friendly signage. QR codes will be on the signs to refer to further information regarding the cemetery online. The potential companies to complete this work are currently being investigated. Signage at the of the Cemetery entrance will be upgraded and include a map. Signs for remote supervision eg. No motorbike riding etc. will also be added. The name blade signs are being replaced and additional directional signage is being added. There is a budget in place for the signage work. The ring road will be changed to one way. Council's Infrastructure department are preparing a quote to seal the ring road and remove the ramps. New gates for the Glen Innes Cemetery are being discussed along with the RSL building a new wall

6. Council will be removing hedgerows along front of cemetery following complaints regarding leaves and branches falling on graves. Trees will be replanted on the road reserve outside the cemetery. Planning will be undertaken for future operational plans for this project.

General Business

1. New legislation from the Cemeteries and Crematoria Interment Industry Scheme has been passed. This will require all cemeteries to be licensed with a license fee paid yearly. Licensing will cost \$800 per cemetery. This will even include closed cemeteries. The cemeteries in this LGA appear to fall into the Group 2 category yet is still unclear whether only one overriding license will be required or a separate license for each cemetery. The aim of the new legislation is to make cemetery fees transparent for residents. As part of the new legislation, Council will need to report on pricing, all maintenance, burials, ashes, interments, monuments etc. They will also require an arborist report on every tree in every cemetery and structural reports for every monument, tombstones, statues etc. Council has until end of December to apply for the licenses. This will cost the Council exorbitantly and as a result, this will likely raise burial costs for residents. Still, there are lots of questions to be answered by the state government on how the legislation should be implemented by smaller Councils as it will be very difficult to adhere to the new restrictions.
2. Council is considering amalgamating some 355 committees. The proposed amalgamation relevant to this committee is to merge the Cemetery Trust Committee with the Open Spaces Committee and the Sports Council.

Next Meeting 16th November

Meeting Closed : 6.08PM



Glencoe Hall Committee
MINUTES OF ORDINARY MEETING
 HELD ON: 2nd September 2023

MEETING OPENED: 11:08am

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

APOLOGIES: Matt Scullion, Sharon Packwood-Scullion, Nancy Parry

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

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST:

Nil

MINUTES OF THE PREVIOUS MEETING:

Moved Helen Gunther, seconded Julie Wright that the minutes of the previous meeting, dated 3rd June 2023 be accepted.

CARRIED

Item No.	Item	Action
5	BUSINESS ARISING:	
	Men's Shed Sign New sign has been attached to the hall. Thank you, Rob, Andrew, Chris and Jason, for putting up the sign.	
	Kitchen Grant Jack has organised quotes- floor lino, freestanding 900mmm oven /cook-electric, rangehood. Waiting for electrician quote to go with gas quote.	Jack
	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. Helen will contact council to see what has been organised.	Helen
	Use of hall for Referendum Polling Place AEC enquired about hall availability for the upcoming referendum. Not confirmed. October 14.	
	Book Sale/Book Fair Glencoe Market and Book Fest at Referendum. Helen checked with Danielle about the paperwork to run the market and invite stallholders. Council response-In order to hold an event such as this where other stall holders / car boot sellers are invited there is a bit more planning and paperwork than just holding a fundraising event. You will need to complete the following forms (which can be found on the website here):	

Annexure H

Item 9.2

Item No.	Item	Action
	<ul style="list-style-type: none"> Planning and Approval Forms for an Activity Risk Assessment Form WHS Site Inspection Form <p>The stall holders and car boot sellers which are operating as a business will also be required to fill in paperwork (of which the committee will need to create) to collect their details and a copy of their public liability insurance as they will not be covered by Council insurance under this event. This is a similar process undertaken by Minerama and Celtic Festival.</p> <p>Decision to only run a BBQ, cake stall and books for sale.</p>	
	<p>Grants-outdoor cover, exterior painting Julie- still to source 2nd quote for the outdoor cover. Then look for a grant. Jack will also look at quotes for outdoor awning. Julie to send him the specs.</p> <p>Exterior painting- Replace shed guttering only. Painting interior and exterior of hall (include gutters), exterior of shed. Jack is organising some painting quotes. Ceinwen has a brother is a painter.</p>	<p>Julie</p> <p>Jack</p>
	<p>Update- Expression of interest for Glencoe Library Glencoe library contract has been given to the post office. Post Office is For Sale- auction 9 October. Encourage committee to become library members-go to library in town, free membership, then borrow books from Glencoe.</p>	
	<p>Ramps for shed Jack looked at buying ramps approx.\$300. Chris Gunther will make a permanent ramp out of expanded mesh and fix it to the building.</p>	Helen
6	TREASURER REPORT:	
	Treasurers Report Attached. Balance \$ 5,243 Moved Julie Wright Seconded Andrew Irwin Carried	
7	CORRESPONDENCE:	
	<p>IN:</p> <p>Emails- from GISC</p> <ul style="list-style-type: none"> Meeting minutes have been received by the council Information re holding a fundraiser with outside stall holders Request for Financial Records year ending 30 June 2023 	

