

Glen Innes Severn Council Meeting

21 DECEMBER 2023

Annexures

ANNEXURES

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<p>Action Sheets Report</p>	

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
28/05/2020	7.18	Dumaresq Street Industrial Estate	<p>19.05/20 RESOLUTION</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Lodges a Development Application for a five (5) lot subdivision on Lot 1 DP 500396, Dumaresq Street in accordance with the provisions of the Environmental Planning and Assessment Act 1979. 2. On completion of the subdivision, appoints Liston Legal to undertake a contract of sale with Mr DeJong subject to vendor mortgage as outlined in this report. 3. Initially promotes the sale of the three (3) lots for industrial land in Lot 1 DP 500936 on the Glen Innes Highlands website and other suitable mediums, as identified in the body of this report. 4. Offers the three (3) lots for sale at \$50,000 plus GST and that successful applicants be offered a five (5) year interest free vendor finance mortgage. 5. Requests applicants expressing interest to purchase land to demonstrate the following criteria: <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 	30/04/2024	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> <p>30 Sep 2020 8:35am Price, Graham</p> <p>Surveyor to be engaged to finalise the survey.</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>29 Oct 2020 2:26pm Price, Graham - Target Date Revision Target date changed by Price, Graham from 30 October 2020 to 31 March 2021 - Delays have been experienced with appointing a Surveyor to undertake the preparation of the linen plan.</p> <p>29 Oct 2020 2:26pm Price, Graham Pending a quotation from Surveyor Jim Noad to finalise the linen plan.</p> <p>17 Nov 2020 4:07pm Price, Graham Further consultation with Preferred Energy who are undertaking the electricity design for the subdivision. Negotiations continuing with the Surveyor for the final preparation of the linen plan.</p> <p>02 Dec 2020 11:39am Price, Graham Works including sealing of road and K&G scheduled for March 2021. Negotiations underway with Surveyor to undertake the required land survey. Survey to be completed by 28 February 2021.</p> <p>15 Feb 2021 9:30am Price, Graham Preliminary site work has commenced and road works and kerb & gutter scheduled for completion end of March early April. Survey work has been deferred to the completion of the kerb & gutter and placement of survey markers. Survey expected to be completed by the end of April.</p> <p>15 Feb 2021 9:33am Price, Graham - Target Date Revision Target date changed by Price, Graham from 31 March 2021 to 28 May 2021 - Surveyor wants to have survey marks completed in kerb & gutter prior to undertaking survey work. K&G to be completed by the end of March.</p> <p>10 Mar 2021 12:20pm Price, Graham Surveyor appointed to undertake survey work. Roadworks scheduled for completion by 30 June 2021.</p> <p>09 Apr 2021 3:24pm Price, Graham Project on track for completion by 30 June due to wet weather delaying the capital works schedule.</p>

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

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

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

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

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

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						<p>10 May 2023 4:07pm Hunt, David</p> <p>MANEX report created to review and discuss budget required for Development Assessment Conditions of Consent. After MANEX review, this will progress to Council for discussion and a Resolution.</p>
						<p>31 May 2023 8:12am Hunt, David</p> <p>Council passed Resolution 20.05/23 to approve an expenditure budget of \$198,446 for the completion of outstanding works for the proposed Industrial Subdivision at 180 Dumaresq Street. Project Plan to be created to commence works.</p>
						<p>14 Jun 2023 8:29am Hunt, David</p> <p>Senior Design Officer progressing with physical works required as per Conditions of Consent on Development Application.</p>
						<p>11 Jul 2023 11:32am Hunt, David</p> <p>Senior Design Officer progressing with physical works required as per Conditions of Consent on Development Application. Designers have been engaged for electricity and NBN upgrade.</p>
						<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>
						<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>

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						<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>
						<p>26 Oct 2023 10:50am Hunt, David</p> <p>Fence quotes finalised. FIA fencing expected to commence fencing as per DA requirements in early November. Landscaping and Drainage works design completed, plans to be completed mid-November. Drainage and Landscaping works expected to commence mid-November. NBN upgrade/extension design completed, works can commence when electrical design and authority approval finalised and electrical contractor engaged, NBN and underground electrical work will share a common trench. Sub-division Plan has been amended to accommodate a pad-mount sub-station on Proposed Lot 4 as per electrical upgrade plans and in agreement with purchaser of Proposed Lot 4. Sewer and water connection provision expected to be completed by late November. DIS currently in negotiations with Mr DeJong re block purchase price and contribution in contract price for new concrete driveway and fencing to Ferguson Street boundary of Proposed Lot 4.</p>
						<p>01 Dec 2023 9:26am Hunt, David</p> <p>Fencing completed. Drainage works design completed. Set-out survey for drainage works completed. Drainage works materials ordered and works expected to commence mid December. Working with Quarry Manager to store excavated material on-site for re-use if material is suitable. Landscaping plan completed. Relevant plantings to be ordered and landscaping works to commence on receipt of plantings. Driveway to Lot 4 to commence early December. NBN upgrade/extension design completed, works can commence when electrical upgrade design and electrical authority approval finalised. NBN and underground electrical upgrade work will share a common trench. Sub-division Plan has been amended to accommodate a pad-mount sub-station on Proposed Lot 4 as per electrical upgrade plans and in agreement with purchaser of Proposed Lot 4. Sewer and water mains completed. Connections on hold until the developer for each lot advises preferred connection location. DIS still in negotiations with Mr DeJong re Lot 4 block purchase price and contribution in contract</p>

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						price for new concrete driveway and fencing to Ferguson Street boundary. 04 Dec 2023 4:26pm Hunt, David - Target Date Revision Target date changed by Hunt, David from 31 December 2023 to 30 April 2024 - Target date changed to allow for works to be completed.
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"> 1. Instructs the General Manager to consider a full-service review of the Glen Innes and Emmaville Aquatic Centres in the 2022-2023 Operational Plan and Budget; 2. Seeks Expressions of Interest to lease the Glen Innes Aquatic Centre and the Emmaville Aquatic Centre commencing in the 2023-2024 Financial Year; and 3. Endorses the continuation of a further one (1) year for the current lease agreement for the Emmaville Aquatic Centre. <p>CARRIED</p>	23/02/2024	Archibald, Graham	<p>29 Aug 2022 2:46pm Archibald, Graham</p> <p>Letter of Offer written and signed off by the Contractor at Emmaville Aquatic Centre to extend the Lease for a further one (1) year after current lease runs out at the end of the current season 2022-2023. This now extends the lease to the end of the 2023-2024 Season. Signed letter has been entered into ECM.</p> <p>29 Aug 2022 2:50pm Archibald, Graham - Target Date Revision</p> <p>Target date changed by Archibald, Graham from 08 September 2022 to 31 October 2022 - The date has been extended so as to allow the research for monies and to communicate with the GM to see how Council wants to proceed with the Service review.</p> <p>18 Oct 2022 1:45pm Archibald, Graham - Target Date Revision</p> <p>Target date changed by Archibald, Graham from 31 October 2022 to 30 June 2023</p> <p>18 Oct 2022 1:48pm Archibald, Graham - Target Date Revision</p> <p>Target date changed by Archibald, Graham from 30 June 2023 to 30 June 2023 - To be able to search for avenues of funding to carry out the Service review of the two Aquatic Centres and to also consult with the new Director of Growth and Place who has experience in these types of reviews.</p> <p>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>

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						<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>
						<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>

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						<p>14 Sep 2023 9:13am Duffell, Debbie - Target Date Revision Target date changed by Duffell, Debbie from 29 September 2023 to 15 December 2023</p> <p>15 Sep 2023 3:33pm Archibald, Graham 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 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> <p>05 Dec 2023 9:56am Archibald, Graham RFT is to be released before the end of December 2023 and it is anticipated that a confidential report will go to Council on 22 February 2024 to award the contract.</p> <p>05 Dec 2023 9:59am Archibald, Graham - Target Date Revision Target date changed by Archibald, Graham from 15 December 2023 to 23 February 2024 - RFT is to be released before the end of December 2023 and it is anticipated that a confidential report will go to Council on 22 February 2024 to award the contract.</p>
27/10/2022	7.16	Acquisition of Lot 721 DP 753282, Blue Hills Road	<p>18.10/22 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 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. 	29/03/2024	Reid, Adam	<p>31 Oct 2022 9:43am Lamsal, Pramod - Completion Action completed by Lamsal, Pramod - Resolved by Council meeting on 27 Oct 2022.</p> <p>23 Jun 2023 2:24pm Duffell, Debbie - Completion Uncompleted by Duffell, Debbie</p> <p>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</p> <p>10 Jul 2023 12:24pm Reid, Adam - Target Date Revision Target date changed by Reid, Adam from 10 November 2022 to 30</p>

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			<p>3. Upon acquisition of Lot 721 DP 753282 Blue Hills Road, Glen Innes, classifies the land as Operational Land.</p> <p>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.</p> <p>CARRIED</p>			<p>December 2023 - Property Administration Officer continuing on work from past employees</p> <p>25 Jul 2023 10:39am Reid, Adam</p> <p>Native Title Consultant to be hired to ensure proper procedure is completed.</p> <p>29 Aug 2023 12:23pm Reid, Adam</p> <p>Awaiting confirmation of meeting with Native Title Consultant to discuss</p> <p>04 Oct 2023 9:00am Reid, Adam</p> <p>Still awaiting confirmation of Native Title meeting. Property Administration Officer to request a meeting date</p> <p>01 Nov 2023 4:06pm Reid, Adam</p> <p>Property Administration Officer still awaiting response</p> <p>15 Dec 2023 8:59am Reid, Adam</p> <p>Property Administration Officer to reconnect with Crown Land in the new year to reengage the subject.</p> <p>15 Dec 2023 9:01am Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 30 December 2023 to 29 March 2024 - Interruptions to the process due to unavailability of specialist information</p>
15/12/2022	12.1	Expression of Interest - Proposed Industrial Subdivision Dumaresq Street	<p>29.12/22 RESOLUTION</p> <p>THAT Council:</p> <p>1. Accepts “in principle” and “without prejudice” the expression of interest submitted by Sandra and Stafania Pallotta from The Organic Tshirt Factory to purchase proposed Lot 3 from the subdivision on Lot 1 DP 500396, 180 Dumaresq Street, Glen Innes industrial land;</p>	30/04/2024	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>Division:</p> <p>Committee: Council</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: Friday, 15 December 2023 9:14:58 AM</p>
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^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
			2. As per Council resolution 26.11/22, procures a valuation to be undertaken on the remaining four (4) undeveloped lots being lots 1, 2, 3 and 5 and delegates the General Manager or his delegate to negotiate a contract for the sale; and			<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> <p>02 Jun 2023 3:07pm Hunt, David</p> <p>Discussions are still ongoing between The Organic T-Shirt Factory and Glen Innes Severn Council.</p> <p>10 Jul 2023 4:34pm Hunt, David</p> <p>Discussions are still ongoing between The Organic T-Shirt Factory and Glen Innes Severn Council.</p> <p>14 Aug 2023 3:03pm Hunt, David</p> <p>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</p> <p>Discussions are still ongoing between The Organic T-Shirt Factory and Glen Innes Severn Council. Intention to purchase is still ongoing however a</p>
			3. Provides landowner consent for lodging applications for the development on the subject lot.			
			CARRIED			

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						<p>smaller block is desired if available.</p> <p>03 Oct 2023 3:22pm Hunt, David</p> <p>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>26 Oct 2023 10:08am Hunt, David</p> <p>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>04 Dec 2023 4:26pm Hunt, David</p> <p>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>04 Dec 2023 4:27pm Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 31 December 2023 to 30 April 2024 - Target date changed to allow additional time to progress the EOI.</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</p> <p>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</p> <p>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</p> <p>TfNSW were contacted for an update regarding the lease. The relevant officer advised that the review of Council's draft corridor has not yet been undertaken due to workload and provided an apology. Separately an application has been drafted for additional funding under the BLERF program in accordance with the desktop review completed by Public Works Advisory.</p>

<p>Division:</p> <p>Committee: Council</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: Friday, 15 December 2023 9:14:58 AM</p>
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^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<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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						<p>07 Nov 2023 11:27am Appleby, Keith</p> <p>The draft boundary provided by Council staff to TfNSW in March has finally been reviewed and returned to Council for comment on Tuesday 31 October. The revised draft was approved for progression of the lease on Thursday 2 November subject to confirmation that existing leases on the corridor will not prevent the project from being undertaken.</p> <p>01 Dec 2023 2:55pm Appleby, Keith</p> <p>A project steering group has been established with representatives from Armidale Regional Council.</p>
26/10/2023	7.12	Glen Elgin Sportsgrounds Plan of Management for Public Exhibition	<p>14.10/23 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> Approves for the Draft Glen Elgin Sportsground Plan of Management to be placed on public exhibition for 28 days from Thursday, 2 November 2023 until Wednesday, 29 November 2023. Displays the Draft Glen Elgin Sportsground Plan of Management on Council's website, and that it be made available for viewing at the following locations: <ul style="list-style-type: none"> ☐ Council's Town Hall Office; ☐ Council's Church Street Office; and ☐ The Village Post Offices at Deepwater and Emmaville. Conducts a public hearing on a date not earlier than 42 days after the Draft Glen Elgin Sportsground Plan of Management is placed on public display. <p>CARRIED</p>	29/02/2024	Reid, Adam	<p>01 Nov 2023 4:03pm Reid, Adam</p> <p>Glen Elgin Sportsground Plan of Management was accepted for public exhibition by Council. Date set for beginning of public exhibition as 02/11/2023</p> <p>15 Dec 2023 9:02am Reid, Adam</p> <p>Public hearing to be organised in January with external consultant</p> <p>15 Dec 2023 9:02am Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 09 November 2023 to 29 February 2024 - Additional time for the Public hearing and reporting allocated</p>

<p>Division:</p> <p>Committee: Council</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: Friday, 15 December 2023 9:14:58 AM</p>
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^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
23/11/2023	7.14	Review of Local Approvals Policy	<p>15.11/23 RESOLUTION</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Approves the public exhibition of the revised Local Approvals Policy for 28 days from Thursday, 30 November 2023, until Wednesday, 28 December 2023. 2. Displays the revised Local Approvals Policy on Council’s website and for viewing at the following locations: <ul style="list-style-type: none"> <input type="checkbox"/> Council’s Town Hall Office; <input type="checkbox"/> Council’s Church Street Office; and <input type="checkbox"/> The Post Offices at Deepwater, Emmaville and Glencoe. 3. In the absence of any significant submissions being received during the public exhibition period, adopts the revised Local Approvals Policy. 4. Requests a further report to be prepared should significant submissions be received. <p>CARRIED</p>	29/12/2023	Burley, Gayleen	<p>30 Nov 2023 5:09pm Burley, Gayleen</p> <p>Local Approvals Policy is out on public exhibition</p> <p>30 Nov 2023 5:10pm Burley, Gayleen - Target Date Revision</p> <p>Target date changed by Burley, Gayleen from 07 December 2023 to 29 December 2023 - Public Exhibition period is a minimum of 28 days.</p>

Delegations, Functions and Authorities to the General Manager, Glen Innes Severn Council, in terms of Sections 377 and 380 of the *Local Government Act 1993*.

1. *That Glen Innes Severn Council of 265 Grey Street, Glen Innes in the State of New South Wales (“the Council”) does hereby:*

1. Delegate to the General Manager of the Council all of its functions except:

- 1.1 (a) the appointment of a general manager;*
- (b) the making of a rate;*
- (c) a determination under section 549 of the Local Government Act 1993 (NSW) as to the levying of a rate;*
- (d) the making of a charge;*
- (e) the fixing of a fee;*
- (f) the borrowing of money;*
- (g) the voting of money for expenditure on its works, services or operations;*
- (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment);*
- (i) the acceptance of tenders to provide services currently provided by members of staff of Council;*
- (j) the adoption of an operational plan under section 405 of the Local Government Act 1993 (NSW);*
- (k) the adoption of a financial statement included in an annual financial report;*
- (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6 of the Local Government Act 1993 (NSW);*
- (m) the fixing of an amount or rate for the carrying out by the Council of work on private land;*
- (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the Council for the carrying out of any such work;*
- (o) the review of a determination made by the Council, and not by a delegate of the Council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979;*
- (p) the power of the Council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194 of the Local Government Act 1993 (NSW);*

- (q) a decision under section 356 of the Local Government Act 1993 (NSW) to contribute money or otherwise grant financial assistance to persons;*
 - (r) a decision under section 234 of the Local Government Act 1993 (NSW) to grant leave of absence to the holder of a civic office;*
 - (s) the making of an application, or the giving of a notice, to the Governor or Minister;*
 - (t) the power of delegation under section 377(1) of the Local Government Act 1993 (NSW);*
 - (u) any function under the Local Government Act 1993 (NSW) or any other Act that is expressly required to be exercised by resolution of the Council;*
 - (v) any other function which must not be delegated pursuant to section 377(1) of the Local Government Act 1993 (NSW).*
- 1.2 any function designated in any Act of Parliament as a function which must not be delegated;*
- 1.3 the function of the determination of a development application made under the Environmental Planning and Assessment Act 1979 ("EP&A Act") if:*
 - (a) the development application is for development that has a capital investment value of more than \$2 million; or*
 - (b) the Council is the applicant for development consent; or*
 - (c) the Council is the owner of any land on which the development is to be carried out; or*
 - (d) the development is to be carried out by the Council; or*
 - (e) the development application is for development declared to be designated development for the purposes of the EP&A Act unless it is declared not to be designated development by a provision of Part 2 or 3 of Schedule 3 of the Environmental Planning and Assessment Regulation 2000; or*
 - (f) the development application is for development that would contravene a development standard imposed by Glen Innes Severn Local Environmental Plan 2012 or any other environmental planning instrument.*
 - (g) five or more written submissions objecting to the development are received by the Council; or*
 - (h) a single petition containing the names and signatures of five or more persons objecting to the development is received by the Council; or*

- (i) *a member of the staff of the Council who:*
 - (a) *is a member of the senior staff; or*
 - (b) *is a member of the MANEX of the Council; or*
 - (c) *is employed within the Development, Planning and Regulatory Services section of the Council,*

has disclosed a pecuniary interest (as defined in section 442 of the Local Government Act 1993) or a non-pecuniary interest (as defined in the Code of Conduct adopted by the Council under section 440 of the Local Government Act 1993) in respect of the development application.

2. *Sub-delegate to the General Manager of the Council all functions delegated to the Council except any function designated in any Act of Parliament or the relevant instrument of delegation as a function which must not be sub-delegated.*

3. *Further limitations*

- 3.1 All functions delegated to the General manager must be exercised in *accordance* with the applicable statutory requirements, as well as any resolution or policy adopted by the Council from time to time.
- 3.2 The General Manager does not have the authority to accept tenders over the value of \$250,000.

4. *Write-off of sundry debts*

Council fixes the amount of \$5,000 as the amount above which sundry debts owed to the Council may be written off only by resolution of the Council, pursuant to section 131(1), 131(2) and 213 (2) of the Local Government (General) Regulation 2021 (NSW).

5. That a person appointed to act as General Manager assume all functions, delegations and sub-delegations of the General Manager for the period only of the absence of the General Manager, unless otherwise resolved by Council.



Half-Yearly Review of the 2023/2024 Operational Plan

HALF-YEARLY REPORT - 2023/2024 OPERATIONAL PLAN

1: General Managers Office

General Managers Office

General Manager

Action: Engage in advocacy with the State and Federal ministers, health organisations, and local networks like Attract-Connect-Stay to achieve better health service outcomes for the community.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Support and promote initiatives for improved healthcare, workforce and service outcomes.	CS 1.7.2.1	General Manager	Progressing	70%	Discussions are continuing with the Primary Health Network (PHN) regarding a trial proposed for health services delivery.

Action: Lobby Federal Government to address mobile blackspots in the LGA.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the applicable actions, projects and initiatives from the 2020-2040 Economic Development Strategy and 2020-2025 Action Plan.	ED 2.3.1.2	General Manager	Progressing	20%	No actions undertaken by Council; however, improvements are continuing.

Action: Lobby for State Government to share the burden of asset depreciation costs, such as RFS Assets.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the applicable actions, projects and initiatives from the 2020-2040 Economic Development Strategy and 2020-2025 Action Plan.	ED 2.3.1.3	General Manager	Progressing	50%	This has been taken up strongly by LGNSW and the New England State Member in sponsoring a bill to parliament.

HALF-YEARLY REPORT - 2023/2024 OPERATIONAL PLAN

Action: Create a viable plan to consolidate Council's administrative offices into a single building.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide a viable plan to co-locate the Church Street and Town Hall offices.	STC 5.4.7.1	General Manager	Progressing	10%	Discussions have been continuing with Property NSW. Following a meeting with the Minister, Property NSW have indicated a willingness to consider Council's needs and attempts are being made to initiate further discussions.

Media and Communications

Action: Provide regular, timely media releases on topical issues as they arise to ensure the community is well informed.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Communication Strategy and Action Plans.	STC 5.5.5.1	Media and Communications Officer	Progressing	25%	Regular and timely media releases on topical issues demonstrates Council's commitment to maintaining an informed and engaged community. This proactive communication strategy will prove instrumental in addressing emerging issues promptly, providing accurate information, and fostering transparency within our community. Distributing timely media releases builds trust within the community and reinforces Council's dedication to open communication. The timely nature of these releases enhances our responsiveness and demonstrates a commitment to keeping the community well-informed. It is recommended that the Council continues to refine its media release strategy based on feedback and evolving communication trends. Regular evaluation of the effectiveness of this approach will further solidify Council's position as a reliable and transparent source of information for residents.

HALF-YEARLY REPORT - 2023/2024 OPERATIONAL PLAN

Action: Focus on using Council's Facebook site as a communication tool to update the community.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Communication Strategy and Action Plans.	STC 5.5.5.2	Media and Communications Officer	Progressing	80%	Council's Facebook site, as a primary communication tool has proven to be a proactive and impactful approach to keeping the community informed. This targeted initiative aligns seamlessly with the evolving landscape of digital communication and social media engagement. From 1 July 2023 - 22 November 2023 Facebook insight has increased by an average of 80%. The use of this platform has facilitated real-time dissemination of critical announcements, project updates, and community initiatives. The interactive nature of Facebook has also fostered increased community engagement, as evidenced by the growing number of follows, page visits, interactions, link clicks and overall reach. The success of using Facebook as a communication tool demonstrates the importance of staying adaptable in the ever-changing landscape of communication channels and ensures Council remains a reliable and accessible source of information for the community.

Action: Provide at least four quarterly resident newsletters during the year.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Communication Strategy and Action Plans.	STC 5.5.5.3	Media and Communications Officer	Progressing	25%	Quarterly resident newsletters by the Council serves as a strategic and effective means of fostering transparent communication with the community. This proactive initiative aligns with Council's commitment to keeping residents informed, engaged, and empowered. A Mayor's message was implemented in the December 2023 resident newsletter which demonstrates Council's commitment to open communication, community engagement, and the overall well-being of its residents. The resident newsletter serves as a platform for showcasing our authentic persona as a Council through the achievements and milestones of our organisation. Ultimately it reinforces a positive image within the community, highlighting success stories, community contributions, and plans.

HALF-YEARLY REPORT - 2023/2024 OPERATIONAL PLAN

Action: Provide better access, utility and value to Council’s communication to the community by using a diverse media mix.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Communication Strategy and Action Plans.	STC 5.5.5.4	Media and Communications Officer	Progressing	25%	Traditional channels, such as resident and staff newsletters, media releases, and local publications; e.g., <i>Our Council</i> , cater to a broad demographic, ensuring that information is accessible to residents with varying levels of digital literacy. Simultaneously, the use of digital platforms, including social media, Council's website, and continuously evolving multimedia content (i.e., MailChimp, Bitly, Canva, Adobe Creative Cloud), will further enhance Council's ability to connect with our more tech-savvy audience. Regular evaluation and adaptation of this media mix will ensure that Council remains responsive to the evolving needs and preferences of its diverse resident base, solidifying its position as a dynamic and effective communicator not only in the community but also within our organisation.

Action: Research and develop new communication products including digital and non-digital to diversify and value-add to Council’s communication opportunities.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Communication Strategy and Action Plans.	STC 5.5.5.5	Media and Communications Officer	Progressing	25%	New communication products showcase a commitment to meeting the diverse needs of our community. From interactive digital platforms i.e., Facebook, media monitoring, MailChimp, Microsoft Yammer, Bang the Table, Bitly to thoughtfully designed print materials, using Canva and Adobe Creative Cloud, the array of options ensures that information is disseminated effectively, catering to various preferences and accessibility requirements. Encompassing both digital and non-digital mediums, has the potential to create a significant stride towards diversifying and enhancing the value of the Council's communication channels.

HALF-YEARLY REPORT - 2023/2024 OPERATIONAL PLAN

2: Corporate and Community Services

Administration and Human Resources

Human Resources

Action: Review current recruitment procedures and guidelines to streamline processes and improve ease of use.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Workforce Strategy and Plan	STC 5.7.1.1	Manager of Administration and Human Resources	Progressing	30%	Council's recruitment procedures and guidelines are continually reviewed and updated as improvements are identified. Recent changes include removing the requirement for formal interviews for casual applicants to streamline the process, reviewing selection criteria to simplify them, and successfully placing a greater focus on achieving Council's target of six weeks from date of advertising to date of offer.

Action: Review and implement Council's leave management and flexible work arrangements framework.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Workforce Strategy and Plan	STC 5.7.1.2	Manager of Admin and HR	Not Due to Start	0%	This action is not due to commence until 2024.

Action: Review Council's current employment branding and recruitment practices with a focus on attracting women into non – traditional roles and increasing the participation of young people in the workforce and implement agreed actions arising from the review.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Workforce Strategy and Plan	STC 5.7.1.3	Manager of Administration and Human Resources	Progressing	25%	Advertising for vacant positions includes the following statement: "Council is an EEO employer. Women, Aboriginal people and Torres Strait Islanders, people with a disability, and members of racial, ethnic, and ethno-religious minority groups are encouraged to apply." All recruitment decisions are made in accordance with merit-based principles. Council is currently reviewing its EEO Management Plan and actions.

HALF-YEARLY REPORT - 2023/2024 OPERATIONAL PLAN

Action: Review Aboriginal and Torres Strait Islander employment to ensure that it is at least representative of the wider Local Government Area (LGA).

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Workforce Strategy and Plan	STC 5.7.1.4	Manager of Administration and Human Resources	Completed	100%	As of 30 June 2023, 5.38% of Council's workforce were Aboriginal or Torres Strait Islander. According to 2021 census data, Aboriginal and Torres Strait Islander people of employable age made up approximately 4.60% of the overall Glen Innes Severn population. Accordingly, Council is on track with this action.

Action: Link the staff training and development program(s) to service delivery requirements and annual training plans, with a focus on leader development, new talent acquisition, emerging leaders, and capability development (creation of an internal labour market with the potential, readiness and fit for vacant, new, or future roles).

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Staff training and development is integrated into the performance management framework and is visibly connected to a "line of sight" in delivering the Community Strategic Plan.	STC 5.7.2.1	Manager of Administration and Human Resources	Progressing	30%	Council's human Resources team is organising training for managers and supervisors in Finance for Non-Finance Managers, Project Management and Performance Management, as identified in the 2023/2024 training plan and Workforce Management Strategy. A proposal has been received and is currently being evaluated, to deliver leadership training for emerging leaders, which was also identified as a need in the Workforce Management Strategy.

HALF-YEARLY REPORT - 2023/2024 OPERATIONAL PLAN

Action: Review Council’s online and onsite on-boarding programs to ensure that they are up to date, effective, and cover all required areas, including probation, core training, performance feedback and support, ICT and security, safety, physical and psychological requirements.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Staff training and development is integrated into the performance management framework and is visibly connected to a "line of sight" in delivering the Community Strategic Plan.	STC 5.7.2.2	Manager of Administration and Human Resources	Progressing	50%	Council's onboarding portal has been updated to incorporate relevant changes. Employee commencement and exit processes have also been reviewed to ensure that all areas are covered. These tools are reviewed on a continual basis and updated as required. Face-to-face group inductions have been introduced for all new employees. Onsite probation review processes have also been streamlined to assist managers and supervisors.

Action: Maintain a Human Resources function in accordance with adopted customer service standards by implementing Key actions from the Workforce Management Strategy, delivering payroll and recruitment / onboarding services to the required standard, and rolling out Council's Corporate Training Plan and Staff Wellbeing Program to deliver outcomes over the entire year.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver a Human Resources function to adopted customer service standards.	STC 5.7.3.1	Manager of Administration and Human Resources	Progressing	40%	Key Workforce Management Strategy actions have been added to Council's Operational Plan and are being worked on. Payroll and recruitment / onboarding services are being delivered in accordance with organisational targets. Work has commenced on rolling out Council's Corporate Training Plan and Staff Wellbeing Program.

HALF-YEARLY REPORT - 2023/2024 OPERATIONAL PLAN

IT Services

Action: Maintain an ICT helpdesk support service that is responsive to Council's and employees' needs.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver ICT administrative support services across Council to adopted customer service standards.	STC 5.2.7.1	Manager of Administration and Human Resources	Progressing	50%	During the first half of the 2023/2024 financial year, customer satisfaction with the ICT helpdesk was 99.5%, with no ratings lower than neutral.

Action: Conduct penetration testing and / or security auditing of Council's ICT systems.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the Information Communications Technology (ICT) Strategic Plan and review as necessary.	STC 5.8.1.1	Manager of Administration and Human Resources	Completed	100%	An Essential Eight security assessment has been completed by an external consultant and the final report produced, which will form the basis of further actions. A further assessment and / or penetration testing may be carried out before 30 June 2024.

Action: Migrate or archive Practical Plus data and decommission legacy servers used to host Practical Plus databases.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the Information Communications Technology (ICT) Strategic Plan and review as necessary.	STC 5.8.1.2	Manager of Administration and Human Resources	Progressing	70%	A vendor has been engaged to archive all Practical Plus databases and work is progressing on this. The expected completion date for the archiving is prior to 31 Dec 2023. The legacy servers will be decommissioned after the archiving work has been completed.

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Action: Achieve Australian Cyber Security Centre’s Essential Eight Maturity Level Two.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the Information Communications Technology (ICT) Strategic Plan and review as necessary.	STC 5.8.1.3	Manager of Administration and Human Resources	Progressing	50%	Council is in the process of upgrading its systems to meet the requirements of the Essential Eight. An independent assessment of Council's maturity level has been completed, which will inform this process. It may not be possible to reach Level 2 by 30 June 2024, but considerable progress will be made towards that goal.

Action: Implement endpoint encryption of all devices including external storage devices.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the Information Communications Technology (ICT) Strategic Plan and review as necessary.	STC 5.8.1.4	Manager of Administration and Human Resources	Progressing	50%	Work has commenced and is progressing on this. Endpoint encryption has been enabled by default on all desktop devices and mobile devices are being added to Council's mobile device management platform. All that remains to be done is to enable encryption on any external storage devices.

Records

Action: Research the digitisation and long-term storage of State Records and other high value hardcopy records and develop a plan to manage them.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide a Records Management Function in accordance with relevant legislation.	STC 5.2.8.1	Manager of Administration and Human Resources	Progressing	30%	A budget allocation has been included in the 2023/2024 Operational Plan and budget for digitisation of records. Development and planning documents with the highest priority have now been identified for digitisation in the current year and work will commence on this in early 2024. Quotations are being sought from suitable vendors to carry out this work.

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Action: Research alternatives to Council's ECM Records management program and develop a proposal to replace or upgrade it.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide a Records Management Function in accordance with relevant legislation.	STC 5.2.8.2	Manager of Administration and Human Resources	Progressing	25%	NSW councils have been contacted for information on their electronic document and records management systems (EDRMS), with 10 responses. These are now being evaluated. TechnologyOne (Council's current provider) has provided its Software as a Service Readiness Assessment and Interface Inventory templates in preparation to move to a cloud-based version of its EDRMS. Council has also contacted Cardinia Shire Council in Victoria, which is using an EDRMS based on Microsoft SharePoint, which is attractive for several reasons.

Community Services

Children Youth and Family Services

Action: Maintain existing services from Council's Children, Youth and Family Services and work collaboratively with other organisations to deliver two parenting programs annually.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver Children, Youth and Family Services including Out of School Hours (OOSH) Care, Playgroups, and Parenting programs and initiatives.	CS 1.2.9.1	Manager of Community Services	Progressing	50%	<p>The Community Services Team consistently offers Supported Playgroup, Wyaliba Playgroup, and Jarjums Playgroup on a weekly basis throughout the academic term. Additionally, the OOSH care facility consistently delivers high-quality after-school care and an engaging vacation care program, receiving favorable feedback from the community.</p> <p>Whilst Parenting Program Providers have been identified, we are currently conducting further investigations to thoroughly evaluate their viability and assess the level of community engagement for potential participation.</p>

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Action: Complete all the actions within the GISC Youth Strategy that are nominated for 2023-2024.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Youth Strategy and Action Plans and review as necessary.	CS 1.2.7.1	Manager of Community Services	Progressing	20%	The Youth Strategy actions are now in progress, with planning meetings initiated alongside key stakeholders to guarantee the timely realisation of the plan's objectives and outcomes as specified.

Action: Deliver the annual Family Picnic Day via collaborative partnerships that promote family participation and social interaction for all community members.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver Children, Youth and Family Services including Out of School Hours (OOSH) Care, Playgroups, and Parenting programs and initiatives.	CS 1.2.9.2	Manager of Community Services	Not Due To Start	0%	No activity or progress has been initiated in this specific area.

Community Services

Action: Complete the actions contained within the Disability Inclusion Action Plan (DIAP) for 2023-2024 and commence consultation and preparation for the next DIAP.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Review and Implement the Disability Inclusion Action Plan (DIAP) relating to CS 1.1 Encourage an Inclusive Active Lifestyle .	CS 1.1.7.1	Manager of Community Services	Progressing	5%	After a change in leadership, an initial review has started, and further updates and necessary actions will commence soon.

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Action: Provide support to the Community Access Committee through proactive participation at meetings and promotion of positive outcomes through Council's communication and media modes.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Review and Implement the Disability Inclusion Action Plan (DIAP) relating to CS 1.1 Encourage an Inclusive Active Lifestyle .	CS 1.1.7.2	Manager of Community Services	Progressing	10%	The Community Access Committee receives active support from Council. A crucial analysis of the DIAP is in progress to assess its status and outline the necessary steps for completion within the specified time frame. This review has been instigated by recent changes in management.

Action: Maintain support for local community-based programs and initiatives relating to Domestic Violence by raising awareness of local support groups throughout the LGA such as Safe In Our Town (SIOT) and the Community Drug Action Team (CDAT) having a particular focus on raising this awareness with young people.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver wellbeing and facilitation support to promote access to community-based programs.	CS 1.2.2.3	Manager of Community Services	Progressing	15%	<p>Council is dedicated to sustaining support for local community-based programs and initiatives addressing Domestic Violence. In alignment with this commitment, we are actively raising awareness of vital support groups within the Local Government Area (LGA), notably SIOT and the CDAT.</p> <p>To solidify our commitment to the SIOT Committee, Council is providing in-kind support through the development and provision of essential operational documentation. This includes crafting a SIOT marketing proposal for committee consideration, offering grant support, and ensuring comprehensive guidance on general governance matters. We believe that by collaborating closely with the SIOT Committee, we can effectively contribute to the success of their initiatives and further strengthen the community's response to domestic violence.</p>

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Action: Develop an Aged and Disability Strategy.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver wellbeing and facilitation support to promote access to community-based programs.	CS 1.2.2.2	Manager of Community Services	Not Progressing	0%	The recent change in management has highlighted challenges in the Aged and Disability Strategy, encompassing operational requirements. This provides an opportunity for positive action, with further investigations needed to assess the project's viability and ensure its successful completion. It is not anticipated that this strategy will be implemented by April 2024.

Action: Maintain community awareness of the harm associated with drug and alcohol misuse by having a presence on the local Community Drug Action Team (CDAT).

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver wellbeing and facilitation support to promote access to community-based programs.	CS 1.2.2.4	Manager of Community Services	Progressing	5%	The Community Services department is currently engaged in collaborative efforts with the secretary of CDAT to resume committee meetings and offer sustained support. Council is committed to fostering a dynamic partnership that ensures the continual progress and effectiveness of CDAT's initiatives within the community.

Action: Maintain Council's registration as an approved National Disability Insurance Scheme (NDIS) Provider and deliver corresponding NDIS services to the community.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver outcomes under individual National Disability Insurance Scheme (NDIS) plans.	CS 1.2.8.1	Manager of Community Services	Progressing	90%	The NDIS registration application is in its final stages, and we are currently awaiting a decision from the commission in accordance with standard procedures.

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Action: In partnership with the Community Access Committee, maintain Council's Mobility Brochure so that it includes current information related to venue accessibility within the LGA.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Disability Inclusion Action Plan (DIAP) relating to CS 1.2 Encourage Community Connectivity and Cohesion.	CS 1.2.10.1	Manager of Community Services	Progressing	80%	The community engagement process has concluded to ascertain the specifications for the brochure. Presently, the brochure is in the design phase, and we anticipate that proofs will be available for review and approval by management in early January 2024.

Action: Plan coordinate and deliver an annual Harmony Day celebration event which celebrates the cultural diversity within the LGA.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver an annual cultural Harmony Day event and celebration.	CS 1.3.3.1	Manager of Community Services	Progressing	10%	Harmony Day 2024 is scheduled for Thursday, 21 March 2024. The planning framework for the event is currently under review, with project management set to begin in December 2023.

Action: Facilitate information to the community on available transport options within the LGA.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide information to the Community on available transport options.	CS 1.4.2.1	Manager of Community Services	Progressing	5%	The current initiative is undergoing a comprehensive review to assess both past and present actions, with the aim of formulating a more transparent and effective action plan.

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Action: Maintain support for local volunteers and consider new and proactive ways to encourage an increase of volunteering within the community.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Support Volunteer Week and proactively encourage volunteering within the community.	CS 1.5.2.1	Manager of Community Services	Not Due To Start	0%	The planning for the National Volunteer Week event framework in April 2024 will commence early January 2024, necessitating active engagement with both internal and external stakeholders.

Action: Continue work towards the implementation and awareness of the NSW Child Safe Standards.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Staff training and development is integrated into the performance management framework and is visibly connected to a "line of sight" in delivering the Community Strategic Plan.	STC 5.7.2.3	Manager of Community Services	Progressing	20%	The initiation of a Child Safe Self-Assessment has prompted the creation of a vital Action Report, leveraging resources from the Office of the Children's Guardian. This pivotal report will serve as the cornerstone for implementing and raising awareness about the NSW Child Safe Standards. It underscores MCS's continued and significant role as an active member of the NSW Child Safe network.

Life Choices - Support Services

Action: Review Gentle Exercise Programs delivered through Life Choices - Support Services to ensure they meet current demands.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver Healthy Lifestyle Programs through Life Choices-Support Services.	CS 1.1.2.1	Manager of Community Services	Not Progressing	0%	The review process has not yet commenced; however, this action is currently in the preparatory stages for initiation.

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Action: Utilise Council's Media and Communications means such as the quarterly Resident Newsletter and the Life Choices - Support Services Newsletter to promote community awareness of Wellbeing and Support Facilitation services for community-based programs which are available at Life Choices - Support Services and Children, Youth and Family Services.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver wellbeing and facilitation support to promote access to community-based programs.	CS 1.2.2.1	Manager of Community Services	Progressing	5%	The newsletter review has begun, identifying the prerequisites for a well-defined marketing strategy for the Community Services Department. Once established, the strategy will set clear goals, encompassing increased community engagement, heightened awareness of service offerings, and improved volunteer recruitment. Internal stakeholder engagement has been completed, establishing transparent guidelines between departments to ensure a cohesive approach in achieving the desired outcomes.

Finance

Creditors

Action: Create new operating procedures for Accounts Payable in the new system to ensure compliance with the Procurement Policy. Ensure system changes are completed to ensure compliance with audit requirements such as attaching invoices to all purchase orders and the drill down capability to view invoices.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver an Accounts Payable service to adopted customer service levels.	STC 5.3.4.1	Chief Financial Officer	Progressing	25%	The day to day running of the Accounts Payable area has been relatively smooth and trouble free. Projects to further improve the AP process has not started yet and additional development requests have not been completed by Open Office that will allow further process improvement in this area.

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Customer Service

Action: Provide at least one staff member to be available to provide customer service at Town Hall during operating hours.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver (Town Hall) Customer Service functions to adopted customer service levels.	STC 5.5.1.1	Chief Financial Officer	Completed	100%	Several members of the finance team can back up front desk duties at Town Hall during operating hours. In the instances where the regular CSO is away on leave, there will always be staff that will be available to provide customer service and share the load throughout the day, such as cover for lunch breaks.

Debtors

Action: Create new operating procedures for Accounts Receivable. Ensure Debtors Control accounts are reconciled. Review and improve the process of revenue processing and recognition to eliminate revenue leakage from business units. Ensure there is a process of Debtors' review for overdue accounts. Review and improve Debtor invoice that are generated in relation to Grants. Standardise the process of revenue processing from the business units.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver an Accounts Receivable service to adopted customer service levels.	STC 5.3.5.1	Chief Financial Officer	Progressing	40%	The monthly reconciliations of Debtors are in place and are being completed for review by the CFO. Reports from the rates and water modules are needed to reconcile the Rates Receivables report; this cannot be completed until all journals from these modules are posted to the general ledger from the rates and water module. Currently there are several hundred journals due to system errors that have not been posted to the general ledger; this is being worked on as a matter of urgency so that the reconciliation between the rates and water receivables report and the rates and water modules can be completed. Invoicing in relation to Grants has been re-engineered to ensure correct job numbers, general ledger codes and GST are allocated correctly. Standardising the revenue processing from all business units is still outstanding.

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Finance

Action: Ensure Council meets its tax compliance requirements by completing monthly reconciliation, review and approval of all statutory tax accounts, that is GST, PAYG, Superannuation and all other related deductions related to tax matters.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Ensure Council meets its Tax compliance requirements.	STC 5.3.2.1	Chief Financial Officer	Progressing	80%	All statutory reporting is being reconciled now monthly. All GST, PAYG, FBT, Superannuation, all staff deductions and all other deductions have clearing accounts that are cleared and reconciled monthly. Any outstanding items that are not cleared are marked, investigated and prioritised to clear. A large amount of work has been completed around the Business Activity Statement (BAS) to ensure the BAS returns are accurate and the GST clearing accounts are reconciled. An extensive amount of work has been undertaken and staff training has been done to ensure that the GST treatments from source entries are accurate that flow through to the BAS. GST is the major component of the BAS that either results in a refund or payment to the ATO. The controls around BAS preparation have been tightened so that the returns are accurate.

