

***Glen Innes Severn Ordinary Council Meeting***  
***26 OCTOBER 2023***

**Minutes**



# GLEN INNES SEVERN COUNCIL

## ORDINARY MEETING OF COUNCIL

# MINUTES

From the meeting held at the Glen Innes Severn Learning Centre,  
William Gardner Conference Room, Grey Street, Glen Innes on:  
Thursday, 26 October 2023 at 9:00 AM

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**PUBLIC FORUM** (Commenced at 8.48am)

- Mrs Bev Cheers addressed Council regarding Item 7.12 “Glen Elgin Sportsgrounds Plan of Management for Public Exhibition”.

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**PRESENT:** Cr Rob Banham (Mayor), Cr Troy Arandale (Deputy Mayor), Cr Tim Alt, Cr Jack Parry, Cr Andrew Parsons and Cr Carol Sparks.

**IN ATTENDANCE:** Mr Bernard Smith (General Manager), Mr Keith Appleby (Director of Infrastructure Services), Mr Peter Sayers (Acting Director of Corporate and Community Services) and Mrs Debbie Duffell (Executive Assistant (Mayor and General Manager)).

**OPENED: 9.00am.**

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The Mayor read the following statement regarding video and audio recording of the Council Meeting:

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

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

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

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

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

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

Thank you."

The Mayor read the following statement of ethical obligations:

"Councillors are reminded that they remain bound by the Oath/Affirmation of Office made at the start of the Council term to undertake their civic duties in the best interests of the people of the Glen Innes Severn Local Government Area and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the *Local Government Act 1993* or any other Act, to the best of their skill and judgement.

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

## **1 ACKNOWLEDGEMENT OF COUNTRY**

The Mayor read the following “Acknowledgement to Country”:

“I acknowledge the Ngoorabul people as the traditional custodians of this land and pay my respect to the Elders past, present and emerging. I also extend that respect to Aboriginal and Torres Strait Islander people here today.”

## **2 OPENING WITH PRAYER**

Cr T Arandale opened the Meeting with a prayer.

## **3 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS**

Moved Cr T Alt

Seconded Cr T Arandale

### **1.10/23 RESOLUTION**

That the apology received from Cr L Gresham be received and that a leave of absence be granted.

### **CARRIED**

A division was called for, voting on which was as follows:

For

Cr R Banham  
Cr T Arandale  
Cr T Alt  
Cr J Parry  
Cr A Parsons  
Cr C Sparks

Against

Nil

The division was declared CARRIED by 6 votes to 0.

## **4 MINUTES OF PREVIOUS ORDINARY MEETING - 21 SEPTEMBER 2023 TO BE CONFIRMED**

Moved Cr J Parry

Seconded Cr A Parsons

### **2.10/23 RESOLUTION**

That the Minutes of the Ordinary Meeting of the Council held on 21 September 2023, copies of which were circulated, be taken as read and confirmed as a correct record of the proceedings of the Meeting.

### **CARRIED**

A division was called for, voting on which was as follows:

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr J Parry	
Cr A Parsons	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 5 DISCLOSURES OF CONFLICT OF INTERESTS

There were no disclosures of Conflict of Interests / Pecuniary and Non-Pecuniary Interests.

## 6 MAYORAL MINUTE

There was no Mayoral Minute.

## 7 REPORTS TO COUNCIL

### 7.1 Resolution Tracking Report

**REPORT FROM: GENERAL MANAGER'S OFFICE**  
**Author: Debbie Duffell - Executive Assistant (Mayor and General Manager)**

Moved Cr A Parsons      Seconded Cr J Parry

### 3.10/23 RESOLUTION

That the information contained within this report be received and noted.

**CARRIED**

A division was called for, voting on which was as follows:

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr J Parry	
Cr A Parsons	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 7.2 Revised Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy - Submissions

**REPORT FROM: CORPORATE AND COMMUNITY SERVICES**

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

Moved Cr T Arandale                      Seconded Cr J Parry

THAT Council:

1. Adopts the revised Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy.
2. On adoption of the revised policy, allocates a Capital budget of \$75,000 for the purchase of the Mayoral vehicle, which is to be funded from cash reserves and accounted for via a quarterly budget review adjustment.

Cr T Arandale foreshadowed the following motion:

To amend the Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy to increase the budget for travel expenses to the Mayor and Councillors to reflect the current rate of travel. And that this year's budget be amended to include the previous two years of travel not claimed by the mayor in relation to his personal car.