Item No.	Item	Action
	<ul style="list-style-type: none"> Change in Council's Liaison for section 355 Community Committees of Council Gants and Funding newsletter <p>Emails- Other</p> <ul style="list-style-type: none"> Julie Wright- treasurer reports Regional Australia Bank- statement available for viewing Enquiry- Hall hire- Mt Mitchell RFS Enquiry- Hall Hire- Gubi Gubun Gubi Gabun-Completed Hall hire forms Uniting Church-completed Hall hire forms Meeting apologies <p>Text messages</p> <p>OUT:</p> <p>Emails- to GISC</p> <ul style="list-style-type: none"> June 3 general meeting minutes Gubi Gabun Hall Hire forms and Invoice Letter- Review of Fees and Charges for the 2023-2024 Financial Year Uniting Church Hall Hire forms Agenda general meeting August 5 Notification of cancelled meeting Notification of new meeting date <p>Emails- Other</p> <ul style="list-style-type: none"> Committee members- 3rd June meeting minutes Committee and Council Delegates- Agenda general meeting August 5 Committee and Council Delegates- cancellation of August 5 meeting Committee and Council Delegates- new meeting date September 2 <p>Text message</p> <ul style="list-style-type: none"> Committee members- meeting date and cancellation of meeting, new meeting date, meeting reminder Julie Wright- numerous treasurer matters 	
8	GENERAL BUSINESS:	
1	<p>Voting Day BBQ/ Fundraiser <u>Date:</u> October 14th, 9:30am-1pm. <u>Book Stall:</u> Rob- extra tables from the RFS Helen- Signs \$1, \$2, \$5 <u>BBQ:</u> Pricing: Sausage \$3, Can \$2 Water \$1, Cake/Slice \$1, Coffee/tea \$2 <u>Time:</u> 10am-1pm</p>	<p>Rob Helen</p> <p>Rod</p>

Annexure H

Item 9.2

Item No.	Item	Action
	Rob- gazebo Julie- float Julie- flyers Helen- Signs Helen- ice Jack- to order and collect on the day 40 sausages, 4 loaves bread (no ordering until we know they are using the hall) Jack- 1L milk No need to buy onion, sauce, serviettes, soft drinks, oil Rob -mow lawn before day Everyone is asked to donate cakes/slices/biscuits.	Julie Helen Jack Rob
2	Spring clean Day Date- Saturday 23rd September, 9:30am Bring- window cleaner, bucket, ladder. Helen-crackers, dip, cake.	Everyone
3	New liaison/Contact person at Council Danielle has left. Simone Murray is our new contact person.	
4	Fees and Charges for the 2023-2024 Financial Year Not for Profit Organisations and Events - FREE; <input type="checkbox"/> Hall use per half day - \$ 55.00; <input type="checkbox"/> Hall use per full day - \$110.00; <input type="checkbox"/> Regular Users per annum - \$110.00; <input type="checkbox"/> Refundable Cleaning Deposit - \$ 22.00. Helen will organise a new sign for the display cabinet.	
5	Letter tabled by My Mitchell RFS They are interested in running a monthly or bimonthly market at the hall. Everyone is happy for them to run the event in our space. As a 355 committee of council, we only look after the maintenance of the hall, so we will require a person to coordinate the running of the market, and they will be our contact person. The coordinator will have to complete appropriate paperwork, collect details and consider any other requirements set out by council. We love the idea of the event and will allow the first one with a zero hire fee. Helen will phone Genevieve.	Helen

MEETING CLOSED: 12:30pm

NEXT MEETING: 4 November 2023, 11am at the Glencoe Hall.