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Financial Accounting

Action: Following the implementation of Project Jigsaw and being live for 2022-2023, implement new operating procedures to ensure financial and budget compliance. The overall financial framework to support financial reporting, management reporting, and budgeting needs to be in place to achieve this and system issues resolved to support such a framework.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide financial and budget compliance reporting to Council and the community.	STC 5.3.1.2	Chief Financial Officer	Progressing	50%	<p>An external consultant has been engaged to build reporting using Microsoft Power BI to fulfil Council's reporting needs including monthly management reports, QBR reporting templates and consolidation tools, annual budget templates, Capital reporting, grants register and business unit reporting, Quarry and Life Choices have been set as priorities.</p> <p>Microsoft Power BI connects to the Business Central database directly resulting in fast data refreshes so reports have the most recent data form the finance system. All reporting setup and IP will be owned by Council and future in-house report design will be possible with training. The initial reporting tool Jet Reports that were implemented by Open Office will no longer be used as it only offered expensive annual subscription for report writers, was difficult to use as a plug-in in Microsoft Excel, was very time consuming to generate reports and not user friendly. Good progress has been made regarding monthly management reports that will be delivered to managers utilising Microsoft Power BI, licences for all relevant managers is being sought so that all managers can have access to their relevant required reports. The first quarter quarterly budget review for 2023-24 was successfully completed using the new methodology, the task of gathering, analysing and consolidating the data for QBR1 has been made a lot more efficient and seamless.</p> <p>The CFO and the Management Accountant are working very closely with the external consultant to ensure the reporting design is to Council's specifications and requirements and good progress is being made in this regard.</p>

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Action: As part of the overall Financial Framework to maintain reporting and data integrity, the process of monthly balance sheet reconciliations with adequate working papers is required to fulfil audit requirements and inter control policies. As well as Revenue (water / rates) and Payroll reconciliations completed and reviewed monthly.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide financial and budget compliance reporting to Council and the community.	STC 5.3.1.3	Chief Financial Officer	Progressing	45%	Extensive work has been carried out for balance sheet reconciliations. The accounts that remain where no work has been carried out are ones that are connected to the rates and water module, due to system issues, the reconciliations cannot be completed at this stage.

Action: Develop a Finance Manual to document system structure, system settings, changes in system settings and critical tasks to ensure business continuity in case of staff turnover, staff absences and leave.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide financial and budget compliance reporting to Council and the community.	STC 5.3.1.4	Chief Financial Officer	Progressing	5%	No progress has been made towards building a finance manual due to staff resourcing and priorities that have diverted the focus of Finance to other matters of priority that have been predominantly around system issues and lack of internal controls and procedures.

Action: Review and implement the Long-Term Financial Plan (LTFP) using the newly purchased LG Solutions LTFP software template. Map the Open Office chart of accounts to the LTFP software.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Long-Term Financial Plan.	STC 5.3.6.1	Chief Financial Officer	Progressing	25%	Groundwork has commenced to ensure that a LTFP is produced and published, With the QBR1 finalised and a base set of data available, the work can commence towards completing this task. The system issues that will affect the data being fed into the LTFP will be the tracking of internal and external reserves, especially from the rates and water modules.

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Action: Ensure Council's Investment and Borrowings Policies and practices meet the requirements of STC 5.4 Responsible custodianship of the community's assets.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Ensure Council's Investment and Borrowings Policies and practices meet the requirements of STC 5.4 Responsible custodianship of the community's assets.	STC 5.4.2.1	Chief Financial Officer	Progressing	80%	<p>A monthly investment report is submitted to Council and is aligned with the Investments policy that ensures investments are according to the ratings requirements of relevant financial institutions and is spread across multiple institutions as per the policy. In some cases, investments might not be re-invested, the policy limits might be breached by a minimal amount until further investments are made. The investment policy is due for review.</p> <p>A borrowings report is submitted to council on a quarterly basis. Council has currently no plans for any material new borrowings and the long-term financial plan will highlight if there will be a need for borrowings in the near and far future.</p>

Management Accounting

Action: Deliver financial and budget compliance reporting to Council and the community. Ensure the Quarterly Budget Review process is managed as per the required timelines. Develop a structure that will ensure the accuracy of Budget, Actual and quarterly revisions data being reported.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide financial and budget compliance reporting to Council and the community.	STC 5.3.1.1	Chief Financial Officer	Progressing	80%	<p>Calculating the reserve and restricted funds - System setup needs to be fixed to ensure the correct reporting of reserves and restricted funds can be tracked.</p> <p>Quarterly budget review statements (QBRS) are being delivered as per the required timelines with data collection templates that are consolidated automatically. Power BI is being utilised to deliver the QBRS.</p>

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Action: Develop suite of management reports for Manex and Managers for Business Units' P&L's, Capex reporting, Grants reporting and reconciliations (including Life Choices). Develop and implement self-help tools for Managers around their relevant reporting requirements. Develop monthly reports for the Quarry and VIC, focusing on inventory usage and accounting for the COGS monthly, rather than annually to provide a monthly P&L report.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide financial and budget compliance reporting to Council and the community.	STC 5.3.1.5	Chief Financial Officer	Progressing	25%	<p>Quarry business unit reporting is expected to be implemented in Dec-2023.</p> <p>The change management piece and transition plan for Life Choices has not yet commenced; Manager of Community Services will be leading this project with heavy input from finance in terms of building budgets at client level and transitioning out of FileMaker for all finance related transactions.</p> <p>The reports for all Managers are ready and once Power BI licences are issued, workshops will be held to train Managers on how to use it. No work has commenced regarding the reporting for the VIC.</p>

Rates

Action: Create new operating procedures for Rates in the new Rates module to ensure Rates are generated on 1 July 2024 and Rates notices are sent on time on a quarterly basis.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver Rates notification and collection services to adopted customer service standards.	STC 5.3.3.1	Chief Financial Officer	Progressing	50%	Financial year 2023-24 was a challenging year due to updated land valuations from the Valuer General's Office that had to be processed before rates were able to be levied. The rates were levied as per the required timelines and subsequent rates notices were issued for quarter 1 for the 2023-24 year as per the required timelines.

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Action: Deliver Rates notification and collection services to adopted customer service standards by ensuring reporting and review of overdue Rates is undertaken.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver Rates notification and collection services to adopted customer service standards.	STC 5.3.3.2	Chief Financial Officer	Progressing	50%	The acting Rates Officer is assessing overdue rates with balances of over \$500. More work is being undertaken to produce meaningful overdue reports at individual ratepayer level that can be used to report and review overdue rates and action the collection process.

Stores & Procurement

Action: Provide a centralised, standardised and regulated Procurement service across Council; that meets adopted customer service levels, is within the Procurement Policies and Guidelines and complies with the Fraud Control Plan.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide a centralised, standardised and regulated Procurement service across Council to adopted customer service levels, with procurement policies and guidelines in compliance with the Fraud Control Plan.	STC 5.4.3.1	Chief Financial Officer	Progressing	25%	With the implementation of Arc Blue and the training workshops yet to be commence, the revised Procurement and Contracts Policy will ensure that a centralised and regulated procurement service is provided across Council. No assessment has been carried out against the Fraud Control Plan and needs to be undertaken in consultation with the Manager of Governance.

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Action: Create new operating procedures for inventory, and train staff in the revised system in procurement procedures.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide a centralised, standardised and regulated Procurement service across Council to adopted customer service levels, with procurement policies and guidelines in compliance with the Fraud Control Plan.	STC 5.4.3.2	Chief Financial Officer	Progressing	25%	The new Procurement and Contracts Management Policy was adopted in May 2023. Since then, the Arc Blue framework is being built. Workshops and training of staff to use the Arc Blue portal that will be utilised to manage this framework is yet to commence. The CFO is to ensure that together with the Purchasing and Supply Officer that training is started as soon as possible. This will most likely commence in 2024.

Action: Implement ArcBlue and create new operating procedures for procurement and train staff in the revised system procurement procedures.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide a centralised, standardised and regulated Procurement service across Council to adopted customer service levels, with procurement policies and guidelines in compliance with the Fraud Control Plan.	STC 5.4.3.3	Chief Financial Officer	Progressing	50%	The revised Procurement & Contracts Management policy was adopted in May 2023 but has not yet been provided to the General Manager for authorisation, thus it is not yet on the website or intranet for staff to utilise. The ArcBlue platform is ready and the workshops and training sessions are yet to commence. Expected commencement will now be in early 2024.

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Action: Provide a stores service that provides efficiencies to Council operations by ensuring that the maximum number of items that all business units consume are inventoried and develop reporting in consumption of inventory.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide a Stores service that provides efficiencies to Council Operations.	STC 5.4.4.1	Chief Financial Officer	Progressing	50%	The Stores are providing the service to the whole of Council's operations as required. Reports on consumption of inventory is not being utilised currently, the data is available at job level. The first aid kits are an example of where this will be inventoried to streamline the process of ordering, storage and dispensing of the kits.

Governance, Risk and Corporate Planning

Enterprise Risk Management

Action: Implement the Legislative Compliance Policy ensuring an annual assurance report on Council's legislative compliance and statutory reporting obligations is presented to the Audit, Risk and Improvement Committee (ARIC) and Council.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Formalise the Governance Framework and deliver compliance across all governance areas.	STC 5.2.1.1	Manager of Governance, Risk and Corporate Planning	Progressing	10%	Some progress has been made towards implementation of Council's Legislative Compliance digital information system which is used to assign obligations to responsible officers. The system will also be used to capture obligations arising from Council policies and relevant industry guidelines.

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Action: Document the actions and reporting requirements from the Fraud Control Plan and ensure their delivery.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Fraud Control Plan.	STC 5.2.4.1	Manager of Governance, Risk and Corporate Planning	Progressing	5%	The review of the Fraud Control Plan is due to commence in January. Obligations arising from the revised Plan will be included in Council's internal register contained within the Reliansys Compliance digital information system utilised for managing legislative compliance and obligations arising from Council policies and regulatory Guidelines.

Action: Ensure Responsible Officers are reporting quarterly on Risk Management.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Enterprise Risk Management Framework and Plan.	STC 5.2.10.1	Manager of Governance, Risk and Corporate Planning	Progressing	10%	A trial has commenced of Reliansys Risk module and this will be used to refine the risk register and schedule reporting periods in line with the status of the risk control measures. It is envisaged that this approach will increase the reporting capabilities with reporting periods determined in context with the risk.

Action: Coordinate the annual Insurance renewal questionnaires, organise budgets and ensure Council is adequately insured.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Ensure risk management practices are employed across Council including acquiring adequate insurance cover.	STC 5.4.6.2	Manager of Governance, Risk and Corporate Planning	Progressing	95%	Council's insurance renewals have been completed for the 2023/2024 period based on significant consultation. Council believes that the cover it has procured is adequate to provide a wide scope of risk management insurance, including public liability/professional indemnity, councillors and officers liability, workers compensation, motor vehicle, property, casual hirers, event, crime/cyber and personal accident.

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Action: Ensure the reporting obligations to and from the Audit Risk and Improvement Committee are being met in line with the Office of Local Government Guidelines.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide an Audit Risk and Improvement Committee in line with the Office of Local Government Risk Management Framework and Internal Audit Guidelines and ensure it has sufficiently resourced secretariat support to function optimally.	STC 5.3.7.1	Manager of Governance, Risk and Corporate Planning	Progressing	45%	<p>A good deal of effort has gone into accomplishing this action. An ARIC Reporting Plan was created and endorsed by the ARIC at its September 2023 meeting. This document clearly outlines the reports required at each ARIC meeting over a rolling 18-month period which meets the requirements of the draft Internal Audit and Risk Management Guidelines (the Guidelines). Further, an Annual Report was provided to the ARIC and has been submitted to Council for the 23 November 2023 Ordinary Meeting. This document meets the annual assurance and assessment requirements of the ARIC and includes the General Manager's attestation.</p> <p>Whilst the Guidelines are not expected to commence until July 2024 along with the amendments to the Local Government (General) Regulations 2021, Council has utilised this period to start its program towards complying with the changes.</p>

Action: Coordinate the Statewide Mutual Continuous Improvement Pathway (CIP) across Council.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Ensure risk management practices are employed across Council including acquiring adequate insurance cover.	STC 5.4.6.1	Manager of Governance, Risk and Corporate Planning	Progressing	70%	The CIP workbook has been submitted to Statewide Mutual. Two of the three elements were completed. Council awaits the result of the assessment. Insights arising out of the self-audit and ideas for improvement may be utilised to drive risk management practices which will have a direct benefit on Council.

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Governance

Action: Provide oversight on Council's Policy Register, ensuring Policies and other Council documents are being reviewed in a timely manner, that they meet legislative requirements, reflect best practice and consider relevant standards.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Formalise the Governance Framework and deliver compliance across all governance areas.	STC 5.2.2.1	Manager of Governance, Risk and Corporate Planning	Progressing	30%	<p>Measures have been put in place to allow Governance two weeks to check over revised policies prior to going to Manex (and Council). Generally, officers are complying with this requirement, and it is leading to improvements in governance and compliance aspects.</p> <p>Training has been provided on the Monitor policy register system and some officers are now using the comments section to update supervisors and governance on delays on document reviews. More improvement is needed in this area. A report for Manex is scheduled in November 2023 to provide information on the types of documents Council has and if the volume can be reduced or concentrated.</p> <p>Several documents have been reviewed during the period to adopt model policies or update policies to reflect major legislative overhauls. Some new documents have been created such as a model guideline for dealing with abusive and aggressive members of the public.</p> <p>Despite the progress reported on herein, 30% of Council documents are overdue for review. A good deal of overdue documents sit in positions only recently filled or in vacant positions. Overdue policy reports are regularly provided to Manex and Manex members have all received training on how they may utilise Monitor to view their teams' policy status.</p>

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Action: Implement two Councillor Training workshops under the Professional Development Policy.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver a program of Councillor Inductions and continued Professional Development.	STC 5.2.3.1	Manager of Governance, Risk and Corporate Planning	Progressing	10%	<p>No specific programs have been delivered during the period, although Councillors continue to stay up to date and increase their knowledge through attendance at Professional Conferences/Workshops and Councillor Workshops.</p> <p>Progress has been made towards assessing the requirements for Councillor inductions in 2024, to be conducted after the Local Government Elections in September and locking in facilitators.</p>

Action: Review the Internal Reporting Policy - Public Interest Disclosures (and Procedures) in line with the new Public Interest Disclosures Act and provide training and assign staff as necessary to implement the Policy.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver a Public Interest Disclosure (PID) service within Council in line with legislation.	STC 5.2.6.1	Manager of Governance, Risk and Corporate Planning	Progressing	65%	<p>The Public Interest Disclosure (PID) Policy has been based on the NSW Ombudsman Model Policy and was adopted by Council in September 2023 and commenced on 1 October 2023 in line with the commencement of the Public Interest Disclosures Act 2022. Training and awareness programs have commenced with significant training to be rolled out through Council in the coming months.</p> <p>PID training and awareness is provided at inductions.</p>

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Action: Document the actions and reporting requirements arising from the Privacy Management Plan and ensure their delivery, such as ensuring a Privacy Statement is provided on any form used by Council to collect personal information.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Privacy Management Plan and review as necessary.	STC 5.2.9.1	Manager of Governance, Risk and Corporate Planning	Progressing	80%	The Privacy Management Plan (PMP) has been reviewed including a statement regarding Council's Data Breach Policy. Further, a review of aspects of Council's Privacy control framework have been reviewed with significant improvement in ensuring all forms collecting information from others, includes a privacy statement. The Privacy Contact officer has driven improvements and taken advantage of opportunities to drive awareness of privacy requirements at Council. This has been fully supported and assisted by the General Manager and his Executive Management Team (Manex). Additionally, the creation of a Data Breach Policy, in line with the requirements of the amended Privacy and Personal Information Protection Act (to commence 28 November 2023), has begun in earnest.

Action: Continue to provide an Independent Internal Audit Function.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide an Independent Internal Audit Function in line with the Office of Local Government Risk Management Framework and Internal Audit Guidelines.	STC 5.3.8.1	Manager of Governance, Risk and Corporate Planning	Completed	100%	Council has a shared Internal Audit Function with Tamworth Regional Council. This function is fully operational.

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Action: Review the Continuous Improvement Plan and help raise awareness of continuous improvement opportunities and initiatives throughout the organisation.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Continuous Improvement Plan.	STC 5.5.4.1	Manager of Governance, Risk and Corporate Planning	Progressing	15%	No progress has been made regarding reviewing the Plan yet and it is likely that the Policy and Plan will be rescinded as they are effectively redundant. Section 8A of the <i>Local Government Act 1993</i> clearly sets Council’s Guiding Principles including at sub-section (d) which provides that <i>Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements.</i>

Integrated Planning and Reporting

Action: Provide half-yearly Operational Plan reports and an Annual report to Council.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the Integrated Planning and Reporting Framework (IPRF) requirements.	STC 5.1.1.1	Manager of Governance, Risk and Corporate Planning	Progressing	35%	The Annual Report 2022/2023 has been submitted to the 23 November Ordinary Meeting of Council and has been placed on Council's website. The half yearly report for the 2023/2024 Operational Plan is being prepared now to be submitted to the 21 December 2023 Ordinary meeting of Council. Further, a report has been submitted to the Audit, Risk and Improvement Committee (ARIC) for their December 2023 ordinary meeting.

Action: Coordinate the creation of an Annual Operational Plan and Budget across Council in compliance with the Integrated Planning and Reporting Guidelines.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the Integrated Planning and Reporting Framework (IPRF) requirements.	STC 5.1.1.3	Manager of Governance, Risk and Corporate Planning	Not Due To Start	0%	This will commence in the new year.

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Action: Provide workshops and other educational resources for managers and senior managers to improve their understanding of Integrated, Planning and Reporting.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the Integrated Planning and Reporting Framework (IPRF) requirements.	STC 5.1.1.2	Manager of Governance, Risk and Corporate Planning	Progressing	30%	Some training has been provided through the initiative of recorded webinars. This initiative is proving popular and resulting in improvements in the take up of the governance suite of digital tools. The recorded webinars become a part of the database of knowledge, increasing tools within the Governance Team and can be referred to by new staff, staff who missed the live webinar or as a refresher for seasoned staff. Further training will be provided in the New Year, likely through the Microsoft Teams facility as this seems to get positive take up and assists in efficiencies. Anecdotally, a series of short webinars ostensibly achieves better results, in attendance and retention of information for participants, than lengthy workshops.

Action: Review Council's Performance Management Framework with the aim to increase objective data input allowing for improved and more transparent performance reviews.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Develop an integrated framework so that budget management responsibility, project delivery, and operational plan delivery are all combined into Council's Performance Management systems through both objective data and a capability framework that has full line of sight to the Delivery Program and Community Strategic Plan.	STC 5.1.2.1	Manager of Administration and Human Resources	Progressing	40%	This is already occurring in some teams, with the current performance management system requiring the selection of a minimum of three annual performance objectives per employee. Ideally, such objectives should have clear line of sight to the Community Strategic Plan, Delivery Program and annual Operational Plans. Further education on how to achieve this is required for managers and team leaders, to ensure that the appropriate links are made.

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Action: Provide advice to Manex on creating a Plan of Service Reviews to be included in the Delivery Program in accordance with the IP&R Guidelines.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Develop and deliver a program of service reviews.	STC 5.6.1.1	Manager of Governance, Risk and Corporate Planning	Progressing	5%	Minimal advice has been provided in this regard due to resourcing constraints. Details of service reviews and changes in service has been provided, for the first time, in Council's 2022/2023 Annual Report.

Public Officer

Action: Provide oversight and advice on complaints management (including Code of Conduct, Public Interest Disclosure and Complaints and Unreasonable Complainant Conduct management) throughout Council.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver a Complaints Management Service to adopted customer service standards.	STC 5.5.3.1	Manager of Governance, Risk and Corporate Planning	Progressing	50%	<p>The Complaints Management Policy and Procedure, Code of Conduct documents and the Public Interest Disclosure Policy were reviewed during the period. Further training and guidance have been provided to relevant staff and the policies discussed at inductions. The increased advisory service to internal staff is helping in dealing with difficult scenarios. More effort has been taken to assist customers in making complaint and in advising customer what is dealt with as a complaint and what is treated as a request for service. Further, a model guideline for dealing with aggressive and abusive members of the public has been created and the review of the Managing Unreasonable Complainant Conduct has begun.</p> <p>The MGRCP has completed legal training provided by LawSense, on dealing with difficult customer complaints.</p>

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Library and Learning Centre

Library and Learning Centre

Action: Review and update the library's Code of Conduct, Young People's and Internet Policies to ensure they conform to the children's legislation adopted by the Office of Children's Guardian.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver Library and Learning Centre Services to enhance the equity of access to information, education and recreation for all members of the community.	CS 1.2.1.2	Manager of Library and Learning Centre	Progressing	50%	The Library Users Code of Conduct was approved at a September 2023 Manex meeting and was signed off by the General Manager for adoption and distribution. The reviewed Code included the new standards for child safety as per the Office of Children's Guardian standards and the guidelines of Council's Child Safety Policy.

Action: Provide UNE Science workshops to help stimulate interest in science, environment and prehistoric evolution.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Cultural Plan and review as necessary.	CS 1.2.3.1	Manager of Library and Learning Centre	Progressing	40%	In the July School Holiday program, UNE Discovery 'Think Like a Rock' workshop, Bush Tucker with Daniel Levy and cartooning with local artist Jo Duck was a good start to our annual program. This was followed in the September School Holidays with an event with 'Faunaverse Poetry and Song' raising awareness on the environment, and Australian Flora and Fauna, and Aboriginal painting with Daniel Levy.

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Action: Participate proactively with Northern Tablelands Cooperative Library Service (NTCLS) to ensure cost effective use of future resource budgets.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
To actively seek grant opportunities to increase opportunities for connectivity and cohesion. (Strategic Marketing Plan - Glen Innes Severn Learning Centre - Action Plan - Sustainability.)	CS 1.2.4.1	Manager of Library and Learning Centre	Progressing	50%	The Northern Tablelands Cooperative Library Services (NTCLS) members held a meeting 28 July 2023 where the annual operating budget, levels of resources and items to be purchased were discussed. The NTCLS participate in professional development of Cooperative staff members which was an opportunity to send one of our new staff members to be mentored in Children and Youth Services at Armidale and Inverell Libraries. Sharing of e-Resources across the four participating Libraries has continued during the year and assists the smaller Libraries to have a good coverage of resources for members.

Action: Develop a yearly program of activities and events (at the library's staff workshop) based on community interest and needs.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
To actively seek grant opportunities to increase opportunities for cultural expression. (Strategic Marketing Plan - Glen Innes Severn Learning Centre - Action Plan - Sustainability).	CS 1.3.2.1	Manager of Library and Learning Centre	Progressing	40%	Public Libraries deliver a wide range of services to many target groups in our community. Along with a culturally diverse children's program, youth, seniors, literacy programs and events are annually provided. Some of the examples so far this year are a free 'Safe Driver's' Course for youth, a monthly 'Golden Oldies' movie morning, monthly social morning teas at Deepwater and Emmaville Branch Libraries, live streamed author events with B M Carroll on her latest crime novel, 'The Other Side of Her' and four events with the BAD Sydney Crime Writers Festival.

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Action: Complete all the actions within Council's Cultural Plan 2022-2025 that are due in 2023-2024.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Cultural Plan and review as necessary.	CS 1.3.4.1	Manager of Library and Learning Centre	Progressing	40%	One of the Cultural Plans action items is CS 1.2.1 'Safe and flexible community spaces' which has been implemented with Council's new Child Safety Policy and the Library's reviewed and updated Library Users Code of Conduct which incorporates the legislative standards and guidelines for the Office of Children's Guardian. Another action is CS 1.3.2 to 'provide a stimulating program', as well as celebrate NAIDOC and to provide support for the Aboriginal community to tell its stories have been achieved through the library's annual program and the completion of the Mosman Community Grant Project 2022-23.

3: Place and Growth

3.3 Recreation and Open Spaces

Recreation and Open Spaces

Action: To continue to apply for funding to achieve the outcomes as outlined in the Sporting Facilities Master Plan in a priority order.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide and maintain suitable sporting fields for community use including the delivery of relevant aspects and review of the Glen Innes Sporting facilities Master Plan.	CS 1.1.1.1	Manager of Recreation and Open Spaces	Progressing	5%	Council is seeking applicable grant funding opportunities for the implementation of the Sports facilities Master Plan.

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Action: To establish a maintenance and replacement program for exercise and playground equipment throughout the LGA's recreation areas.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide and maintain adequate exercise and playground equipment in the LGA's parks and recreation areas.	CS 1.1.3.1	Manager of Recreation and Open Spaces	Progressing	5%	Check list for maintenance inspections has been reviewed and is currently under consultation with Parks staff. Anzac Park playground will be replaced in the upcoming months as grant monies have been received.

Action: Undertake a tender for the Management/Lease/Operation of Council-Owned Aquatic Centres (Glen Innes & Emmaville)

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the aquatic centre services and facilities, including ongoing maintenance programs.	CS 1.1.4.1	Manager of Recreation and Open Spaces	Progressing	10%	Preparation of Lease documents are underway and a draft contract document being prepared for legal review prior to release of request for Tenders.

Action: Ensure that aquatic services including Learn to Swim and Aqua Aerobics programs are delivered and a maintenance program is implemented.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the aquatic centre services and facilities, including ongoing maintenance programs.	CS1.1.4.2	Manager of Recreation and Open Spaces	Progressing	45%	Learn to Swim and Aqua classes have commenced with good attendance to date. Maintenance is being conducted and new staff are being trained in the pool operations.

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Action: Deliver the New England Rail Trail project in accordance with the Bushfire Local Economic Recovery Fund grant requirements.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Assess need for Open Spaces and Parks and Gardens assets construction or renewal.	IM 3.1.7.1	Director Place and Growth	Progressing	25%	Council has resolved to progress the lease of the rail corridor from Ben Lomond to Glen Innes. Council is working through that process with TfNSW and based on recent discussions formal public consultation is required by legislation. That consultation needs to be conducted by TfNSW before a lease can be granted.

Action: Carry out an audit to access any further requirements of street furniture in the Glen Innes Township area in 2023-2024 operational year either to renew or to be constructed. Carry out a further Audit in the villages to access any further requirements of street furniture in the 2024-2025 operational year either to renew or to be constructed.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Assess need for Open Spaces and Parks and Gardens assets construction or renewal.	IM 3.1.7.2	Manager of Recreation and Open Spaces	Not Due To Start	0%	An audit is to be Carried out in January and awaiting a final report back from the Consultants regarding the CBD upgrade plans which include furniture.

Action: Develop and implement a Recreation and Open Space Strategic plan including maintenance.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Develop and implement a plan for Open Spaces and Parks and Gardens assets maintenance.	IM 3.2.16.1	Manager of Recreation and Open Spaces	Not Progressing	0%	Scope of works is to be developed for an expression of interest to carry out the Strategic Plan development Process.

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Action: To develop a detailed Landscape Plan for the Glen Innes CBD Revitalisation.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Develop and implement a plan for Open Spaces and Parks and Gardens assets maintenance.	IM 3.2.16.2	Manager of Recreation and Open Spaces	Progressing	40%	Consultants have been appointed and are in the process of finalising plans to present to Council for the CBD Revitalisation Landscaping.

Action: To develop a detailed Landscape Plan for the Glen Innes Indoor Sports Stadium.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Develop and implement a plan for Open Spaces and Parks and Gardens assets maintenance.	IM 3.2.16.3	Manager of Recreation and Open Spaces	Progressing	40%	Consultants have been appointed and are in the process of finalising plans to present to Council for the Stadium Landscaping.

Action: Council assets are cleaned in accordance with adopted cleaning schedule.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver Cleaning Services for Council's assets as required and to adopted service levels.	IM 3.2.17.1	Manager of Recreation and Open Spaces	Progressing	40%	Cleaners are adhering to the cleaning requirements, spot inspections have been carried out on the public toilets, with only a couple of complaints received. The complaint issues have been dealt with and cleaners are at present reviewing hours to see where extra services are required or a saving can be made. Vandalism and Graffiti are being dealt with as problems arise.

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Waste and Environment

Development Services

Action: Expression of interest is called for public art projects annually.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Promote Public Art in the LGA and encourage participation by local artists.	CS 1.3.1.1	Director Place and Growth	Progressing	25%	A Public Arts Advisory Committee is being established. Revitalisation Plans for CBD, New England Highway and Indoor Stadium being developed by SALA4D will identify areas where public art is appropriate within those precincts.

Action: Ensure availability of land supply in accordance with Housing Strategy.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the Housing Strategy and associated action plan/s.	CS 1.6.1.5	Director Place and Growth	Progressing	25%	Council has submitted a grant application under the Regional Housing Planning Fund to support the progression of the actions identified in the Glen Innes Housing Strategy.

Action: Provide a positive and collaborative planning and regulatory environment to assist businesses with development assessment advice at Development Assessment Unit meetings prior to the lodgement of Development Applications

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the key actions and initiatives from the Economic Development Strategy 2020-2040 and Action Plan 2020-2025 relating to CS 1.6 Support an Increase of housing options.	CS 1.6.2.1	Director Place and Growth	Progressing	25%	Development Assessment Unit Meetings are scheduled for every Thursday at 2pm. Additional times/days are available with advanced notice and appointments.

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Action: Undertake a review to determine the preferred operating model of the Glen Innes Saleyards.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the Glen Innes Saleyards Services to a break-even or profitable level.	ED 2.6.1.1	Director Place and Growth	Progressing	15%	Discussion in progress with the Saleyards Committee.

Action: Implement strategies and update planning documents to assist with providing industrial land within the Local Government Area. Assist and implement industrial land within Glen Innes.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide Industrial Land availability.	EH 4.1.2.1	Director Place and Growth	Progressing	25%	Council has engaged a consultant to deliver the Land Use Management Plan and Local Environmental Plan updates by 30 June 2024.

3.2: Regulatory & Planning Services

Regulatory & Planning Services

Action: Review and update as required the Land Use Strategy, Local Environmental Plan and Development Control Plan as budget permits.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Review and update Planning Documents including the Development Control Plan and the Land Use Strategy.	EH 4.1.1.1	Director Place and Growth	Progressing	5%	Council has engaged a Strategic Planning consultant to deliver a Land Use Management Strategy and make Local Environmental Plan updates by 30 June 2024. The Consultant will commence work with GISC in late November 2023.

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Action: Provide the opportunity for Development Assessment Unit meeting to provide developers with the opportunity to discuss proposed developments prior to the lodgement of Development Applications.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide Urban and Rural Environmental and Development Planning services to adopted customer service standards.	EH 4.1.3.1	Director Place and Growth	Progressing	25%	Development Assessment Unit meetings are scheduled every Thursday at 2pm. Other times / days are available with advance notice and via appointments.

Action: Review the Community Participation Plan by 30 June 2024.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Community Participation Plan and review as necessary.	EH 4.1.4.1	Director Place and Growth	Progressing	10%	The Community Participation Plan review has been allocated to Council's consulting Town Planner and is anticipated to be completed by the end of the financial year.

Action: Provide heritage funding for the upgrade and maintenance of heritage listed buildings in the Glen Innes CBD. Apply for heritage funding if grants become available.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Apply for Heritage grant funding to support the maintenance and upgrade of heritage buildings.	EH 4.2.1.1	Director Place and Growth	Progressing	25%	Three applications for heritage funding have been received with total funding being \$3,720.

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Action: Weeds management reduction service is implemented within the Local Government Area.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver an Environmental Management Function and service.	EH 4.4.1.1	Director Place and Growth	Progressing	25%	New England Weeds Authority have been contracted by Council to deliver this service.

Action: Finalise and present the draft Emissions Reduction Plan to Council by 30 June 2024.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver an Environmental Management Function and service.	EH 4.4.1.2	Director Place and Growth	Progressing	10%	An audit of the draft plan is underway.

Action: Present the draft Renewable Energy Action Plan to Council for endorsement prior to 30 June 2024.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Renewable Energy Action Plan.	EH 4.5.2.1	Director Place and Growth	Progressing	5%	An audit is being undertaken of actions completed from the current Renewable Energy Action Plan to determine remaining actions and the development of new actions.

Action: Undertake a State of Play analysis to inform investigations and strategic planning options for future landfill operations.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Investigate the expansion of the existing landfill.	EH 4.6.2.1	Director Place and Growth	Progressing	5%	Glen Innes Landfill assessment is currently underway with consultants Tonkin and Taylor to determine life of the current site and future development opportunity.

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Action: Provide a waste and recycling service throughout the Local Government Area.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver Waste and Recycling Services to the Community to adopted customer service standards.	EH 4.6.1.1	Director Place and Growth	Progressing	25%	Waste and recycling initiatives are continuing within the Glen Innes Local Government Area. Council is expanding its recycling products with mattresses now being recycled with contractor MolyCop. Previously all mattresses were disposed to landfill - Refer August 2023 Council Business Paper.

Action: Glen Innes Landfill in operated in accordance with regulatory requirements and published opening hours.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Review and implement the Landfill Environmental Management Plan	EH 4.6.3.1	Director Place and Growth	Progressing	25%	Landfill operations are continuing (as per published opening hours) at all four sites being Glen Innes, Red Range, Deepwater and Emmaville. A new landfill trench is currently under development at Emmaville landfill creating another ~10 years capacity for waste disposal.

Action: Undertake contamination audits and provide waste education and recycling programs to reduce diversion rates into the landfill in conjunction with contracted service providers and New England Regional Waste Group.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement initiatives to decrease contamination levels in recycling, increase recycling diversion rates to minimise waste going into the landfill, and to promote a waste education and recycling program.	EH 4.6.4.1	Director Place and Growth	Progressing	25%	Waste Education Programs include: Garage Sale Trail program (November), Glen Innes High School Year 9 landfill site visit (November), social media posts and resident newsletters on better recycling practices. At the August 2023 Council meeting, Council resolved to recycle mattresses through contractor MolyCop360 - this is a significant diversion of waste to landfill.

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Action: Issue construction certificates and complying development certificates in accordance with legislative requirements.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide Building Control services to adopted customer service standards.	EH 4.9.1.1	Director Place and Growth	Progressing	25%	Quarterly data for Construction Certificates (CC) - Number Received = 6, Number determined = 3, Average days for determination = 3. Quarterly data for Complying Development Certificates (CDC) - Number Received = 10, Number determined = 15.

Action: Food inspection program is undertaken in accordance with the NSW Food Authorities Food Regulation.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide Food Regulation and Safety services to adopted customer service standards.	EH 4.9.2.1	Director Place and Growth	Not Due To Start	0%	Annual Food Inspection program will be undertaken in Q4 2023/24.

Action: Regulatory and Public Health services in the Local Government Area are undertaken in accordance with legislative requirements.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide Regulatory and Public Health Safety services to adopted customer service standards.	EH 4.9.3.1	Director Place and Growth	Progressing	25%	Regulatory and Public Health services in the Local Government Area are undertaken in accordance with legislative requirements.

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Action: Provide Town Planning advice to the public regarding town planning issues. Provide a development assessment service for the Glen Innes Severn Council Local Government area.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide Town Planning services to adopted customer service standards.	EH 4.9.4.1	Director Place and Growth	Progressing	25%	Council has engaged experienced consulting town planning services to provide town planning advice to the public and undertake development assessment services.

Action: Update the Companions Animal Register as required and provide a Ranger to administer Companion Animal functions in accordance with Councils Policies and NSW Legislation.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide a companion animals register and Ranger functions to adopted customer service standards.	EH 4.9.5.1	Director Place and Growth	Progressing	25%	The Companion Animal register is up to date. Two new Rangers have been recruited and commenced duties. Animal Registration audit has been completed resulting in 1200+ letters being sent to residents.

Action: Create an Asset Management Plan for all Council buildings.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Maintain and/or further develop advanced Asset Management Plans across all asset classes.	IM 3.2.3.1	Manager of Asset Services	Not Progressing	0%	This action has not yet commenced due to the vacant Technical Services Coordinator Position not being filled.

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Action: Implement maintenance tasks in accordance with the maintenance program and allocated budget.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement an advanced Building Asset Maintenance Program.	IM 3.2.4.1	Director Place and Growth	Progressing	25%	Building maintenance is undertaken as required and based on priority and planned works program.

Action: Create a buildings and other structures management plan.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Buildings and Other Structures Asset Management Plan and review as necessary.	IM 3.2.11.1	Manager of Asset Services	Completed	100%	A Buildings, Structures, and Land Asset Management Plan was endorsed by Council in April 2022. A revised plan is due within 4 years, or 2 years of a Council election. The current plan is in date.

Action: Deliver (Church Street) Customer Service functions during specified operational hours.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver (Church Street) Customer Service functions to adopted customer service levels.	STC 5.5.2.1	Director Place and Growth	Progressing	25%	Customer Service Officer functions (CSO) are operational as per GISC Church Street published opening hours.

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3.4: Economic Development

Economic Development

Action: Identify underutilised assets within the Local Government Area to facilitate the development of new attractions, activities and events.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the actions and tasks from the Destination Management Summary and Action Plan 2021-2025 relating to CS 1.1 Encourage an Inclusive Active Lifestyle.	CS 1.1.6.1	Tourism and Events Officer	Progressing	60%	Glen Innes Severn Council and Transport for NSW have partnered in a grant funded project to look at the underutilised asset of Glen Innes Railway Station and hold an event on the 25 November 2023. Revitalize - Festival of Place with working title of Margarita and Taco Festival will be the backdrop to reinvigorate the station and surrounds with markets, performance, art activation, food stalls and lighting experience. Pre event, during and post event will capture survey data regarding the event, what they would like to see at the station in the future and will address solutions for the Safe in our Town program. Council has developed a program for a Pop-Up Shop experience for local artists. These residencies will be an opportunity for local artisans, small arts and craft businesses, schools and community groups to develop and sell their creative work, raise money for their community group and other activations while connecting with the community and visitors. This is an opportunity for Council to utilise this space.

Action: Expand Housing Supply to Critical Groups to support low-income households, older residents and key workers.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the Housing Strategy and associated action plan/s.	CS 1.6.1.1	Director Place and Growth	Progressing	15%	Council is working with State and Federal Government agencies to seek opportunities to increase housing stock within the Local Government Area.

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Action: Investigate potential grant opportunities for community groups and volunteer organisations,

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Aid in an advisory capacity to community organisations seeking grant funding opportunities such as through identifying and communicating opportunities for Grant Funding by providing a regular community grants newsletter.	CS 1.5.1.1	Tourism and Events Officer	Progressing	30%	Council continues to seek grants and inform community groups via a monthly newsletter and direct emails. Council works closely with community groups and Community Committees of Council to identify what projects are needed and encourage them to be shovel ready to assist them when opportunities are available.

Action: Improve the Sustainability and Liveability of Local Housing Stock - Support sustainable construction methods in new housing stock

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the Housing Strategy and associated action plan/s.	CS 1.6.1.2	Director Place and Growth	Progressing	25%	New housing developments are subject to BASIX* assessments. Council is working in collaboration with NSW and Federal Government agencies to improve housing stock availability within the region. *BASIX stands for Building Sustainability Index. It is a sustainability assessment tool for residential buildings in NSW. BASIX aims to reduce the environmental impact of new homes by requiring them to meet certain minimum standards (for water and energy efficiency, and thermal performance) and to report on construction materials being used so their embodied energy can be calculated.

Action: Increase the Contribution of Housing Industry to the Local Economy - Enable dedicated housing supply to support growth in the local renewable energy and tourism sectors.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the Housing Strategy and associated action plan/s.	CS 1.6.1.4	Director Place and Growth	Progressing	25%	NSW Government have released the draft Temporary and Seasonal Housing Plan. Once adopted this will be the guidelines used by Council to address shortages associated with temporary and seasonal housing supply.

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Action: Improve the Sustainability and Livability of Local Housing Stock

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the Housing Strategy and associated action plan/s.	CS 1.6.1.3	Director Place and Growth	Progressing	25%	A BASIX certificate is required for the construction of the following: new houses, new townhouses and villas, new dual occupancies, new granny flats, new flats and apartments, renovations of \$50,000 or more to an existing home, swimming pools and/or spas larger than 40,000 litres, or the conversion of an existing non-residential building to a residential building.

Action: Develop a business case for a Glen Innes Equine Centre utilising funding sourced from the Regional NSW Business Case and Strategy Development Fund Round 1.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the key actions and initiatives from the Economic Development Strategy 2020-2040 and Action Plan 2020-2025 relating to ED 2.1 Support Agricultural Diversification and Resilience.	ED 2.1.1.1	Director Place and Growth	Completed	100%	External Consultants, AEC, were engaged to develop the Glen Innes Equine and Livestock Business Case. The Business Case was finalised on 30 September 2023, with the report being presented to Council on the 23 November 2023.

Action: Deliver an Agri-Innovation Action Plan in consultation with GLENRAC and Industry.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the key actions and initiatives from the Economic Development Strategy 2020-2040 and Action Plan 2020-2025 relating to ED 2.1 Support Agricultural Diversification and Resilience.	ED 2.1.1.2	Director Place and Growth	Not Progressing	0%	Due to insufficient resources and no budget this project is currently not progressing.

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Action: Leverage the New England Renewable Energy Zone to drive industry growth and economic diversification opportunities that benefit the community.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the key actions and initiatives from the Economic Development Strategy 2020-2040 and Action Plan 2020-2025 relating to ED 2.1 Support Agricultural Diversification and Resilience.	ED 2.1.1.4	Director Place and Growth	Progressing	25%	<p>Council is currently reviewing the NSW Department of Planning & Environment energy policy framework which is on exhibition until 18 December 2023. The framework includes a series of guidelines that will promote faster decisions and provide communities and the energy industry with greater certainty. The guidelines provide clarity on how the impacts of renewable energy projects and transmission infrastructure should be assessed and managed through the development assessment process. They also include measures to ensure regional communities benefit from the transition to renewable energy, as well as tools for landowners who are thinking about hosting development. The policy framework includes the following:</p> <p>Wind Energy Guideline, Transmission Guideline, Solar Energy Guideline, Benefit-Sharing Guideline and Private Agreement Guideline.</p>

Action: Partner with GLENRAC and other organisations to deliver grant-funded projects.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Delegate a Councillor and Council employee representative to attend GLENRAC meetings enabling collaboration and partnership opportunities.	ED 2.1.2.1	Director Place and Growth	Progressing	25%	The Director Place & Growth is a committee member of GLENRAC and attends regular meetings and events, provides updates and collaborates on joint projects where appropriate. Councillor representative is Mayor Rob Banham.