The foreshadowed motion lapsed as the original motion was CARRIED.

Moved Cr T Arandale                      Seconded Cr J Parry

### 4.10/23 RESOLUTION

THAT Council:

1. Adopts the revised Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy.
2. On adoption of the revised policy, allocates a Capital budget of \$75,000 for the purchase of the Mayoral vehicle, which is to be funded from cash reserves and accounted for via a quarterly budget review adjustment.

**CARRIED**

A division was called for, voting on which was as follows:

For

Cr R Banham  
Cr T Arandale  
Cr T Alt  
Cr J Parry  
Cr A Parsons

Against

Cr C Sparks

The division was declared CARRIED by 5 votes to 1.

### 7.3 Rescinding Gathering Information Policy and Guidelines

**REPORT FROM:** CORPORATE AND COMMUNITY SERVICES  
**Author:** Dennis McIntyre - Manager of Governance, Risk and Corporate Planning

Moved Cr T Alt                      Seconded Cr A Parsons

#### 5.10/23 RESOLUTION

THAT Council:

1. Rescinds the Gathering Information Policy;
2. Rescinds the Gathering Information Guidelines, Procedures and Best Practice; and
3. Notes the management document, namely the Claims Management Policy and Procedures.

**CARRIED**

A division was called for, voting on which was as follows:

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr J Parry	
Cr A Parsons	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

### 7.4 Annual Disclosures by Councillors and Designated Persons

**REPORT FROM:** CORPORATE AND COMMUNITY SERVICES  
**Author:** Simone Murray - Governance Administration Officer

Moved Cr A Parsons                      Seconded Cr J Parry

#### 6.10/23 RESOLUTION

That Council notes the tabled Disclosure of Interests Returns by Councillors and Designated Persons for the 2022/2023 Financial Year, in accordance with Section 440AAB of the *Local Government Act 1993*.

**CARRIED**



A division was called for, voting on which was as follows:

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr J Parry	
Cr A Parsons	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 7.5 Review of Sick Leave Policy and Carers Leave Policy

**REPORT FROM: CORPORATE AND COMMUNITY SERVICES**  
**Author: Peter Sayers - Acting Director of Corporate and Community Services**

Moved Cr C Sparks                      Seconded Cr A Parsons

### 7.10/23 RESOLUTION

That Council adopts the revised Sick Leave Policy and Carers Leave Policy.

**CARRIED**

A division was called for, voting on which was as follows:

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr J Parry	
Cr A Parsons	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 7.6 Capital Works Program Progress Report as at 30 September 2023

**REPORT FROM: CORPORATE AND COMMUNITY SERVICES**  
**Author: Fiona O'Brien - Management Accountant**

Moved Cr T Alt                              Seconded Cr A Parsons

### 8.10/23 RESOLUTION

That Council notes the information contained in this report.

**CARRIED**

A division was called for, voting on which was as follows:

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr J Parry	
Cr A Parsons	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 7.7 Investment Report - September 2023

**REPORT FROM: CORPORATE AND COMMUNITY SERVICES**  
**Author: Callum Whitburn - Financial Accountant**

Moved Cr A Parsons                      Seconded Cr J Parry

### 9.10/23 RESOLUTION

That Council notes the information contained in this report.

**CARRIED**

A division was called for, voting on which was as follows:

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr J Parry	
Cr A Parsons	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 7.8 Quarterly Borrowings Report as at 30 September 2023

**REPORT FROM: CORPORATE AND COMMUNITY SERVICES**  
**Author: Callum Whitburn - Financial Accountant**

Moved Cr T Alt                                      Seconded Cr C Sparks

### 10.10/23 RESOLUTION

That Council notes the information contained in this report.

**CARRIED**

A division was called for, voting on which was as follows:

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr J Parry	
Cr A Parsons	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 7.9 Review of Work Health and Safety Policy

**REPORT FROM: CORPORATE AND COMMUNITY SERVICES**  
**Author: Ann Blunt - WHS Co-ordinator**

Moved Cr T Arandale      Seconded Cr J Parry

### 11.10/23 RESOLUTION

That Council adopts the draft Work Health and Safety Policy.

**CARRIED**

A division was called for, voting on which was as follows:

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr J Parry	
Cr A Parsons	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 7.10 Workplace Injury Management Report as at 30 September 2023

**REPORT FROM: CORPORATE AND COMMUNITY SERVICES**  
**Author: Ann Blunt - WHS Co-ordinator**

Moved Cr A Parsons      Seconded Cr J Parry

### 12.10/23 RESOLUTION

That Council notes the information contained in this report.