Rob Irwin10/9/23

**Library Committee Meeting
18 August 2023
Glen Innes Severn Learning Centre
Conference Room**

Meeting opened at 09.05am

Present: Kerry Byrne, Marina Gerlofsma, Dylan Hewson (Teams), Kerry Muir, Lindy Stevenson

Apologies: Jenny Sloman, Rob Banham, Peters Sayers (filling in for Anna), Anna Watt

Declaration of Conflict of Interest: none

Minutes of the June Meeting accepted as true and accurate:

Emailed to members before the meeting.

Moved: Marina Gerlofsma

Second: Lindy Stevenson

Business arising: none

Correspondence: none

Manager of Learning Resource Centres TAFE Report:

Library events:

- TAFE NSW Library staff continue to work in the statewide LibChat roster, live chatting with TAFE NSW staff and students
- TAFE NSW Library staff continue to develop and provide online sessions on a variety of topics, including subject-specific overviews, study skills overviews, and sessions on new and emerging technology such as ChatGPT and other AI platforms
- Armidale and Tamworth library staff continue to provide English Conversation sessions for students at their locations, developing new materials for these sessions and sharing them with the state.
- TAFE NSW Libraries created activities and displays for a range of themed events, including Library and Information Week

TAFE Librarian position for Glen Innes has been advertised again.

Manager of Library and Learning Centre Council Report:

Emailed to members before the meeting.

June 2023

Launched uLIBRARY – Ulverscroft Consortium eResources

uLIBRARY has a great selection of bestselling authors that include Lee Child, Ann Cleeves and James Patterson which allows users to download and listen to professionally recorded audiobooks, brought to life by some of the world's best performers.

The Glen Innes Severn Library has joined the Consortium to help increase easy access to eResources for members who can download 'uLIBRARY' through the Apple App Store and Google Play Store.

Alternatively, users can also download titles via their web browser and can access our 'uLIBRARY' service at <https://gleninnes.ulverscroftulibrary.com/>

Glen Innes High School Students Work Experience

Two (2) Glen Innes High School work experience students joined the Library staff from 19 – 23 June and were inducted and mentored by staff with administrative tasks, customer service and promotional skills.

July 2023

Monthly Book Club – 7 July

The members of the Book Club read and discussed Jane Harper's crime novels 'The Dry' which was set in a rural Western Australia town of Kiewarra during a long dry period with local fires, a suspected family murder and several suicides.

School Holiday Program 10 – 21 July

The School Holiday program included:

- UNE Discovery 'Think Like a Rock' workshop.
- Bush Tucker with Daniel Levy.
- Movie – 'Super Mario Bros' Fortune at Glen Innes, Emmaville, and Deepwater.
- Cartoon drawing with Jo Duck.
- Lego and Clay Modelling at Deepwater and Emmaville.

Golden Oldies – 20 July

The 1953 movie 'Roman Holiday' with Gregory Peck, Audrey Hepburn, Eddie Albert, and Hartley Power proved to be very popular with participants who enjoyed the musical and the morning tea.

GLEN INNES ART GALLERY EXHIBITION

The Art Gallery's 'Glen Archies' Exhibition is always a favourite event. This year's judging was conducted by Helen Grant. The exhibition opens at 10 am on Monday, 19th July and runs until Friday, 13th August 4 pm.

Glen 'Archies' Prize winners:

First Prize – Margaret Correy – 'Baby and Child'.

Second Prize – Anne Hazelwood – 'Mum and Spotty'.

Other awards went to:

1. Lachlan Martin's - Highly Commended prize for his Charcoal on toned paperwork called 'After Rembrandt'.
2. Leanne Bolin's – Highly Commended prize for an untitled Ink Pens on Watercolour Paper.
3. Karen and Glenn Munster painting - Highly Commended titled 'Harry High Pants'.
4. Korrena Hill - Highly Commended for her Mixed Media - Paper (papercutting) titled 'Homeless' [#theglenarchies](#)

LEARNING CENTRE'S CONFERENCE AND MEETING ROOM USAGE

The Learning Centre's Conference Room bookings are predominantly by Council. This year's commercial and community usage is lower for the same period last year as more people begin to use the Highland Hub and the Indoor Sports Centre for their meetings.