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Action: Leverage the Community Resilience Network to identify any local recovery issues or service gaps for local business and economic development.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Participate and support the Community Resilience Network (CRN) subject to full grant funding.	ED 2.1.3.1	Director Place and Growth	Progressing	25%	Council has submitted a grant application in collaboration with Tenterfield Shire Council under the Regional Drought Resilience Planning fund. If the application is successful, the program will provide funding for consortia to: 1) develop a Regional Drought Resilience Plan following a partnership and co-design process with community and 2) begin implementation activities identified within the Regional Drought Resilience Plan with seed funding.

Action: Review Caravan, RV and Long-bay locations and recommend improvements to improve customer experience and access to amenities and the local retail precinct.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the actions and tasks from the Destination Management Summary and Action Plan 2021-2025.	ED 2.2.1.3	Tourism and Events Officer	Progressing	90%	An audit was completed during the Tourism Signage audit in 2022. A report will be developed and presented to Council in Q3 2023/24.

Action: Grow the Business Conferences and Events sector leveraging the Highlands Hub and other local assets

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the actions and tasks from the Destination Management Summary and Action Plan 2021-2025.	ED 2.2.1.5	Director Place and Growth	Progressing	25%	The following major events are scheduled to take place this FY: Margarita & Taco Festival (November); Christmas in the Highlands (December), Minerama (March), and Australian Celtic Festival (May). Some of these events have additional educational/information sessions held at the Highlands Hubs. Since the opening of the facility there has been three hundred and forty-nine (349) individual bookings with a total of two hundred and seven (207) current members.

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Action: Seek grant funding to enhance the event experience and attract more visitors to the area.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the annual Australian Celtic Festival in alignment with the Australian Celtic Festival Strategic Plan 2021-2025.	ED 2.2.2.2	Tourism and Events Officer	Progressing	30%	Council is seeking opportunities to enhance the Australian Celtic Festival.

Action: Leverage the endorsed ‘Investment Attraction Policy’ to encourage industry across sectors identified as growth opportunities.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the applicable actions, projects and initiatives from the 2020-2040 Economic Development Strategy and 2020-2025 Action Plan.	ED 2.3.1.1	Director Place and Growth	Progressing	25%	Council is working with the Regional Australia Institute and other government and non-government sectors to promote our region and leverage our positional advantages for emerging industry development.

Action: Seek partnership with TAFE Glen Innes as a part of the solution to closing the local Professional Trades and Professional Services skills gaps for our future workforce requirements.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Collaborate with TAFE Glen Innes on skill shortages and industry requirements for skills to enable a local skilled workforce to meet industry needs.	ED 2.4.1.1	Director Place and Growth	Progressing	25%	Council and TAFE work in collaboration to meet current and future workforce training needs.

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Action: Secure membership in the Regional Activators Alliance to partner with Regional Australia Institute on their 'Move to More' campaign and leverage the benefits of the Alliance.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver key actions and initiatives from the Glen Innes Severn Council - Future Jobs Growth and local skills Gap Research - Workforce Attraction and Retention Strategy	ED 2.4.2.1	Tourism and Events Officer	Progressing	10%	Tourism and Events Officer (acting Manager of Economic Development) attended the Regional Australia Institute Summit in Canberra in September. This was a two-day event. Council attended the Regional Australia Institute (RAI) National Summit. SHIFTING OUR GAZE. this conference is part of the Regions Rising National Summit, building knowledge and research to level the playing field between regional centres and capital cities. The summit coincided with the launch of the Regionalisation Ambition 2032 - Year 1 Progress Report, unveiled by RAI CEO Liz Ritchie. which marked a significant step towards RAI's goal of rebalancing the nation and strengthening Regional Australia.

Action: Operate the Highland Business & Community Hub incorporating programs and initiatives to drive local socio-economic prosperity and support social enterprise.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the key actions and initiatives from the Economic Development Strategy 2020-2040 and Action Plan 2020-2025 relating to ED 2.6 Optimise Returns from Council Trading Enterprises.	ED 2.6.4.1	Director Place and Growth	Progressing	25%	The Highlands Hub continues to grow and is continuing to attract many different individuals and organisations to the facility on regularly. Since the opening of the facility there has been three hundred and forty-nine (349) individual bookings with a total of two hundred and seven (207) current members.

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Action: Pursue Grant Funding opportunities where viable, considering lifetime costs.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Pursue Grant Funding opportunities where viable, considering lifetime costs.	IM 3.1.6.1	Director of Infrastructure Services	Progressing	50%	Council has been successful in obtaining grant funding for many projects under programs such as the Regional Roads and Transport Recovery Package (\$13.7M) the Regional and Local Roads Repair Program (\$2.099M), and Regional Airports Program (\$1.1M).

Action: Grants Officer seeks funding and processes current grants in accordance with grant guidelines.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Seek funding opportunities to assist in offsetting annual operational plan expenditure, whilst considering the whole of life costs of any new asset acquisition or development.	STC 5.4.5.1	Director Place and Growth	Progressing	25%	The Grants Officer works across the organisation to identify potential grant opportunities for both Council and the broader community. 3 grant applications have been submitted during the period of 1 July - 30 September 2023. Grants are being reported and acquitted in accordance with funding deed requirements.

Action: Provide support connection and access through Highlands Business & Community Hub to improve leadership, growth and employment outcomes as well as reduce local economic leakage and promote local partnerships and collaborations.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Engage with local representatives, government ministers and agencies, private and not for profit sector partners, who are critical to the successful implementation of the Community Strategic Plan; to understand their views and seek their commitment to its implementation.	STC 5.9.1.1	Director Place and Growth	Progressing	25%	The Highlands Hub has several full-time tenants as well as ad-hoc bookings for community and business needs. The Hub is fulfilling its purpose for providing supported services, equipment and spaces for businesses and community organisations to grow and prosper in the region.

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Tourism and Events

Action: Deliver the Glen Innes Highlands Skywalk Experience integrating with Geotourism and investigate it's potential to drive direct revenue.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the key actions and initiatives from the Economic Development Strategy 2020-2040 and Action Plan 2020-2025 relating to CS 1.1 Encourage an Inclusive Active Lifestyle.	CS 1.1.5.1	Tourism and Events Officer	Progressing	90%	The Glen Innes Highlands Skywalk has been installed, with signage and landscaping to be completed before the official launch. This is the first official GeoTourism product which has three lookouts with QR codes that activate 22 audio stories and 360-degree images of what visitors can discover beyond the lookout highlighting historical, cultural, abiotic and biotic experiences. The Skywalk will become a new tourism product for locals and visitors and has the potential for other activations during the Australian Celtic festival and other experiences as the site evolves, such as 'night sky' photography.

Action: Develop touring routes, self-guided tours, scenic drives and activity-based trails to benefit both the town and surrounding villages.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the actions and tasks from the Destination Management Summary and Action Plan 2021-2025 relating to CS 1.1 Encourage an Inclusive Active Lifestyle.	CS 1.1.6.2	Tourism and Events Officer	Progressing	50%	Council has engaged with the Tourism Assistants to develop three new self-guided tours, and a new Glen Innes Highlands Skywalk brochure.

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Action: Refresh/adapt/amend/update existing marketing and promotional assets & content.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the actions and tasks from the Destination Management Summary and Action Plan 2021-2025.	ED 2.2.1.1	Tourism and Events Officer	Progressing	40%	Council has engaged the services of EJ Freelance to manage the existing marketing campaign, website, newsletters and GIH social media campaign. Council continues to develop content and give guidance regarding suitable content on events, new and existing tourism products and newsletter information. Council has also engaged with KEO design who will be resuming consultation of new branding which has been on hold due to the changes in the Economic Development team. A meeting was held in September with key stakeholders and a focus group and further consultation will be carried out in October.

Action: Deliver the Tourism Signage Plan to improve the visitor experience giving more reason to stop, explore, stay longer and spend more.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the actions and tasks from the Destination Management Summary and Action Plan 2021-2025.	ED 2.2.1.2	Tourism and Events Officer	Progressing	80%	The Tourism Signage Plan is complete and will be presented to Council Q3 2023/24.

Action: Participate in the New England High Country (NEHC) tourism group to develop product experiences and promotional activity through the NEHC regional destination brand.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the actions and tasks from the Destination Management Summary and Action Plan 2021-2025.	ED 2.2.1.4	Tourism and Events Officer	Progressing	25%	Council officer/s attend monthly meetings with the New England High Country group to discuss partnered marketing opportunities utilising a pro rata budget between Councils. The group are currently finalising a Memorandum of Understanding, cycling marketing campaign in The Cyclist magazine and a 16-page feature in FOUND magazine. NEHC finalised new branding updates for future campaigns.

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Action: Define our GeoRegion in collaboration with the NSW Geological Survey whilst continuing to develop Geotrail and Geotales on new and existing products and experiences.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the actions and tasks from the Destination Management Summary and Action Plan 2021-2025.	ED 2.2.1.6	Tourism and Events Officer	Progressing	30%	Council representative is attending bimonthly meetings with Group 5 of the Geo Tourism

Action: Provide event support to the Minerama 355 Committee of Council in delivering a successful event and leverage growth opportunities.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the annual Minerama Fossicking, Gem and Jewellery Show in collaboration with the Minerama Festival Committee.	ED 2.2.3.1	Tourism and Events Officer	Completed	100%	Council resolved at the 21 September 2023 Council meeting to revoke all delegations to exercise functions on behalf of Council for the Minerama Community Committee of Council thereby dissolving the Minerama Community Committee of Council, and that Council continues the planning and delivery of the next Minerama Event in 2024, which will require: a) the reallocation of existing Economic Development/Tourism budgets to provide an additional event budget of \$30,000 to ensure Council has the resources to deliver the event to the size and scale of previous years; b) seek grant funding opportunities where possible to assist with funding the event; and c) engages the support from the Friends of Minerama volunteer group.

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Action: Execute the Australian Celtic Festival Operational Plan in partnership with the Australian Standing Stones Management Board (ASSMB) and the volunteer ACF Working Groups

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the annual Australian Celtic Festival in alignment with the Australian Celtic Festival Strategic Plan 2021-2025.	ED 2.2.2.1	Tourism and Events Officer	Progressing	35%	The implementation of the ACF Operational Plan has commenced. Council representatives attends monthly meetings with the ASSMB and sends a monthly report regarding progress with the event, organising honoured guests and developing official ceremonies and traditional elements of the event. Monthly operational meetings are held at the Highland's Hub on the last Monday of the month. The launch meeting for traders, performers and volunteers was held on September 25 with base events selected and the choice of an entertainment selection group.

Action: Develop and execute the Christmas in the Highlands Annual Event Operational Plan in partnership with community groups and local businesses.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the annual Christmas in the Highlands event.	ED 2.2.4.1	Tourism and Events Officer	Progressing	70%	The Christmas in the Highlands Operational plan has been implemented with the following targets achieved: 1. Save the date announcements for Friday 1 December. The event will be held on a Friday evening which will improve attendance and length of the event with businesses leveraging late night shopping opportunities and increase in visitation. 2. Marketing campaign - socials and newsletters 3. Call out for traders 4. Call out for performers 5. EOI's for decorations and lighting event. 6. EOI's for PA and infrastructure. 7. Leveraging White Rock Wind Farm Glow Up lighting event. 8. Meetings with Red Cross regarding partnership on opening night.

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Action: Improve, brand and refresh VIC promotional and informational collateral including the Glen Innes Highlands Visitor Guide.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide an Australian Visitor Information Centres (AVIC) accredited Visitor Information Centre (VIC).	ED 2.2.6.1	Tourism and Events Officer	Progressing	70%	The Visitor Information Centre has updated the Glen Innes Highlands Fossicking, Bird Watching, Country Drives, Fishing and Heritage brochures. Visitor Information Centre Tourism assistants are developing a new second hand and vintage trail which will include Deepwater and Emmaville locations. The Glen Innes Highlands Visitor Guide content and pagination is at final stages awaiting the delivery of the Glen Innes Highlands rebranding by KEO agency. A focus group and presentation are due to take place in December 2023.

Action: Maintain accreditation under the NSW Accredited Visitor Information Centre Network scheme.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide an Australian Visitor Information Centres (AVIC) accredited Visitor Information Centre.	ED 2.2.6.2	Tourism and Events Officer	Completed	100%	The Glen Innes Visitor Information Centre has completed the Tourism Group audit and has achieved Level 3 accreditation and received their certificate for 2023/2024.

Action: Deliver an annual marketing campaign program for Glen Innes Highlands to encourage people to Visit and Stay longer leveraging our strengths, opportunities and assets

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the annual marketing and promotional program for Glen Innes Highlands to encourage visitation.	ED 2.2.8.1	Tourism and Events Officer	Progressing	0%	Glen Innes Highlands has contracted EJ Freelance to manage Glen Innes Highlands, Highlands Hub and Grants and Funding newsletters , the GIH tourism website, marketing campaign, Australian Tourism Data Warehouse and social media. Council develops content in collaboration with the contractor who aligns with the marketing strategies of the regional tourism group, New England High Country, as well as Destination Country & Outback to leverage seasonal campaigns, events and Geo tourism products.

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4: Infrastructure Services

Asset Management

Corporate Property Management

Action: Deliver Property Management and Geographic Information System (GIS) internal customer service functions.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver Property Management and Geographic Information System (GIS) internal customer service functions.	IM 3.2.5.1	Manager of Asset Services	Progressing	50%	Council's Property Administration Officer manages and delivers Council's Property Management and Geographic Information (GIS) internal customer service functions. There are plans in the second half of this reporting period for additional Council staff (Asset Officer) to be given training to act as back up for internal customer service points if the Property Administration Officer is on leave.

Action: Council buildings' usage plans are reviewed, and if not required for community or operational purposes, are disposed in accordance with the Corporate Property Policy.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Corporate Property Policy	IM 3.6.2.1	Manager of Asset Services	Progressing	50%	Council's Property Administration Officer and Manager of Asset Services have completed an analysis of Council's buildings and their usage. Currently, two assets have been listed for disposal. The following are currently advertised for disposal: 1. 23 Bourke Street, Deepwater is currently listed with Highlands Real Estate for sale. 2. 181 Bourke Street, Glen Innes is currently listed with Country Wide Property seeking expressions of interest. An additional analysis will be completed in the second half of this reporting period.

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Action: A register of Council property is maintained, and all suitable property is leased at commercial rates.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide a Corporate Property Management service to oversee Council property assets.	STC 5.4.1.1	Manager of Asset Services	Progressing	50%	A register of Council property is maintained in Council's Asset Management system, Metrix. This register is updated regularly. All suitable property moving forward is leased at commercial rates unless the property lease is deemed necessary for community benefit.

Plant and Fleet

Action: Undertake the approved capital plant and fleet acquisition and disposal program.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Provide adequate plant and fleet levels for excellence in service delivery.	IM 3.2.2.1	Manager of Asset Services	Progressing	80%	<p>The following capital plant and fleet acquisition has taken place during the period:</p> <p>Leaseback Category 1 vehicle - GM, Leaseback Category 2 vehicle - Director DPG, Leaseback Category 3 vehicle (x3) - MIWS, MGRCP, MID Leaseback Category 4 vehicle (x2) - CIWS, BEHO Single cab utility - Workshop, Scan Tool - Workshop, Bogie Tipper Truck - GIA, Bogie Tipper Truck and Trailer - GIA, and an IWS water crew Truck.</p> <p>The following capital plant and fleet have been ordered and awaiting delivery: Leaseback Category 3 vehicle (x2) - MQ, MCS Grader, and a Life Choices Support Vehicle. The following is still outstanding: Landfill Compactor, Line marker - Aerodrome, Transfer pump trailer - IWS.</p> <p>All plant and equipment due for disposal in the capital plan have been disposed.</p>

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Technical Services

Action: Carry out an independent assessment of the sealed road condition and review the backlog data for accuracy against this assessment.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Infrastructure Backlog Management Plan and review as necessary.	IM 3.1.4.1	Manager of Asset Services	Progressing	50%	The Australian Roads Research Board survey of the sealed road network was completed in August 2023. The data has been received but has not been reviewed yet against the assets in the Infrastructure Backlog Program.

Action: Manage the delivery of the grant-funded Rural Address Signage Project

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver a Rural Addressing Register Customer Service Function.	IM 3.2.8.1	Manager of Asset Services	Progressing	70%	<p>This project consists of three components:</p> <ol style="list-style-type: none"> 1. Consult the community and receive sign applications. 2. Review and approve applications based on addressing standards. 3. Install signs. <p>Council has engaged Glenrac to provide community consultation and receive applications. Initial applications have been received (246 applications) which are being assessed by Council's Property Administration Officer. An initial batch of 43 signs have been installed across the Local Government Area to promote and provide visibility of the project.</p> <p>Rural Address signs are expected to be installed by the end of February 2024 pending resources at the time.</p>

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Action: Review the internal and external hire rates for plant and fleet in preparation for the development of the 2024/2025 OP.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Plant and Fleet Asset Management Plan and review as necessary.	IM 3.2.12.1	Manager of Asset Services	Progressing	10%	An initial review has commenced. This review is expected to be completed by the middle of December with a further review to be completed prior to the finalisation of the 2024/2025 Operational Plan and Budget. Reviews will continue to be conducted regularly to ensure internal hire rates are capturing all costs involved with Council's plant and fleet.

Action: Perform closed circuit television inspection of urban storm water mains to review asset conditions.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Urban Drainage Asset Management Plan and review as necessary.	IM 3.2.13.1	Manager of Asset Services	Progressing	10%	An initial review of this project has commenced with a plan to complete a scaled-down version of the project to capture urban storm water mains where Council believes existing GIS data is not accurate. The project was planned for the previous reporting period; however, not completed. Therefore, the budget has been removed. Manager of Integrated Water Services is reviewing budget constraints with the bulk of this action to be completed in the next reporting period.

Action: Implement the Airport Master Plan in accordance with the Grant Funded Milestones for runway renewal.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Continue to investigate options for increased utilisation of the Airport, whilst maintaining current service levels.	IM 3.6.1.1	Manager of Asset Services	Progressing	30%	The Airport runway renewal is being funded by three Government grants. Work has commenced on project planning. A consultant has been engaged to provide a project plan and costings based on Council's requirements and runway bitumen and soil testing has been completed. Due to weather conditions in Glen Innes, construction work must be completed in the hotter months of the year. Due to this requirement, work may not commence until the back end of 2024. Council's Manager of Infrastructure Delivery is assisting Council's Manager of Asset Services with this project.

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Action: Oversee Emergency Services within the LGA.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Oversee Emergency Services within the LGA.	IM 3.3.1.1	Manager of Asset Services	Progressing	50%	<p>Council's Manager of Asset Services acts as the Local Emergency Management Officer (LEMO) for the Glen Innes Severn Local Government Area. The following have taken place during the reporting period:</p> <ol style="list-style-type: none"> Two Local Emergency Management Committee (LEMC) meetings have been conducted. A further two LEMC meetings will be conducted prior to the end of the current reporting period. The Emergency Management Plan (EMPLAN) for the Local Government Area has been reviewed, completed and endorsed for review and endorsement by the Regional Emergency Management Officer (REMO). This plan has been updated and compiled with input and assistance from all Combat Agencies and Functional Areas. Council has provided resources for an Emergency Operations Centre (EOC) that was stood up for fires at the end of October in the Tenterfield and Glen Innes LGA.

Glen Innes Aggregates

Action: Adequate supplies of unsealed road gravel are produced at various locations around the local government area to facilitate gravel road re-sheeting.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the program of services at Glen Innes Aggregates to optimise returns including gravel extraction and crushing, material testing, retail and wholesale marketing and customer relations whilst adhering strictly to mine safety management.	ED 2.6.3.1	Quarry Manager	Progressing	25%	<p>Resealing programs have been met with 30,000 tonne of un-sealed road base, being produced at the Wellington Vale Road pit. This material has been placed on the Ten Mile Road in preparation for a sealing program later in the year.</p>

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Action: Return a profit of at least \$500,000 from the Glen Innes Aggregates business unit.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver the program of services at Glen Innes Aggregates to optimise returns including gravel extraction and crushing, material testing, retail and wholesale marketing and customer relations whilst adhering strictly to mine safety management.	ED 2.6.3.2	Quarry Manager	Progressing	25%	Finance systems are still being put in place so tracking can be maintained. Testing has continued and conforming products are being produced for our upcoming works. Most of the road-base material has come from our rural pits which are charged out as cost only.

Infrastructure Delivery

Works

Action: Complete construction of shared paths identified in the capital works program for 2023/2024

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Pedestrian Access and Mobility Plan.	CS 1.1.8.1	Manager of Infrastructure Delivery	Progressing	50%	There are no shared pathway capital works projects identified in the FY 24 capital works program. From the FY 23 capital works program there have been five hundred lineal metres of shared pathways which have been completed linking the new Indoor Sports Centre to other recreation facilities along Taylor Street and West Avenue.

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Action: West Furracabad, Tent Hill and part Ten Mile Roads are converted to bitumen seal.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Convert priority roads from unsealed to sealed surface as funding allows to mitigate storm erosion and maintenance issues during drought.	EH 4.8.1.1	Manager of Infrastructure Delivery	Progressing	30%	West Furracabad Road was sealed in September. Tent Hill and Ten Mile Roads have been re-sheeted in preparation for sealing in December.

Action: Ensure a permanent crew of three staff and associated plant is engaged to undertake rural drainage maintenance activities.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Improve drainage to reduce road pavement damage during future storm events.	EH 4.8.2.1	Manager of Infrastructure Delivery	Progressing	50%	Councils drainage crew, of three staff, have completed drainage works on Claireville Rd and Beaufort Road, in addition to assisting with Capital projects.

Action: Implement and complete the Capital Works Program for the 2023/2024 financial year.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement Capital Roads Infrastructure works according to adopted service levels.	IM 3.1.1.1	Manager of Infrastructure Delivery	Progressing	25%	Most Council's resources and contractors are still working on projects from the 2021/2022 and 2022/2023 financial years. Projects underway from the current financial year include guard rail replacement under the Traffic Facilities program, and heavy patching under the Regional and Local Roads Repair program (RLRRP).

HALF-YEARLY REPORT - 2023/2024 OPERATIONAL PLAN

Action: Arrange for the newly constructed and newly sealed roads to be designed for all required signage and shape correction.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Maintain a Survey and Design and Road Safety customer service delivery function.	IM 3.1.5.1	Manager of Infrastructure Delivery	Progressing	40%	A road safety audit has been completed for the newly sealed West Furracabad Road and a signage plan developed. The road safety audit is scheduled for the newly sealed Gulf Road.

Action: Complete all planned Capital Bridge Infrastructure works for the 2023/2024 financial year.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement Capital Bridge infrastructure works according to adopted service levels.	IM 3.1.2.1	Manager of Infrastructure Delivery	Progressing	20%	The Shannon Vale Bridge replacement has been supplemented by the LIRS Accelerated Bridge program identified in the FY 23/24 capital works program. Fixing Country Bridges Round 2B projects (Sunset Road and Cox's Road) are in the design phase. Projects rolled over from the 2022/2023 financial year that are still underway include Yarrow Creek (95% completion), Shannon Vale (95% completion), Mt Mitchel Mann River, Furracabad Road and Wentworth Street projects (the three prior projects are all at 20% completion with off-site manufacture of precast components underway).

Action: Coordinate periodic inspections of Council's road network to identify defects and prioritise repairs using a risk management approach, and for the purpose of monitoring changes in the condition of network assets.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver Best Practice Road Management Functions.	IM 3.2.6.1	Manager of Infrastructure Delivery	Progressing	50%	The Australian Roads Research Board survey of the sealed road network was completed in August 2023. The bitumen seal condition inspections for the 2023/2024 reseal program have been completed through the Metrix asset management application.

HALF-YEARLY REPORT - 2023/2024 OPERATIONAL PLAN

Action: Review the performance of maintenance works against the adopted levels of service and identify areas for improvement. Monitor and track progress of maintenance works.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement Maintenance infrastructure works according to adopted service levels.	IM 3.2.1.1	Manager of Infrastructure Delivery	Progressing	40%	The unsealed road maintenance has been tracked in a progress register. Northern grading identified as on-track, completing their program loop in 274 days, with Southern grading lagging behind and identified as needing improvement. Areas for improvement identified for sealed road maintenance include line marking and vegetation control; plans have been put in place with recruitment of casuals and labour hire to address this.

Action: Complete the construction of shared paths and footpaths as identified in the capital works program for the period.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Asset Management Plan for footpaths and review as necessary.	IM 3.2.9.1	Manager of Infrastructure Delivery	Progressing	50%	Five hundred lineal metres of shared pathways have been completed linking the new Indoor Sports Centre to other recreation facilities along Taylor Street and West Avenue.

Action: Implement the Roads asset management plan for the 2023/2024 financial year.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Roads Asset Management Plan and review as necessary.	IM 3.2.14.1	Manager of Infrastructure Delivery	Progressing	50%	The Roads Asset Management plan is being implemented through the delivery of both maintenance and capital works programs, and the Infrastructure Customer Service function. In addition, the Road Infrastructure Backlog Plan has been addressed through the targeted scoping of projects and grant funding applications for the Regional Roads and Transport Recovery (RRTRP) package, and Council's heavy patching and bitumen reseal program. In October, Council was awarded \$13M for projects in the RRTRP grant.

HALF-YEARLY REPORT - 2023/2024 OPERATIONAL PLAN

Infrastructure Services

Customer Service

Action: Monitor the street lighting program within Glen Innes and the villages.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Monitor the street lighting maintenance program within Glen Innes and the villages.	IM 3.2.7.1	Executive Assistant - Infrastructure Services	Not Updated	0%	

Engineering Oversight

Action: Provide engineering oversight of the proposed New England Rail Trail – Glen Innes to Ben Lomond stage

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Maintain an engineering oversight and customer service delivery function.	IM 3.1.3.1	Director of Infrastructure Services	Progressing	5%	The lease for the rail corridor is being progressed with TfNSW.

Integrated Water Services

Sewerage Functions

Action: Complete all sewer works identified for the period in the capital works program.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Sewer Asset Management Plan and review as necessary.	IM 3.4.4.1	Manager of Integrated Water Services	Progressing	60%	Sewer relining is currently underway and will be completed by the end of November. Work will be completed next year on the manholes repairs.

HALF-YEARLY REPORT - 2023/2024 OPERATIONAL PLAN

Stormwater Drainage

Action: Lodge a grant funding application for the preparation of a Floodplain Management Plan in any applicable funding round.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Deliver Flood Management and Storm Water Drainage Services to adopted service levels.	IM 3.3.2.1	Manager of Integrated Water Services	Progressing	5%	Awaiting grant opportunities to open.

Wastewater Functions

Action: Ensure 100% compliance with the conditions of EPA Licence number 576.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Manage wastewater functions according to adopted service levels.	IM 3.4.2.1	Manager of Integrated Water Services	Progressing	60%	The Sewer Plant is being operated to the required levels. Chemical dosing is being changed over to help the dosing system work better.

Water Functions

Action: Review the Drought Management Plan.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Drought Management Plan and review as necessary.	IM 3.3.3.1	Manager of Integrated Water Services	Completed	100%	The Drought Management Plan was reviewed last year and does not require a review at this stage.

HALF-YEARLY REPORT - 2023/2024 OPERATIONAL PLAN

Action: Ensure 100% compliance with Australian Drinking Water Guideline Standards is maintained.

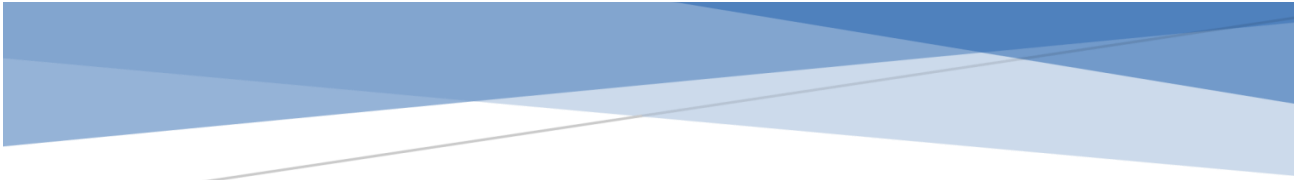
DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Manage water functions according to adopted service levels.	IM 3.4.1.1	Manager of Integrated Water Services	Progressing	50%	Water Functions are being maintained above the Australian Drinking Water Guidelines.

Action: All water projects identified in the capital works program for the period are completed.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Water Asset Management Plan and review as necessary.	IM 3.4.3.1	Manager of Integrated Water Services	Progressing	30%	Work is continuing along Oliver Street and design work is currently underway for the Coronation Avenue upgrade.

Action: Review Council's Integrated Water Cycle Management Plan.

DP Action	Action Code	Responsible Officer	Status	Progress	Comments
Implement the Integrated Water Cycle Management Plan and review as necessary.	IM 3.4.5.1	Manager of Integrated Water Services	Progressing	30%	The issues paper has been finalised and work is continuing on developing the options assessment for presentation to Council in December.



Data Breach Policy

DRAFT

DATA BREACH POLICY

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DRAFT

DATA BREACH POLICY

Document Authorisation and Control

RESPONSIBLE OFFICER:		Manager Governance, Risk and Corporate Planning (MGRCP)			
REVIEWED BY:		Manex			
REVIEW DUE DATE:		December 2026			
VERSION NUMBER:		1			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
1	dd/mm/yyyy	nn.nn/nn	The creation of the Policy.	MGRCP	Council

.....
General Manager

.....
Date

Acknowledgement of Country

Glen Innes Severn Council (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.

1. Preliminary

Purpose

The purpose of this policy is to set out requirements of the mandatory notifiable data breach scheme that applies under the *Privacy and Personal Information Protection Act 1998* (PPIP Act).

Applicability

This policy applies to all Council employees.

Outcomes

The main objectives of this policy are to:

1. Provide guidance for responding to a breach of information held by Council.
2. Provide considerations around notifying persons whose privacy may be affected by the breach.
3. Assist Council in avoiding or reducing possible harm to both the affected individuals / organisations and Council.
4. Prevent future breaches.

2. Policy Statement

This policy outlines Council's overall strategy for managing data breaches from start to finish.

Council is committed to:

- preparing for, evaluating, responding to and reporting on data breaches at the appropriate level and in a timely fashion,
- mitigating potential harm to affected individuals and Council itself, and
- meeting the compliance obligations under the PPIP Act.

This Policy will be published on Council's website.

3. Introduction

Background and Terminology

DATA BREACH POLICY

1. What is an eligible data breach?

An 'eligible data breach' occurs where:

1. There is an unauthorised access (whether deliberate or accidental) to, or unauthorised disclosure of, personal information held by Council or there is a loss of personal information held by Council in circumstances that are likely to result in unauthorised access to, or unauthorised disclosure of, the information, and
2. A reasonable person would conclude that the access or disclosure of the information would be likely to result in serious harm to an individual to whom the information relates.

2. What is the Mandatory Notification of Data Breach (MNDB) scheme?

Mandatory Notification of Data Breach (MNDB) scheme applies to breaches of 'personal information' as defined in section 4 of the PPIP Act, meaning information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion.

The scheme also applies to 'health information,' defined in section 6 of the *Health Records and Information Privacy Act 2002* (HRIP Act), covering personal information about an individual's physical or mental health, disability, and information connected to the provision of a health service.

The scheme does not apply to data breaches that do not involve personal information or health information, or to breaches that are not likely to result in serious harm to an individual. Where the scheme does not apply, Council is not required to notify individuals or the Commissioner but should still take action to respond to the breach. Council may still provide voluntary notification to individuals where appropriate.

4. Procedure

The PPIP Act creates an MNDB scheme which requires public sector agencies, including councils, to notify the NSW Information and Privacy Commission (IPC) and affected individuals of data breaches involving personal or health information likely to result in serious harm. Therefore, not all data breaches are notifiable.

1. Any suspected data breach, whether accidental or deliberate, whether carried out by internal or external actors must be reported immediately to the Privacy Contact Officer.
2. If, after an initial investigation, the Privacy Contact Officer suspects a notifiable data breach may have occurred, a reasonable and expeditious assessment must be undertaken to determine if the data breach is likely to result in serious harm to any individual affected.
3. Council's Privacy Contact Officer will seek information to assess the suspected breach.
4. In assessing a suspected breach, the Privacy Contact Officer may require assistance and information from other areas of the Council depending on the

DATA BREACH POLICY

circumstances. In this regard, the Privacy Contact Officer will consult Council's Data Breach Readiness Solution.

5. There will then be an evaluation of the scope and possible impact of the breach.
6. The Privacy Contact Officer will assess if a breach is likely to be notifiable and ensure appropriate actions, including reporting to the IPC.
7. An assessment of a known or suspected breach must be conducted expeditiously and where possible, should be completed within 30 days.
8. In all cases, the assessment will identify what actions must be taken including:
 - o how to contain or minimise possible damage,
 - o notification requirements and to whom, and
 - o post incident review and preventative efforts.
9. These actions will be documented and acted upon as soon as possible.
10. A breach, which is assessed as likely to result in serious harm to individuals whose personal information is involved, is a notifiable data breach. Such data breaches must be notified to the affected individuals and the IPC.
11. Notice will include information about the breach and the steps taken in response to the breach.

Note: If Council has responded quickly to the breach, and because of this action the data breach is not likely to result in serious harm, then the individuals and the IPC will not usually be contacted. However, Council staff may decide to advise the affected individuals about the incident for the sake of transparency.

The risk of serious harm will be assessed by considering both the *likelihood* of the harm occurring and the *consequences* of the harm.

Some of the factors that will be considered are:

Factors	Considerations
The type of personal information involved in the data breach.	Some kinds of personal information are more sensitive than others and could lead to serious ramifications for individuals if accessed. Information about a person's health, documents commonly used for identity fraud (e.g., Medicare card, driver's licence) or financial information are examples of information that could be misused if the information falls into the wrong hands.

DATA BREACH POLICY	
Factors	Considerations
Circumstances of the data breach	<p>The scale and size of the breach may be relevant in determining the likelihood of serious harm. The disclosure of information relating to many individuals would normally lead to an overall increased risk of at least some of those people experiencing harm. The length of time that the information has been accessible is also relevant.</p> <p>Consideration must be given to who may have gained unauthorised access to information, and what their intention was (if any) in obtaining such access. It may be that there was a specific intention to use the information in a negative or malicious way.</p>
Nature of possible harm	<p>Consider the broad range of potential harm that could follow from a data breach including:</p> <ul style="list-style-type: none"> • identity theft, • financial loss, • threat to a person’s safety, • loss of business or employment opportunities, and • damage to reputation (personal and professional).

5. Roles and Responsibilities

The Privacy Contact Officer, as appointed under Council’s Privacy Management Plan (the Manager Governance, Risk and Corporate Planning), will coordinate the assessment of a suspected data breach in accordance with this Policy and ensure the requirements under the PPIP Act are met.

Notification to the IPC and internally within Council is the responsibility of the Privacy Contact Officer.

Notification to individuals may be undertaken by the Privacy Contact Officer or a Council officer in the area in which the breach occurred after the Privacy Contact Officer agrees to the action.

The Privacy Contact Officer will consult Council’s Data Breach Readiness Solution and involve the core crisis team as and when necessary.

6. Legislation And Supporting Documents

Relevant Legislation, Regulations and Industry Standards include:

- *Privacy and Personal Information Protection Act 1998*

DATA BREACH POLICY

- *Health Records and Information Privacy Act 2002*
- *Privacy and Personal Information Protection Regulation 2019*
- *NSW Government Information Classification, Labelling and Handling Guidelines (July 2015)*

Relevant Council Policies and Procedures include:

- Privacy Management Plan,
- Business Continuity Plan,
- ICT Policy and Procedures,
- Data Breach Readiness Solution, and
- Records Management Policy.

7. Variation And Review

The Data Breach Policy will be reviewed every 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.



**Community Committees of Council
Manual**

COMMUNITY COMMITTEES OF COUNCIL MANUAL

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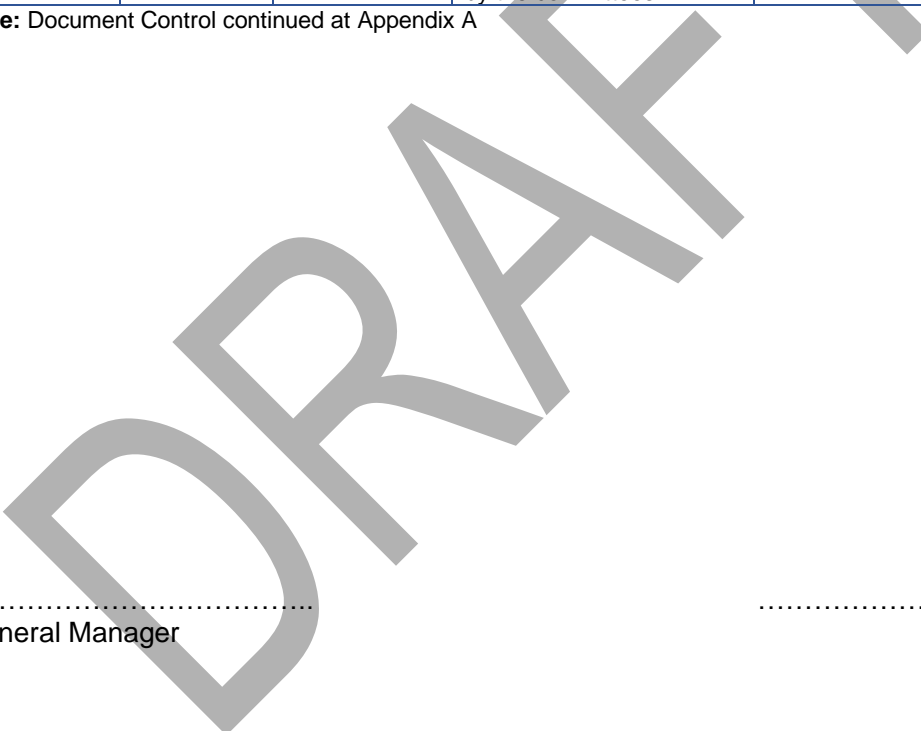
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RESPONSIBLE OFFICER:		DIRECTOR CORPORATE AND COMMUNITY SERVICES MANAGER GOVERNANCE, RISK AND CORPORATE PLANNING (MGRCP)			
REVIEWED BY:		Personal Assistant (Director of Corporate and Community Services) Management Executive Team (Manex)			
REVIEW DUE DATE:		December 2027			
VERSION NUMBER:		7			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
7	TBA	TBA	Substantial review including adding a code of meeting practice.	MGRCP	Council
6	25/11/2021	19.11/21	Inclusion under Chapter 4 Financial management to include electronic funds transfer and appropriate cash management software programs for use by the committees.	Personal Assistant Director of Corporate and Community Services	Council

Note: Document Control continued at Appendix A

.....
General Manager

.....
Date



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

This Manual is compiled to advise and assist Community Committees of Council in ~~fulfilling roles exercising functions in accordance with as delegated under~~ sub-section 355 (c) of the *Local Government Act 1993* (the Act), as delegated in accordance with sections 377 and 378 of the Act.

This Manual, ~~in conjunction with each Committee's Terms of Reference (TOR)~~ provides comprehensive guidelines on the management responsibilities, functions and operations of a ~~Section 355 Community Committee of Council~~ and clarifies Council's role in the partnership.

~~Upon formal approval of a Section 355 Members of Community Committees by of Council its members~~ are required to ~~adopt and~~ adhere to the conditions set out in this document along with other applicable Council policies and procedures as detailed in this Manual.

~~Adherence will ensure Council and Committee members are aware of the responsibilities and adequately covered by insurance.~~

Council is conscious of the fact that members of the community volunteer to undertake forms of service or activity for no reward or recompense, and do not expect to be ~~overburdened with unnecessary or excessive~~ procedures and paperwork. This manual has been produced ~~in an attempt~~ to simplify and standardise mandatory procedures and forms that ~~have to~~ must be followed or completed in compliance with ~~Council policy and relevant~~ legislation.

Variation and Review

The Community Committees of Council Manual will be reviewed every term of Council (four years), or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Manual 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.

COMMUNITY COMMITTEES OF COUNCIL MANUAL

Council Contact

Contact and enquiries between the Committee and Council should be directed to Council's **Governance Team** on the details provided below. The preferred method of contact is via email. ~~Personal Assistant (Director of Corporate and Community Services) by phone between 8.30am and 4.30pm, Monday to Friday, via email or mailed to Glen Innes Severn Council, PO Box 61, GLEN INNES NSW 2370.~~

Glen Innes Severn Council

Business Hours: 9.00 am to 4:30pm

Address: 265 Grey Street
Glen Innes NSW 2370

Postal Address: PO Box 61
Glen Innes NSW 2370

Telephone: (02) 6730 2331

General Line: (02) 6730 2300

Email: communitycommittees@gisc.nsw.gov.au

After Hours Emergency Contact

Contact can be made with the Council's After-Hours Emergency Number for Roads and Drainage 0409 817 242, Ranger 0417 890 889 or for Water and Wastewater 0418 162 794 (which are 24-hour services). Council's After Hours Call Out staff will attend to any emergencies should the Committee be unable to handle a problem.

Chapter 1 Introduction

Part 1 General

1. Statutory Authority - Local Government Act 1993 (the Act)

Section 7 of the Act – Purposes of the Act

The Act provides the legal framework for the system of local government in NSW, sets out the responsibilities and powers of councils, councillors, other persons and bodies that constitute the system of local government, facilitates engagement with the local community and provides for an accountable, sustainable, flexible and effective system of local government.

Section 8 of the Act NSW Local Government Act 1993 - The council's charter

Under this section of the Act Council is chartered to, *inter alia* provide appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively. Under this section of the Act Council is chartered to, *inter alia*, provide appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively. Furthermore, Council is the custodian and trustee of public assets and is responsible for the planning for, accounting for and managing of such assets.

Section 355 of the Act NSW Local Government Act 1993 - How does a council exercise its functions?

~~Under~~ This section of the Act makes provisions for how Council may exercise its functions including:

- a) Council by means of Councillors, employees, its agents or contractors, financial provision, provision of goods, services, equipment, amenities, facilities or by any other means; or
- b) By a committee of the council;
- c) Partly or jointly by Council and another person or persons which includes community committees of Council which may be formed to exercise function/s or for consultative purposes (wholly advisory);
- d) Jointly by council with other councils which includes joint organisations or voluntary regional organisations; or
- e) By a delegate of Council. ~~Council can appoint community members to manage facilities or functions and provide services through a Community Committee of Council.~~

Section 377 of the Act NSW Local Government Act 1993 - General power of the council to delegate

~~Under~~ This section of the Act provides for how Council can delegate to the general manager of Council or any other person or body not including another employee of the council any functions of the Council under the Act or any other Act with several exceptions.