**CARRIED**

A division was called for, voting on which was as follows:

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr J Parry	
Cr A Parsons	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

### 7.11 Development Assessment Report: July 2023 - September 2023

**REPORT FROM: PLACE AND GROWTH**  
**Author: Vanessa Holloway - Technical Support Officer**

Moved Cr J Parry                      Seconded Cr A Parsons

#### **13.10/23 RESOLUTION**

That Council notes the information contained in this report.

**CARRIED**

A division was called for, voting on which was as follows:

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr J Parry	
Cr A Parsons	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.



## 9 CORRESPONDENCE, MINUTES, PRESS RELEASES

### 9.1 Correspondence and Press Releases

**REPORT FROM:** CORPORATE AND COMMUNITY SERVICES  
**Author:** Jeff Carroll - Records Supervisor

Moved Cr A Parsons                      Seconded Cr T Arandale

#### 15.10/23 RESOLUTION

That Council notes the information contained in this report.

**CARRIED**

A division was called for, voting on which was as follows:

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr J Parry	
Cr A Parsons	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

### 9.2 Minutes of Council Community Committee Meetings for Information

**REPORT FROM:** CORPORATE AND COMMUNITY SERVICES  
**Author:** Jeff Carroll - Records Supervisor

Moved Cr T Alt                              Seconded Cr J Parry

#### 16.10/23 RESOLUTION

That Council notes the information contained in this report.

**CARRIED**

A division was called for, voting on which was as follows:

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr J Parry	
Cr A Parsons	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

### 9.3 Minutes of Other Organisations for Information

**REPORT FROM: CORPORATE AND COMMUNITY SERVICES**  
**Author: Jeff Carroll - Records Supervisor**

Moved Cr A Parsons                      Seconded Cr C Sparks

#### **17.10/23 RESOLUTION**

That Council notes the information contained in this report.

**CARRIED**

A division was called for, voting on which was as follows:

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr J Parry	
Cr A Parsons	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 10 REPORTS FROM DELEGATES

### 10.1 Reports from Delegates

**REPORT FROM: GENERAL MANAGER'S OFFICE**  
**Author: Debbie Duffell - Executive Assistant (Mayor and General Manager)**

Moved Cr T Arandale                      Seconded Cr C Sparks

#### **18.10/23 RESOLUTION**

That Council notes the information contained in this report.

**CARRIED**

A division was called for, voting on which was as follows:

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr J Parry	
Cr A Parsons	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 11 MATTERS OF AN URGENT NATURE

There were no matters of an urgent nature.

## 12 CONFIDENTIAL MATTERS

Moved Cr T Arandale          Seconded Cr T Alt

### 19.10/23 RESOLUTION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the *Local Government Act 1993*:

Item	Report	Reason
12.1	Staffing Matter	(a) personnel matters concerning particular individuals (other than councillors).

### CARRIED

A division was called for, voting on which was as follows:

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr J Parry	
Cr A Parsons	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

The live streaming of the Meeting was paused at 9.47am.

All members of the public left the room at 9.47am.

### 12.1 Staffing Matter

**REPORT FROM:** GENERAL MANAGER'S OFFICE  
**Author:** Bernard Smith - General Manager

Moved Cr T Arandale          Seconded Cr C Sparks

### 20.10/23 RESOLUTION

That Council determines the position of Director of Corporate and Community Services to be a senior staff position within Council's organisation structure.

### CARRIED



A division was called for, voting on which was as follows:

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr J Parry	
Cr A Parsons	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

Moved Cr T Alt

Seconded Cr T Arandale

### **21.10/23 RESOLUTION**

That Council moves out of Closed Council into Open Council.

**CARRIED**

A division was called for, voting on which was as follows:

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr J Parry	
Cr A Parsons	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

The live streaming of the meeting resumed at 9.55am.

The General Manager read out the Confidential Closed Resolution/s relating to 12.1 as listed above.

Moved Cr T Alt

Seconded Cr A Parsons

### **22.10/23 RESOLUTION**

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

**CARRIED**

A division was called for, voting on which was as follows:

For

Cr R Banham  
Cr T Arandale  
Cr T Alt  
Cr J Parry  
Cr A Parsons  
Cr C Sparks

Against

Nil

The division was declared CARRIED by 6 votes to 0.

The Meeting closed at 9.56am.

MINUTES