LIBRARY QUARTERLY STATISTICS

The Library's statistics were lower in June and July 2023 compared to the 2022 overall monthly totals in issues, branch library issues, people counter, and Home Library Services while income and memberships are growing.

Moved: Kerry Byrne

Second: Marina Gerlofsma

General Business:

Work, Health & Safety

Kerry is working on new Code of Conduct, integrating the new rules on child safe standard and legislation.

Future Scheduled Events

Emailed to members before the meeting/Handed out at the Meeting

- September School Holidays program 25 September-6 October
- Children's Book Week 23 August -Read, Grow, Inspire
- Golden Oldies 21 September, Waikiki Wedding, Bing Crosby

Examine and discuss Library Statistics

Emailed to members before the meeting/handed out at the meeting

- Summary NSW Public Library's Statistics 2021-22
- GIS Library Borrowing trends 2017-2023
- Comparing NSW Public Libraries Statistics 21-22 with other libraries

Building Connections in the Community

The Library has been building connection with:

- GLENRAC who have delivered a Bush First Aid for kids;
- Daniel Levy who delivered Bush Tucker for families and Aboriginal painting;
- Glen Innes Outreach Toy Library have partnered with the Library to deliver 'Mini Musos' with Katy Haselwood on Friday morning in the Children's Room;
- Home schooling groups are delivering Spanish classes in the Children's Room, and
- Working with the Friends of the Library to fund the 'Safer Drivers' course on Friday, 29 September.

The 'Safer Drivers' course will be offered again in the January holiday as it is full and with a waiting list.

Meeting closed at 09.55am

Next meeting: **20 October 2023**
09.00am
Glen Innes Severn Learning Centre
Conference Room

Signed

Dated



Stonehenge Reserve Trust.

Minutes Ordinary Meeting

held at

Glen Innes Showground

On THURSDAY 10th August 2023

Chairman: John Lynn.....opened the meeting at 10.20am and welcomed the Trust Members to the Ordinary Meeting.

Present: John Lynn, Paul Wright, Mike Norton, Scott Grieve, Phil Lynn, Belinda Norton, Jack Parry (council Representative).

Apologies: Conflict of interest: Noted that Paul Wright stated that his son Greg agist sheep on the ground however we cannot see it as conflict of interest.

Minutes: Previous minutes read by Mike Norton from July 29 2022. **Moved** Scott Greive, **Seconded** Paul Wright, **Carried** Treasures report presented by Phil Lynn \$2,270.85 **Moved** Phil Lynn, **Seconded** Mike Norton

Business arising Following minutes

- 1 Paul Wright has done LLS report.
- 2 Gun club has had a contractor in to clear the wads on the ground and they will sew it down with grass.
- 3 Dates have been sent to council from Gun Club for activities.
- 4 Weeds were sprayed thanks to Paul Wright and Scott Greive and the contractor. More spraying to be done again in November with more instruction from Scott.
- 5 The Loo needs to be pumped out? Larry Lawler, John Lynn to ring him.

August 10, 2023

1

Item 9.2

Annexure J



Stonehenge Reserve Trust.

Correspondence: Out

- 1 letter to the clay target club
- 2 Invoice for sheep agistment

Correspondences: In

- 3 email from council Cathy Claxton is the contact point for the Trust

Business Arising: NIL

General Business:

The rail trail still waiting for government to move forward.

Walking track Paul Wright suggested that we mow the track as there are many people walking around the reserve. It was suggested to do it with a slasher and then mow. Mike and Paul to work on it. Phil Lynn is looking at funding and grant funding through council for signs.

Windy Loo. Phil Lynn has spoken to Richard Quinn for grant. Phil awaiting forms to be reviewed in 12 months.

Ask Council to Slash the grounds Jack Parry to follow up.

The Trust had post and rails cut for the grounds for the replacement of the polocrosse rails now stored at Phil Lynn's place.

John has suggested that we have a meeting at the grounds to look at the loo, fence, and walking track he will notify team of date morning tea picnic in October.

The Chairman of the Trust thanked all other trustees for their enormous contribution throughout the year.

General Meeting closed at 11.18am

John Lynn

Chairman

August 10, 2023

2



Stonehenge Reserve Trust.