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Section 378 of the Act – Delegations by the General Manager

This section of the Act provides that the General Manager may delegate any of the functions of the general manager, other than the power of delegation. Further, the General Manager may sub-delegate any function delegated to the General Manager by Council to any person or body, including another employee of Council.

Council's General Manager has been delegated all powers under the Act or any other Act that may be delegated by Council, which gives the General Manager the authority to establish Community Committees of Council and delegate to a Community Committee of Council the care, control and management of the work or activity, and the expenditure of such monies as the Council may authorise in respect of those delegated functions.

The General Manager cannot delegate regulatory functions (s 379) which fall under Chapter 7 of the Act to Community Committees of Council.

2. Councillor and Staff Participation on Community Committees of Council

Council usually nominates a Councillor ~~or Councillors and/or a staff member~~ to participate on the Community Committee. Other Councillors are encouraged to attend the regular meetings of the Committees to enable them to gauge the areas of interest or concern of the citizens of the Local Government Area (LGA).

Part 2 Policy Statement

Council is committed to and encourages community participation in assisting in the management or participation of several ~~a number~~ of its functions.

~~One~~ An effective way in which ~~citizens~~ local community members can become involved in assisting Council and the Community achieve its objectives and goals is by becoming a member of a Community Committee of Council. ~~for one (1) of Council's facilities or functions.~~ Community Committees manage various assets and events and provide advice on various functions at Council including:

- Cemeteries;
- Open Spaces;
- Sporting grounds;
- Community halls;
- Saleyards;
- Indigenous matters;
- Libraries;
- Public Arts;
- Roads;
- Community access;
- Australia Day;
- Australian Standing Stones;
- Minerama; and
- Emmaville Mining Museum.

COMMUNITY COMMITTEES OF COUNCIL MANUAL

Part 3 Definitions

Term / Acronym	Definition
AGM	Annual General Meeting
BAS	Business Activity Statement
CFO	Chief Financial Officer
Chairperson	Means the chairperson or president elected at the Annual General Meeting to preside over meetings (s 42)
Ch	Chapter
Code of Conduct	Code of Conduct for Council Committee Members, Delegates and Advisers
Community Committee or Committee	Generally, means a Community Committee of Council (established and endorsed by Council or the General Manager of Council)
Council	Glen Innes Severn Council
EFT	Electronic Funds Transfer
General Manager	Means the general manager of Council or his/her delegate, unless explicitly stated otherwise
GAO	Governance Administration Officer
Governing body	Refers to the elected Councillors as a body
GST	Government Sales Tax
LGA	Local Government Area
Manex	Management Executive Team (Manex is made up of the General Manager, Director Corporate and Community Services, Director Infrastructure Services and Director Place and Growth)
MGRCP	Manager Governance, Risk and Corporate Planning
Official correspondence	Means correspondence to government officials, government departments, Ministers of Parliament, the media etc.
pt	Part
References to Chapters, Parts, sections, subsections, appendices	Means references to the Community Committees of Council Manual unless explicitly stated otherwise
Resolution of Council	A lawful decision passed at a Council meeting
s	Section (referring to a section of legislation or this Manual)
TOR	Terms of Reference (also known as a Charter)
The Act	<i>Local Government Act 1993 (NSW)</i>
The Manual or this Manual	Means the Community Committees of Council Manual
The Regulation	<i>Local Government (General) Regulation 2021 (NSW)</i>
Wholly advisory committee	A Committee that Council has not delegated any functions to (such as managing an asset, running an event or any other service or activity) and it exists only for consultative and advisory purposes
WHSC	Work Health and Safety Coordinator
WWCC	Working with Children's Check

COMMUNITY COMMITTEES OF COUNCIL MANUAL

Part 4 Constitution and Terms of Reference**3. Constitution**

The General terms of the constitution of a Community Committee of Council are included at Part 3. The General Constitution defines how a committee may be established, its membership requirements, appointment of officeholders and general responsibilities.

~~Constitution of a Committee provides a mandatory set of rules that defines the functions that Council has delegated to the Committee (refer to Terms of Reference below), the manner in which those delegated functions are to be undertaken by the Committee, and an administrative structure and procedures to ensure that the Council is able to monitor the conduct and performance of the Committee. This is particularly important with regards to managing potential liabilities that might arise as a result of the activities of the Committee. in a similar manner to that which Council monitors others performing Council's functions under delegation.~~

A Committee of Council is ~~in fact~~ acting on Council's behalf when exercising a function; ~~and~~ therefore, any action which the Committee undertakes is Council's responsibility. It is essential, therefore, that the Committee abides by the General Terms of Constitution, it's TOR, this Manual, legislation and any other applicable Council Policies or procedures. ~~Council, at its discretion, may request a Committee to have their own Constitution in conjunction with the constitution set out in this manual.~~

4. Terms of Reference

The Committee will be guided and restricted in its functions by a Terms of Reference (TOR). **In the case where a Committee may not have a Council endorsed TOR for any period, the default TOR contained at section 11 will apply.**

The specific TOR for each Committee will clearly define the functions or role the Committee must undertake. Abiding by the TOR is essential to ensure services are provided appropriately and Committees act within their delegated authority.

Acting outside the delegated authority will likely mean that the Committee is not covered by Council's insurance policies such as its Public Liability Scheme, may open Council to liability, and may result in disciplinary action being taken against the Committee or Committee members.

5. This Manual

~~From this point forward,~~ This manual contains the information required of Committees to perform their functions ~~as defined in their TOR delegated to Committees by Council~~ and provides the guidance, structure and procedures required to do so. ~~hence forms the Committees' Constitution, to be performed in accordance with prescribed legislation.~~

The functions, as delegated under Section 377 or 378 of the ~~Act NSW Local Government Act 1993~~ are specified in the TOR, ~~Terms of Reference~~ which must be adopted by each ~~Section 355~~ Committee and are required to be performed and/or exercised as described in the manner detailed in this Manual. ~~and its appendices.~~

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6. Appendices

The appendices to this Manual provide additional information such as forms and risk management tools to assist Committees in the proper and dutiful execution of their functions.

7. Exercising a Function or Wholly Advisory

(1) Committee - Exercising a function

A Committee may be established to exercise a function such as:

- Manage an asset like a sports ground, museum and/or community hall; or
- Run an event such as Australia Day or Minerama.

(2) Committee - Wholly advisory

A wholly advisory committee does not exercise any functions like managing assets, handling finances, or running events, but provides an advisory or consultative purpose to the Council on a range of matters including open spaces, libraries, arts and roads.

If a committee both exercises a function and provides advice, it will be deemed as a committee exercising a function.

Under Council's Code of Conduct for Council Committee Members, Delegates and Advisors, a Council *Committee* is defined as a committee that exercises functions and not one that is wholly advisory.

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COMMUNITY COMMITTEES OF COUNCIL MANUAL

Chapter 2 General Terms of Reference**Part 1 Introduction**

The Terms of Reference listed herein are **general delegations of authority** which ~~all apply to all~~ Community Committees of Council, ~~who may from time to time not have a specific authorised TOR need to comply with. In addition to these, each Committee may have delegations specific to its role, function or responsibility that it also must comply with.~~

8. Specific Terms of Reference

- (1) Each Committee that is established in accordance with this Manual will be provided with a specific TOR to guide its function that is authorised by the General Manager.
- (2) The aim is that each Committee has a specific TOR within three months of being constituted.
- (3) Each Committee must review and adopt the TOR at their first Ordinary Meeting after an authorised TOR has been provided to them by Council.

9. Amendments to Terms of Reference

- (1) Any draft amendments to a TOR must be approved by the General Manager prior to being adopted by the Committee.

10. Penalties for acting outside of the Terms of Reference or Delegated Authority

- (1) A Community Committee of Council ~~must may~~ not act outside of the Terms of Reference and any specific delegations of authority which Council has empowered it to perform on behalf of Council.
- (2) Improperly exercising an authority ~~can may~~ constitute:
 - (a) corrupt conduct as defined by the *Independent Commission against Corruption Act 1988*,
 - (b) serious wrongdoing under the *Public Interest Disclosures Act 2022*,
 - (c) a breach of Council's Code of Conduct for Council Committee Members, Delegates or Advisers, or
 - (d) a breach of other relevant legislation, including the Act.
- (3) Such breaches, as defined at subsection (2), may come with penalty points and or jail terms, involve other disciplinary action or result in the expulsion from the Committee of a member or members, or, in some cases result in the dissolution of the Committee.

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11. The General Terms of Reference for Community Committees of Council

- (1) The Committee **and Committee Members** must comply with all applicable Council policies, procedures and requirements. In this regard, special attention is drawn to policies such as Council's Code of Conduct for Council Committee Members, Delegates ~~of Council~~ and **Council** Advisors, WHS Policies and requirements including the Drug and Alcohol Policy, and the Social Media Policy. These are available on Council's Website at www.qisc.nsw.gov.au.
- (2) ~~Where applicable~~, Community Committees with delegated authority in respect of asset management must:
- (a) **Always put the public interest ahead of personal interest,**
 - (b) Maximise the use of the facility for the benefit of the community and to optimise revenue,
 - (c) Hire out the facility **only** at fees approved by Council,
 - (d) **Not provide discounted fees for the hire of facilities to Committee members, i.e., obtaining a personal benefit,**
 - (e) Ensure that the facility is kept secure and in a safe, clean and tidy condition **always at all times,**
 - (f) ~~The Committee must~~ Request Council authorisation before carrying out any new capital work, or submitting **applications** for funding ~~items~~ **assets** that may require ongoing **maintenance** costs into the future,
 - (g) Pay all expenses incurred within the responsibilities Council has delegated to them,
 - (h) Where applicable, maintain a Key Register on behalf of Council and submit the register as required,
 - (i) **Act partially in the exercise of all Committee duties and ensure all conflicts of interest are declared and managed in accordance with the Code of Conduct, and**
 - (j) **Not run sporting events or other unauthorised events; and if a member of a sporting body who hires the asset is also a member of the Committee, that member must be clear regarding the conflict of interest that may exist and appropriately manage this after seeking advice from Council.**

~~It is acknowledged that there may be special Terms of Reference applicable to specific committees of Council.~~

- (3) Community Committees with delegated authority in respect of event management must:
- (a) Always put the public interest ahead of personal interest,
 - (b) Ensure the event is organised effectively in line with the specific TOR and authorisation is sought if the event is to expand in scope significantly, and
 - (c) Is organised in line with Part 6 of this Manual.
- (4) Community Committees with advisory functions only, must:

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- (a) Always put the public interest ahead of personal interest;
- (b) Act respectfully, courteously, properly, ethically, legally and not engage in conduct that constitutes bullying or harassment; and
- (c) Provide impartial advice.

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Chapter 3 General Terms of Constitution

The following sections are deemed to form the General Constitution for ~~the Section 355~~ Community Committees of Council.

Part 1 **Appointment Constitution and Election of Community Committees**

12. **Formation Constitution of a Community Committee of Council**

- (1) ~~The appointment of~~ A Community Committees of Council is constituted by provisions under ~~at the discretion of Council. The Committees are appointed and reappointed in accordance with the provisions of~~ subsection 355(c) and s 377 or s 378 of the *Local Government Act 1993*.

Note: This means that that the establishment of a Committee that is exercising functions under sub-s 355(c), *partly or jointly by the council and another person or persons*, and the delegations of its functions can only be enacted by either a resolution of Council (s 377) or by the authorisation of the General Manager (s 378).

- (2) To hold office, committee members ~~must are to be~~ recommended through a Committee resolution and their appointment endorsed by the General Manager (or his/her delegate). ~~appointed by Council.~~
- (3) ~~Council must appoint~~ New members are to be endorsed before they are able to take part in the Committee meetings. ~~It is recommended that following the Annual General Meeting the committee does not schedule its next meeting date for at least 40 days to allow a report to be submitted to Council requesting endorsement of the new committee.~~
- (4) Nominations for membership to Community Committees are to be submitted to Council on the *Nomination for Membership Form* (See Appendix 11).

Note: These nomination form/s must be forwarded to Council ~~the Personal Assistant (Director of Corporate and Community Services)~~ directly within two weeks following ~~the an~~ Annual General Meeting (AGM). Refer to *Appendix 11: Members Register and Nomination for Membership Form* for this template.

- (5) If a person is under the age of eighteen years old, they must have parent / guardian consent to become a member on the committee and must be in the care of a responsible adult (~~who is a committee member~~) whilst participating in committee activities.

13. **Committee Membership**

- (1) A Community Committee will comprise of those people ~~endorsed by the General Manager (or his/her delegate) appointed to it by Council.~~ Committee membership is on an annual basis. Members may stand for re-election at each ~~Annual General Meeting~~ AGM.
- (2) Committee membership will not number less than four and not more than 12 members, including office bearers, unless approved by ~~the General Manager (or his/her delegate) Council.~~
- (3) If more than 12 persons are nominated to the Committee, a vote by means of a show of hands or a ballot must be held to determine Committee members.

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- (4) No qualifications are necessary for membership, though a commitment to the activities of the Committee, and a willingness to be actively involved in committee issues, and a willingness to attend training provided by Council, are essential.
- ~~It is expected that a member would serve for a period of one (1) year. Application for exception to this condition can be made to Council by Committees that require continuity of management.~~
- (5) The Community Committee will ideally consist of the office bearers and a similar number of other Committee members. The office bearers will occupy the positions of:
- President / Chairperson;
 - Secretary;
 - Treasurer (if the Committee handles money).
- (6) Council can appoint elected members (Councillors) to each Committee. These members are ~~in~~ additional to the ~~twelve (12) appointment of~~ community members and the limits thereof. ~~appointed by Council, and~~
- (7) Councillors appointed to Committees have voting rights.
- (8) Community representatives nominated for a the Committee should be a residents of the Local Government Area LGA or an employee in a business within the LGA.
- (9) Exceptions to subsection (8) may be authorised by the General Manager (or his/her delegate) in some circumstances, such as where non-residents who have regional interests can benefit the committee with their expertise, or those who may reside outside the LGA but have landholdings or other interests within the LGA.
- (10) Members of Community Committees are volunteers, therefore, do not receive payment for services. ~~This is reflected in the Disclosures by Designated Persons Return which is to be completed by office bearers each year.~~
- Note: This means that Committee members cannot obtain personal benefit from the functions they exercise, including but not limited to discounted fees on the hire of the facilities they manage.
- (11) ~~Council~~ The General Manager (or his/her delegate) reserves the right to appoint relevant staff member(s) to the a Committee in an advisory / administrative capacity, from time to time.
- (12) ~~These~~ Staff members, appointed to Committees have no voting rights ~~on the Committee~~ and are ~~in~~ additional to appointment of community members and the limits thereof ~~the twelve (12) community members.~~
- (13) A list of all members must be forwarded to Council within two weeks of the AGM.
- Refer to *Appendix 11: Members Register and Nomination for Membership Form* for a copy of the forms to be used.
- (14) Any late nominations that are received after the particular Annual General Meeting AGM, must be forwarded to Council for approval.
- (15) If Committee members are involved in volunteer work that involves direct contact with children, they will be required to complete a Working with Children's

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Check (WWCC). This can be completed online, free of charge for volunteers, through Service NSW and lasts for five (5) years. See www.service.nsw.gov.au.

14. Election of Office Bearers

- (1) The Committee shall, from **amongst** its own members, elect a President / Chairperson, Secretary, and Treasurer (if relevant). These positions form the executive of the Committee. The Committee must fill all three positions if the Committee handles money.
- (2) The Committee may, from its members, elect additional positions such as a:
 - (a) Vice President / Vice Chairperson,
 - (b) Assistant Secretary,
 - (c) Publicity Officer,
 - (d) Booking Officer (if the Committee takes bookings for events / facilities / fields),
 - (e) Key Register Officer (if the Committee has keys),
 - (f) Grounds / Building Committee, grounds person or caretaker to handle the allocation and/or maintenance of grounds or other sub-committees necessary to handle a specific function or report on a specific issue.
- (3) Restrictions
 - (a) A maximum of two relatives of any one family can be office bearers on the same Committee at the same time. Applications for exception from this condition can be made to Council.
 - (b) Only one of those office bearers is to sign cheques / purchase order requisitions on behalf of the Committee at the same time.
 - (c) All Community Committees are required to advise Council of the details of the people who are authorised signatories of the Committee's bank account (this can be through notation in the AGM minutes).

15. Volunteers

- (1) Committees can utilise the services of community members as volunteers to assist in preparing fields, selling tickets, coordinating events etc., provided:
 - (a) **All volunteers are inducted onto the site,**
 - (b) ~~That~~ All volunteers are recorded in a Volunteer Sign On / Off Register held by the Committee,
 - (c) All ~~community members~~ **volunteers** must sign in and out of the Volunteer Sign On / Off Register on each occasion,
 - (d) The Volunteer Sign On / Off Register must be maintained by the **approved** Committee Secretary ~~at all times~~ and must be produced to Council upon request, and
 - (e) After events, a copy of this register must be provided to Council ~~in order~~ for the records to be kept electronically.

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- (2) Volunteers will **only** be covered under Council's insurance whilst carrying out approved Committee duties provided that:
- (a) They have **been inducted onto the site**,
 - (b) Signed the Volunteer Sign On / Off Register, and
 - (c) Are not over the age of 90, or under 10 years of age.
- (3) Volunteers on committees, including endorsed committee members, will be required to complete Council's online induction each year and have a Working with Children's Check (if applicable).

16. Sub Committees

- (1) Committees may form sub-committees to carry out other duties or programs under the guidance of the Committee.
- (2) The **roles** and duties of the sub-committee are to be recorded in the minutes.
- (3) The Committee must ratify all decisions of the sub-committee at their next **general regular** meeting.
- (4) Sub-committees do not have the authority to spend money or commit to projects without the approval of the Committee.

17. Dissolution of Community Committee

- (1) **The General Manager or the governing body of Council have the authority to dissolve a Community Committee.**
- (2) ~~Council may dissolve a Community Committee~~ A Community Committee may be dissolved at any time and for any reason, with ~~carry out the~~ Council taking over direct control of the facility or activity itself:
 - (a) ~~Council may also dissolve a Community Committee~~ If the Committee is not complying with ~~the roles and responsibilities set out in~~ the **Community Committees of Council Manual**,
 - (b) ~~The Community Committee shall be dissolved~~ In the event of membership dropping to less than four persons,
 - (c) If the Committee ~~can also~~ recommend to Council that the Committee be dissolved,
 - (d) ~~Council may dissolve a Community Committee~~ If ~~it~~ the **Committee** fails to adhere to the Terms of Reference and/or fails to follow the delegations outlined by Council,
 - (e) If a **Committee** fails to form a quorum at three consecutive meetings, or

Note: After failing to form a quorum at two consecutive meetings a notice may be provided to the Committee informing them that if a quorum is not formed at the following meeting, the Committee will be dissolved.
 - (f) Upon a resolution being passed or a **decision being made** in accordance with **section 17**, and confirmation by Council **in writing that the Committee has been dissolved**, all documents, assets and funds of the Community Committee shall, after payment of all expenses and liabilities, be handed back to Council.

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18. Vacation of Office

- (1) A person shall cease to be a member of a Community Committee if:
 - (a) The member becomes bankrupt,
 - (b) The member is absent for ~~more than~~ three meetings without leave (i.e., accepted apology). This does not apply to Councillors or Council staff,
 - (c) Council passes a resolution ~~or the General Manager decides~~ to remove the member from the Committee,
 - (d) The member fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter. ~~and~~ For the purposes of this provision, “pecuniary interest” has the same meaning given to that term in ~~Part 4 of the Code of Conduct Section 442 of the Local Government Act 1993~~; and ~~does not apply to wholly advisory committees,~~
 - (e) The member, whilst holding that office is convicted of an offence referred to in Part Four of the *Crimes Act 1900* (offences relating to property), or
 - (f) The member becomes a mentally incapacitated person.
- (2) Council has the right to remove any members of the Committee after consultation with the Committee.
- (3) A member can resign at any time, or at the Annual General Meeting, by notification in writing to the Committee.

19. Procedure for Resigning from a Community Committee

- (1) Where a member of a Community Committee resigns, a written resignation ~~is to~~ ~~should~~ be presented to the Committee ~~and captured within the minutes.~~
- (2) Upon receipt of the written resignation, the Committee may call for nominations from interested community members.
- (3) Nominations must be submitted to Council for ratification ~~by the General Manager~~ together with a copy of the resignation or relevant minutes that notate the acceptance of the resignation by the committee.

Part 2 Duties and Responsibilities of Community Committees, Office Bearers and Council**20. Duties of Office Bearers and Committee Members**

- (1) The duties of the office bearers are as follows: (Refer to *Appendix 1: Office Bearer Responsibilities* for further information).
 - (a) President / Chairperson
 - Manages the operations of the Committee, including meetings;
 - Acts as the official representative of the Committee;
 - Acts on behalf of the Committee in an emergency or urgent situation;
 - Provides direction, forward planning and vision for the community;

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- Signs all correspondence.
- (b) Secretary
- Deals with correspondence to and from the Committee, ensuring copies are forwarded to Council for electronic storage;
 - Takes and distributes meeting minutes;
 - Ensures there is a flow of information to and from the Committee;
 - Ensures that official files and records are kept and maintained;
 - Notifies all members of meetings;
 - Signs correspondence, if delegated by the President / Chairperson;
 - Ensures that the Volunteer Register is maintained.
- (c) Treasurer *(if the Committee handles money)*
- Handles the movement of money within the Committee;
 - Records income and expenditure;
 - Reports on income, expenditure and cash flow;
 - Manages and takes responsibility for all finance related matters;
 - Submits financial records to Council for auditing and GST purposes;
 - Ensures that all documentation is provided to comply with Council requirements for the authorisation of expenditure.
- (d) Booking Officer *(if the Committee takes bookings for events / facilities / fields)*
- Handles the bookings for all the activities associated with the facility;
 - Authorises the release of bonds;
 - Forwards the required documents associated with the booking to Council.
- (e) Key Register Officer *(if the Committee has keys)*
- Maintains the Key Register (Refer to *Appendix 12: Key Register for Council Facilities*);
 - Provides an annual copy of the Key Register to Council for electronic storage (updated at the time of the AGM).

Note: Key registers provide Council with a record of people who hold keys to Council facilities. Key holders are not necessarily members of a **Council Section 355-Community Committee of Council**; they may be regular hirers of a facility who require regular access to that facility, **for example**.

Key holders must sign the Key Register when keys are issued to them, and the date of return must also be noted on the Key Register.

21. Responsibilities of Council

(1) Funding Major Improvements of Assets -

Council shall be responsible for the funding and erection of all major improvement works in the facility, in accordance with the adopted Operational Plan and Budget **and availability of funds**.

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(2) Maintenance Responsibilities of Assets -

Council and Committee shall be responsible for maintenance works in the facility as set out in ~~Please refer to~~ Appendix 2: Building Maintenance Responsibilities.

(3) Insurance of Assets -

Council shall, ~~at its discretion, fully~~ insure all buildings and all fixtures, fittings, and contents.

(4) Insurance of Committee Members -

Council shall insure the Committee members in respect of Public Liability, ~~personal accident~~ and professional indemnity. ~~Such insurance will only apply if the Committee members are acting within their delegated authority.~~

(5) Notification of Fees and Charges (if applicable) -

~~The~~ Committee must notify Council by 1 March each year of any proposed variation to its fees and charges for the following financial year. ~~Charging unapproved fees is in contravention of the Act.~~

(6) Training of Committees -

Council will provide training to advise members and the executive of the Committee of the requirements of their positions where appropriate, or ~~as~~ requested by the Committee.

22. Limitations of Powers and other Legal Issues**(1) Limitations of Powers -**

The Committee must not make decisions concerning the following:

- (a) The fixing of charges or fees (the Committee may submit recommendations for approval to Council in relation to the fixing of charges and fees for the use of the facility under its control). ~~The fixing of a fee or charge is not a function that the governing body of Council can delegate (sub-ss 377(1)(d)-(e) of the Act),~~
- (b) Borrowing any monies without ~~a resolution of Council endorsing the borrowing. the express written consent of Council on each such occasion.~~ The borrowing of money is not a function that the governing body of Council can delegate (sub-s 377(1)(f) of the Act),
- (c) The sale, lease or surrender of any land or other property vested in its care under the provision of the ~~Act, Local Government Act 1993 (as amended).~~
- (d) The acceptance of tenders which are required to be called by Council,
- (e) Formation of submissions or delegations presented to Government Ministers, without the prior written consent of Council,
- (f) The payment or making of any profit, gain, or gift, to or by its members, as well as allowances or travelling expenses incurred whilst attending committee meetings,
- (g) The carrying out of any works on or to the facility including alterations, reconstruction or construction without prior notification to Council ~~and approval by Council~~ (this excludes minor maintenance work),
- (h) Reimbursement of expenses. As a voluntary Committee, members do not receive payment for their services. The Committee may by resolution reimburse

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the Bookings Officer for phone calls made in relation to the hire of the facility. No other payment is to be made to Committee members without the prior written approval of Council,

- (i) Unreasonably withholding of access and/or consent for the letting of the facility to any organisations which agreed to comply with and adhere to the rules adopted for the use of the facility, providing an acceptable letting period is available, or
 - (j) Employ staff.
- (2) The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of Council, or in writing by the General Manager to the Committee.
- (3) If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager ~~or an appointed representative~~.
- (4) Where a conflict of interest may exist, ~~has potential to exist~~, or be perceived to exist, Committee ~~Members of Committees which have been delegated functions~~ must act in accordance with the Code of Conduct for Council Committee Members, Delegates ~~of Council~~ and ~~Council~~ Advisors and declare ~~and manage this such conflicts~~ accordingly.
- (5) Other Legal Issues -
- (a) ~~From a legal perspective, it is important for~~ Community Committees of Council ~~to be aware that they~~ are acting under delegation from Council and any action that the Committee undertakes is Council's responsibility, and
 - (b) Committees are not independent of Council. Council can withdraw its delegation if it deems this to be necessary.
- (6) Records of ~~your- the~~ Committee -
- (a) ~~The records of Community Committees of Council (e.g., minutes of meetings and financial reports) should must~~ be forwarded to Council for electronic recordkeeping within two weeks of ~~the a~~ meeting. All Committees need to be aware of the legal status of minutes, which may be subpoenaed as evidence ~~in some circumstances~~.
 - (b) Minutes must be an accurate record of the meeting and must record the first and last names of people who are present, all motions and amendments put to the meeting, and the ~~resolutions passed results~~. There is no need to record exactly what members said at the meeting, but there may be occasions when it is appropriate to record the ~~key elements thrust~~ of the discussion.
 - (c) The Chairperson/President and the Secretary are responsible for confirmation of the minutes. Minutes of all Committee meetings must be endorsed by members within two weeks following each meeting. To achieve this, draft minutes are to be distributed to members, within a week, seeking feedback, noting that if no feedback is received within five working days of distribution, the minutes will be deemed endorsed by consensus of the Committee.
 - (d) The endorsed, preferably signed and typed, copy of the minutes are ~~then~~ to be forwarded to Council.

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- (e) At the next ordinary meeting of the Committee, the members are required to have a motion for the endorsed minutes which can only be moved by a person in attendance at that meeting to which the minutes relate. The seconder can be a committee member, who was not present at the previous meeting.
- (f) No incoming or outgoing correspondence may be destroyed, except for advertising material, newsletters and magazines. Original records should be returned to Council annually, following each Committee's AGM, for storage. The release of original or photocopied records to any person, other than a current committee member or an authorised officer of the Council, is prohibited.
- (g) Any member of the Public requesting Committee records must be advised to contact Council's Right to Information Officer or visit Council's Access to Information page on Council's website at www.gisc.nsw.gov.au.

Refer to *Appendix 10: Dates and Documents – Quick Reference*.

- (7) Conflict of Interests – Pecuniary or non-pecuniary interests -
- (a) Committees that have been delegated functions such as to manage assets, events, or conduct financial transactions and are not wholly advisory committees are bound by Council's Code of Conduct for Council Committee Members, Delegates and Advisors.
 - (b) Part 4 of the Code of Conduct makes provisions relating to pecuniary interests. Part 5 makes provisions in relation to non-pecuniary conflicts of interest.
 - (c) Clause 4.1 of the Code defines pecuniary interest as: *A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.*
 - (d) Non-pecuniary interest is defined in the code as:
 - 5.1 *Non-pecuniary interests are private or personal interests a Council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.*
 - 5.2 *A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.*

~~Pecuniary Interest may be defined as an interest that a Committee member has in a matter as a member or employee of an organisation, company or other body, because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person, or another person with whom the person is associated. Such other person includes the spouse or de-facto partner or relative of the Committee person.~~

- (e) It is the responsibility of members of Committees:
 - (i) To disclose to the meeting any **pecuniary** interest in a matter before the meeting. **Please use the form located in Appendix 15.**

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- (ii) Not to participate in the discussion of the matter before the Committee in which the member has a pecuniary **or significant non-pecuniary** interest; and
- (iii) Not to vote on the matter before the Committee in which the member has a pecuniary **or significant non-pecuniary** interest .

~~A pecuniary interest does not exist where the interest is so remote or insignificant that it could reasonably be regarded as highly unlikely to influence any decision. The obligation to disclose is a strict duty, and the person's motives for participation are irrelevant if an interest is said to exist.~~

~~Office bearers are requested to complete an annual Disclosures by Councillors and Designated Persons Return as prescribed by Part 8 of the *Local Government (General) Regulation 2005*. This information is collected for the purpose of compliance with the *Local Government Act 1993* and Council's Code of Conduct for Council Committee Members, Delegates of Council and Council Advisors. The form will be forwarded to Committees annually in July and must be returned no later than 30 September each year to be tabled at the October Council Meeting.~~

~~Part 4 of Council's Code of Conduct for Council Committee Members, Delegates of Council and Council Advisors defines what is a pecuniary interest and details what interests have to be disclosed, what interests do not have to be disclosed, what disclosures must be made by a designated person and what disclosures must be made by a Council committee member (who may also be identified as a designated person), both in written returns and at meetings.~~

~~Clause 4.15 of the Code of Conduct for Council Committee Members, Delegates of Council and Council Advisors states that: A designated person must make and lodge with the general manager a return set out in schedule 2 to this code, disclosing the designated person's interests as specified in schedule 1 to this code within three (3) months after:~~

- ~~a) becoming a designated person (Primary Return), and~~
- ~~b) 30 June of each year (Annual Return), and~~
- ~~e) the designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraph (a) and (b).~~

~~Council has identified all office bearers of committees with financial delegations to be Designated Persons under the Meeting Code. Forms (either hardcopy or electronic) and a guide to completing the forms may be obtained from Council.~~

~~All committee members regardless of being identified as Designated Persons must abide by clause 4.14 of the Code of Conduct for Council Committee Members, Delegates of Council and Council Advisors which states: A council committee member must disclose pecuniary interests in accordance with clause 4.22 and comply with clause 4.23.~~

~~Clause 4.22 states: A council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting~~

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~~of the committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.~~

~~Clause 4.23 states: The council committee member must not be present at, or in sight of, the meeting of the committee:~~

- ~~a) at any time during which the matter is being considered or discussed by the committee, or~~
- ~~b) at any time during which the committee is voting on any question in relation to the matter.~~

~~Refer to Appendix 10: Dates and Documents—Quick Reference.~~

(8) Committee Member / Volunteer Conduct -

- (a) Committee Members ~~of committee's exercising functions and not wholly advisory committees (see the Committee's Terms of Reference)~~ are required to adhere to Council's Code of Conduct for Council Committee Members, Delegates ~~of Council~~ and ~~Council~~ Advisors. An electronic copy can be obtained from Council's website at www.gisc.nsw.gov.au or by contacting Council.
- (b) Committee members of wholly advisory committees or volunteers of any committee must not conduct themselves in a manner that:
 - (i) is likely to bring Council or other Council officials into disrepute,
 - (ii) is contrary to statutory requirements or Council's administrative requirements or policies,
 - (iii) is improper or unethical,
 - (iv) is an abuse of power,
 - (v) causes, comprises or involves intimidation or verbal abuse,
 - (vi) involves the misuse of your position to obtain a private benefit, or
 - (vii) constitutes harassment or bullying behaviour or is unlawfully discriminatory.

(9) Intellectual Property -

- (a) The Committee will comply with the maintenance and protection of Council's intellectual property including copyrights, trademarks, registered designs, patents and databases; and
- (b) The Committee has a duty to observe and protect Council's intellectual property by not copying or supplying such property without the express permission of Council and Council retains ownership of all intellectual property created by Committee members during their committee work.

23. Attendance at Committee Meetings

- (1) Attendance of Committee members is required at Committee meetings.
- (2) Committee members are required to attend a minimum of three meetings in each financial year.

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- (3) In the instance that members are unable to attend a scheduled meeting, an apology must be submitted to the Secretary prior to the commencement of the meeting.
- (4) A person shall cease to be a member of a Community Committee if the member is absent for ~~more than~~ three meetings without leave (i.e., accepted apology).
- (5) ~~Subsection (3) This~~ does not apply to Councillors or Council staff.

Part 3 Correspondence

24. Correspondence from the Committee is effectively correspondence from Council ~~because the Committee acts on behalf of Council. Therefore, stringent conditions are required to ensure the appropriate use of Council's name.~~

- (1) Correspondence being sent on behalf of the Committee or received by the Committee should be forwarded to Council ~~Personal Assistant (Director of Corporate and Community Services)~~ for electronic storage.
- (2) Committees are **not** permitted to forward official correspondence to government officials or government departments (e.g., Governor General, ~~Government Ministers of Parliament~~).
- (3) All official correspondence must be **approved and** signed by the General Manager.

25. Use of Council's Letterhead and the design of a Committee Letterhead or Logo

- (1) There are some occasions when Council's letterhead may be used on behalf of the Committee.
 - (a) In these instances, the letter must be approved and signed by ~~the Council's~~ General Manager, Mayor or delegated Council Officer. These include invitations and letters to Members of Parliament, delegates or special guests and submissions on government policy.
 - (b) **Council approval must first be obtained by** ~~may be given to~~ Committees to use pre-approved, separately designed letterhead or logo; however, any such letterhead must include the words "Community Committee of the Glen Innes Severn Council" to acknowledge that it is a Community Committee of Council.
 - (c) ~~Council approval must be obtained before the printing and use of any such letterhead or logo.~~

Chapter 4 Meeting Practice

Ordinary Meetings

~~Unless specifically stated in this Manual, all meetings will be held in accordance with Council's Code of Meeting Practice.~~

Part 1 Preliminary

26. Meeting Principles

- (1) **Transparent** – decisions are made in a way that is open and accountable.
- (2) **Informed** – decisions are made based on relevant, quality information.
- (3) **Inclusive** – decisions respect the diverse needs and interests of the local community.
- (4) **Principled** – decisions are informed by the relevant principles under Chapter 3 of the Act.
- (5) **Trusted** – The community has confidence that the committee makes decisions in the interests of the local community.
- (6) **Respectful** – meeting attendees treat each other with kindness, courtesy and respect.
- (7) **Effective** – meetings are well organised, effectively run and skilfully chaired.
- (8) **Orderly** – meeting attendees conduct themselves in a way that contributes to the orderly conduct of the meeting.

27. Quorum

- (1) A quorum will consist of half the total number of voting members plus one.
For example, if the committee has 12 voting members (including Councillors) the quorum would be seven, unless the Committee has an ~~pre~~-approved constitution stating otherwise.
- (2) Should ~~there not be a quorum this number of members not be~~ in attendance ~~within~~ 15 minutes after the ~~scheduled~~ starting time, the meeting will be adjourned to the same time and place as the next scheduled meeting.
- (3) If a quorum is not present ~~in accordance with subsection (2)~~ the President / Chairperson may decide to hold informal discussion of the agenda items noting that any decisions / motions to be actioned or voted on must be carried to the next meeting for ratification by the Committee. These informal minutes ~~are to should still~~ be forwarded to Council for record keeping purposes.

28. Voting members

- (1) Voting members are those who have been ~~approved by the General Manager endorsed by Council~~ to be ~~community~~ members of the Committee and any Councillor delegates nominated to the specific committee.
- (2) Staff delegates do not have voting rights.

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29. Number of Meetings

- (1) There ~~should are to~~ be no less than four meetings held each year.
- (2) It is recommended that Ordinary Meetings of Committees occur ~~on a bi-monthly basis~~ **at least quarterly** to ensure that any outstanding matters are dealt with expeditiously.

30. Attendance by the public

- (1) Committee meetings shall be open for attendance by members of the **community public** with the consent of the Chairperson, **as observers only**.
~~There should not be indiscriminate exclusion of anyone wanting to attend or address the meetings of the Committee.~~
- (2) If a member of the public wishes to address the **committee** they must request the Chairperson's permission prior to speaking.
- (3) The Chairperson may restrict any address to the Committee by a member of the Public to a maximum of five minutes and only one occasion per meeting.
- (4) Subsection (3) does not apply if consent has been given by the Committee in writing, at least one week prior to the meeting, to a member of the public who may speak to an agenda item or items, such as in the case of a presentation by a professional consultant.
- (5) ~~However,~~ The Committee may resolve to close a meeting or part thereof where matters under discussion would unnecessarily prejudice or embarrass individuals or organisations and/or potentially prejudice any business transactions, **and all matters under section 10A of the Act.**
- (6) Repeated disruptions, disorderly behaviour, or failure to follow a direction from the Chairperson may result in the Chairperson expelling a member of the public from the meeting.
- (7) Subsection (6) does not limit the Chairperson to deal with disorderly conduct by members of the public in accordance with Part 2 of Chapter 4.
- (8) If a member of the public is expelled from a meeting this must be reported to Council and the Chairperson must provide a recommendation whether they believe this person should be denied attendance at future meetings.

Part 2 Order at Meetings**31. Points of order**

- (1) A member may draw the attention of the chairperson to an alleged breach of Chapter 4, by raising a point of order. A point of order does not require a seconder.
- (2) A point of order cannot be made with respect to adherence to the principles contained in section 26.
- (3) A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the member raising the point of order to state the provision of the part they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

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32. Questions of order

- (1) The chairperson, without the intervention of any other member, may call any member to order whenever, in the opinion of the chairperson, it is necessary to do so.
- (2) A member who claims that another member has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- (3) The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the meeting.
- (4) The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

33. Motions of dissent

- (1) A member can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- (2) If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, because of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- (3) Despite any other provision of this part, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

34. Acts of disorder

- (1) If disorder at a meeting occurs, the chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the chair. The Committee on reassembling, must on a question put from the chairperson, decide without debate whether the business is to proceed or not.
- (2) Acts of disorder are committed when a member:
 - (a) Contravenes Chapter 4 of this Manual (excluding section 26); or
 - (b) Moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the authority of the Committee, or addresses or attempts to address the Committee on such a motion, amendment or matter; or
 - (c) When a member or non-member attending the meeting:
 - (i) Assaults or threatens to assault another member or person present at the meeting; or
 - (ii) Insults, makes unfavourable personal remarks about, or imputes improper motives to, any other member; or
 - (iii) Says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Committee or Council into contempt.

35. Expulsion for acts of disorder

- (1) The chairperson may require a member:

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- (a) To apologise without reservation for an act of disorder referred to in section 34(2)(a), (2)(c)(i) or (iii); or
 - (b) To withdraw a motion or an amendment referred to in section 34(2)(b); or
 - (c) To retract and apologise without reservation for any statement that constitutes an act of disorder referred to in section 34(2)(c)(i)-(iii).
- (2) A member of the Committee may be expelled from a meeting for having failed to comply with a requirement under subsection (1).
- (3) The expulsion of a member from the meeting for under subsection (2) does not prevent any other action from being taken against the member for the act of disorder concerned.

Part 3 Meetings

36. Ordinary Meeting

- (1) An Ordinary meeting (sometimes referred to as a general meeting) is a normal scheduled meeting.

37. Items to be addressed at an Ordinary Meeting

- (1) Ordinary Meetings of the Committee are required to address (as relevant):
- (a) correspondence,
 - (b) the hiring of any facilities,
 - (c) financial matters,
 - (d) risk management matters,
 - (e) the maintenance of any facility,
 - (f) matters sought for consultation,
 - (g) recommendations to be put to Council,
 - (h) ~~This meeting should also include~~ discussions on relevant business matters, and
 - (i) making decisions affecting the function of the Committee.

38. Annual General Meeting

- (1) The ~~AGM Annual General Meeting (AGM)~~ will report on the activities of the Committee for the year and discuss proposals for development and maintenance of any facility / open space for the following 12-month period.
- (2) The meeting is held to confirm the minutes of the previous AGM and to elect the Committee members and office bearers for the next 12 months, as well as setting the dates and times of meetings for the year ahead.
- (3) A person who is unable to attend the AGM, yet wishes to nominate for membership may submit a completed nomination form prior to the AGM for acceptance by the committee during the meeting.

~~the AGM of each Committee should ideally be held annually in February or as arranged with the Director of Corporate and Community Services.~~

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- (4) The time, date, location of the AGM is to be advertised at least 21 days prior to the meeting being held.
- (5) Contact must be made with Council ~~Personal Assistant (Director of Corporate and Community Services)~~ at least 28 days prior to the AGM. This will allow the required time for advertisement on Council's website and in the appropriate media channels. ~~for a 21-day period prior to the Annual General Meeting notifying the public of the time, date and location of the Annual General Meeting. Refer to Appendix 10: Dates and Documents – Quick Reference.~~
- (6) ~~The~~ A Councillor Representative to the Committee will act as the Returning Officer for the purposes of electing office holders. ~~In the event that the~~ If a Councillor Representative is unavailable, Council's staff delegate on the Committee will act as Returning Officer.
- (7) The meeting will be conducted in accordance with Part 4 of this manual. ~~and reference to Council's Code of Meeting Practice, an electronic copy of which can be obtained from Council's website.~~
- (8) If there are insufficient participants to form a quorum, ~~for the AGM Annual General Meeting~~ a committee must reschedule the meeting in accordance with sub-clauses 4.9(4 - 5) for a future date that allows for the 21-day advertising period, and advise Council's ~~Personal Assistant (Director of Corporate and Community Services)~~ immediately. A quorum for an Annual General Meeting is at least four (4) people, of which the relevant office bearer positions must be filled. Ideally, a committee will have an equal number of committee members as officer bearers ~~please refer to item 2.1.2e). It is then the responsibility of committee members to inform the community of the need for new members to nominate at the rescheduled Annual General Meeting.~~
- (9) If a new committee is not nominated and accepted at a ~~second~~ rescheduled Annual General Meeting AGM, the committee may be dissolved. ~~and Council will resolve the future management of the community facility, function or service the committee was managing.~~

Refer to *Appendix 3.1: Agenda Templates* for a sample Agenda for the Annual General Meeting.

Note: Committees must advise Council of all meeting dates, times and location for the year ahead as planned at the Annual General Meeting so that Councillors and staff delegates can plan their attendance at these meetings. If any scheduled meeting dates, times or location are changed, Council must also be notified in advance.

39. Extraordinary Meeting

- (1) An Extraordinary meeting of the Committee may be called to discuss urgent business and matters outside the scope of an Ordinary meeting when requested, in writing, by two members of the Committee.
- (2) An agenda will be prepared and circulated to all members of the Committee with at least two days' notice.

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- (3) Minutes will be kept of the proceedings and a copy forwarded to Council, within two weeks **of the meeting**, outlining the reason for the Extraordinary meeting. This meeting will be conducted in accordance with **Part 4 of this Manual. Council's Code of Meeting Practice.**

40. Agenda / Minute Format

- (1) The agenda of a meeting will be forwarded to members **ideally** at least one week in advance. ~~giving the notice of the proposed meeting.~~
- (2) ~~At all meetings of the Committee~~ Only business included in the agenda may be dealt with unless all the members are present, and unanimously consent to such **irregular** business being discussed or if the Chairperson rules the matter is of an urgent nature.
- (3) All agendas and minutes **are need** to be forwarded to Council. ~~s Personal Assistant (Director of Corporate and Community Services) via email to communitycommittees@gisc.nsw.gov.au or mailed to: Glen Innes Severn Council, PO Box 61, Glen Innes NSW 2370.~~
- (4) Minutes ~~will are to~~ be kept for all meetings of the Committee, noting first and last names of all people present, with an endorsed, **preferably** signed and typed copy forwarded to Council ~~'s Personal Assistant (Director of Corporate and Community Services)~~ following each meeting. **Minutes may be noted at a Council meeting. ; for Council notation through Council's Business Paper.**
- (5) Any recommendations made by the Committee, to Council, are to be clearly identified in the minutes and the appropriate staff member or delegate is to action the recommendation **in accordance with Council Policy or by tabling the recommendation for approval by Manex or Council as appropriate.**
- (6) Minutes of all Committee meetings must be endorsed by members within two weeks following each meeting. ~~To achieve this, draft Minutes are to be distributed to members, within a week, seeking feedback, noting that if no feedback is received within five (5) working days of distribution, the Minutes will be deemed endorsed by consensus of the Committee.~~
- (7) ~~The endorsed, preferably signed and typed, copy of the minutes are then to be forwarded to Council.~~ At the next Ordinary Meeting of the Committee the members are required to have a motion for the endorsed minutes which can only be moved by a person in attendance at that meeting to which the minutes relate. The seconder can be a committee member, who was not present at the previous meeting.

A sample agenda and minute template for both Ordinary and Annual General Meetings are set out in *Appendix 3.1: Agenda Templates* and *Appendix 3.2: Minutes Template*.

41. Giving notice of business to be considered at meetings

- (1) A member may give notice of any business they wish to be considered by the committee at its next ordinary meeting by way of a notice of motion.

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- (2) To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted six business days before the meeting is to be held to the secretary who is to include the business on the agenda.
- (3) Subsection (2) does not prohibit the chairperson from accepting business to be put to the meeting that is of an urgent nature.

42. The Chairperson at meetings

- (1) The chairperson at meetings will be chairperson/president elected at the AGM.
- (2) If the elected chairperson is not present then the vice president (if there is one) will chair the meeting.
- (3) If the elected chairperson is not present and there is no vice-president, then a chairperson for the meeting must be nominated from amongst the members.
- (4) If more than one member is nominated to preside as chair, voting will be carried out by a show of hands with the Councillor representative having the casting vote if needed.

43. Chairperson to have precedence

- (1) When the chairperson rises or speaks during a meeting:
 - (a) any member then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - (b) every member present must be silent to enable the chairperson to be heard without interruption.

44. Modes of Address

- (1) The chairperson may be addressed as either Mr Chair or Madam Chair.

Part 4 Rules of Debate

45. Motions to be seconded

- (1) Unless otherwise specified in this part, a motion or amendment cannot be debated unless or until it has been seconded.

46. Chairpersons duties with respect of motions

- (1) It is the duty of the chairperson at a meeting to receive and put to the meeting any lawful motion that is brought before the meeting.
- (2) The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- (3) Before ruling out of order a motion or an amendment to a motion under subsection (2), the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- (4) Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

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47. Questions

- (1) A question must not be asked at a meeting unless it concerns a matter on the agenda of the meeting.
- (2) A member may, through the chairperson, put a question to another member about a matter on the agenda.
- (3) A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting.
- (4) Members must put questions directly, succinctly, respectfully and without argument.
- (5) The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put.

48. Amendments, foreshadowed motions and amendments

- (1) Amendments must be moved and seconded before they can be discussed.
- (2) Only one amendment may be discussed at a time and to the exclusivity of the original motion or any foreshadowed amendments or motions.
- (3) If the amendment is won it becomes the new motion.
- (4) If the amendment is lost, then debate on the original motion is to continue.
- (5) If the member who moved the original motion accepts the amendment, then it may become the motion without debate or voting.
- (6) A foreshadowed amendment or motion may be raised during the debate on the original motion and without a seconder, but can only be debated if the original motion is lost or withdrawn and only after being moved and seconded.

49. Limitations on the duration and number of speeches

- (1) A member who, during a debate at a meeting, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- (2) A member, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- (3) A member must not, without the consent of the meeting, speak more than once on a motion or an amendment, or for longer than five minutes at any one time.
- (4) Despite subsection (3) the chairperson may permit a member who claims to have been misrepresented or misunderstood to speak more than once on a motion or

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an amendment, and for longer than five minutes on that motion or amendment to enable the member to make a statement limited to explaining the misrepresentation or misunderstanding.

- (5) Despite subsection (3) the meeting may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- (6) All members must be heard without interruption and all other members must, unless otherwise permitted under this part, remain silent while another member is speaking.
- (7) Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

Part 5 Voting

50. Voting entitlements of members

- (1) Each member is entitled to one vote.
- (2) The person presiding at a meeting has, in the event of an equality of votes, a second or casting vote.
- (3) Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.
- (4) A member who is present at a meeting but abstains from voting on a motion put, such will be considered a vote against the motion put.

Part 6 Decision of the Committee

51. Committee Decisions

- (1) A decision supported by a majority of the votes at a meeting of the committee at which a quorum is present is a decision of the committee.
- (2) Decisions made by the committee must be accurately recorded in the minutes of the meeting at which the decision is made.

Part 7 Irregularities

52. Proceedings at a meeting of a committee are not invalidated because of:

- (1) a vacancy in a civic office, or
- (2) a failure to give notice of the meeting to any committee member, or
- (3) any defect in the election or appointment of a committee member, or
- (4) a failure of a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a committee meeting in accordance with the council's code of conduct, or

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(5) a failure to comply with this part.

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Chapter 5 Financial Management

Part 1 Preliminary

Community Committees of Council are provided delegated authority to operate by Council and are subject to the same rules and regulations as Council. These rules are set out in the *Local Government Act 1993*, the *Local Government (General) Regulations 2021 2005*, and Accounting Standards, and must be always adhered to.

Community Committees of Council are established to exercise functions on behalf of Council for the benefit the community and are made up of members of the community. Any funds raised, received or spent are subject to public scrutiny. The concept of public accountability involves a responsibility to ensure that all the Committee funds are used in the manner for which they were intended and that a clear and full disclosure of the Committee's financial activities is available.

Committees who handle public funds, on behalf of Council, must comply with the procedures outlined in this manual, which will assist to keep proper records and guide them through the day-to-day transactions.

53. Financial Authority

- (1) The General Manager has the authority to direct all Committees to process its financial records through Council's financial system if he/she is of the opinion that this is the most appropriate method of recording those financial transactions.

54. Expenditure

- (1) Council's Procurement Policy and any applicable purchasing procedures must be followed when making any purchases.
- (2) For purchases less than \$2,500 for goods and \$5,000 for services, one verbal quotation and a won vote on the quote to approve is required.
- (3) For purchases between \$2,500 and \$5,000 for goods, two written quotations and a won vote on the quotation to approve are needed.
- (4) Committees are not able to commit to spend any monies greater than \$5,000 for any one service or product without the prior reference and approval from Council's Chief Financial Officer (CFO) or Manex representative.
- (5) Committees should attempt to engage contractors registered under Council's Vendor Panel program, as their documentation is verified by Council staff.
- (6) Where existing and proven long-term relationships exist between committees and specific suppliers of goods and services, Council approval may be sought to continue with this arrangement.

See *Section 9: Planning Your Event/Activity* for details relating to the time frame in which to seek approval.

- (7) Quotes must accompany the an application for expenditure required under subsection (4).

Refer to *Appendix 13: Request for Expenditure*.

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~~For items / services greater than \$5,000, Council must be consulted for advice and assistance.~~

- (8) All decisions must be outlined in the minutes of the meeting, and all relevant documentation such as cash books, cheque books etc., are to be kept on record for seven years, with a copy to be forwarded to Council's ~~Personal Assistant (Director of Corporate and Community Services)~~ annually, no later than 31 July.

Note: Some committees ~~such as those that manage the Minerama~~ may have delegations that differ from the general delegations listed in this section. These specific delegations will have the approval of the responsible ~~Manex member Director~~ and the ~~CFO. Chief Financial Officer (CFO).~~

55. Bank Accounts

- (1) The signatories of the account are to be any two of the Executive of the Committee, of which one must be either the Chairperson or Treasurer.
- (2) ~~All~~ Committees are required to advise Council of the details of the persons who are authorised signatories of the Committee's bank account. This is usually done through the minutes of the AGM.
- (3) All payments are to be endorsed by the Committee. This information is contained in the Treasurers Report which forms a part of the Minutes.

56. Accounting

~~Council requires the following conditions in relation to Community Committees:~~

- (1) If the Committee is not operating through Council's financial system, a working bank account must be opened at an approved financial institution in the name of the Committee (subject to written permission from the CFO).
- (2) All monies received by the Committee must be banked within one week of receipt.
- (3) The Committee is authorised to draw on its account for such sums as it may require in the performance of its delegated functions, but under no circumstances will the account be overdrawn.
- (4) A suitable cashbook, receipt book, bank deposit book and petty cash ~~book~~ must be maintained and kept up to date.
- (5) Receipts, in the name of the Committee, are to be issued for all charges and other monies received, and duplicates of all receipts must be retained for audit ~~purposes~~.
- (6) Payment must be made by crossed cheque or electronic funds transfer (EFT) and, in every case, evidence of the need for the payment (tax invoice) must be obtained and attached to payment records.
- (7) The Committee shall authorise its Chairperson and/or Treasurer, and one other person to sign on its behalf, on the basis that two signatories are required on each cheque or EFT.
- (8) All records and books must be made available for inspection whenever required by any inspector of Local Government accounts, Council's auditor, the Audit Office of NSW or any authorised officer of Council.
- (9) A summary of the financial affairs of the Committee must be submitted to Council within 31 days from the end of the financial year.

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- (10) The Treasurer must also liaise with Council's Management Accountant about the Committee's Business Activity Statement (BAS) return and ensure that the appropriate information is provided in a timely and accurate manner.
- (11) The Treasurer must submit a financial report summarising all income and expenditure including the bank reconciliation, to every Ordinary meeting of the Committee.
- (12) The Committee is entitled to spend all monies raised in the management of any facilities under its control, provided that all such monies are expended strictly in accordance with **section 54 and any other** conditions imposed by Council, and only upon the facility of the Council for which the Committee has been constituted. **Refer to section ~~Financial Authority~~.**
- (13) If the Committee receives a financial contribution from Council, this payment will be made in the form of a grant, and appropriate evidence of expenditure will be required by Council.
- (14) The Committee cannot donate any funds to any other group or person.
- (15) All payments must be accompanied by a tax invoice.
- (16) The fees and charges, as adopted **by Council**, must be collected from all user groups for the use of the facility. If the Committee wishes to make a variation in any scheduled fee or charge the matter must be referred to the General Manager with written reasons for **the proposed variation provided for** his/her concurrence.
- (17) Council's financial year is from 1 July to 30 June. The accounts of Committees shall cover this period.
- (18) The accounts must be completed and submitted to Council no later than 31 July each year following adoption at a Committee meeting. This will enable Council to incorporate the Committee's accounts into Council's accounts as required under the *Act*.

Part 2 Committees That Manage Their Own Funds

This part applies to Committees that manage their own funds (subject to written permission from the CFO). If Council manages the funds of a particular Committee, this section does not apply.

57. Recordkeeping

- (1) To record its financial transactions, Committees should maintain and keep the following records for seven years (where applicable):
- (c) Tax Compliant Receipt Book,
 - (d) Cash Book,
 - (e) Cheque Book,
 - (f) Assets Register,
 - (g) Bank Deposit Book,
 - (h) Bank Statement Folder,
 - (i) Cheque Payment Form Folder,

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- (j) Investment Register.

Note: These books are the property of Glen Innes Severn Council and must be produced upon the request of a Council Officer. ~~These books are tools of trade for keeping accounts and are only required by Committees that are delegated to manage its own funds. Each has a specific purpose and is simple to complete.~~

58. Receiving Money

What to Do

- (1) To receive and account for money such as payments for the hire of the facility, a cash tin is required for security purposes, as well as a Receipt Book and a Deposit Book for the bank account.
- (2) The procedure ~~to be followed~~ is ~~simple~~:
 - (a) The money is taken as cash or cheques, ~~and~~ counted ~~or and~~ checked,
 - (b) A receipt is written out in the Receipt Book and must include GST details,
 - (c) The money or cheque is placed into the cash tin, and
 - (d) The money in the cash tin is banked promptly.

59. Banking

- (1) The money ~~should is to~~ be deposited into the financial institution as soon as possible after it is received and receipted.
- (2) Write up the Cash Book, adding up the amount in the Cash Book and making sure that this is equal to the amount receipted and banked.
- (3) All income (cash and cheques) must be banked in the form in which it is received.
- (4) Payments are not permitted to be made from cash receipts held awaiting banking.
- (5) On the butt of the Deposit Book, write the amount, the date of banking, and the Receipt Numbers for the money (for example: Receipt Numbers 491-507).
- (6) In the Cash Book, write the amount banked in the banked column of the receipts page, beside the last entry. This amount should equal the total of the receipts entered since the last banking amount was entered.

60. Issuing Tax Compliant Receipts / Invoices

- (1) Receipts must be recorded in duplicate (use carbon paper if needed) and must be written in ink or indelible pencil for all income as it is received, irrespective of its source.
- (2) Receipts must show:
 - (a) The words "Community Committee of Glen Innes Severn Council", Council's ABN, and address,
 - (b) The words 'tax invoice' stated prominently,
 - (c) The date of issue of the tax invoice/receipt,
 - (d) The name and address of the recipient of supplies/service,
 - (e) A brief description of things supplied and/or the services rendered,

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- (f) A statement showing the GST amount or a statement that the price includes GST.
 - (g) Where GST is payable, it is exactly 1/11th of the total price.
- (3) Only the original copy of the receipt is to be given out. The second copy is to remain fixed in the book for audit purposes.
 - (4) Receipts are issued and entered into the cash book in chronological order with the receipt number, amount paid and date of payment being immediately recorded in the Booking Diary or other form of approved register where applicable. This provides a cross reference between bookings and payments.
 - (5) Personal cheques must be receipted to the name on the cheque, for example: Mr G Jones (of Glen Innes Soccer Club).
 - (6) Where it is necessary for a receipt to be cancelled, all copies should be returned and clearly marked "CANCELLED" with the receipt being initialled by the authorised person on the Committee responsible for the cancellation.
 - (7) If an original receipt is lost or mutilated, a statutory declaration must be completed and kept with the appropriate record.
 - (8) Change cannot be given for cheques received. Immediately upon receipt, cheques should be crossed and marked "Not Negotiable".

61. Making Payments and Investments

Making Cheque Payments

- (1) The Committee should only pay for bills by cheque or EFT. The procedure for this is as follows:
 - (a) The invoice, bill or receipt for reimbursement is received by the Treasurer,
 - (b) The Treasurer is to make sure that the amount is correct and payable, and then prepare a Payment Voucher supported by a valid tax invoice,
 - (c) The Treasurer submits a report to the Committee meeting requesting approval to pay the invoice,
 - (d) The Payment Voucher is authorised by a delegated person or Committee meeting,
 - (e) The Payment Voucher and the supporting documents (for example, the invoice) are stored securely (not kept loose) and must be kept for seven years,
 - (f) The cheque or EFT is written / processed, signed / processed by two signatories, and sent (with an appropriate note if necessary). The date, amount, purpose and payee of the cheque payment should be recorded on the cheque butt,
 - (g) Payments are recorded regularly in the Cash Book.
- (2) All cheques are to be signed by at least two authorised cheque signatories, be crossed and marked "Not Negotiable", and made payable to the individual or order.
- (3) Cheques ~~should~~ **must** not be payable to "Cash".

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- (4) For EFT payments at least two authorised signatories are required to process the payment.
- (5) The Treasurer is responsible for keeping the Payment Form records and presenting these to the Committee at each meeting for any member to examine, and for the Chairperson of the meeting to sign when the Committee has endorsed the payments.

62. Purchases and Sales

- (1) Assets (essentially these are items which have a resale value) can be purchased by the Committee through its normal process of approval or payments, and normal records in the Cash Book and Payment Voucher are to be kept.
- (2) Assets purchased by a Committee are the property of Council.
- (3) All Committee purchases are subject to section 64. ~~the following requirements depending on the value of purchases and purchases must be made in accordance with Council's Procurement Policy:~~

~~For items / services up to \$5,000~~

- ~~a. For purchases less than \$2,500 for goods and \$5,000 for services, one verbal quotation and a vote on the quote to approve is required. Between \$2,500 and \$5,000 for goods, two (2) written quotations and a vote on the quotation to approve are needed.~~
- ~~b. In instances where it is not obvious why a certain quote was chosen, the reason for the decision should be documented. These quotes must be attached to the documentation required to apply for this spending. Refer to Appendix 13: Request for Expenditure.~~

For items / services greater than \$5,000

~~Council must be consulted for advice and assistance. Please ensure that Council is consulted well in advance of the date that this expenditure is required (at least three (3) months where possible).~~

- (4) Committees may sell assets they have purchased if these become redundant.
- (5) The Committee is required to submit a report to Council prior to ~~the sale of an asset~~, stating the reason for the sale (by way of Minutes), how the item is being advertised for sale, the expected amount for the item, and what the Committee plans to use the proceeds for. Allowances must be made for GST obligations.
- (6) ~~Council's Personal Assistant (Director of Corporate and Community Services)~~ must be notified prior to the purchase or sale of any asset and permission must be granted by Council.

63. Keeping the Cash Book**Description**

- (1) The cash book is used to record the Committee's receipts and payments of money. A cash book consists of pages ruled into columns or an appropriate cash management software program. One page records the details of the Committees

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income (receipts of money), and the next page records payment details. Each month, rule across after the last entry, add up how much has been paid and received, and check that this tallies with the bank statement.

- (2) The following columns are required on the **Receipts** page:
 - (a) Date,
 - (b) Source of funds,
 - (c) Receipt number,
 - (d) Amount received,
 - (e) Date of banking, and
 - (f) Plus columns for frequent sources of funds, such as donations, interest, received amounts and a column specifically for GST collected.
- (3) The following columns are required for **facility hire**:
 - (a) The date the facility was used,
 - (b) The amount paid for the facility hire (excluding GST), and
 - (c) The amount paid as damage deposit (bond) (excluding GST).
- (4) The following columns are required on the **Expenditure** page:
 - (a) Date,
 - (b) Payee's name,
 - (c) Cheque / EFT number,
 - (d) Amount paid, and
 - (e) Plus columns for the main uses for funds, such as deposits forfeited, facility cleaning, purchases of equipment, GST payable and so on.

64. Using the Cash Book

- (1) Every time the Committee receives or pays money, the Treasurer is to record the date, source, amount, and receipt / cheque / EFT number in the Cash Book. It is best not to let too many transactions accumulate before writing them up in the Cash Book **as follows**:
 - (a) Receipts and payments are entered consecutively in date and receipt number / cheque / EFT number order on the appropriate page of the Cash Book,
 - (b) One entry is written on each line, completing all relevant columns,
 - (c) The total amount of the income or payment is entered in the Total Amount Column. Enter amounts exclusive of GST in the column(s) for the type of income or payment. The amount of the GST is written in the GST column;
 - (d) If an incorrect entry is written in the cash book, it is to be neatly ruled through and initialled before writing the correct entry. Liquid paper correction fluids must not be used to alter an incorrect entry.
- (2) ~~It is suggested that~~ A new page **is to** be started in the Cash Book for each month, unless there are very few entries.
 - (a) Rule off under the month,

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- (b) add up the columns and on a new page start the next month with the first entry in each page being the balance (column table) brought forward from the previous month.

65. Banking Reconciliations

- (1) At the end of each month, the Committee will obtain a Bank Statement for each of the accounts under its control and reconcile this with the Cash Book.
- (2) All Bank Statements must be retained.
- (3) Bank reconciliations involve calculating from the Cash Book how much money the Committee ought to have and checking that this is the same as the amount that the Committee has.
- (4) The following steps should be taken:
 - (a) Mark in the Cash Book all cheque payments and banking which are shown in the Bank Statement as having been made and check the amounts are the same,
 - (b) Enter into the Cash Book any entries on the Bank Statement which are not already recorded - (debits are likely to be bank charges for the month, and deposits are likely to be interest),
 - (c) Rule off the Cash Book under the last entry (for both receipts and payments) and add up the amount received and paid since you last ruled off. Make sure that the total of the amount column equals the total of the other columns,
 - (d) Write down the amount in the bank at the time of the last reconciliation (generally the amount at the beginning of the month),
 - (e) Add the total amount of money received (according to the Cash Book) since the last reconciliation,
 - (f) Subtract the total amount paid (according to the Cash Book),
 - (g) Add the total amount for cheques not presented and subtract the total of any unbanked receipts in the Cash Book (the last banked amount should be recorded in the Banking column, and all receipts after that should not yet have been banked),
 - (h) Check that the amount calculated is the same as the amount on the bottom of the Bank Statement. If not, repeat this process.

66. Treasurer's Report

- (1) The Committee's Treasurer must prepare a Treasurer's Report for presentation at each Committee meeting.
- (2) The report should inform other Committee Members of the receipts and payments since the last report and include a banking reconciliation.
- (3) A copy must be forwarded, together with the Minutes, to Council within two weeks ~~of~~ after each meeting.

Part 3 Annual Financial Statements

Annual Statements

67. The Statement of Financial Position

- (1) The Statement of Financial Position essentially shows the financial worth of the Committee. Assets, liabilities and accumulated funds are separately disclosed. The net worth is the accumulated funds, that is, the assets less the liabilities.

68. Monies received by Committees

- (1) Monies received by Committees, such as bond deposits on the hire of facilities, should be treated at year end as a sundry creditor since the monies will be repaid to the hirer upon satisfactory completion of the hiring terms.

69. The Income and Expenditure Statement (Statement of Financial Performance)

- (1) The Income and Expenditure Statement shows how much income the Committee received during the year, how much it paid out, and whether there was a surplus or deficit.
- (2) This statement should be prepared based upon the concept of accrual accounting, so it will include items of expenditure incurred but not yet paid, and items of income earned but not yet received, as well as the actual receipts and payments.

70. Notes to the Accounts

- (1) Notes to the accounts are written by the Auditor to provide additional information on any item in the financial statements. Examples would include a schedule of sundry debtors and sundry creditors, a list of capital expenditure for the period and list of deposits held.

71. Closing off the Books

- (1) Immediately before the close of the Committee's financial year, the Treasurer must pay all outstanding bills and ~~try to~~ collect any outstanding monies.
- (2) In early July, a bank reconciliation should be completed as of 30 June, and an initial financial statement prepared by the Treasurer.
- (3) This financial statement should summarise the receipts and payments for the year using the headings on the columns in the Cash Book; add up the total for the 12 months for each column and write these totals in a list.
- (4) Having written up the year's totals for receipts and payments, prepare a bank reconciliation for the year. This follows the same procedure described ~~previously~~ in section 65, except that the starting balance is the amount in the bank on 1 July, and the final balance is the amount on 30 June.
- (5) The books of account and other supporting documents shall then be forwarded to Council for auditing no later than 31 July each year, including references to any creditors and debtors that exist at the year end.

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72. Audit of Accounts

- (1) A copy of the Treasurer's report and Financial Statements must be sent to the President / Chairperson of the Committee and to Council. ~~Personal Assistant (Director of Corporate and Community Services).~~
- (2) Council's Auditor shall make a full and complete audit of the accounts of the Committee, using due care, skill and diligence, and shall certify whether in their opinion the statements of accounts are full and fair statements properly drawn up to exhibit a full and true view of the Committee's affairs and whether they are in accordance with the books of the Committee.
- (3) The financial and related records must be available for audit at the end of each financial year and for any interim check which may be called by Council's Internal or External Auditors at any time during the year.
- (4) Prior to submission for audit, the Treasurer, or authorised Committee member should ensure that the bank statements, and savings pass books are updated, and investment and bank certificates (as of 30 June) are updated and certified by the Bank so that transactions up to and including the final date for the audit are recorded on the statements, and that all books and documents cover the whole of the period of the impending audit.
- (5) The Annual Financial Statements prepared for the auditor should include a Balance Sheet, and Income and Expenditure Statement.
- (6) Should Committee members or the Treasurer require clarification or assistance with further information regarding any of these procedures, please contact Council. ~~'s Personal Assistant (Director of Corporate and Community Services) who will arrange training.~~

Part 4 Goods and Services Tax (GST) Compliance**73. Introduction**

- (1) All Community Committees of Council are obliged to comply with the Goods and Services Tax (GST) system.
- (2) All Committees are covered under Glen Innes Severn Council's Australian Business Number (ABN) 81 365 002 718.
- (3) Committees are responsible for administering the requirements of GST legislation, i.e., charging GST on taxable supplies and correctly identifying input tax credits claimable from the Australian Taxation Office (ATO).
- (4) Should you a committee need assistance in understanding the requirement of administering the GST, please contact Council. ~~'s Personal Assistant (Director of Corporate and Community Services).~~

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74. Business Activity Statement (BAS) Returns

- (1) Council will calculate each Committee's GST liability at the end of each financial year and add the amounts to Council's BAS return. Depending upon the result, Council will either bill or pay the Committee GST.

Part 5 Applying for Grant Funding**75. Introduction**

- (1) There are numerous types of Federal / State Government, and philanthropic funding programs, available at times, which Council's ~~Section 355~~ Community Committees may apply to for financial assistance in the management of the facilities or functions delegated to the Committee.

76. Authorisation

- (1) Funding applications which require authorisation by Council include applications for capital items such as buildings (canteens, toilet blocks), renovations or structural repairs to community buildings, major upgrades to sporting fields, and events that fall outside of the core duties of Council.
- (2) Other funding applications may only require Council registering a copy of the application and other associated documentation in its electronic records database, e.g., applications for funding to hire a facilitator to run a workshop.
- (3) All requests for assistance ~~from Section 355 Community Committees~~ must be channelled through the ~~Council Contact provided in this Manual. Personal Assistant (Director of Corporate and Community Services)~~. This ~~position~~ provides a central point of contact with all Committees and their interactions with Council. ~~The Personal Assistant (Director of Corporate and Community Services) will consult with the appropriate specialist staff person within Council to ensure that each request for information and assistance arising from Committees' funding applications is fulfilled correctly and effectively.~~

77. Procedural steps

- (1) The following steps should be followed for all funding applications that require authorisation by Council:
 - (a) Establish the exact nature of the funding application.
 - I. Council is to be provided a copy of the funding application highlighting what the grant application is for, ~~and~~ if the committee are expected to match the funding dollar for dollar with its own funds and the timeframe to complete the project.
~~If the application is relating to a project with a total cost under \$5,000 or for an event the committee are to ensure compliance with the Manual. If the project will cost more than \$5,000 (not including events) or involves capital items the committee will be required to consult with Council prior to submitting their application.~~
 - II. If the application has not been written then the Committee executive are to arrange a meeting with the appropriate staff member/s to establish ~~the~~ project ~~scope and other relevant information. facts.~~

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- (b) Determine if the project involves capital items.
- I. Analyse associated ongoing operating and / or maintenance costs, or whole-of-life costs such as disposal and rehabilitation costs, and if so, is there room in Council's budget to provide for these costs (staff and equipment) into the future?
 - II. Identify any positive effects that the proposed capital item may provide such as reduced maintenance costs and reduced exposure to risk due to existing equivalent asset deterioration.
 - III. Is a Development Application (DA) required? If so, has one been applied for?
 - IV. Are proposed construction materials of the appropriate type and standard?
 - V. Is a report to Council required for approval?
 - ~~VI. If you require further assistance contact the Personal Assistant (Director of Corporate and Community Services) who can arrange a meeting with the relevant Directorate staff member.~~
- (c) Provision of a Letter of Support
- I. Most funding programs will request a Letter of Support from Council. ~~When such a request is received, the Personal Assistant (Director of Corporate and Community Services) will discuss the proposed funding application with the Director of Corporate and Community Services and then prepare a letter of support to be signed.~~
- (d) Provision of a Letter of Authority
- I. Some funding programs will require a Letter of Authority to accompany a funding application for the development, maintenance and improvement of public reserves. As Council is the recognised manager of such reserves, it must provide the Department with a letter authorising the relevant ~~Section 355~~ Committee to apply for funding.
- (e) Records Management
- I. All documents, including grant applications, acknowledgement advice and/or grant contracts, acceptance of grant funding and any progress reports or final reports must be forwarded to Council to be captured in Council's electronic Records Management System.

Part 6 Other fundraising activities

78. Fundraising to be in accordance with applicable laws

- (1) Fundraising activities must be in accordance with relevant statute or guidelines such as the *Charitable Fundraising Act 1991*, *Charitable Fundraising Regulation 2021* and the *Charitable Fundraising Guidelines* published by NSW Fair Trading.
- (2) Community Committees of Council are not charitable entities, although they are not-for-profit committees exercising functions on behalf of Council for the benefit of the community.
- (3) Local Councils are exempt from holding an authority to fundraise under section 9 (2)(a) of the *Charitable Fundraising Act 1991*.

Chapter 6 Risk Management and Insurance

This manual outlines the requirements that Council's Insurer expects. ~~to provide full cover to Council's Committees.~~ Failure to follow the scope and delegations of this Manual may result in the withdrawal of insurance to the Committee, **its members** and the Committee's activities. Committee members may be personally liable for decisions made outside the guidelines of this Manual, policy conditions **and Committee's TOR**. ~~For enquiries, please contact Council's Personal Assistant (Director of Corporate and Community Services).~~

Part 1 Risk Management

79. Definition and Duty of Care

- (1) Is the identification, evaluation, and prioritisation of risks (defined in AS ISO 31000:2018 as *the effect of uncertainty on objectives*) followed by coordinated and economical application of resources to minimise, monitor, and control the probability or impact of the unfortunate events or to maximise the realisation of opportunities.
- (2) As a Community Committee of Council, the Committee has a duty of care to ensure the health, safety and welfare of persons using any facility or participating in an event, meeting, **or other** activity. This involves regular maintenance to keep the facility and grounds safe, clean and tidy, as well as a system of inspection to detect faults and hazards at an early stage and make safety improvements where necessary.

80. General

- (1) Council and Committees of Council have a wide range of potential liability. Liabilities can be based on statute and common law duties of care. To ensure compliance there must be appropriate policies, procedures and practices in place.
- (2) The following guidelines relating to hazards, fire protection, emergency exits in buildings and building inspections are for the Committee to use to ensure the appropriate documentation is kept evidencing the due diligence process and ensuring all responsible steps are being taken to identify the risk to the Committee, **its members, volunteers** and users of the facility.

81. Hazards

- (1) A hazard is a situation or work practice which could potentially cause injury or illness to a person or damage to property.
- (2) The Committee must advise Council as soon as possible of any situation which may be considered or construed as a hazard.
- (3) If a hazard requires urgent attention, a warning should be placed near the hazard to alert users of the facility to the danger.
- (4) Committees are urged to apply some common-sense rules for hirers of facilities such as restacking of tables and chairs, cleaning spills from floors, and rubbish removal. For example, chairs must be stacked in sets of no higher than six and placed against the wall.

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- (5) A routine inspection process will alert Committees to possible dangers or faults, fire or accident risks to users of the facility, and can be carried out periodically using the Hazard Checklist. A copy of which must be forwarded to Council for information and or action if required.

Refer to *Appendix 5: WHS Documents*.

82. Fire Protection

- (1) All Council facilities ~~should~~ must be supplied with fire and safety equipment and information on how to use it. If this is not available, Council must be notified immediately.
- (2) Equipment will be inspected twice annually by a professional qualified contractor. This is organised by Council. If the equipment is used irresponsibly by a hirer this will be deducted from the hirer's bond.

83. Emergency Exits (Buildings)

- (1) All exits must be identified, preferably by an illuminated exit sign, and Council will organise to have them inspected regularly by a qualified contractor.
- (2) Emergency exit routes must be always kept clear. Exit doors should not be barred or locked at any time while the facilities are in use.

84. Building Inspections

- (1) Regular inspections are essential to identify potential risks, and to assist in the defence of insurance claims brought against Council. Inspections must be thoroughly documented.
- (2) The Committee will be responsible for inspection of the facilities under its control.
- (3) Inspections may be either formal or informal.

85. Formal Inspections

- (1) Inspection of the facilities under the Committee's control must occur and be documented using checklists at least once every six months.

Refer to *Appendix 5: WHS Documents*.

86. Informal Inspections

- (1) Informal inspections are incidental during Committee business. Any defect or problem discovered must be dealt with according to the requisition for maintenance system.

Refer to *Appendix 5: WHS Documents* for Work Health and Safety (WHS) Venue/Event Site Inspection Checklist.

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87. Safety Inspections by Hirers

- (1) Whilst it is the responsibility of the Committee to ensure the facility being hired is fit for purpose, it is also a responsibility of user groups/hirers to also ensure that any field or facility is safe for use immediately before and during its use. This will include ensuring there are no holes likely to cause injury and any broken glass and other hazardous matter is removed.
- (2) Please contact Council ~~s Personal Assistant (Director of Corporate and Community Services)~~ for assistance with any of the inspections outlined in this part. ~~under section 5.1 Risk Management.~~

Part 2 Insurance**88. General**

- (1) Council is required, under the Act, to take out public liability and professional indemnity insurance policies to cover Council's liability because of Council's business activities. ~~These~~
- (2) Further policies that Council generally procure include:
 - ~~• Public Liability;~~
 - ~~• Professional Indemnity;~~
 - Personal Accident;
 - Casual Hirers;
 - Plant and Fleet; and
 - Property.

89. Notification - Incident Reporting / Potential Claims

- (1) Committees ~~and hirer/user groups~~ are instructed that any matter or incident which may give rise to a claim against Council must be reported to Council as soon as practicable, and within 24 hours at the latest. This will ensure that investigations and remedial actions can be undertaken to protect Council's interests.
 - (a) Committees are to inform hirer/user groups of the hirer/user groups requirement to notify the committee of any incidents.
- (2) The form at *Appendix 8: Public Incident Report*, must be completed and sent to Council ~~'s Personal Assistant (Director of Corporate and Community Services)~~ as soon as possible ~~after the reportable~~
- (3) Where possible, take photos or draw sketches to illustrate the incident and forward these to Council also. See Council's Claims Management Policy located on Council's website at www.gjisc.nsw.gov.au and Claims Management Procedure available by request from Council.
- (4) Members of ~~Section 355~~ Community Committees of Council, when acting in their official roles, should not admit liability under any circumstances as doing so may prejudice Council's rights under its insurer's policies.

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- (5) Council has a responsibility to notify its insurer as soon as a potential claim is known. Committees may receive advice regarding claims via correspondence, telephone or by observation.
- (6) Once the Committee becomes aware of a potential claim, they are to notify Council immediately.
 - (a) If Council does not notify claims of which they could reasonably have known about, indemnity may be denied by the insurer.

90. Volunteer Labour

- (1) For projects involving volunteer labour, an estimate of numbers and details of the project must be forwarded to Council as soon as possible to ensure that the project is covered by, and noted on, the appropriate policy.
- (2) Council has a responsibility to all volunteers' health and safety. All volunteers must be suitably inducted and Council is to be provided evidence of all safety inductions.
- (3) All Committees must keep a Volunteer Register. Refer to *Appendix 9: Volunteer Sign On/Off Register*.

91. Public Liability Insurance

- (1) Public liability insurance provides cover for its legal liability to the public for Council's business activities, subject to policy conditions.
- (2) The Committee may be responsible for the care, control and management of facilities, open spaces or activities through its delegations from Council. ~~under Section 355 of the Local Government Act 1993.~~ If a third party suffers property damage or personal injury because of Council or Committee negligence, ~~they are covered under the Council's~~ public liability policy ~~may provide cover~~.
- (3) The Committee should note that the policy does not cover participants of events and/or groups, associations or incorporated bodies.
- (4) **All incorporated bodies and sporting clubs must have their own public liability insurance as their activities are excluded from Council's policy and cover.**
- (5) Committee members are covered by Council's Public Liability insurance if third parties are injured doing authorised actions on behalf of Council, and these actions are not wilfully negligent or unauthorised.
- (6) Committee members that are also members of sporting bodies need to make a clear distinction in this regard.
 - (a) **The sporting activity must be run as an activity separate, distinct and removed from the Council duties and functions as described in the Committee's Terms of Reference, or under Chapter section 2 Roles and Responsibilities of Community Committees,** as this may have an impact on the outcome of any insurance claims.
- (7) Council committees may only run events expressly allowed in the Terms of Reference or through express written permission from the General Manager.

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- (8) For this purpose, the members ~~organising the sporting activity~~ need to adhere to all the rules and conditions related to the hiring of Council facilities as can be seen in this document and accompanying appendices.
- (9) Council's public liability, professional indemnity cover and other insurance cover does not apply to Committee members involved in organising, participating in or acting as spectators to ~~these~~ sporting events ~~or any other unauthorised activity~~.
- (10) As is the case with all sporting bodies and incorporated bodies requesting to use Council facilities, certificates of currency, risk assessments and other documentation as required with the application, will be requested when application for use of the facility is made ~~by Committee members who are also on sporting committees~~.
- (11) The documents will be required to be viewed by ~~Council the of Governance, Risk and Corporate Planning~~ or Council's Insurer before permission to use Council facilities for this purpose may be provided.
- (12) A claims excess of at least \$10,000 is payable where Council's Public Liability insurance cover needs to be accessed.
- (13) ~~This does not apply to sporting and incorporated bodies (including animal related events such as campdrafting and sheep dog trials) as they do not have cover under Council's policies. Committees who run unauthorised events such as equine sporting events are not covered by Council's insurance.~~
- (14) ~~Council may personally tie any committee member/s, who act outside the scope of permissible duties, into any claim made against Council.~~

92. Workers Compensation Insurance

- (1) Council's Workers Compensation Policy only covers Council employees. If ~~Council~~ contractors are engaged, they must provide a copy of a current workers compensation policy.

93. Property Insurance

- (1) Council maintains property insurance on all its facilities. This includes contents insurance on equipment. Any new equipment purchased by the Committee must be notified to Council for inclusion under the policy.
- (2) Any private person's collections or ~~private person's~~ items held by a Committee will not be insured by Council other than those collections that have an official fixed agreement with Council.
- (3) Other equipment belonging to sporting clubs, playgroups etc., is not covered by Council's policy and such groups must be advised to affect their own cover for such items if stored at the facility.
- (4) To prove the condition and existence of, or upgrade to property, facilities, and equipment, photographs with relevant information such as date, description, cost, use etc., ~~are of value and~~ need to be taken and forwarded to Council.

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- (5) For property to be covered, it must be nominated on Council's Asset Schedule. All real and personal property of every kind and description belonging to Council is covered. This excludes items on loan, on trial, or third-party property. A minimum deductible of ~~\$8,000~~ \$20,000 ~~excess payment~~ is applicable to most property insurance claims.
- (6) Extent of the cover:
- Fire;
 - Malicious damage / vandalism;
 - Theft (including cash);
 - Water damage (excluding flood);
 - Storm damage.
- (7) These are subject to policy terms and conditions where applicable, and as described in Council's insurance policies.

94. Professional Indemnity Insurance

- (1) Professional indemnity insurance usually refers to claims where it is alleged that incorrect advice, or documentation (such as building certification), or incorrect practice has occurred. Council may be liable for its conduct arising out of its representations or the conduct of its employees, consultants and Committee members.

~~As discussed previously, in relation to public liability insurance it is essential that all potential claims are reported as soon as practicable, and all documentation is collected and investigations conducted as soon as possible.~~

95. Casual Hirer Insurance

- (1) Council has Public and Product Liability coverage for casual hirers of its facilities.
- (a) A casual hirer is a user that hires the facility for a one-off activity and excludes incorporated bodies, sporting clubs or associations of any kind. Such excluded groups must, by law, have ~~its~~ their own insurance and the Committee must sight and keep a copy with the booking documentation.

Refer to *Appendix 12: Key Register for Council Facilities* and *Appendix 14: Agreement with Hirers of Council Facilities* for further information.

96. Personal Accident Insurance

- (1) Personal accident insurance covers bodily injury for Committee members whilst engaged in an activity directly or indirectly connected with, or on behalf of, Council including whilst travelling directly to and from such activity.

Refer to *Appendix 5: WHS Documents*, *Appendix 7: Risk Assessment Tool* and *Appendix 9: Volunteer Sign On/Off Register* in this regard.

- (2) Volunteers are insured, if injured, under a Personal Accident insurance policy; a cover for accidents resulting in death or serious injury, or loss of income and limited expenses, as per policy conditions.

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- (3) It is important to note that no cover exists or is limited if:
- (a) No site/safety induction was carried out, or was carried out but cannot be evidenced,
 - (b) There is no economic loss,
 - (c) The person is over the age of 90, and in respect of each dependent child(ren) aged eighteen (18) years or younger, or
 - (d) If the person involved is not currently employed, no loss of income can be claimed.