Minutes Ordinary Meeting

held at

Glen Innes Showground

On THURSDAY 10th August 2023

Chairman: John Lynn.....opened the meeting at 10.20am and welcomed the Trust Members to the Ordinary Meeting.

Present: John Lynn, Paul Wright, Mike Norton, Scott Grieve, Phil Lynn, Belinda Norton, Jack Parry (council Representative).

Apologies: Conflict of interest: Noted that Paul Wright stated that his son Greg agist sheep on the ground however we cannot see it as conflict of interest.

Minutes: Previous minutes read by Mike Norton from July 29 2022. **Moved** Scott Greive, **Seconded** Paul Wright, **Carried** Treasures report presented by Phil Lynn \$2,270.85 **Moved** Phil Lynn, **Seconded** Mike Norton

Business arising Following minutes

- 1 Paul Wright has done LLS report.
- 2 Gun club has had a contractor in to clear the wads on the ground and they will sew it down with grass.
- 3 Dates have been sent to council from Gun Club for activities.
- 4 Weeds were sprayed thanks to Paul Wright and Scott Greive and the contractor. More spraying to be done again in November with more instruction from Scott.
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August 10, 2023

1

Item 9.2

Annexure K



Stonehenge Reserve Trust.

Correspondence: Out

- 1 letter to the clay target club
- 2 Invoice for sheep agistment

Correspondences: In

- 3 email from council Cathy Claxton is the contact point for the Trust

Business Arising: NIL

General Business:

The rail trail still waiting for government to move forward.

Walking track Paul Wright suggested that we mow the track as there are many people walking around the reserve. It was suggested to do it with a slasher and then mow. Mike and Paul to work on it. Phil Lynn is looking at funding and grant funding through council for signs.

Windy Loo. Phil Lynn has spoken to Richard Quinn for grant. Phil awaiting forms to be reviewed in 12 months.

Ask Council to Slash the grounds Jack Parry to follow up.

The Trust had post and rails cut for the grounds for the replacement of the polocrosse rails now stored at Phil Lynn's place.

John has suggested that we have a meeting at the grounds to look at the loo, fence, and walking track he will notify team of date morning tea picnic in October.

The Chairman of the Trust thanked all other trustees for their enormous contribution throughout the year.

General Meeting closed at 11.18am

John Lynn

Chairman

August 10, 2023

2



Stonehenge Reserve Trust.

Minutes Annual General Meeting held at

Glen Innes Showground

On THURSDAY 10th August 2023

Chairman: John Lynn.....opened the meeting at 11.19am and welcomed the Trust Members to The Annual General Meeting.

Present: John Lynn, Paul Wright, Mike Norton, Scott Grieve, Phil Lynn, Belinda Norton, Jack Parry (council Representative).

Apologies: NIL

Declaration of conflict of interest: Noted that Paul Wright stated that his son Greg agist sheep on the ground however we cannot see it as conflict of interest.

Minutes read **Moved** Jack Parry, **seconded** Scott Greive

Chairmans reports

The Gun Club remains busy with function and continues to be very strong and popular.

The weeds were sprayed, the road was repaired, and the toilets are kept clean by the Glen Industries group.

It was noted that the trust has had 3 chairman's in the life of the grounds, Harold Simpson who donated 88 acres of land for recreational purposed in 1923, Jock Smith and then myself John Lynn. Dutchy and Paul in 1983 John in 1978. **Moved** John Lynn **Seconded** by Mike Norton

August 10, 2023

1

Item 9.2

Annexure K



Stonehenge Reserve Trust.

Discussions on doing an article for the newspaper everyone to put some info together and we send to The Glen Innes Examiner.

John also thanked all the committee Phil has done a LOT of work on the books thank you.

Treasures report Good Interest was made from the Bank.

Suggested that we take out the interest from the term deposit and put into working account all in agreeance all happy round up the account to neat numbers Phil will send report to Cathy Claxton in Council.

Moved to be accurate record by Phil Lynn, **Seconded** Mike Norton

Nominations

President stepped aside Jack Parry took the chair and called for nomination.

President John Lynn: proposed Scott

Secretary/booking/Publicity Mike Norton: proposed Phil Lynn

Treasurer Phil Lynn: Proposed Paul Wright

Phil thanked Jack Parry for coming as our council representative.

Next AGM in June 2024

Closed 11.49am

August 10, 2023

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