97. Insurance of Committee and Activities

- (1) Failure by a Committee to work within its delegations from Council, failure to follow the scope of this manual, or failure to include all details of planning an activity in the Committee's planning documentation (see Appendix 6 Template for Planning an Activity) may result in the withdrawal of insurance to the Committee and removal of insurance cover for the Committee's Activities.
- (2) Committee members may be held personally liable for their decisions. This may be applicable if:
- (a) Decisions are made outside of the scope of their delegations and Committee's terms of reference;
 - (b) Members fail to comply with the guidelines contained in this Manual;
 - (c) Omissions, acts of condoning or allowing acts performed contrary to Council's insurance policy conditions, this Manual and other policies take place; and/or
 - (d) Members undertake unapproved alterations to the Activity Management Plan or Traffic Management Plan, if applicable.

~~For further information and clarification on what the Committee can undertake please contact Council's Personal Assistant (Director of Corporate and Community Services).~~

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Chapter 7 Contributions and Ownership

98. Sporting or community groups contributing items

- (1) Sporting or community groups contributing items for the permanent embellishment of the facility will be informed by the Committee that such a contribution will become the property of Council and will not be for that group's exclusive use.

- (2) Any items provided and funds raised by the Committees are the property of Council; however, Council will ensure, where possible, that these items and funds will be put into the development of the Committee's facility **and/or functions**.

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Chapter 8 Council Policies

Part 1 General

Council's policies are located on the Council website at www.gisc.nsw.gov.au. Please refer to the applicable policies for information, and contact Council's ~~Personal Assistant (Director of Corporate and Community Services)~~ for clarification, if required. The following sections provide a brief description. Committee's should avail themselves of the full policy located on Council's website.

99. Smoke Free Workplace Policy

- (1) Council has resolved that all buildings and vehicles / plant are to be "Smoke Free" and as such the Committee is required to enforce this resolution and ensure that all smoking is carried out in the open, and in accordance with Council's Smoke Free Workplace Policy.

100. Sun smart and Personal Protective Equipment Policy

- (1) Council has a Sun Smart and Personal Protective Equipment Policy which requires all Council employees, volunteers, and engaged contractors to take due care in protecting their skin from the sun / ultra-violet light. The Committee members are therefore required to ensure that this policy is followed by all people who are engaged on Committee business.

101. Workplace Discrimination and Bullying / Harassment Policy, and Equal Employment Opportunity Management Plan

- (1) Discrimination means being treated less favourably and unfairly.
- (2) The *Anti Discrimination Act 1977* (NSW) is designed to promote equality of opportunity for all people. Under the Act, it is illegal to discriminate on the grounds of:
 - Sex,
 - Pregnancy,
 - marital status,
 - physical or intellectual impairment,
 - homosexuality (male or female, actual or presumed),
 - race, colour, ethnic or ethno-religious background, and
 - age (but only in relation to compulsory retirement).
- (3) Discrimination or unfair treatment may be direct or indirect.
 - (a) Direct discrimination occurs when, for example, a person is refused a job or access to your facility simply because they have a disability.

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- (b) Indirect discrimination occurs when requirements (selection criteria, for example) practices or policies which seem neutral have an effect which results in disadvantaging a particular group of people.
- (4) Both direct and indirect discrimination are against the law. The anti-discrimination laws cover Council's employment practices and the way in which Council's services / programs or facilities are provided.

Key Issues

~~Committees need to understand direct and indirect discrimination. Committees also need to understand the impact of anti-discrimination law on its hiring practices and policies and the way in which the facility's services are provided. Please refer to Council's Workplace Discrimination and Bullying / Harassment Policy.~~

- (5) Council has an Equal Employment Opportunity Management Plan. Committees are required to comply with this Plan in the selection of contractors and the election of Committee members.

102. Drug and Alcohol Policy

- (1) Council has a policy on the prohibited use of alcohol and (illegal) drugs by Council staff. This policy also applies to Committee members of Council's Community Committees whilst carrying out their duties.
- (2) The use of illicit substances and alcohol in the workplace whilst on duty – including Council premises and buildings, parks, reserves, vehicles and plant – is prohibited.
 - (a) ~~This applies to Committee members whilst carrying out functions on behalf of the committee, including but not limited to, Committee Meetings.~~
- (3) Staff members, including members of Community Committees are required to present themselves at meetings or facilities in an unaffected state.
 - (a) Committee members who are taking prescribed drugs that may affect or inhibit their work performance or safety have a duty to report such medications to the ~~President /~~ Chairperson or to Council ~~s Personal Assistant (Director of Corporate and Community Services),~~ who will determine an appropriate course of action.

103. Media Policy and Social Media Policy

- (1) Council has a Media Policy, which outlines the guidelines and procedures for Councillors, Council staff and Committee members when dealing with the Media.
- (2) The Media Policy states that the Chairpersons of Community Committees have authority to comment to the media on Committee matters and that Chairpersons of Community Committees shall always strive to portray Council in a positive light.
- (3) The publicity of Committee matters is delegated only to the Committee Chairperson.

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- (4) Council's Social Media Policy aims to provide guidelines about the personal and professional use of social media which can be a useful tool to promote Committee activities and events. This policy assists to manage risks associated with the use of social media and ensure high quality messaging and content is issued.
- (5) Committees are to be aware of the information in this policy and ensure any use of social media is professional and portrays a positive image of Council.

104. Public Interest Disclosure Policy

- (1) This is a model policy created under the *Public Interest Disclosures Act 2022* (PID Act). It is a policy to guide and protect public servant whistle-blowers who are reporting suspected serious wrongdoing in the public sector.
- (2) This policy applies to public officials which includes committee members and volunteers who are exercising functions on behalf of Council.
- (3) At Schedule 1, the policy lists disclosure officers who may be contacted to report serious wrongdoing.
- (4) This policy will provide you with information on the following:
 - (a) ways you can make a voluntary PID to Council under the PID Act,
 - (b) the names and contact details for the nominated disclosure officers in Council,
 - (c) the roles and responsibilities of people who hold roles under the PID Act and who are employees of Council,
 - (d) what information you will receive once you have made a voluntary PID,
 - (e) protections available to people who make a report of serious wrongdoing under the PID Act and what Council will do to protect you, and
 - (f) Council's procedures for dealing with disclosures.
 - (g) If you require further information about this policy, how public interest disclosures will be handled and the PID Act you can confidentially contact a nominated disclosure officer within Council, or contact the PID Advice Team within the NSW Ombudsman by phone: (02) 9286 1000 or email: pidadvice@ombo.nsw.gov.au, or access the NSW Ombudsman's PID guidelines which are available on its website at www.ombo.nsw.gov.au.
 - (h) If you require legal advice with respect to the PID Act or your obligations under the PID Act, you may need to seek independent legal advice.

105. Other policies

- (1) Other Council policies that may have specific relevance to the Committee carrying out its functions are:
 - (a) Complaints Management Policy,
 - (b) Fraud and Corruption Prevention Policy,
 - (c) Statement of Business Ethics,

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- (d) Fatigue Management Policy,
- (e) Records Management Policy,
- (f) Risk Management Policy,
- (g) Volunteer Policy,
- (h) Legislative Compliance Policy, and
- (i) Work Health and Safety Policy.

Part 2 Health

106. Ensuring health at Council facilities

- (1) The good health of all the participants using Council's facilities is paramount.
- (2) All efforts are to be made to identify any areas of the facility which may endanger health and have these areas rectified as soon as possible.
- (3) Inspections by Council staff will be carried out on a periodic basis; however, the Committee must ensure that there is no risk to the health of the users of the facility.
- (4) To reduce the risk of health problems associated with the operation of Council's facilities the following guidelines at sections 106-08 should be adhered to.

107. Food Preparation and Handling

- (1) A person selling food or operating stalls and outlets used for selling food, produce, fruits and vegetables or pre-packaged food for human consumption, is deemed to be a food business'. Not-for-profit operations are not excluded.
- (2) A 'food business' is required to sell safe and suitable food in accordance with the provisions of the *NSW Food Act 2003*. Copies of the Act (particularly Food Safety Standards 3.1.1, 3.2.2 and 3.2.3 available at www.foodstandards.gov.au) are available on the NSW Food Authority's website www.foodauthority.nsw.gov.au.
- (3) A few pointers are listed below, but refer to the link provided above for full details:
 - (a) Food preparation and eating areas are to be kept in a clean and hygienic condition,
 - (b) Food is to be maintained at a temperature above 60 degrees Celsius or below five degrees Celsius,
 - (c) Ensure soap and disposable hand towels / hand dryers are available,
 - (d) Good personal hygiene is to be practiced by those handling food,
 - (e) Avoid unnecessary handling of food with bare hands – use tongs and forks,

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- (f) Ensure that cooked and raw food is stored separately to prevent cross contamination,
- (g) Cooking utensils and equipment are to be kept clean, and
- (h) The necessary steps are to be taken to keep the food preparation and eating areas free of pests and vermin.

108. Toilets and Showers

- (1) Toilets and showers are to be kept in a clean and hygienic condition.

109. Effluent Disposal

- (1) No primary treated effluent should be allowed to be discharged to the surface of the ground or the storm water systems.
 - (a) Council maintained sewer areas can be disposed of as per direction from the Infrastructure Services Department.
 - (b) All other areas should have effluent disposed of into an appropriate onsite sewer management system.
- (2) Effluent disposal systems must be managed and maintained in a way that does not create a public health risk or pollute any water courses.
- (3) Septic tanks should be de-sludged every three to five years.
- (4) All approvals issued for effluent disposal systems should be adhered to.

Part 3 Waste Disposal

110. Public Halls

- (1) The supply of waste containers and the removal of waste is the responsibility of the Committee.
- (2) Commercial 140 litre mobile garbage bins can be arranged through Council. ~~by contacting the Personal Assistant (Director of Corporate and Community Services).~~

111. Public Place Recycling

- (1) Council, in consultation with Committees, will be pursuing the provision of recycling facilities for the public within sportsground and public halls.

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Chapter 9 Management of Grounds And Facilities**Part 1 Operation of Facility / Ground**

Hiring a facility is central to the purpose of ~~the some~~ Committees, and making the facility readily accessible to the community, whilst at the same time raising funds for its maintenance and future improvement, are some of the main objectives of the Committee.

~~The following~~ This part provides guidelines which form the basis for acceptable hiring procedures.

112. Conditions of Hire – Sporting Facilities and Community Facilities

- (1) It is essential that hirers sign a Hire Agreement which ~~shows acknowledges that they- their agreement to~~ follow the Hire Terms and Conditions as developed by ~~rules that~~ the Committee ~~has agreed on~~, or as directed by Council.

Refer to *Appendix 14: Agreement with Hirers of Council Facilities*.

113. Fees and Charges

- (1) The schedule of fees and charges is set by Council, taking into consideration the recommendations of the Committee and the operating requirements of the facility.
- (2) **Only Council has the power under the *Local Government Act 1993* to set or waive fees and charges.**
- (3) Committees are to review their fees annually and make written recommendations to Council ~~'s Personal Assistant (Director of Corporate and Community Services)~~ by 1 March for ~~assessment and~~ inclusion in Council's annual review of fees and charges.
- (4) **Fees and charges may not be varied / waived without the prior written approval of council.**

114. Damage Deposit

- (1) The Committee, as a safeguard against possible damage, must obtain a damage deposit (bond) for the facility or equipment ~~being hired~~, or to cover the need for additional cleaning, where appropriate.
- (2) Hirers should be advised that this will be refunded ~~by cheque~~ if all conditions of the hire are adhered to. Any abnormal costs associated with the hire of the facility will be deducted from the bond including GST.

115. Bookings

- (1) Each Committee is required to have a contact person who is responsible for bookings of the facility. It is anticipated that the person's name and telephone number would be well publicised for the benefit of the community.
- (2) To make a booking, a person or group should contact the booking officer and book the facility for a particular day and time.

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- (3) The booking officer will advise the hirer of the fees, bonds and deposits required and enter the relevant information into the Booking Diary.

Refer to Appendix 14: Agreement with Hirers of Council Facilities.

116. Use of Liquor

- (1) Committees are responsible for advising hirers of conditions relating to the use of alcohol.

(a) These prohibit:

- I. The consumption of **alcoholic beverages** ~~intoxicating liquor~~ by persons under the age of 18,
- II. Bringing bulk alcohol or kegs into a community facility, or
- III. Selling alcohol on the premises without a Functions Licence.

- (2) Hirers wishing to sell alcohol must obtain an application for a Functions Licence from the local Police Station.

- (3) A copy of the alcohol approval must be provided to the Committee no less than two days prior to the function. The approval must be kept with the hiring application in the Committee's records.

- (4) Where Alcohol Licences are required for a Committee function, the Committee Executive i.e., President, Treasurer or Secretary shall make application to the appropriate licensing authority.

(a) Alcohol Licences are required where a Committee is selling alcoholic beverages at a function organised by the Committee.

- (5) Members of the Committee that are serving ~~the~~ **alcoholic beverages** shall have, as a minimum, Responsible Service of Alcohol certification.

(a) A copy of this document must be provided to Council prior to the event.

- (6) These qualifications are required by Council's insurer before consideration is given to underwriting an event held by a Committee where alcohol is being sold.

Part 2 Maintenance of Facility

117. General

- (1) The Committee has responsibility for the overall cleanliness and general repair and maintenance of the grounds and facilities under its control. Routine inspections of buildings under the care and control of the committee must be done on an annual basis or more often if required.

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- (2) The Committee is to provide Council with details of any major maintenance work completed for each year (1 July to 30 June) in conjunction with its Financial Records no later than 31 July.

For details of responsibilities, refer to *Appendix 2: Building Maintenance Responsibilities*.

118. Purchasing

- (1) The Committee can take advantage of Council's purchasing power.
- (2) It is essential that any purchase of items is related to the use of Council's facility or function.

Note: Refer to ~~Part 5. 4.1.1 Financial Authority and 4.2.3 Purchases and Sales.~~

119. Contracting

- (1) Should Committees need to engage the services of a contractor (e.g., a plumber or cleaner) at standard commercial rates, ~~the Committee must abide by section 54. minimum of one verbal quote is required for purchases less than \$2,500 for goods and \$5,000 for services. Between \$2,500 and \$5,000 for goods, two (2) written quotes with a vote on the quote required for any expenditure. For items or services greater than \$5,000 Council must be consulted for advice and assistance. Please refer to section 4.2.3.~~
- (2) Authorisation should be obtained by applying the following steps:
- Attempt to engage contractors registered under Council's Vendor Panel program as their documentation is verified by Council's insurer,
If this is not possible:
 - Verify documentation to ensure that the contractor is registered and licensed (Gold Licence, expiry date, name on licence),
 - Take a copy of the contractor's Workers Compensation and Public Liability Insurance (\$10million cover minimum and retain for future reference).
Note: Council's insurance does not cover the contractor,
 - Obtain two work related referee reports on the contractor's past performance.

120. Volunteer Labour

- (1) For projects involving voluntary labour, the following procedure will apply:
- At the commencement of a project, all works and materials should be itemised along with how they will be funded,
 - If Council has approved additional funding for the project, any items related to Council funds will be ordered and paid for by Council,
 - All other funds / items for the project are to be the responsibility of the Committee with a clear understanding that Council will not be responsible for any expenditure incurred by that Committee, and

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- (d) These arrangements are to be reported to Council ~~'s Personal Assistant (Director of Corporate and Community Services)~~ for insurance purposes and acknowledgement of the project having suitable cover, prior to the project commencing.

121. Annual Maintenance Advice

Submission for Annual Maintenance and Improvements

- (1) Council is required to ensure effective use of funds available for all its services and works throughout the community.
- (2) In setting priorities, Council identifies needs, which are then funded in an annual Operational Plan and Budget which is developed in February / March each year and presented to Council in April for endorsement for public exhibition before being, adopted in June and implemented in the upcoming financial year.

Council provides funds for:

- Urgent repairs due to damage, excessive wear, safety or security;
 - Carrying out licensing or statutory requirements;
 - Periodic major maintenance.
- (3) A Committee can make a written request to Council to undertake upgrades or improvements. Such requests are to be forwarded to Council by **15 February** ~~March~~ each year for consideration in the budget process. Approved projects may commence from July of that year.

122. Minor Repairs

- (1) The Committee will be responsible for minor repairs.
- (2) Maintenance and **minor** repair work that is the sole responsibility of the Committee, may be undertaken by the Committee without reference to Council if it is less than **\$2,500** ~~4,000~~ and funded through the Committee's funds.
- (3) Any maintenance under Council's building maintenance budget requires prior Council approval.
- (4) Where repairs required are not considered minor (**above \$2,500**), the need for repairs is to be immediately conveyed to Council ~~'s Personal Assistant (Director of Corporate and Community Services) by telephone or email and~~ Authorisation must be confirmed in writing.

Refer to *Appendix 2: Building Maintenance Responsibilities*.

123. Advise Council Regarding Necessary Works

- (1) Liaison between the Committee and Council is essential so that the facility is appropriately maintained.

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- (2) Specific maintenance works and capital improvement works not included in routine annual maintenance budget, such as internal or external painting or replacing floor coverings are usually a combined funding responsibility.
- (3) Committees may request Council to include such works into their annual maintenance budget for a certain year. Please contact Council's ~~Personal Assistant (Director of Corporate and Community Services)~~ regarding any necessary works.

Part 3 Capital or Infrastructure Projects

124. Express approval required from Council for capital or infrastructure projects

- (1) Any capital or infrastructure projects require the written and express permission from Council before proceeding.
- (2) Requests from committees for approval must include project scope and estimations of cost.

Part 4 Plans of Management

125. Formal Plan of Management

- (1) Council is required under the Act to ~~may~~ prepare a formal Plan of Management for ~~the facility~~ community land.
- (2) All activities conducted on community land and within the any facility thereon, must conform to any the adopted Plan of Management issued by Council.

126. Minor Improvements for Facility

- (1) The Committee will determine a Minor Improvement schedule for the facility each year and prioritise the items in the schedule.
- (2) This schedule will be referred to Council ~~s-staff~~ for concurrence.
- (3) The Committee will carry out improvement works to the limit of its Improvement Budget in accordance with conditions within the Manual covering purchasing and contracting.
- (4) If Committees have improvement works conducted by contractors, a report on the nature of work, in accordance with the form "Contractors Engaged by Community Committee to Carry out Improvement Works" must be submitted to Council. Please contact Council's ~~Personal Assistant (Director of Corporate and Community Services)~~ for a copy of this form, which is also available on Council's website, under the *Community Committees of Council* tab.
- (5) Every contract must have the approval of, and the appropriate funds voted by, Council prior to any commitment being made by the Committee.

Part 5 Hire by Schools

127. General conditions for hiring to schools

- (1) Schools are generally not charged a hire fee for the usage of a community facility.
- (2) Schools must apply to the Committee for permission to use the facility.
- (3) Teachers are to ensure that the facilities are left clean and tidy after use.
- (4) Schools may incur a charge to clean up a facility and surrounds if left in an untidy state.
- (5) Schools are to ensure that they have a Public Liability Insurance Cover of \$20 million prior to using the facilities. Council requires that a legible copy of this cover be held by the Committee with the hiring application.
- (6) Individual clubs using Council's facilities cannot accept bookings from schools.
- (7) Any misuse of facilities by schools is to be reported to Council and appropriate action will be taken by Council.

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Chapter 10 Planning an Event / Activity

Part 1 Planning an Activity

128. Template for planning an activity

- (1) A template for planning an activity must be completed and returned to Council at least six weeks prior to any activity taking place.

Refer to *Appendix 6: Template for Planning and Activity*.

- (2) This template is designed to assist in the planning of an activity held by a Committee or an activity that will take place on, or at, Council facilities.

129. Pre-activity audit and Risk Management Plan

- (1) The pre-activity audit and Risk Management Plan are mandatory documents that must be submitted to Council prior to any activity taking place. ~~For further information, please contact Council's Personal Assistant (Director of Corporate and Community Services).~~

130. Risk assessment tool

- (1) The Risk Assessment Tool is required to be completed prior to any event, and
- (2) Must be used in ~~consultation conjunction~~ with Council's Work Health and Safety Coordinator, ~~Ann Blunt~~, who can be contacted ~~through Council on 6730 2305 or 0429 898 988.~~

Refer to *Appendix 5: WHS Documents*.

Part 2 Public Liability Insurance / Indemnity for Performers

131. Performers - Public Liability cover

- (1) All performers that are being paid for their services at an activity require their own public liability insurance policy in the sum of not less than \$10 million.
- (2) A certificate of currency describing the performer's public liability insurance cover must be submitted to Council ~~'s Personal Assistant (Director of Corporate and Community Services)~~ a minimum of six weeks prior to the activity taking place.
- (3) ~~The MGRCP Council's insurer must view and may be consulted~~ give assurance of the correctness and suitability of this cover before the event ~~may~~ takes place.

Appendix 1: Office Bearer Responsibilities

Part 1 Responsibilities of the Chairperson

~~The Chairperson generally has the following specific duties:~~

1. Before a meeting

- (1) Prepares the agenda (in consultation with the Secretary or members, or may delegate this role to the Secretary), setting out the items of business to be considered.
- (2) Ensures the meeting is properly convened in accordance with ~~Part 4 of this Manual the Council's Code of Meeting Practice~~ i.e., proper notice of a meeting is given and a quorum is present.

2. During the meeting

- (1) Chairs all meetings, opens the meeting, welcomes and introduces members and guests, subject to the right of the Mayor at his/her discretion to take the Chair at any meeting he/she attends;
- (2) Keeps individuals and the meeting focussed on the topics being discussed and encourages all members to participate; ensuring adequate opportunity is given to members who wish to speak;
- (3) Ensures correct meeting procedures are followed and control of the meeting is maintained, keeping track of time (or delegates someone to do this);
- (4) Makes sure members are aware of decisions being made and that the minute taker has recorded decisions of the meeting;
- (5) Acts impartially and uses discretionary powers in the best interests of members and in accordance with the agreed standing orders i.e., method of conducting meetings and ensures all statutory regulations and Council's policies and rules are observed;
- (6) Closes the meeting after the business at hand has been properly concluded.

3. Other responsibilities

- (1) The Chairperson needs to be aware of certain issues and procedures and the importance of establishing and maintaining a working relationship with Council. Particularly regarding Government funding, the budget, Council and community involvement and requirements.
- (2) The Chairperson is responsible for aiding all members of the Committee and ensuring that they fulfil their respective roles.
- (3) The Chairperson is the 'spokesperson' for the Committee and he/she communicates with Council, government departments, officials and other relevant bodies; However, is **not** permitted to forward official correspondence to government officials or government departments. All official correspondence must be signed by the General Manager.

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Part 2 Responsibilities of the Secretary

4. Before a meeting

- (1) Draws up the agenda (in consultation with the Chairperson), and
- (2) Makes copies of the agenda if required.

5. During the meeting

- (1) Takes minutes,
- (2) Reads the minutes of previous meeting, if necessary,
- (3) Provides a list of correspondence in order and summarises any important points, and
- (4) Records any motions and/or decisions of the meeting including, mover and seconder.

6. After the meeting

- (1) Keeps a register of correspondence that has come in and gone out, and files copies of all letters written. Copies of each are to be sent to Council for electronic storage;
- (2) In between meetings, informs other Committee members of any correspondence requiring urgent attention.
- (3) Sends minutes, Treasurers report and any other relevant documents tabled at the meeting to the Committee and Council.

Part 3 Responsibilities of the Treasurer

7. Primary Function

- (1) Takes responsibility for the financial management of the Committee.

8. Responsibilities:

- (1) To ensure that all financial records of the Committee are kept in a proper manner,
- (2) To prepare and present monthly reports to the Committee,
- (3) To prepare and bring to audit all financial records of the Committee, and
- (4) To prepare and present the proposed annual budget to the Committee.

9. Duties:

- (1) Keeps financial records for all incoming and outgoing transactions,
- (2) Banks all monies received by the Committee in an approved bank account,
- (3) Presents a current financial statement to each Committee meeting,
- (4) Presents all invoices received on behalf of the Committee to each Committee meeting and follows up on payment of invoices, and

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- (5) Prepares and submits the financial books of the Committee to Council no later than 31 July each year, in a format approved by Council.

10. Treasurer's Checklist:

- (1) Be prepared - have available an accurate and up to date statement of the Committee's financial position.
- (2) Move that the financial report be accepted, and that the amounts for the payment be passed.
- (3) Explain the financial statement in lay terms and ensure that all Committee members understand.
- (4) Be assertive **and proactive** - Present a forward budget.
- (5) Ensure that the Committee understands the implications of any proposed expenditure.

Part 4 Responsibilities of the Booking Officer**11. Responsibilities**

- (1) Takes enquiries and completes bookings,
- (2) Advises the Committee of user groups and bookings, and raises any concerns or issues,
- (3) Forwards the required documents associated with the booking to Council,
- (4) Issues receipts to users for bond and hiring fees, and issues keys,
- (5) Ensures that cleaning takes place with and after each reservation / booking / event,
- (6) Recommends the refund of the bond after consultation with cleaner,
- (7) Gives any money to the Treasurer for banking,
- (8) Meets with the Treasurer to confirm usage of the facility before accounts are sent,
- (9) Payments for casual hire including bonds should be recovered and banked at least two weeks before the function (time enough to have the cheque cleared by the bank).

Part 5 Responsibilities of the Key Register Officer**12. Responsibilities**

- (1) Maintains the Key Register,
(Refer to *Appendix 12: Key Register for Council Facilities*)
- (2) Provides an annual copy of the Key Register to Council for electronic storage,
Note: Key registers provide Council with a record of all people who hold keys to Council facilities. Key holders are not necessarily members of a Council **Section 355** Committee; they may be regular hirers of a facility who require regular access to that facility.
- (3) **Ensures** all key holders **must** sign the Key Register when keys are issued to them, and the date of return must also be noted on the Key Register.

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13. Key Register Procedure:

- (1) Each key, to a Council facility is to be numbered for identification purposes.
- (2) The key holder must sign the Key Register to confirm acceptance of that key and record the date that the key was issued.
- (3) When a key holder who is a Committee member resigns from the Committee, the key must be returned to the Committee and the date of return noted on the Register.
- (4) **Similarly,** When a key holder who is not a Committee member ceases using the facility (for example when a regular hire ceases), the key must be returned to the Committee and the date of return noted on the Register.
- (5) When a key holder who is not a Committee member is no longer the person responsible for the key (for example the key holder leaves the hirer's group), the key must be returned to the Committee and the date of return noted on the Register.
- (6) A copy of the Key Register is to be forwarded to Council with the AGM paperwork.

Part 6 Responsibilities of Committee Members

14. Role

- (1) The role of Committee members is important and ensures that the democratic process is followed.

15. Responsibilities:

- (1) Attend Committee meetings and sign the attendance sheet;
- (2) Participate in meetings – this involves:
 - a) Arriving on time to meetings;
 - b) Ensuring discussion is on agenda items;
 - c) Contributing to the discussion where appropriate;
 - d) Being objective, listening to others' views;
 - e) Volunteering to do the necessary tasks required.
- (3) Support the office bearers in carrying out their jobs;
- (4) Assist in organising the AGM;
- (5) Attend and participate in any planning days that may be held;
- (6) Make sure the facility / event is being maintained and run smoothly and in accordance with Council's policies, rules and stipulations.

Appendix 2: Building Maintenance Responsibilities

The day-to-day operation of several Council's buildings is under the care and control of Community Committees. These Committees are responsible for general maintenance and repair tasks.

The appended list of maintenance and repair tasks shows those tasks for which the Committee is responsible and those for which Council is responsible.

INITIATING MAINTENANCE AND REPAIR WORK

~~Maintenance and repair work that is the sole responsibility of the Committee may be undertaken by the Committee without reference to Council if it is less than \$1,000 and funded through the Committee's funds. Any maintenance under Council's building maintenance budget requires prior Council approval. Application for other maintenance and repair work should be referred to Council's Personal Assistant (Director of Corporate and Community Services) who will arrange for it to be carried out by Council or contractor labour as soon as possible.~~

~~Application must be made by completing Appendix 13: Request for Expenditure and this application must be sent to Council's Personal Assistant (Director of Corporate and Community Services).~~

SPECIFIC MAINTENANCE WORKS AND CAPITAL IMPROVEMENT WORKS

~~Specific maintenance works are those works that are not included in a routine annual maintenance budget. These works may include interior and exterior painting, floor covering replacement, etc and are usually a combined funding responsibility. However, the Committee may request Council to include such works in its annual maintenance budget for a particular year. The Committee may also request Council to fund Capital Improvement Works. Requests for such works should be directed to the Personal Assistant (Director of Corporate and Community Services) by 1 March each year. Refer to Appendix 10: Dates and Documents – Quick Reference.~~

ROUTINE INSPECTIONS

~~General inspection of buildings under the Committee's care and control must be done on annual basis or more often if required.~~

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The following table shows where responsibility lies for building maintenance:

DESCRIPTION	RESPONSIBILITY
Carpet cleaning	Committee
Fan Cleaning	Committee
Internal walls and ceiling cleaning	Committee
Light bulbs / tubes (indoor and outdoor)	Committee
Marking and remarking of sports courts	Committee
Repair and replacement of tennis court net	Committee
Replacement of stove and oven elements	Committee
Tap washers and toilet cistern washers	Committee
Window cleaning	Committee
Cleaning leaf matter	Committee
General housekeeping	Committee
Maintenance of air conditioning system	Committee
Maintenance of doorknobs, locks and fittings	Committee
Maintenance of emergency exit doors	Council
Maintenance of fire extinguishers	Council
Maintenance of scheduled lawns and gardens	Committee
Maintenance of toilet hygiene facilities	Committee
Exterior and internal painting	Council / Committee
Replacement of floor coverings	Council / Committee
Replacement of light fittings, switches and power outlets	Committee
Replacement of stove	Council / Committee
Resurfacing sports courts	Council / Committee
Exterior paving	Council / Committee
Repair and replacement of boundary fences	Council
Repair and replacement of hot water system	Council / Committee
Repair and replacement of roofing, gutters and downpipes	Council / Committee
Repair electrical service and circuits	Council / Committee
Repair of sports court surface	Committee
Repair of tennis court surface	Committee
Water, sewerage and stormwater services	Council
Window and door assemblies	Council / Committee
Damage to internal structure and fittings, including windows – break and enter only	Council (insurance)
Damage to internal structure and fittings, including windows – except break and enter	Committee / Council (insurance)
Removal of external graffiti	Council
Removal of internal graffiti	Committee

Note: Community Committees of Council are responsible for the maintenance and repair of all fittings and consumables, and for accidental breakages.

Appendix 3: Guidelines for Agendas and Minutes

These Guidelines are designed to give an overview of the documents to be used by Committees of Council. An outline of each of the documents is included as well as information on how to access templates, and where and how documents are filed.

AGENDA

Templates for the agenda (Ordinary and Annual General Meetings) are attached as *Appendix 3.1*.

Committee Name

This is the name of the Committee and is centred below Council's title, for example:

GLEN INNES SEVERN COUNCIL
ABC Consultative Committee

Agenda Title

Under the Committee name insert the meeting title (for example Ordinary, AGM or Special Meeting) in the following format:

AGENDA FOR ORDINARY MEETING

Date, Time and Venue

Complete these three (3) fields using the following format:

Date: 11 February 2020
Time: 8.30am
Venue: Library / Learning Centre

Agenda

This section provides the structure of the meeting and lists the items to be discussed.

MINUTES

Templates for the minutes (Ordinary and Annual General Meetings) are attached as *Appendix 3.2*.

Committee Name

This is the name of the Committee and is centred below Council's title, for example:

GLEN INNES SEVERN COUNCIL
ABC Consultative Committee

Minutes Title

Under the Committee name insert the meeting title (for example, Ordinary, AGM or Special Meeting) in the following format:

MINUTES OF ORDINARY MEETING

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Meeting Date

Under the title, insert the meeting date in the following format:

HELD ON 11 FEBRUARY 2020

Meeting Opened

Insert the time the meeting was officially opened, for example: 8.41am

Present

List the people present (including first and last name) at the meeting, starting with the Chairperson and ending with the Minute Taker (Secretary).

Apologies

List the people who have submitted an apology. Apologies are required to be accepted via a motion. Use the following format for this motion:

Moved J Smith, seconded R Jones that the apologies be accepted.

CARRIED

Declaration of Interest

*Members of the Committee that have a conflict of interest, **potential** or perceived conflict of interest relating to items under discussion need to make this known to the meeting and may need to be asked to leave the room when this point is under discussion.*

The conflict of interest and related issues are minuted here.

Minutes of Previous Meeting

The minutes of the previous meeting are required to be accepted via a motion. Use the following format for this motion:

Moved J Smith, seconded R Jones that the Minutes of the previous meeting, dated 11 January 2020 be accepted.

CARRIED

Minutes Body

The body of the minutes are completed using the three (3) column table as shown in the minute template.

*The numbering of items are to follow the format following: 20/2.6.1
This number is made using the following method: 20(Year)/2(Month).6(Item Number).1(Sub-Item Number).*

Meeting Closed

Insert the time the meeting was officially closed, for example: 10.10am

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Next Meeting

Insert the name, time, date and venue for the next meeting in the following format:

NEXT MEETING: *Ordinary Committee Meeting,
8:30am, **Wednesday, 10 March 2020**
Glen Innes Severn Library and Learning Centre*

Chairperson's Signature

The completed minutes, once they have been endorsed by consensus, should be signed dated by the Chairperson then forwarded to Council. A motion, with a mover and seconder will still be required at the next meeting.

Distribution of Documents

All final minutes, once endorsed by consensus and preferably signed, should be forwarded to all Committee members including Council Representatives and Council's ~~Personal Assistant (Director of Corporate and Community Services)~~ within two weeks of the meeting date.

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Appendix 3.1: Agenda Templates



GLEN INNES SEVERN COUNCIL
{Insert Committee Name}

AGENDA FOR ORDINARY MEETING

Date:

Time:

Venue:

AGENDA

1. Open / Welcome
2. Apologies
3. Declaration of Conflicts of Interest
4. Minutes of Previous Meeting
5. Business Arising
6. Treasurer Report
7. Correspondence
8. Standing Items
9. General Business

GENERAL BUSINESS	
Item	Tabled by
1	
2	
3	

PLEASE BRING WITH YOU THE MINUTES OF THE LAST MEETING

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GLEN INNES SEVERN COUNCIL
{Insert Committee Name}

AGENDA FOR ANNUAL GENERAL MEETING

Date:

Time:

Venue:

AGENDA

1. Open / Welcome
2. Apologies
3. Declaration of Conflicts of Interest
4. Minutes of Previous AGM
5. Report from Chairperson / President
6. Treasurer Report
7. Nominations for Membership
8. Voting for Members (if over 12 nominations received)
9. Election of Office Bearers
10. Setting of Dates, Times and Location for Meetings for the coming year

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Appendix 3.2: Minutes Templates



{INSERT COMMITTEE NAME}
 MINUTES OF **ORDINARY** MEETING
 HELD ON: {INSERT DATE}

MEETING OPENED: TIME

PRESENT: NAME (Chairperson), NAMES and NAME (Minute Taker) *(including first and last name)*

APOLOGIES: NAMES

Moved NAME, seconded NAME that the apologies be accepted.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST:

List the details of any conflicts of interest here.

MINUTES OF THE PREVIOUS MEETING:

Moved **NAME**, seconded **NAME** that the minutes of the previous meeting, dated **DATE** be accepted.

CARRIED

Item No.	Item	Action
5	BUSINESS ARISING:	
Item number (e.g. 5.1)	Item Heading Details of discussion.	(Who, what, how and when)
	Add a new row for each item discussed	
6	TREASURER REPORT	
Item number	Item Heading Details of Discussion.	(Who, what, how and when)
7	CORRESPONDENCE:	
Item number	Item Heading Details of discussion.	(Who, what, how and when)
	Add a new row for each item discussed	
8	STANDING ITEMS:	
Item number	Item Heading Details of discussion.	(Who, what, how and when)
	Add a new row for each item discussed	
9	GENERAL BUSINESS:	
Item number	Item Heading Details of discussion.	(Who, what, how and when)
	Add a new row for each item discussed	

MEETING CLOSED: TIME

NEXT MEETING: TIME, DATE and LOCATION

.....
 Chairperson

.....
 Date

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{INSERT COMMITTEE NAME}
 MINUTES OF ANNUAL GENERAL MEETING
 HELD ON: {INSERT DATE}

MEETING OPENED: TIME

PRESENT: NAME (Chairperson), NAMES and NAME (Minute Taker) *(including first and last name)*

APOLOGIES: NAMES

Moved NAME, seconded NAME that the apologies be accepted.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST:

List the details of any conflicts of interest here.

MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING:

Moved NAME, seconded NAME that the minutes of the previous meeting, dated DATE be accepted.

CARRIED

Item No.	Item	Action
5	REPORT FROM THE CHAIRPERSON / PRESIDENT:	
Item number (e.g. 5.1)	Details of discussion.	
6	TREASURER REPORT	
Item number	Details of Discussion.	
7	NOMINATIONS FOR MEMBERSHIP FOR THE COMING YEAR:	
Item number	List the names of all people who have submitted a nomination to become a member of the Committee.	
8	VOTING:	
Item number	In the event of there being more than 12 nominations, include details of how voting was conducted (show of hands, ballot etc) and then list the names of the successful nominees. (Also complete the Members Register at Appendix 11)	
9	ELECTION OF OFFICE BEARERS:	
Item number	Include details regarding the nominations and voting for Office Bearers, listing the successful nominees and their position.	
10	SETTING OF DATES, TIMES AND LOCATION FOR MEETINGS FOR THE COMING YEAR:	
	List the dates, times and location for all meetings for the coming year (including details for the next AGM).	

MEETING CLOSED: TIME

NEXT MEETING: TIME, DATE and LOCATION

.....
 Chairman

.....
 Date

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Appendix 4: Financial Forms

FINANCIAL FORMS

(i) TREASURER'S REPORT

MEETING OF (insert Committee name)

TO BE HELD ON _____

FINANCIAL STATEMENT AS AT: _____

Balance brought forward: \$ _____

Add Receipts: \$ _____

_____ \$ _____

_____ \$ _____

Less Payments: \$ _____

_____ \$ _____

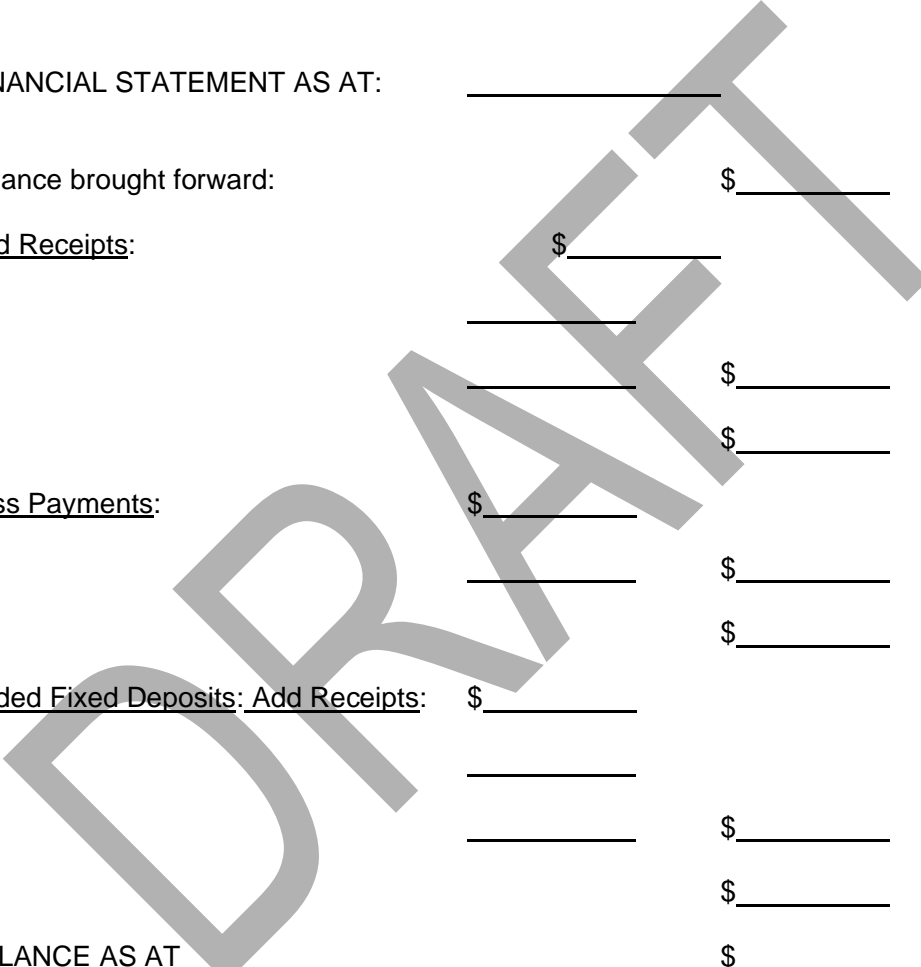
_____ \$ _____

Added Fixed Deposits: Add Receipts: \$ _____

_____ \$ _____

_____ \$ _____

BALANCE AS AT \$ _____



Annexure A

Item 7.7

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BANK RECONCILIATION

I certify that a reconciliation between the Cash Book and the Bank Statement has been made as at:

FORECAST OF RECEIPTS/PAYMENTS:

 (Signature of Treasurer)

 (Date)

(ii) **PREPARATION OF TREASURER’S REPORT (Example)**

(NAME OF COMMUNITY COMMITTEE)

Treasurer’s Report – July 2020

Results for the month of July were favourable with a positive cash flow of \$318.75. This was consistent with results for the same period last year and is largely due to increased hall bookings.

Income and Expenditure for the Period 1/7/20 to 31/7/20

Income

Hall Rentals - Casual	500.00	
- Permanent	1,200.00	
Bank Interest	12.50	
Bonds Received	200.00	
GST Collected for ATO	170.00	2,082.50

Expenditure

Cleaning	400.00	
Telephone	72.00	
Petty Cash	40.50	
Bonds Refunded	100.00	
Contract Payments	1,000.00	
GST Paid-recoverable from ATO	151.25	1,763.75

Net Result		<u>318.75</u>
------------	--	---------------

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Confirmation of Accounts Paid

July cash payments of \$1,763.75 comprise the following cheques drawn and are hereby submitted to the committee for ratification. Most payments include GST.

<u>Cheque</u>	<u>Creditor</u>	<u>Cheque</u>	<u>Description</u>
100452	J Brown	220.00	Cleaning
100453	Telecom	79.20	Telephone
100454	WSC	1,100.00	Contract payments
100455	ABC Football Club	100.00	Bond refund
100456	Cash	44.55	Petty Cash reimbursement
100457	H Jones	220.00	Cleaning
		1,763.75	

(iii) PETTY CASH BOOK

<u>DATE</u>	<u>DESCRIPTION</u>	<u>DOCKET NO.</u>	<u>\$ GST EXCL.</u>	<u>GST \$</u>	<u>\$ GST INCL.</u>
6.7.20	Tea Bags	1	2.00	.20	2.20
7.7.20	Taxi Fare	2	8.00	.80	8.80
9.7.20	Batteries	3	15.00	1.50	16.50
13.7.20	Photocopying	4	10.00	1.00	11.00
15.7.20	Miscellaneous	5	1.00	.10	1.10
20.7.20	Stationery	6	1.50	.15	1.65
27.7.20	Thumb Tacks	7	1.50	.15	1.65
30.7.20	Gloves	8	1.50	.15	1.65
	TOTAL PAGE		40.50	4.05	44.55
30.7.20	Cash on hand		5.45		
31.7.20	Cash Received		44.55		
	TOTAL FLOAT		50.00		

CHEQUE NO. _____

AUTHORISED BY: _____

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Appendix 5: WHS Documents



**Work Health and safety (WHS)
Venue / Event Site Inspection Checklist**

s355 WHS Form 001

To be completed prior to using a venue or holding an event

AREA OF INSPECTION	SATISFACTORY	ACTION REQUIRED IMMEDIATELY	ACTION REQUIRED TO BE SCHEDULED
FIRE REQUIREMENTS			
Extinguishers are in place clearly marked for type of fire and recently serviced.			
Annual Fire Safety Statement is displayed on site. <i>(if required)</i>			
Adequate directional notices are displayed for emergency exits.			
Exit doors are easily opened from inside.			
Evacuation plan is available and displayed.			
Regular fire drills are carried out.			
Training sessions are held.			
ELECTRICAL			
No broken plugs, sockets or switches.			
No frayed or damaged leads.			
Portable power tools in good condition.			
No temporary leads on floor.			
Emergency shutdown procedures in place.			
Electrical tools and appliances are tagged, and the tag is within date.			
GENERAL LIGHTING			
Adequate natural lighting.			
Light fittings are clean and in good condition.			

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AREA OF INSPECTION	SATISFACTORY	ACTION REQUIRED IMMEDIATELY	ACTION REQUIRED TO BE SCHEDULED
Emergency lighting is operable and checked regularly.			
CHEMICALS			
Safety Data Sheets for all chemicals are on site.			
Containers are clearly labelled.			
Do special storage conditions apply?			
FIRST AID			
Cabinets and contents are clean, orderly and adequately stocked.			
Easy access to cabinets.			
Members are aware of the location of the first aid cabinet.			
Cabinet is clearly labelled.			
FLOORS			
Clean surfaces, no cracks or holes.			
There are no loose boards.			
Grills are cleaned regularly.			
Oil and grease are removed.			
Entry across walkways is kept clear.			
No electrical leads are across walkways.			
Walkways are adequately lit and clearly marked.			
Unobstructed vision at intersections stairs / risers.			
PERSONNEL			
Protective equipment is in use.			
Hazardous conditions are considered, e.g., working alone, near traffic, near open flames, using electricity.			
All personnel on site have received site induction.			
CONTROL OF SITE			

COMMUNITY COMMITTEES OF COUNCIL MANUAL

AREA OF INSPECTION	SATISFACTORY	ACTION REQUIRED IMMEDIATELY	ACTION REQUIRED TO BE SCHEDULED
Control of traffic and pedestrians. If required.			
Perimeter / boundary fences or barriers are adequate.			
ELECTRICAL POWER TOOLS (if applicable to the venue and/or event)			
Awareness of electrical hazards.			
Compulsory tagging of power tools is carried out and up to date.			
Regular maintenance of power tools is carried out.			
On site checking of tools prior to using.			
Requirement of earth leakage circuit breaker is installed and utilised.			
SMALL PLANT (if applicable to the venue and/or event)			
Observation of warning tags.			
Training sessions are carried out on proper use.			
Observing possible danger to passers-by, children, and onlookers.			
Clear working area is created.			
Erection of required signs.			
Checking / securing the required guards.			
Preserve safety of others.			
Protective clothing / gear is worn.			
TRUCKS or LARGE ITEMS of PLANT (if applicable to the venue / event)			
Operator has current licence to drive truck or plant.			
Operator has received an induction and is deemed competent with the item.			
Safety of load is adhered to.			
Safe operating manner is adhered to.			

COMMUNITY COMMITTEES OF COUNCIL MANUAL

AREA OF INSPECTION	SATISFACTORY	ACTION REQUIRED IMMEDIATELY	ACTION REQUIRED TO BE SCHEDULED
Check and maintain truck / plant in good working order.			

INSPECTED BY:

(NAME)

(SIGNATURE)

DATE: ____/____/____

DRAFT

COMMUNITY COMMITTEES OF COUNCIL MANUAL



**Work Health and safety (WHS)
Venue / Event Site Inspection Summary**
(S355 WHS Form 002)

To be completed following the venue / event site inspection above

Location of Venue / Event			
Name of Event			
Date of Event			
Contact Person Responsible for Venue <i>(i.e. Committee, Council)</i>			
Telephone	H	W	M
Contact Person for Event			
Telephone	H	W	M
Date of Inspection			

AREAS OF VENUE REQUIRING FURTHER ATTENTION

- FIRE REQUIREMENTS
- ELECTRICAL
- GENERAL LIGHTING
- CHEMICALS
- FIRST AID
- FLOORS
- PERSONNEL
- CONTROL OF SITE
- ELECTRICAL POWER TOOLS *(if applicable to the venue and/or event)*
- SMALL PLANT *(if applicable to the venue and/or event)*
- TRUCKS or LARGE ITEMS of PLANT *(if applicable to the venue / event)*

Appendix 6: Template for Planning an Activity



Submission Timeline for Approval Activities and Events on Council Land

(S355 WHS Form 003)

To be read and completed in conjunction with - *s355 WHS Form 004*

- Six months before the Event complete the Application for Approval of Activity and Events on Council Land (*s355 WHS Form 004*) and return to Council.
- Public Liability insurance certificate of currency **MUST** be attached to the application at the time of application. **Note:** Council **MUST** be endorsed on the policy as an interested party.
- Six months before the event liaise with Council officers if Traffic Management Plans are required i.e., road closures, street parade, large movement of vehicles to sites within town.
- Six months before the event contact Council's WHS Coordinator with a draft program and Event Risk Management Plan. (use of the Risk Assessment Tool – *s355 WHS Form 005* is acceptable).
- Six weeks before the event contact Council's WHS Coordinator with the **FINAL** event program with the completed Event Risk Management Plan (RMP) for the event.
- Six weeks before the event, ensure the event food requirements have met required standards. Information is available on the Food Authority website www.gtcc.nsw.gov.au "**Guidelines for Food Businesses at Temporary Events**" or contact Council's **Compliance and Sustainability Department Directorate of Development, Planning and Regulatory Services**—located at 136 Church Street or on (02) 6730 2350, for any further information relating to food safety.



Application for Approval Activities and Events on Council Land

(S355 WHS Form 004)

To be read and completed in conjunction with - s355 WHS Form 003

This checklist has been developed to assist applicants to complete the attached application form and to minimise delays in processing.

Please tick off as items are completed

- All sections must be completed.
- Approval from any ~~s355 Committee or~~ Community ~~or Management~~ Committee, if necessary, is to be included at the time of application.
- Public Liability insurance – certificate of currency is to be attached to the application at the time of application. **Note:** Council should be endorsed on the policy as an interested party.
- The applicant must provide an Event Flyer and/or Program
- The applicant must provide an Event Risk Management Plan. (use of the Risk Assessment Tool – s355 WHS Form 005 is acceptable).
- The applicant must sign the application.
- The applicant must pay the application fee (in accordance with the adopted fees and charges as required by Council, inclusive of GST) when lodging the application.
- The type of events that will attract a Refundable Bond for example are: events that will attract large numbers of people; live bands, disco's, loud music; events where food is being sold; events where people are charged to attend; events which may cause damage to grounds or furniture belonging to Council and its Parks or Reserves.
- Applicants must note and conform to the submission timetable shown on the cover sheet of the application form.

NOTE: *Incomplete applications will be returned to the applicant without further processing and permission will be withheld until a complete application is received and considered.*

COMMUNITY COMMITTEES OF COUNCIL MANUAL

Name of Organisation Person			
Address			
Contact Person			
Telephone	H	W	M
Name of Event			
Date of Event			
Location			
WHERE IS YOUR EVENT TO BE HELD? <i>(more than one may apply – please tick applicable)</i>			
<input type="checkbox"/> RESERVE, PARK LAND <i>(in accordance with the adopted fees and charges at the ordinary Council Meeting annually in June)</i> Name of Reserve: _____ _____ <i>Where the reserve, park land or playing field is controlled by a Committee of Management, that committee will need to be consulted prior to lodgement of this Application with Council</i> <i>Please attach a copy of the proposed site plan to this application.</i>	Activities Detail <i>(List of associated activities with the event and location of each activity)</i> _____ _____ _____ _____ _____ _____ _____ _____		
Office Use Only Refer to the Director of Place and Growth: YES / NO Date _____ referred: _____			

COMMUNITY COMMITTEES OF COUNCIL MANUAL

CONDITIONS OF APPROVAL *(Please tick applicable item)*

1 PROTECTION OF COUNCIL ASSETS

Council assets include and not limited to: fences, seating, playing surfaces, playground equipment, trees and gardens, buildings, toilets, kiosks, change rooms, roads and roadside furniture must be left in the same state as found.

A refundable bond may be required and will be assessed based on the level of facilities and attendees. Should a bond be required, the facilities will be inspected prior to and immediately following the event. It can be arranged that a representative of the Organising Committee attend the inspections.

Agree to pay cost of repairs

Bond Assessment: \$ _____

Signature

Office Use Only – Bond Assessment

Refer to the Director of Place and Growth:
YES / NO

Date referred: _____

Bond Required: YES / NO

Bond Receipt No _____

Date: _____

2 SECURITY

What arrangements will be made in regard to control and supervision of persons attending?

Supervision is to be provided by the following responsible adults:

Security firm contracted

Office Use Only

Refer to the Director of Place and Growth:
YES / NO

Date referred: _____

Application for Police Approval: YES / NO

Date referred: _____

COMMUNITY COMMITTEES OF COUNCIL MANUAL

3	<p>REMOVAL OF WASTE</p> <p>How will the rubbish and litter generated from the event be removed?</p> <p><input type="checkbox"/> On-site bins to be used, excess litter to be collected and removed by the organiser to the Glen Innes Landfill within 24 hours. (Failure to comply will result in Council's costs being deducted from the Bond.)</p> <p><input type="checkbox"/> Organiser to arrange for waste collection with waste contractor.</p> <p><input type="checkbox"/> Other arrangements (provide details)</p> <p>_____</p>	<p>Office Use Only</p> <p>Refer to the Director of Place and Growth: YES / NO Date referred: _____</p>
4	<p>TRAFFIC CONTROL</p> <p>What arrangements have been made for the direction and control of traffic (including parking)?</p> <p><input type="checkbox"/> Parking restricted to road shoulders and constructed car parks.</p> <p><input type="checkbox"/> Accredited traffic controllers to be engaged by applicant. <i>(Proof of accreditation to be provided)</i></p> <p><input type="checkbox"/> Traffic controlled by Police. <i>(Evidence to be attached)</i></p>	<p>Office Use Only</p> <p>Refer to the Director of Infrastructure Services: Traffic Committee approval required: YES / NO / N/A Date Referred: _____</p> <p>Controllers accreditation adequate: YES / NO / N/A Date Referred: _____</p> <p>Police involvement adequate: YES / NO / N/A Date Referred: _____</p>
5	<p>TOILET FACILITIES</p> <p>What toilet facilities are required?</p> <p>Crowd Estimate: <input style="width: 150px; height: 20px;" type="text"/></p> <p><input type="checkbox"/> Public toilets on site are adequate.</p> <p><input type="checkbox"/> Organiser to provide and pay for portable toilets.</p>	<p>Office Use Only</p> <p>Refer to the Director of Place and Growth: YES / NO Date _____ referred: _____</p>

COMMUNITY COMMITTEES OF COUNCIL MANUAL

6	NOISE LEVELS	<p>How will noise levels, including outdoor amplification, be controlled?</p> <p><input type="checkbox"/> No amplification to be used.</p> <p><input type="checkbox"/> Curfew set for _____ pm</p> <p><input type="checkbox"/> Noise levels to comply with guidelines of the Environment Protection Act 1997 (EPA). (If necessary, cost of noise reading to be met by the applicant.)</p>	<p>Office Use Only Refer to the Director of Place and Growth: YES / NO Date referred: _____</p>
7	SALE OF ALCOHOL	<p>What arrangements have been made for the selling of alcohol (if applicable)?</p> <p><input type="checkbox"/> Not applicable – no alcohol for sale.</p> <p><input type="checkbox"/> Copy of licence.</p> <p><input type="checkbox"/> Copy of Responsible Service of Alcohol (RSA) Certificate.</p> <p> <i>Copies of relevant licence and certificates attached</i></p>	<p>Office Use Only Refer to the Director of Place and Growth: YES / NO Date referred: _____</p> <p>Licence sighted and adequate: YES / NO Date referred _____</p>
8	ELECTRICITY	<p>Is electricity required?</p> <p><input type="checkbox"/> Not required.</p> <p><input type="checkbox"/> Yes, power required.</p> <p><input type="checkbox"/> Type single phase / three (3) phase</p>	<p>Office Use Only Refer to the Director of Infrastructure Services: YES / NO Date referred: _____</p> <p>Is power available at location: YES / NO</p>

COMMUNITY COMMITTEES OF COUNCIL MANUAL

9	<p>AMUSEMENT DEVICES</p> <p>Will there be amusement devices?</p> <p><input type="checkbox"/> No amusement devices.</p> <p><input type="checkbox"/> Yes, amusement device/s will be installed. <i>(Provide detailed list.)</i></p> <p><i>Public Liability Insurance will be required from the owner of each device and sighted by the Event Organiser</i></p>	<p>Office Use Only</p> <p><i>Refer to the Director of Place and Growth:</i> YES / NO</p> <p><i>Date referred:</i> _____</p> <p><i>Send Application for Approval to Install or Operate an Amusement Device and request list of devices: YES / NO</i></p> <p><i>Date referred:</i> _____</p>
10	<p>SALE OF FOOD</p> <p>Will food be sold or prepared at the event?</p> <p><input type="checkbox"/> No food will be sold.</p> <p><input type="checkbox"/> Yes, food will be sold. <i>(Provide detailed list.)</i></p> <p><input type="checkbox"/> Free prepared food will be provided.</p>	<p>Office Use Only</p> <p><i>Refer to the Director of Place and Growth:</i> YES / NO</p> <p><i>Date referred:</i> _____</p> <p><i>Inspection required: YES / NO</i></p>
11	<p>PUBLIC LIABILITY INSURANCE</p> <p>Provision of a Certificate of Currency indicating that you or your organisation has a current Public Liability Insurance Policy (\$20million).</p> <p>Noted on the Certificate the following:</p> <p style="margin-left: 20px;">a) Council endorsed as an interested party and b) A notation must be on the certificate – the policy covers the event.</p> <p><i>If due to the nature of the event, you are unable to attach evidence of insurance, a statement advising reasons for failure to comply is to be attached.</i></p> <p><input type="checkbox"/> Certificate of Currency.</p> <p><input type="checkbox"/> Statement.</p> <p> Attach relevant certificate</p>	<p>Office Use Only</p> <p><i>Refer to the Manager of Governance Risk and Corporate Planning: YES / NO</i></p> <p><i>Date referred:</i> _____</p> <p><i>Certificate of Currency sighted and adequate: YES / NO</i></p>

COMMUNITY COMMITTEES OF COUNCIL MANUAL

12	<p>ENVIRONMENTAL</p> <p>An Environmental Management Plan is required if there is potential for the pollution of a waterway.</p> <p><input type="checkbox"/> Environmental Management Plan.</p> <p>Due to the potential for damage from the rubber material of deflated balloons in the waterways NO BALLOONS ARE TO BE RELEASED.</p>	<p>Office Use Only</p> <p>Refer to the Director of Infrastructure Services: YES / NO</p> <p>Date _____ referred: _____</p>
13	<p>WHS AND RISK</p> <p>A Risk Management Plan and a Program of Events is required for all Events on Council land (Councils Risk Assessment Tool – s355 WHS Form 005 maybe used)</p> <p><input type="checkbox"/> Draft Program and Plan only.</p> <p><input type="checkbox"/> Final Event Program.</p> <p><input type="checkbox"/> Final Risk Management Plan.</p>	<p>Office Use Only</p> <p>Refer to the Manager of Governance, Risk and Corporate Planning: YES / NO</p> <p>Date referred: _____</p> <p>Forward to broker: YES / NO</p> <p>Date referred: _____</p>
<p>GENERAL INFORMATION</p> <p>a. <i>The applicant may be required to lodge a bond (refundable) against damage to public services and infrastructure.</i></p> <p>b. <i>An application fee will be payable on lodgement of this form (in accordance with the adopted fees and charges as required by Council, inclusive of GST) in regard to all activities will be required as a contribution toward the cost of processing the application.</i></p>		
<p>_____ Name of Applicant and Event</p>		
<p>_____ Signature of applicant</p>	<p>_____ Date</p>	

COMMUNITY COMMITTEES OF COUNCIL MANUAL

<i>Office Use Only</i>			
APPLICATION CHECKLIST			
s355 WHS Form 004			
Application Fee paid	YES	NO	\$
Refundable Bond paid	YES	NO	\$
Additional Bond required	YES	NO	\$
Consent of Management Committee required	YES	NO	N/A
Name of Committee: _____			
Address: _____			
Contact person: _____			
Phone no: _____			
Committee's comments and/or conditions regarding use of facility			

Send to applicant:			
<input type="checkbox"/> <i>Application for Police Approval</i>	<input type="checkbox"/> <i>Application for Approval to Install or Operate an Amusement Device</i>		
<input type="checkbox"/> <i>Traffic Control follow-up</i>	<input type="checkbox"/> <i>Risk Management Plan Template</i>		
<input type="checkbox"/> <i>Circus and Carnival Procedure</i>	<input type="checkbox"/> <i>Guidelines for Food Businesses at Temporary Events</i>		
Comments and/or conditions to advise applicant:			

<input type="checkbox"/> Approved <input type="checkbox"/> Not approved <input type="checkbox"/> Insufficient information, return to applicant			
Assessed by:	Date:		

Appendix 7: Risk Assessment Tool



Risk Assessment Tool (s355 WHS Form 005)

Committee _____

Event _____ Date _____

RISK ASSESSMENT TOOL

Name of Entity Holding Event		Location of Event	
Name of Event		Event Date(s)	
Crowd estimate (numbers per day)		Time of Day	Start: am/pm Finish: am/pm
Set up Time	am/pm	Pack down Time	am/pm
Risk Assessment date completed	____/____/____	Committee Members present	
Completed by		Reviewed by and date	____/____/____

Notes

UHF Channel to be used during the event: _____

Event Coordinator: _____ (name and position)

Open Spaces: Coordinator of Recreation Facilities (RCF) Tel: (02) 6730 2440

Work Health and Safety: WHS Coordinator (WHSC) Tel: (02) 6730 2305 Mob: 0429 898 988

Risk Management: Manager of Governance, Risk and Corporate Planning (MGRCP) Tel: (02) 6730 2319

Promotion: _____ (name and position)

Glen Innes Severn Council
Helping you make sure you make it safe by managing risks at your events

This document contains:

- A detailed overview of the risk management process
- A Risk Assessment Tool Reference Table (which was based on AS ISO: 31000:2018 Risk Management)
- The Risk Assessment Tool
- A Risk Library of possible risks

The Risk Assessment Tool for _____ (*Event Name and Date*)

Before you start to organise your event, you need to read, heed and act on the following

This template is designed to guide Community Committees of Council and Council Event Managers as they identify, assess, evaluate and treat risks they identify while performing their duties.

The methodology applied conforms to Australian Standard AS/NZ ISO 31000:2018 Risk Management. Users should be prepared to modify it to meet their specific needs. The Likelihood and Impact scales should be carefully considered and if appropriate, modified to suit the specific risk profile being assessed.

As an 'event organiser' you will need to risk manage to ensure the safety of the event/function for attendees, volunteers and the public.

Event Risk Management

This guidance provides the Event Organiser with an understanding of identifying and controlling risks when developing a risk management plan.

Safety at an event is vital. Members of the public expect to attend and enjoy an event safely and securely. Events of any size or nature will have risks associated. It is the responsibility of the Event Organiser to identify and effectively manage these risks by putting preventative or mitigating controls in place to reduce the likelihood of risk events occurring or to minimise the consequences thereof.

This process is called risk management and to know what risks require management a risk assessment is necessary. A Risk Management Plan identifies all the potential risks that may arise from holding the event and then lists the steps Event Organisers will take to reduce or mitigate identified risks.

Definitions

What is a Hazard – Something with the potential to cause injury or illness e.g., an object of 20kg in mass.

What is a Risk – The probability of a hazard resulting in an injury or disease, together with the seriousness of the injury or disease e.g., incorrect handling of a 20kg object could result in a manual handling injury.

A risk assessment is required if there are risks posed by hazards in the workplace and to determine how best to modify the work processes to effectively eliminate or control those risks.

This process is known as **risk management**. When you are involved in an event that may involve changes to your normal work practices/activities you need to ensure you minimize the risk to yourself, your fellow volunteers, patrons, participants and members of the public.

Hierarchy of Control

A list of control measures in priority order to be used to eliminate or minimise exposure to hazards (your control measures shall be met within this strict order).

Eliminate – avoid the risk by removing the hazard completely. *Can it be removed?*

Substitute – Use less hazardous procedure/substances/equipment/processes. *Can something less hazardous be used?*

Isolate – Separate the process from people using barriers/enclosures or distance. *Can the hazard be barricaded, shielded or isolated?*

Engineering Controls – Mechanical/physical changes to equipment/materials/process. *Can the equipment be altered?*

Administrative Controls – change procedures to reduce exposure to a hazard. *Can the way we go about work be changed?*

Personal Protective Equipment (PPE) – supply where required. *What PPE is required around this hazard?*

Monitor and review – have we got it right? If the risk is unacceptable further action must be taken to address that risk.

Risk Assessment – Risk Assessment is the overall process of risk identification, risk analysis and risk evaluation. A risk assessment should be conducted systematically, iteratively and collaboratively, drawing on the knowledge and views of stakeholders. It should use the best available information, supplemented by further enquiry as necessary.

What is a Risk Assessment?

A risk assessment analyses what can go wrong, how likely it is to happen, what the potential consequences are and how acceptable the identified risk is. The approach to identifying and managing risks is outlined in the International and Australian Risk Management Standard, ISO 31000:2018.

DRAFT



How to complete your Event's Risk Assessment

Step 1: Event Overview

Please use the Risk Assessment tools to complete the Risk Assessment Table.

Complete an Event Overview to establish the context of the event and add it to your Event Plan. Remember that events are often evolving and growing and an overview for this year's event may vary to previous events.

Step 2: Identifying the Hazards

Use your Event Plan as a prompt to list all the hazards associated with the event that may expose people to injury, illness or disease, or put your organisation at risk. There will be hazards associated to each event element identified. List these in the Hazards column of the Risk Assessment Table.

Some standard hazards on event sites include:

- Access and egress of patrons;
- Bins and waste management plan in place;
- Trips, slips and falls.

Step 3: Identifying the Risks

The consequence of a hazard is a risk. Think about what risks might occur if the hazard is not properly managed. When considering if a hazard could become a risk, consider "If this hazard isn't addressed, there is a risk that..."

List these in the risks column of the Risk Assessment Table.

Several questions should be asked when attempting to identify risks. These include:

- What can happen?
- Where could it happen?
- When could it happen?
- Why would it happen?
- How can it happen?

Answering these questions will assist in the generation of a list of risks that may have impact on your event. Refer to the Risk Register library at the end of these guidelines to help you consider relevant risks that could be related to your event.

Step 4: What controls are already in place?

Think about what controls are already in place and ensure that they are listed in the existing controls column of the Risk Assessment table and add any additional controls that will assist in mitigating the risk that you can think of in the additional controls' column.

Step 5: Analysing Risks

Analysis is necessary to determine just how significant the risk may be. Think about how likely is it that people could be exposed to the hazard and if they were, what would be the consequence. The likelihood of a risk occurring refers to how likely something might happen. Use the below table to identify the likelihood of a risk occurring:

Risk Assessment Tool – Reference Tables

Likelihood Scale

Rating	Likelihood (the probability that a risk will occur)
Almost Certain	Has a 90% chance of occurring
Likely	Has a greater than 50% chance of occurring
Possible	Has a 50:50 chance of occurring
Unlikely	About a 10% chance of occurring
Rare	May occur only in exceptional circumstances

List the rating in the **Likelihood** column of the Risk Assessment Table.

The consequence of a risk occurring refers to the impact or magnitude of the effect. When scoring the consequence associated with a risk, consideration needs to be given to its impact in terms of:

- Injury / Illness;
- Public / Staff Safety / WHS;
- Reputation and Public Image;
- Financial/Business Impact;
- Legal / Regulatory;
- Environment.

Use the below table to identify the consequence of a risk occurring:

Impact Scale

Rating	Potential Impact (in terms of the success of the Event/Project/Activity)
Catastrophic	The consequence would threaten the event and the event organisation e.g., death, huge financial loss, huge effect on public image, national media coverage; social media outrage / overdrive.
Major	The consequence would threaten the continued effective functioning of the event organisation and therefore the event e.g., Significant level of community concern, major financial loss, hospitalisation, national media coverage; local media frenzy; social media topical discussion.
Moderate	The consequence would not threaten the event but would mean that the event would be subject to manageable changes e.g., Injured person(s) requiring hospitalisation, Moderate level of community concern, high financial loss, possible rehabilitation; Local media coverage.
Minor	The consequence would not threaten the efficiency or effectiveness of some aspects of the event but would be dealt with internally e.g., Minor level of community concern, medium financial loss, first aid treatment, Minor isolated concerns raised by stakeholders or others at the event.
Insignificant	Consequence would be dealt with by routine operations, e.g., no injuries, no financial loss, minimum impact to reputation.

List the consequence rating in the **Consequence** column of the Risk Assessment Table Template.

Step 6: Evaluate Risks

The purpose of evaluating risks is to determine which risks need further treatment and in what priority order.

Establish a risk rating for each hazard by lining up the likelihood and consequence on the below table.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	High	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Medium	Medium	High	High
Rare	Low	Low	Medium	Medium	High

EXTREME	Extreme Risk	Immediate action required	Activity must not proceed until steps are taken to reduce risk to as low as reasonably practicable.
HIGH	High Risk	Risk Control Measures required	Risk Control Measures are required to reduce to as low as reasonably practicable.
MEDIUM	Moderate Risk	Review Risk Assessment	Review Risk Assessment to ensure control measures to reduce risk to as low as reasonably practicable.
LOW	Low Risk	Manage Risk	Manage Risk by implementing routine procedures and monitoring.

The risk rating – extreme, high, moderate, low will need to be listed in the **Risk Rating** column of the Risk Assessment Table.

- Extreme risk – Activity must not proceed until steps are taken to reduce risk to as low as reasonably practicable using the hierarchy of controls.
- High risk – Attention needed to develop risk reduction strategies using the hierarchy. May require consideration of alternative tasks, activities, methods.
- Medium risk – specific risk reduction strategies are needed. Focus on ensuring the Control measures are implemented and effective.
- Low risk – manage risk using existing controls and is generally acceptable.

All risks with an initial rating of “Extreme” or “High” will require additional controls. Moderate and low risks may be excluded from the implementation of additional controls at the Event Organiser’s discretion. However, the rationale for not implementing additional controls for these risks should be documented to demonstrate the completeness of evaluation undertaken.

Additional Control, if required:

Think about what additional practical things you can do to eliminate or reduce the likelihood of the risk occurring. These changes could reduce the risks if they are effectively put in place and if required could assist you to comply with any legislation or regulations.

List the additional controls in the **Additional Controls** column, of the Risk Assessment Table Template **if required**.

Step 7: Treat Risks, Monitor and Supervise

Risk Treatment options are:

DECISION	EXAMPLE
Remove or avoid the risk	The Event Organiser is not satisfied with the safety controls of a children's ride so decides to remove the ride from the event.
Retain or accept the risk	The Event Organiser could accept a children's ride on the basis that additional controls were put in place.
Treat the risk	Apply controls over children's ride to reduce the likelihood and/or consequences of the risk event occurring.
Transfer or share the risk	Share the responsibility with another party such as an insurer/contractor who shares the loss if the risk event were to occur.
Increase the risk	Consciously take on risk to pursue an opportunity and achieve desired outcomes, understanding the risks involved.

HIERARCHY OF CONTROL	
(f) ELIMINATION	Can the hazard be removed from the workplace?
(g) SUBSTITUTION	Can something less hazardous be used?
(h) ISOLATION	Can the hazard be barricaded, shielded or isolated?
(i) ENGINEERING CONTROLS	Can the equipment be altered?
(j) ADMINISTRATIVE CONTROLS	Can the way we go about work be changed?
(k) PERSONAL PROTECTIVE EQUIPMENT (PPE)	What PPE is required around this hazard?

These tables are generic and careful consideration should be given to their suitability for the specific risk profile being assessed.

Determine the Risk Level for each identified risk and enter it in the table below.

Responsible to Monitor / Supervise should then be completed to indicate the person responsible for ensuring the controls are implemented.

Please note: A Risk assessment is dynamic and ever evolving. As you continue planning your event, new risks and opportunities will be identified and some will no longer be valid. It is important to regularly review and update the risk assessment during the event planning process, to ensure all potential hazards and risks are captured and mitigated.

Any risks rated ‘Extreme’ or ‘High’ should be monitored on a regular basis to ensure that the rating assigned, controls identified, and treatment plans established remain valid.

Example Risk Assessment Table

Hazard(s)	Risks (There is a risk that...)	Inherent Risk Rating	Existing Controls	Likelihood	Consequence	Risk Rating	Additional Controls (if required)	Responsibility
Temporary Infrastructure	Erection of temporary marquee causes an injury to a contractor or member of the public.	Extreme	Treat the hazard by cordoning / separating off the area with bollards and hazard tape during construction. Site supervisor/s to monitor the area and ensure that the public are not entering the workspace.	Unlikely	Major	High		Site Supervisor Contractor

Hazard(s)	Risks (There is a risk that...)	Inherent Risk Rating	Existing Controls	Likelihood	Consequence	Risk Rating	Additional Controls (if required)	Responsibility
			<p>Contractors to abide by construction regulations and work in accordance with their Safe Working Method Statements.</p> <p>Ensure enough weighting is applied to prevent wind damage / instability.</p>					
Vehicles on site	Delivery vehicles occupying a footpath to unload equipment and the public walking onto the roadway.	High	Treat the hazard by reserving a parking bay close to the site or by creating an alternate pedestrian path using bollards and signage.	Possible	Moderate	Medium		Site Supervisor

Annexure A Item 7.7

Hazard(s)	Risks (There is a risk that...)	Inherent Risk Rating	Existing Controls	Likelihood	Consequence	Risk Rating	Additional Controls (if required)	Responsibility
Vehicles and Pedestrians	Vehicles driving on public areas causing damage to the site or a collision with a person.	High	<p>There may be a requirement for traffic control in certain circumstances (on or adjacent to a public road) carried out by trained/certified person/s.</p> <p>Treat this hazard by advising the contractors that they will be met on site by the supervisor, and that they are to drive at walking pace with their hazard lights on.</p> <p>Delivery schedule developed and communicated to contractors.</p> <p>Vehicle path designated with traffic cone and signage.</p> <p>Use of spotters for all vehicles.</p>	Possible	Moderate	Medium		Site Supervisor

Hazard(s)	Risks (There is a risk that...)	Inherent Risk Rating	Existing Controls	Likelihood	Consequence	Risk Rating	Additional Controls (if required)	Responsibility
Use of portable Electricity	<p>Power source is overloaded and fails.</p> <p>Unsafe leads or damaged leads causing electrocution / electric shock of people (workers or patrons)</p>	High	<p>Treat the hazard by engaging a licensed electrician to provide and make changes to the power supply.</p> <p>Treat (in advance) and ensure that power requirements are identified in the planning phase, adequate supply is provided, and that vendors / contractors have been pre-advised that all leads, and equipment must be tested and tagged.</p> <p>Treat by ensuring electrical equipment is placed out of public access areas, and leads are protected from weather.</p>	Rare	Major	Medium	Emergency Management Procedures	<p>Event Organiser</p> <p>Contractor (Electrician)</p>

Risk Assessment Table Template

Determine the Risk Level for each identified risk and enter it in the table below - use the sample risk, hazard, and control/s below as a guide and add extras as needed. The Existing Controls column is providing examples that may / should be implemented if the risk exists (please delete as applicable). The additional controls can be added after review/s and/or consultation discovers further controls.

Note: All risk responsibilities must be delegated appropriately and reviewed.

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
SAMPLE HAZARD	Committee members and volunteers fail to sign on or off during working bees or the event	M	At every pre work toolbox meeting, remind participants to use the sign on/off register.	Rare	Minor	L		Committee executive to ensure sign on/off by participants
Committee Working Bees								
Toolbox Meetings	Committee members and volunteers unaware of potential hazards at the beginning of the work period.		ALL committee members present shall participate in the pre-work toolbox meeting and use sign on/off register.					
Electrical Cords	Injury to persons. Power failure.		Power outlets to be checked by an electrician prior to the event. All cords to be tagged in accordance with AS 3760:2001. Suspend cords where practicable 2,400mm above ground level.					

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
Weather extremes	Cold / heat induced illness for participants with inappropriate clothing. Dehydration, Hypothermia / Hyperthermia.		Site induction highlighting possible risk to committee and volunteers. Adequate water available for participants. Sunscreen to be available for participants. Weather conditions to be monitored for changes i.e., snow, sleet, hail.					
At the end of the day	Potential non-identification of risks. Consumption of alcohol.		Debrief committee members and volunteers if any issues have arisen during the working bee. Alcohol consumption is not permitted during the working bee.					
(additional hazards)								
Weather on the day								
Wind / storm	Bodily injury from flying debris / falling objects to participants, volunteers, the public and committee.		Committee to monitor the weather. Evacuation of structures in appropriate sequence for conditions.					
Dust	Poor vision, breathing difficulties, equipment failure, spectator and participant discomfort.		Water Cart (as required) watering of dust areas. Evacuation / cancellation if at severe hazard levels.					
Rain / Sleet / Snow / Hail	Slippery surfaces.		Make participants aware of slippery areas if needed					

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
	Injury from hail stones to property and person.		with signage and/or verbal instruction. Direct everyone to shelter in advent of hail.					
Fire	Burn injury and loss of life.		Committee aware of access points for emergency services. Evacuation procedures specific to the ground.					
Fire Ban	Potential losses for event.		Committee to have an alternate plan in place for any events requiring fire. Advise all vendors / acts of the ban.					
(additional hazards)								
Emergencies on the day								
External Emergency	Potential injury to public, volunteers and committee members.		Establish contact with Emergency Services and liaise prior to the event. Ensure adequate communication systems are in place.					
Medical emergency	Potential injury, medical emergency (heart attack, diabetic incident) to participants, volunteers, the public and committee, vehicles		First Aid staff on ground and in contact with committee members. Emergency services (Ambulance) to be advised					

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
	unable to access ground due to crowd or vehicles.		of the best access to the ground at time of incident.					
Fire Emergency	Potential grass fire due to weather conditions.		Committee to notify NSW Fire Brigade – Glen Innes station for fire permit prior to the event.					
(additional hazards)								
Setting Up / Pack Up								
Designated set up and pack up time	Moving large objects, equipment, among spectators.		Pre event briefing for volunteers.					
Erection of temporary structures / fencing	Impaling injury from star pickets.		Placement of plastic protective covers on top of all star-pickets, where used.					
Ground surface	Injury to spectators and participants.		Fill potholes and level ground surfaces where required.					
Plant and Equipment	Injury to committee, volunteers, public, participants by moving plant.		Appropriately licensed drivers used to operate plant. Public kept clear of site during plant use.					
Vehicles travelling within the grounds	Injury to committee, volunteers, public, and participants.		Public parking kept separate from spectators. NO unsupervised traffic in public areas.					
(additional hazards)								

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HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
Infrastructure								
Night lighting	Injury to committee, volunteers, spectators, participants.		Lighting in toilet blocks.					
Toilet blockage	Inconvenience to committee, volunteers, public, and participants. Potential health risk.		Committee members to liaise with Council staff to unblock system as required. Plumber available if required.					
Broken water lines	Inconvenience to committee, volunteers, public, and participants. Flooding. Lack of water for event and catering.		Committee aware of who to contact within Council. Council staff to be aware of water points and where to turn off and if fittings are available for repairs, plumber available if required.					
Slip, trip, fall, knock	Bodily injury to committee, volunteers, public, participants.		Serious trip and fall hazards identified and protected. Any holes to be identified in event areas and filled BEFORE commencement of event.					
Noise	Noise causing aggravation.		If a PA system is to be used, the Announcer to prevent excessive noise on PA. Regular sound checks to be made.					

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
Parking	Risk to public moving through parking area.		Parking to be under the control of designated committee members.					
Electrical Cords	Injury to persons – power failure.		Power outlets to be checked by electrician prior to event. All cords to be tagged in accordance with AS 3760:2001. Cords are to be suspended where practicable 2,400mm above ground.					
(additional hazards)								
On the day / evening								
Gate attendants if used	Potential injury from vehicles not seeing attendants.		Gate attendants to wear high visibility vests while on gate duty.					
Lost Children	Trauma to those directly involved.		Check point at the event i.e., information table / tent. Announcement on the PA system.					
Fire Cauldrons	Potential burns at cauldron ignition. Use of inappropriate fuel. Burns to cauldron attendees.		Fire Permit to be obtained for the event from NSW Fire Brigades (local Station). Cauldron lighter to have been inducted in the potential issues with the					

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
	Fire ban.		use of fire in the cauldron by NSW Rural Fire Service or NSW Fire Brigade. Clearance from NSW Fire Brigade Local Station Officer on the type of fuel appropriate for the cauldron and fire ban status. Attendees of the cauldron to stand down wind of the flames to avoid potential burns. One (1) cauldron only to be used.					
(additional hazards)								
Catering								
Caterers become ill or unable to attend event	Event staffing inadequate.		ALL catering staff have a backup person that can take over. Additional staff on call.					
Electrical Cords	Injury to persons – power failure.		Power outlets – to be checked by electrician prior to event. All cords to be tagged in accordance with AS 3760:2001.					

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
Catering at event	Food poisoning. Lack of food. Long waiting periods for food.		Caterers to receive appropriate food handling training. Adequate staffing to handle expected numbers. Clear ways to catering areas.					
Bring your own Alcohol	Potential injury to public, volunteers, participants, committee members.		Committee to inform participants of responsible consumption of alcohol. Police briefed on potential risk.					
Drunk or rowdy behaviour	Potential injury to public, volunteers, participants, committee members.		Police briefed on potential risk. Event designed to minimise potential attractions for such activity.					
Broken glass, litter etc	Potential cuts and lacerations to hands and feet of volunteers, public, participants.		Eliminate the use of glass where possible and practical. Committee members to arrange litter runs on regular basis with Council staff.					
(additional hazards)								
Media and Sponsorship								
No media coverage for the event	No participants / spectators to the event.		Committee member to be liaison person with the media (local paper) to					

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
			ensure event promotion occurs.					
Press and media arrival on grounds	Unable to find venue. Entering unsafe areas. Taking poor photos.		Committee to liaise with press BEFORE the event. Committee to accompany in event areas.					
Sponsors	Advertising or signage dissatisfaction. Unhappy with coverage or detail on the day. Sponsorship withdrawal.		Good communication well in advance to avoid misunderstanding of sponsor requirements. ALL signage and advertising to be approved before event. List of sponsor's names supplied to announcer.					
Negative publicity	Reputation damage to event.		Committee member appointed to liaise with media.					
(additional hazards)								
Committee								
Committee members become ill or unable to attend event	Co-ordination of event becomes disrupted.		Alternate person appointed prior to event if practicable. Contingency in place if this occurs on the day.					
Event debriefs	Not being debriefed within a reasonable time after completion of the event.		Event debrief within two (2) weeks of the close of the event. Begin planning for next year's event. To					

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
	Not covering essentials in debrief like complaints / improvements, risk management, incidents, successes etc.		have clear guidelines for the next event. Create a framework for reviews that include risk management, incidents, successes, complaints / improvements etc.					
Resignation of a perceived key committee member	Failure of future events.		If this is a likely occurrence the committee are to be fully aware of the event and its processes so the event can continue with seamless change to the event. All events to have a procedure written to be followed.					
(add additional hazards)								

OTHER RISKS (left clear for your use with other risks or hazards as identified)

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
Committee								

Risk Register Library

The following table contains some examples of risks you may encounter because of organising your event. This list is not exhaustive and will depend upon the type and duration of the event.

Populate the risk assessment table with relevant risks and corresponding controls and treatments.

No.	Risk
1	There is a risk that patrons under the influence of alcohol may lead to unruly crowds and/or drunkenness.
2	There is a risk that poor electrical wiring ignites a fire or presents a risk of electrocution to event attendees.
3	There is a risk that a fire may burn in a nearby location outside of event precinct but may impact the safe delivery of the event.
4	There is a risk that excessively high temperatures could cause severe heat related issues for attendees.
5	There is a risk that the availability of ignition sources and combustible materials (i.e., BBQ / cooking equipment) (internal to event) increases severity and duration of any fire.
6	There is a risk that there are insufficient / ineffective resources (internal to event(s)) to respond to emergency situations.
7	There is a risk of poor event specific command and control structure.
8	There is a risk that crowd evacuation causes injury / panic (as related to Event precinct).
9	There is a risk of the first attack (fire response) failing by Area Wardens (Marshalls).
10	There is a risk that emergency vehicles will not be able to access the event site.
11	There is a risk that patrons wishing to attend the event are exposed to vehicles and roadways (external to the precinct).
12	There is a risk of food poisoning from food outlets engaged for the event period.
13	There is a risk that contractors, suppliers, exhibitors, staff and patrons are exposed to an unacceptable level of risk to their health and safety during the build, event and dismantle phases.

No.	Risk
14	There is a risk that an emergency arises requiring an immediate response impacting on event resources.
15	There is a risk that high winds on site will cause infrastructure stability issues and expose people to a risk to their health and safety.
16	There is a risk that the fire related installation / display may cause an unintended fire event or an injury to an attendee.
17	There is a risk of extreme weather impacts to the bump in/out and/or event.
18	There is a risk that there will be inadequate amenities for the site.
19	There is a risk of a lost child or adult occurring.
20	There is a risk of a security issue occurring at the event.
21	There is a risk of temporary structures falling.
22	There is a risk that installations may involve an element / activity that is potentially unsafe to spectators.
23	There is a risk of patrons attending the event being exposed to vehicular impacts adjacent to or inside the overall event precinct.
24	There is a risk of a Medical Emergency occurring during the event.
25	There is a risk of a gas leak.
26	There is a risk of a chemical or biological hazard.
28	There is a risk of a bomb threat or suspicious package.
29	There is a risk of an explosion impacting the event.
30	There is a risk of assault or armed robbery occurring.

No.	Risk
31	There is a risk of an active shooter or terrorist activity (vehicle borne attack etc.) impacting the event.
32	There is a risk of riot, protest or civil unrest.
33	There is a risk that noise created by the event may exceed acceptable levels.
34	There is a risk of significant heat (weather related) that may result in a heat health alert to be issued or in the case of three (3) or more (heat health days) resulting in a declared heat wave, impacting on the safety and welfare of resources, spectators and emergency services.
35	There is a risk that an unexpected weather event (storm cell or similar) causing a significant safety and welfare issue to event attendees and support personnel.
36	There is a risk that some activities may involve an element / activity that is potentially unsafe to spectators, such as fireworks being discharge.
37	There is a risk that the pyrotechnic display at the event will result in an uncontrolled fire, explosion near people, or dangerous occurrence.

Appendix 8: Public Incident Report

Council must be advised immediately (verbal, telephone, email) when an incident occurs. This report then must be sent to Council when completed, please include photographs and other details as required

PUBLIC INCIDENT REPORT



GLEN INNES SEVERN COUNCIL

Report Completed by: _____ Date: _____

Position: _____ Incident Number: _____

Contact Number: _____

INCIDENT INFORMATION

Incident Type: _____ Date of Incident: _____

Time: _____ am / pm

Location: _____

Incident Reported by:

- Affected Party
- Witness
- Council officer
- Other (Please specify): _____

Report method:

- Personal contact
- Letter
- Email
- Facsimile
- Telephone
- Other (Please specify): _____

Incident Description: _____

Name / Contact Details of Parties Involved:

- 1. _____
- 2. _____
- 3. _____

Name / Contact Details of Witnesses

- 1. _____
- 2. _____
- 3. _____

Apparent Severity of the Incident: (Degree of incident / loss / damage etc.)

- Major – e.g., Serious injury such as permanent disability or death
- Significant - e.g., injuries requiring hospitalisation or property damage over \$1000
- Minor - e.g., minor injuries requiring minimal medical treatment or property damage under \$1000

For personal injuries only:

- Required medical assistance

If Yes:

- First Aid
- Ambulance
- CPR
- Doctor's Medical Examination
- Hospitalisation
- Other (Please specify): _____

If Hospitalised:

Name of Hospital: _____

Name of Treating Doctor: _____

CONDITIONS:

Weather:

- Fine
- Overcast
- Raining
- Fog
- Smoke / Dust Haze
- Other (Please specify): _____

Visibility:

- 0 - 20m
- 20 – 100m
- 100 – 200m
- 200m +

Ground:

- Dry
- Damp
- Wet
- Other (Please specify): _____

Location Description of the Hazard (for identification purposes):

DETAILS (how and what happened):

Reason for Reporting the Incident:

- Notification of incident / hazard only
- Council works request
- Other (Please specify): _____

Please remember to: attach photos to email, add a comment or do a sketch on the reverse of this sheet/form if further information is available.

Please indicate that attention is required if reverse page is used.

Appendix 9: Volunteer Sign On / Off Register



Community Committee of Council [Name]: _____

Address: _____

Please note: By signing on for duty, members and volunteers have assessed themselves and the task, and they confirm that they are aware of the risks and demands of the specific task they are to undertake and that they are willing, fit and able to do so.

All tasks / activities / functions performed need to be done in accordance with the stipulations and provisions as laid out in the Community Committees of Council Manual. **This register and indemnification of Council must be kept by Council for future reference.**

Name (print)	Date	Time on	Duty to perform	Time off	Comments	Signed off by Committee member

Appendix 10: Dates and Documents – Quick Reference

All communications (requests, submissions, applications etc...) relating to any ~~Section 355~~ Committee issue is to be directed to Council through the approved contact channels listed at Council Contact in this Manual. ~~Personal Assistant (Director of Corporate and Community Services).~~

Financial Records

Document	Due Date	Comment
Advice of proposed Fees and Charges	1 March	Refer to s 21(5) and s 22 Sections 2.2.3 of this Manual.
Financials	31 July	Refer to Chapter 5, Financial Management of this Manual.
Request for Expenditure	1 March	Refer to Appendix 13 for this template. Refer to s 54 of this manual.

Events

The following documents, relating to Events, must be completed and returned to Council:

Document	Due Date	Comment
<ul style="list-style-type: none"> • Template for Planning an Activity • Application for Approval of Activity and Events; • Public Liability Certificate of Currency; • Traffic Management Plan; • Event Risk Management Plan; • Final Event Program • Volunteer Sign On/Off Register. 	<p>Six months prior to event</p> <p>Two weeks after event.</p>	<p>Refer to Appendix 6 for this template. Refer to Ch 10, pt 1 of this manual.</p> <p>Refer to Ch 10, pt 2 of this manual. Refer to Appendix 5 and Appendix 6. Refer to Appendix 7 for a Risk Assessment Tool</p> <p>Refer to s 15 and s 89 of this Manual. Refer to Appendix 9 for this template.</p>

Annual General Meetings (AGMs)

~~AGM's should be held annually in February (unless otherwise agreed to by Council).~~

Before AGM		
Document	Due Date	Comment
Notice of the AGM	At least four weeks prior to AGM	An advertisement, at least 21 days prior to the Meeting, regarding the Notice of the AGM must is to be placed by Council: <ul style="list-style-type: none"> • In the Glen Innes Examiner Our Council in the local newspaper; • On social media; and • On Council's website.
Agenda	One week prior to AGM	To Council and all members.
After AGM		
Document	Due Date	Comment
Minutes	Two weeks after AGM	Minutes endorsed by members to go to Council and all members.
Nomination Forms	Two weeks after AGM	All members of the community wishing to be elected / re-elected to the Committee are required to complete a Nomination Form prior to or at the AGM. Refer to Appendix 11.
Key Register	Two weeks after AGM	Refer to Appendix 1 and Appendix 12 for this template. Refer to s 2.2.1e) 20 (1)(e) of this manual.
Members Register	Two weeks after AGM	Refer to s 2.1.2 j) 13 (13) of this manual, and Appendix 11.

Other Documents Required To Be Forwarded To Council

Document	Due Date	Comment
Agreement with Hirers of Council Facilities	Two weeks before hire date	Refer to s 111 8.1 a) of this manual. Refer to Appendix 14 for this template. Refer also to Appendix 12.
Copies of Certificates of Currency, Responsible Service of Alcohol Certificates etc.	Two weeks before working bee, event etc.	Includes any other information pertaining to the hire of Council facilities, WHS etc.
Conflicts of Interest declaration form	Two weeks after a meeting	Refer to Appendix 15
Disclosure Returns	30 September	These returns will be sent out by Council annually in July and must be completed by committee members and returned to Council by the end of September. Refer to Section 2.2.3 Conflict of Interest – Pecuniary Interest of this manual
Primary Returns	Within three (3) months of becoming a new member	These returns are required to be completed and lodged with Council within three (3) months of a committee member becoming a designated person under clause 4.15a) of the Code of Conduct for Council Committee Members, Delegates of Council and Council Advisors.
Facility Checklist and Inspection	15 March 31 October	Refer to ss 83-5 5.1.5 and Appendix 5 of this manual.
Fees and Charges	1 March	Refer to s 112 8.1 b) of this manual.
Notifications of major maintenance performed in the last 12 months	31 July	Refer to Appendix 2. Refer to s 116 8.2 a) of this manual.
Ordinary Meeting Agendas	One week prior to meeting	To Council and all members. Refer to s 40 3.4 of this manual and Appendix 3.1 for the template.
Ordinary Meeting Minutes	Two weeks after meeting	To Council and all members. Refer to s 40 3.4 of this manual and Appendix 3.2 for the template.

Document	Due Date	Comment
Ordinary Meeting Treasurers Report	Two weeks after	Refer to s 66 4.2.5 of this manual.
Public Incident Reports	Within 24 hours of incident	Refer to Appendix 8 for this template. Refer to s 88 5.2.2 of this manual. NOTE: Verbal / Telephonic advice of incident must take place immediately.
Request for upgrades or improvements of facilities	1 March	Refer to s 120 8.2 e) of this manual.
Volunteer Sign On/Off Register	Two weeks after working bee, event etc.	This register is to be forwarded to Council at the completion of each activity. Refer to Appendix 9 for this template. Also refer to s 15 2.1.4 and s 89 5.2.2 of this Manual.

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Appendix 11: Members Register and Nomination for Membership Forms



COMMITTEE MEMBERS REGISTER for AGM as held on:

COMMITTEE

Position held	Name	Address	Phone	E-mail Address
President				
Vice-President				
Secretary				
Treasurer				
Booking Officer				
Committee Member				
Committee Member				
Committee Member				
Committee Member				
Committee Member				
Committee Member				
Committee Member				
Committee Member				

Please complete and send this form to Glen Innes Severn Council within two weeks after the AGM.

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NOMINATION FOR MEMBERSHIP FORM
<Year>
<Name of Committee>

Name: _____

Address: _____

Phone: _____

Email: _____

Seconded by: _____

Please note: If under 18 years of age consent of parent or guardian is required.

Parent / Guardian consent: _____

Are you happy for this information to be used for purposes of being a member on this committee?

- Yes
- No

Requirements for appointment to the Community Committee:

- 1. A commitment to the activities of the Committee and a willingness to be actively involved in Committee issues;*
- 2. Community representatives nominated for the committee must be either a resident of the LGA or employee in a business with the LGA;*
- 3. You are prepared to actively serve the Committee for a minimum of one year;*
- 4. You are prepared to operate under the Council's Code of Conduct for Council Committee Members, Delegates of Council and Council Advisors and Manual for Community Committees of Council.*

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Appendix 12: Key Register for Council Facilities



Facility: _____

BOOKING OFFICER: _____

Committee Name: _____

Name of key holder	Organisation represented	Key number	Contact number	Date issued	Signature (Key holder)	Date returned	Signature (Booking Officer)

Please complete and send this form to Glen Innes Severn Council within two weeks of the AGM.

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Appendix 13: Request for Expenditure



COMMUNITY FACILITY – Committee request to spend money over \$5,000

Name of Committee:	
Community Facility Name and Address:	
Description of service / work / asset required:	
Is the work to be carried out by: <input type="checkbox"/> Committee <input type="checkbox"/> Contractor <input type="checkbox"/> Other:	If work is to be done by a contractor, is this contractor registered on Council's VENDORPANEL System?
Contact Details:	
Date submitted: / /	
Signature and designation of Committee member:	
Date Approved by Council: / /	
Signature and designation of Council member:	

Appendix 14: Agreement with Hirers of Council Facilities



Council Facility/s:

This document is the record of an agreement between the hirer of Council facilities and the Council and/or its delegated representative.

All hirers are to complete Part A of this application and then complete either Part B (if casual hirers) or Part C (if the hirer is other than a casual hirer) of this contract and write N/A (not applicable) in the part of the form which does not apply.

Part A - General Information (complete this section)

Name of Person or Persons, Group or Organisation hiring the facility:			
Primary Contact Person's Name:			
Telephone Number:		Email:	
Date(s) and times of hire of the facility:	Once off: _____ Weekly: _____ Fortnightly: _____ Monthly: _____ Adhoc: _____		
Describe the activities planned to be held at the facility in detail and attach program, agenda, risk assessment and all other documentation that would give Council more details of the event/s:			

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Part B - Casual Hirers

Casual Hirer: *Definition:* Person or group of persons (**not** being a sporting body, club, association, corporation or incorporated body), who hires a council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or 12 times per calendar year.

The following information must be completed by the applicant

Criteria for Casual or Hirer		YES	Comment (if any)
The person (s), group or organisation is not a sporting body, club, association, corporation or incorporated body.			
The hire is for non-commercial or non-profit making purposes.			E.g., hire of tennis court for recreational use.
The hirer is fundraising for an individual, a charity or community organisation or group which: <ul style="list-style-type: none"> i) Is not a sporting group, club, association, corporation or incorporated body; ii) Is not a sole trader or registered business; iii) Is not making a personal financial gain from the activity; iv) Is not a commercial activity; v) Is not a large (e.g., the halls capacity) evening event where uncontrolled alcohol consumption will take place. 			If alcohol is to be consumed, please provide details on how this is to be controlled and regulated. Use the back of this application if required.
If alcohol is to be consumed, please provide a copy the RSA certificate and holders details to be attached to this application by Section 355 Committee member.			To be sighted by Section 355 Committee member.
<p><i>The person, group and organisation as stated as the hirer above acknowledges that they are responsible for the claim excess of:</i> <i>Public Liability - \$10,000</i> <i>Property damage - \$8,000 in the advent of a claim made.</i></p>	<p>Signed: Date:</p> <p>Primary Contact Print Name:</p> <p>Witness to signature and identity to sign and print their name below:</p> <p>Signed: Date:</p>		

Note:

1. If Council or their representative is not satisfied the person, group or organisation meets the "Casual or Regular Hirer" criteria above, the information will be provided to Council's Insurers for determination of the matter.

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2. Council or their representative has the right to refuse hire of the facility or terminate any hirer's agreement until they are satisfied Public Liability Insurance requirements are met.

Part C - Other Hirers

Your own Public Liability Insurance cover is required if you or your activity fit any of the following criteria/definition:

- a) Create an income or profit from the activity by charging a fee or profit for service.
- b) Make a personal financial gain from the activity.
- c) Is/are a sole trader or registered business.
- d) Is/are a Corporation or Incorporated bodies.
- e) Is/are a Sporting body, Club or association of any kind.
- f) Do not meet the criteria as a "Casual Hirer" as described above.

Name of Person or Persons, Group or Organisation hiring the facility:			
Primary Contact Person's Name:			
Telephone No.:		Email:	
Date(s) and times of hire of the facility:			
Describe the activities planned to be held at the facility, in detail and attach program, agenda, risk assessment or/and all other documentation that would give Council more details of the event/s:			
If alcohol is to be consumed, please provide a copy the RSA certificate and certificate holders details to be attached to this application by a Committee member.			To be sighted by a Committee member and signed here for confirmation.

Manual for Community Committees of Council

DETAILS OF INSURANCE POLICY (Other Hirers)

<p>The member's name as shown on the Policy or Certificate of Currency.</p> <p>Note: if different to the name of the hirer above, written authorisation is required from the insurer advising the hirer is covered under <u>this</u> policy before the agreement is valid.</p>	<p>_____</p> <p>(e.g., person, group or organisation that is covered by the insurance policy)</p>
<p>Name of Insurance Company:</p>	
<p>Policy No.:</p>	
<p>Period of Cover:</p>	
<p>Public Liability Policy (in the sum of not less than \$10 million):</p>	Amount Insured \$
<p>Copy of Insurance Policy / Certificate of Currency sighted and attached by Committee.</p>	<p>Name and signature of Section 355 Committee member</p> <p>_____</p> <p>_____</p>
<p><i>The person, group or organisation as stated above acknowledges that they are responsible for their own Public Liability Insurance and other cover when hiring the Council facility for the intended activity as stated above. Please attest to this by completion of the information as required to the right of this instruction.</i></p>	<p>Signed:</p> <p>Print Name:</p> <p>Date:</p>

Note:

1. If Glen Innes Severn Council or their representative is not satisfied that the person, group or organisation has adequate insurance, the information will be provided to Council's Insurers for determination of the matter.
2. Glen Innes Severn Council or their representative has the right to refuse hire of the facility or terminate any hirer's agreement until they are satisfied Public Liability Insurance requirements are met, or if activities are outside of the description or purpose as provided in this application.
3. A sighted copy of the applicant's certificate of currency for Public Liability Insurance must be attached to this document. Council must be mentioned as the interested party in the certificate where possible.

Appendix 15 – Conflicts of Interest Declaration

This form is to be used for Committee Members to disclose conflicts or potential conflicts of interests at Community Committee of Council Meetings. Any disclosure made using this process will be recorded in the minutes of the meeting in question and must also be declared verbally at the relevant meeting.

Committee Member Name	
Committee Meeting	
Meeting Date	

TYPE OF CONFLICT (tick the appropriate box – one declaration on each form)

P - Pecuniary conflict of interest

Required Action: Make a declaration, **do not participate in the item**, leave the meeting during discussion and/or consideration of the matter. Not return until the matter is resolved after describing the conflict. No discussion or influence should be made prior to the meeting either.

SNP - Significant non-pecuniary conflict of interest

Required Action: Make a declaration, **do not participate in the item**, leave the meeting during discussion and/or consideration of the matter. Not return until the matter is resolved after describing why the conflict is significant. No discussion or influence should be made prior to the meeting either.

NSNP - Non-significant non-pecuniary conflict of interest

Required Action: Make a declaration, **stay in the meeting**, participate in the debate and vote on the item after describing why the conflict is less than significant and why you choose to stay in the meeting.

MATTER(S) BEING CONSIDERED IN WHICH YOU WISH TO DECLARE AN INTEREST:

Agenda Item	Item Description	Type of Interest	Nature of Interest	Involved in Discussion/Voting (Yes or No)
E.g., 7.5	E.g., Renovation of Hall Kitchen	E.g., SNP	E.g., I play tennis with the proposed builder once a week and he has become a close family friend.	No

DECLARATION

I hereby declare that the above details are correct to the best of my knowledge and I make this disclosure in good faith.

SIGNATURE:

DATE:

Appendix A

DOCUMENT CONTROL CONTINUED

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
5	17/12/20	16.12/20	Addition of a purpose, new requirements for members under 18 and requirements for volunteers to complete online induction and Working with Children's Check, updated information around correspondence, addition for information around grant funding applications, addition of the Social Media Policy. Clarification was also made around voting members, quorum, minutes, updated risk management definitions and maintenance of facility and updated annexures to be in line with updated Council documents. Minor adjustments were made to clarify certain points, correct punctuation, grammar and formatting errors.	Personal Assistant Director of Corporate and Community Services	Council
4	27/04/17	8.04/17		Communications and Committee Liaison Officer and the Director of Corporate and Community Services	Council
3	16/02/16	16.02/16		Manager of Risk and Compliance and the Director of Corporate and Community Services	Council
2	22/09/11	10.09/11		Administrative Services Coordinator	Council
1	26/07/07	10.07/07		Corporate Administrative Officer	Council

Capital Projects Details
30/11/2023

Project Type	Year	ProjectNo	Project Name	Comments	Completion %	Proposed Completion Date	Budget	Total Spent	Expenditure %	Remaining %
Aerodome	2022/23	7127C23	Airport runway renewal	Initial Project Scope underway.	10.00%	30/06/2024	1,000,000.00	98,848.00	9.88%	90.12%
Aerodome	2023/24	7248C24	Runway Rehabilitation (funding to be Sought)	Design consultant secured.	5.00%	30/06/2024	1,202,119.00	0.00	0.00%	100.00%
Aerodome	2023/24	7249C24	Runway Rehabilitation	Design consultant secured.	5.00%	30/06/2024	1,101,059.00	6,178.57	0.56%	99.44%
Aerodome Total							3,303,178.00	105,026.57	3.18%	96.82%
Bridge	2020/21	7012C21	Local Bridges - Bridge Renewal Program	Project complete excluding spray seal of road approaches. Forecasting a \$200k overspend on this project.	95.00%	22/12/2023	1,400,000.00	1,523,006.27	108.79%	-8.79%
Bridge	2021/22	7008C22	Fixing Country Bridges	Yarrow Creek. Bridge structure complete, sealing of approaches and gurdrail booked for December 23.	95.00%	30/11/2023	945,000.00	694,131.93	73.45%	26.55%
Bridge	2021/22	7009C22	Fixing Country Bridges	Mt Mitchell 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.	5.00%	30/05/2024	1,400,000.00	160,854.79	11.49%	88.51%
Bridge	2022/23	7108C23	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.	15.00%	30/05/2024	858,000.00	181,795.78	21.19%	78.81%
Bridge	2022/23	7109C23	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.	5.00%	30/05/2024	1,000,000.00	92,289.04	9.23%	90.77%
Bridge	2023/24	7208C24	Local Bridges - LIRS Accelerated Bridge Program	Retaining walls and wingwalls constructed on Shannon Vale Bridge replacement.	70.00%	30/06/2024	500,000.00	321,340.42	64.27%	35.73%
Bridge	2023/24	7209C24	Fixing Country Bridges Round 2B	Sunset Road design complete and box culvert procurement underway.	5.00%	30/06/2025	108,000.00	0.00	0.00%	100.00%
Bridge	2023/24	7210C24	Fixing Country Bridges Round 2B	Additional funding sought under BRP program.	0.00%	30/06/2025	456,000.00	0.00	0.00%	100.00%
Bridge Total							6,667,000.00	2,973,418.23	44.60%	55.40%
Building	2023/24	7898C24	Capital Building Purchase - 146 Church Street	Council Resolution - 22.08/23. Finance system not reflecting actual spend.	100.00%		250,000.00	22,500.00	9.00%	91.00%
Building Total							250,000.00	22,500.00	9.00%	91.00%
Community Halls	2022/23	7132C23	Emmaville War Memorial Hall Upgrades	Projects works to commence. Service agreement has been signed with S355 Committee and first milestone payment paid in full.	5.00%	30/06/2024	131,651.00	105,326.40	80.00%	20.00%
Community Halls Total							131,651.00	105,326.40	80.00%	20.00%
Drainage	2021/22	7096CR2	Intersection Upgrade	Wattle Vale Intersection works completed and open to traffic 6 Oct 23.	100.00%	30/10/2023	1,573,546.00	1,488,391.00	94.59%	5.41%
Drainage	2022/23	7162C23	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 Furracabad Road.	100.00%	1/10/2023	282,471.00	323,428.16	114.50%	-14.50%
Drainage	2023/24	7213C24	Renew Drainage – Drainage Charge Reserve				146,529.00	0.00	0.00%	100.00%
Drainage Total							2,002,546.00	1,811,819.16	90.48%	9.52%
Economic Development	2021/22	7030C22	Dumaresq Street Industrial Estate	Electrical design submitted to Essential Energy for approval. Drainage design underway. Draft plan of subdivision received with updated electricity easement. Fencing installed.	15.00%	28/03/2024	283,446.00	91,031.31	32.12%	67.88%
Economic Development	2022/23	7118C23	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.	10.00%	30/06/2024	50,000.00	0.00	0.00%	100.00%
Economic Development	2022/23	7174C23	BCDS1- 0059 Equestrian & Livestock Centre	Business Case completed, presented to the November 2023 Council meeting.	100.00%	30/09/2023	0.00	106,143.81	0.00%	0.00%
Economic Development Total							333,446.00	197,175.12	59.13%	40.87%

Capital Projects Details
30/11/2023

Project Type	Year	ProjectNo	Project Name	Comments	Completion %	Proposed Completion Date	Budget	Total Spent	Expenditure %	Remaining %
Flood Recovery & Natural Disasters	2022/23	7128C23	Flood Recovery	EPARS for Pinkett Rd, Yarraford Road, Old Grafton road, Donnellys Bridge and Southern gravel roads approved. Project reporting to be done on individual projects.		30/06/2024	4,034,984.00	38.34	0.00%	100.00%
Flood Recovery & Natural Disasters	2022/23	7128C23A	Flood Recovery	Old Grafton Road slips. Initial geotech investigation complete and concept design provided.	5.00%	30/12/2024	389,136.00	8,640.00	2.22%	97.78%
Flood Recovery & Natural Disasters	2022/23	7172C23	Flood Recovery	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.	90.00%	30/12/2023	319,888.00	94,486.38	29.54%	70.46%
Flood Recovery & Natural Disasters	2022/23	7901C23	Flood Recovery	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.	100.00%	30/06/2024	163,322.00	135,680.57	83.08%	16.92%
Flood Recovery & Natural Disasters	2023/24	7243C24	AGRN 1012 Natual Disaster recovery (EPAR)	Project delayed until 2024/25 FY due to other priority projects competing for resources and material availability.	0.00%	30/12/2024	1,036,089.00		0.00%	100.00%
Flood Recovery & Natural Disasters Total							5,943,419.00	238,845.29	4.02%	95.98%
IT	2021/22	7023C22	Governance: New Website Development	The updated website went live on 24 October 2022. Community Engagement module continuing.	90.00%	30/11/2022	65,000.00	50,000.00	76.92%	23.08%
IT Total							65,000.00	50,000.00	76.92%	23.08%
Library	2023/24	7253C24	Library - Air-condition refurbishment				38,000.00	20,000.00	52.63%	47.37%
Library Total							38,000.00	20,000.00	52.63%	47.37%
Life Choices	2021/22	7033C22	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.	30.00%	30/06/2024	12,763.00	11,602.73	90.91%	9.09%
Life Choices	2023/24	7250C24	Life Choices - Retaining wall				19,000.00	0.00	0.00%	100.00%
Life Choices	2023/24	7251C24	Life Choices - Replacement of Shredder				5,390.00	0.00	0.00%	100.00%
Life Choices Total							37,153.00	11,602.73	31.23%	68.77%
Open Office	2021/22	7007C22	Finance: Project Jigsaw Open Office Implementation	Stage 1 has been implemented and 80% complete. There are system issues that need resolution.	80.00%	31/12/2023	785,825.00	578,416.34	73.61%	26.39%
Open Office Total							785,825.00	578,416.34	73.61%	26.39%
Open Spaces	2021/22	7027C22	CBD Roundabout Landscaping	CBD Lanscaping project - sala4d 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.	20.00%	30/06/2024	60,000.00	72,992.71	121.65%	-21.65%
Open Spaces	2022/23	7120C23	Replacement of Anzac Park Playground equipment	Project not commenced. Planning works will commence in Q2 2023/24.		27/02/2026	0.00	0.00	0.00%	0.00%
Open Spaces Total							60,000.00	72,992.71	121.65%	-21.65%
Open Spaces & Recreational	2022/23	7121C23	G I Aquatic Centre 25mt and LTS pools reapply top coat	(blank)	5.00%	27/02/2026	0.00	0.00	0.00%	0.00%
Open Spaces & Recreational	2022/23	7124C23	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.	15.00%	30/09/2023	50,000.00	1,663.73	3.33%	96.67%

Capital Projects Details
30/11/2023

Project Type	Year	ProjectNo	Project Name	Comments	Completion %	Proposed Completion Date	Budget	Total Spent	Expenditure %	Remaining %
Open Spaces & Recreational	2022/23	7129C23	Outdoor netball courts	Construction of the outdoor multipurpose courts is now completed with the surface painted, goal posts/hoops installed and line marking in place. Landscaping is yet to be undertaken.	100.00%	30/06/2023	296,310.00	299,156.60	100.96%	-0.96%
Open Spaces & Recreational	2022/23	7130C23	Pathways linking Indoor Sports Stadium to existing pathways	Pathways are 90% complete.	90.00%	22/12/2023	266,466.00	228,770.68	85.85%	14.15%
Open Spaces & Recreational	2022/23	7131C23	Pathway from Indoor Sports Stadium to High School	Design underway and tender documents being developed.	5.00%	30/03/2024	266,466.00	0.00	0.00%	100.00%
Open Spaces & Recreational	2022/23	7134C23	Centennial Parklands Skywalk	Structure complete pending signage installation, final invoicing and preparations for official opening in January.	98.00%	30/01/2024	2,000,000.00	1,912,181.98	95.61%	4.39%
Open Spaces & Recreational	2022/23	7135C23	Centennial Parklands - Amenities and Outdoor Area construction	Detailed designs have been completed. Selective tender for construction has been released. Stakeholder engagement is ongoing. Construction anticipated to commence late January 2024.	25.00%	30/03/2023	1,341,616.00	147,397.40	10.99%	89.01%
Open Spaces & Recreational	2022/23	7136C23	Skate Park redevelopment	Construction of skate park infrastructure is completed. Painting, turf and shelter installation are planned to be completed late December 2023 / early January 2024 (subject to material availability).	85.00%	31/12/2023	344,807.00	374,072.36	108.49%	-8.49%
Open Spaces & Recreational	2022/23	7137C23	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 internal wall linings planned to be undertaken early in 2024. Note Playground equipment is being provided by Netball Assoc and will be installed by Council.	60.00%	30/12/2023	413,926.00	0.00	0.00%	100.00%
Open Spaces & Recreational	2022/23	7166C23	Stronger Country Communities Round 5 - 0456 Anzac Park	Project not commenced. Planning works will commence in Q3 2023/24.	0.00%	27/02/2026	600,000.00	0.00	0.00%	100.00%
Open Spaces & Recreational	2022/23	7168C23	Stronger Country Communities Round 5 - 0456 Aquatic Centre	Glen Innes Pool: Pool emptied, investigations undertaken to determine scope of works. Grant funding obtained to undertake additional works. RFQ awarded. Works will occur after season closes in March 2024.	10.00%	27/02/2026	332,710.00	0.00	0.00%	100.00%
Open Spaces & Recreational	2022/23	7173C23	Shade and Landscaping - Indoor Sports Centre	Draft project concept plans received from Sala4D.	70.00%	31/12/2023	50,000.00	0.00	0.00%	100.00%
Open Spaces & Recreational	2022/23	7181C23	Stronger Country Communities Round 5 - OOSH Sun Shade				50,000.00	0.00	0.00%	100.00%
Open Spaces & Recreational	2022/23	7182C23	Stronger Country Communities Round 5 - Sensory Garden				50,000.00	0.00	0.00%	100.00%
Open Spaces & Recreational	2023/24	7252C24	Learning Centre - 2 x glass sliding doors mechanical motor				20,000.00	0.00	0.00%	100.00%
Open Spaces & Recreational Total							6,082,301.00	2,963,242.75	48.72%	51.28%
Plant	2022/23	7159C23	New Plant Program	Life Choices vehicle ordered against 7077C22 to be allocated to this job No.	95.00%	30/06/2023	61,639.00	0.00	0.00%	100.00%
Plant	2022/23	7161C23	Heavy Plant Replacement Program	No vehicle ordered. Close out job.	0.00%	(blank)	0.00	0.00	0.00%	0.00%
Plant	2023/24	7059C22	Heavy Plant Replacement Program	Plant has been delivered. Completed.	100.00%	21/11/2023	93,995.00	116,200.00	123.62%	-23.62%
Plant	2023/24	7077C22	Heavy Plant Replacement Program	Vehicle in service. Plant 1587. Completed	100.00%		36,908.00	73,633.64	199.51%	-99.51%
Plant	2023/24	7154C23	Heavy Plant Replacement Program	Plant delivered 01/06/2023. Completed.	100.00%	1/06/2023	458,500.00	458,454.55	99.99%	0.01%
Plant	2023/24	7158C23	Heavy Plant Replacement Program	Plant delivered 01/06/2023. Completed.	100.00%	1/06/2023	303,700.00	390,594.32	128.61%	-28.61%
Plant	2023/24	7221C24	New Plant Program	Vehicle delivered. Completed.	100.00%	30/11/2023	75,000.00	122,614.11	163.49%	-63.49%
Plant	2023/24	7222C24	New Plant Program	Vehicle not ordered. Will wait for Director vacancy to be filled.	0.00%	31/07/2023	62,500.00	0.00	0.00%	100.00%

Capital Projects Details
30/11/2023

Project Type	Year	ProjectNo	Project Name	Comments	Completion %	Proposed Completion Date	Budget	Total Spent	Expenditure %	Remaining %
Plant	2023/24	7223C24	New Plant Program	Vehicle delivered and entered into service 25.09.23. Completed	100.00%	31/07/2023	62,500.00	61,922.59	99.08%	0.92%
Plant	2023/24	7224C24	New Plant Program	Vehicle delivered and entered into service 25.09.23. Completed	100.00%	31/07/2023	50,000.00	47,207.73	94.42%	5.58%
Plant	2023/24	7225C24	New Plant Program	Vehicle delivered and entered into service 25.09.23. Completed	100.00%	31/07/2023	50,000.00	50,739.08	101.48%	-1.48%
Plant	2023/24	7226C24	New Plant Program	Vehicle delivered and entered into service 20.10.23	100.00%	19/10/2023	50,000.00	47,074.55	94.15%	5.85%
Plant	2023/24	7227C24	New Plant Program	Vehicle ordered	95.00%	2/01/2024	50,000.00	52,353.36	104.71%	-4.71%
Plant	2023/24	7228C24	New Plant Program	Vehicle not ordered. Awaiting recruitment for vacant position.	0.00%	31/07/2024	50,000.00	0.00	0.00%	100.00%
Plant	2023/24	7229C24	New Plant Program	Vehicle delivered. Completed.	100.00%	15/11/2023	50,000.00	48,722.91	97.45%	2.55%
Plant	2023/24	7230C24	New Plant Program	MAS has not opted for leaseback at this time. Vehicle not ordered.	0.00%	31/07/2024	50,000.00	0.00	0.00%	100.00%
Plant	2023/24	7231C24	New Plant Program	Vehicle not ordered due to recruitment and changes within LifeChoices.	0.00%	31/07/2024	48,000.00	0.00	0.00%	100.00%
Plant	2023/24	7232C24	New Plant Program	Vehicle delivered. Completed.	100.00%	15/10/2023	43,000.00	50,233.52	116.82%	-16.82%
Plant	2023/24	7233C24	New Plant Program	Vehicle delivered. Completed.	100.00%	6/10/2023	43,000.00	46,645.83	108.48%	-8.48%
Plant	2023/24	7234C24	New Plant Program	Vehicle delivered. Completed.	100.00%	10/11/2023	43,000.00	43,599.73	101.39%	-1.39%
Plant	2023/24	7235C24	New Plant Program	Quotes to be received through Vendor Panel.	25.00%	31/07/2024	650,000.00	0.00	0.00%	100.00%
Plant	2023/24	7236C24	New Plant Program	Grader ordered.	95.00%	31/07/2024	615,000.00	620,590.79	100.91%	-0.91%
Plant	2023/24	7237C24	New Plant Program	Quotes received. Plant not ordered as yet.	25.00%	31/07/2024	30,000.00	0.00	0.00%	100.00%
Plant	2023/24	7238C24	New Plant Program	Quotes received. Equipment not ordered.	25.00%	31/12/2023	6,000.00	0.00	0.00%	100.00%
Plant	2023/24	7239C24	New Plant Program	Equipment delivered into service. Purchased by credit card.	100.00%	31/10/2023	15,000.00	7,221.36	48.14%	51.86%
Plant Total							2,997,742.00	2,237,808.07	74.65%	25.35%
Quarry	2021/22	7054C22	Quarry Development	These funds will be used toward internal components of the Wattle Vale quarry project after the external intersection works are completed.	2.00%	30/06/2024	74,225.00	491.64	0.66%	99.34%
Quarry	2023/24	7211C24	Quarry Development	Septic tank replaced at Wattle Vale homestead. Planning underway for on site facilities at Wattle Vale quarry site office.	5.00%	30/06/2024	200,000.00	16,627.00	8.31%	91.69%
Quarry	2023/24	7212C24	Front End Loader - GIA	Plant not ordered.	0.00%	30/06/2024	450,000.00	0.00	0.00%	100.00%
Quarry Total							724,225.00	17,118.64	2.36%	97.64%
Roads	2021/22	7002C22	Roads of Strategic Importance	Same project as 7002C23.	100.00%	30/04/2024	58,563.00	94,634.53	161.59%	-61.59%
Roads	2021/22	7004C22	Unsealed Roads Re-sheeting	Ilparran rd. Project not yet commenced. Material sourcing from Wattle Vale Quarry when ready.	0.00%	30/06/2024	132,992.00	0.00	0.00%	100.00%
Roads	2021/22	7005C22	Unsealed Roads Re-sheeting	Jenkins Rd. Project not yet commenced. Material sourcing from Wattle Vale Quarry when ready.	0.00%	30/06/2024	75,154.00	0.00	0.00%	100.00%
Roads	2021/22	7006C22	Unsealed Roads Re-sheeting	Ten Mile Rd. Project complete. Awaiting final invoicing.	90.00%	22/12/2023	385,000.00	560,637.47	145.62%	-45.62%
Roads	2021/22	7035C22	Heavy Patching Program	Project complete.	100.00%	30/06/2023	315,151.00	315,151.23	100.00%	0.00%
Roads	2021/22	7050C22	Fixing Local Roads	Sealing of Maybole Road, Yarraford Road, Mt Mitchell Road, Pinkett Road, Strathbogie Road, Gordons Road and West Furracabad Road completed. Tent Hill Road and Ten Mile Road booked for December 2023 to complete project.	80.00%	22/12/2023	3,019,278.00	2,355,111.80	78.00%	22.00%
Roads	2021/22	7051C22	Fixing Local Roads	First 15km re-sheeted and sealed. Crew has been diverted to Tent Hill and finish remaining re-sheet work in early 2024.	80.00%	30/03/2024	1,380,000.00	1,318,069.94	95.51%	4.49%
Roads	2022/23	7002C23	Roads of Strategic Importance	Clearing, drainage and earthworks complete. Pavement works underway.	30.00%	30/04/2024	5,541,437.00	949,127.41	17.13%	82.87%
Roads	2022/23	7082C23	Traffic Facilities	Project complete - Guard Rail installed at Camerons Creek and Three Mile Creek on Bald Nob Road.	100.00%	30/06/2023	70,000.00	69,843.87	99.78%	0.22%
Roads	2022/23	7110C23	Heavy Patching Program	Works commenced in Penzance St and associated industrial area. Contractors Stabilcorp engaged to patch sections of Rangers Valley Rd.	50.00%	30/06/2024	1,006,194.00	509,104.85	50.60%	49.40%
Roads	2022/23	7112C23	Kerb & Gutter Installation - Railway Street	Design underway.	0.00%	30/06/2024	40,000.00	1,194.86	2.99%	97.01%

Capital Projects Details
30/11/2023

Project Type	Year	ProjectNo	Project Name	Comments	Completion %	Proposed Completion Date	Budget	Total Spent	Expenditure %	Remaining %
Roads	2022/23	7113C23	Kerb & Gutter Installation - Hunter Street	Design underway.	0.00%	30/06/2024	30,000.00	884.46	2.95%	97.05%
Roads	2022/23	7116C23	Infrastructure Backlog Projects	Planned to expend on bitumen reseal program - funding replaced by LRCI and not required as yet.	0	30/06/2024	300,000.00	0.00	0.00%	100.00%
Roads	2022/23	7117C23	Signage Upgrades	Project combined with 7029C22	0.00%	30/06/2023	80,000.00	0.00	0.00%	100.00%
Roads	2022/23	7138C23	Block Grant - Emmaville Road segment 70	Works complete.	100.00%	1/10/2023	374,000.00	371,752.94	99.40%	0.60%
Roads	2022/23	7139C23	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.			0.00	0.00	0.00%	0.00%
Roads	2022/23	7140C23	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.			0.00	0.00	0.00%	0.00%
Roads	2022/23	7143C23	Unsealed Roads Resheeting - Bullock Mountain Road	Adjacent quarry site is being investigated for project delivery.	0.00%	30/05/2024	437,360.00	0.00	0.00%	100.00%
Roads	2022/23	7144C23	Unsealed Roads Resheeting - Haymarket Road	Project yet to commence.	0.00%	30/06/2024	120,000.00	0.00	0.00%	100.00%
Roads	2022/23	7146C23	New Bitumen Seals - Blue Hills/Rodgers Road	Project delayed due to competing higher priority projects.	2.00%	30/12/2024	300,000.00	5,180.94	1.73%	98.27%
Roads	2023/24	7169C24	Regional and Local Roads Repair Program 2023 - 2024	Project underway. Works completed on Tent Hill Road, Wellington vale Rd, Rangers Valley Rd, and Glen Innes urban roads.	50.00%	30/06/2024	1,000,000.00	626,828.17	62.68%	37.32%
Roads	2023/24	7200C24	Unsealed Roads Resheeting	Haymarket Road. Works not started.	0.00%	30/06/2024	285,622.00	0.00	0.00%	100.00%
Roads	2023/24	7201C24	Sealed Roads Reseal Program	Works not started.	0.00%	30/06/2024	872,427.00	0.00	0.00%	100.00%
Roads	2023/24	7202C24	Not yet specified	Main Street refresh project. Funding agreement signed, work plan yet to be submitted.	0.00%	30/06/2025	872,429.00	0.00	0.00%	100.00%
Roads	2023/24	7203C24	Regional Roads Repair Program	Internal design underway. Heavy patches identified on Emmaville RD Segment 210	0.00%	30/04/2024	105,000.00	0.00	0.00%	100.00%
Roads	2023/24	7204C24	Regional Roads Block Grant	Internal design underway. Heavy patches identified on Emmaville RD Segment 210	0.00%	30/04/2024	105,000.00	0.00	0.00%	100.00%
Roads	2023/24	7205C24	Regional Roads Block Grant	Segments identified for reseal in 23/24 reseal program.	0.00%	30/04/2024	405,000.00	0.00	0.00%	100.00%
Roads	2023/24	7206C24	Traffic Facilities	Replaced Ten Mile Rd Dirty Creek bridge guard rail.	50.00%	30/06/2024	70,000.00	86,042.80	122.92%	-22.92%
Roads	2023/24	7207C24	RRTRP Regional Roads- Emmaville Rd Seg 40,50	Project likely delayed until 2024/25 FY	0.00%	30/12/2024	736,586.00	0.00	0.00%	100.00%
Roads	2023/24	7242C24	Gfixing Local Roads Round 4	Design and procurement underway	5.00%	30/04/2024	936,320.00	0.00	0.00%	100.00%
Roads	2023/24	7244C24	RRTRP Local Roads - Pinkett Rd	Project delayed until 2024/25 FY due to other priority projects competing for resources and material availability.	0.00%	30/12/2024	1,748,242.00	0.00	0.00%	100.00%
Roads	2023/24	7245C24	RRTRP Local Roads - Strathbogie Rd	Project delayed until 2024/25 FY due to other priority projects competing for resources and material availability.	0.00%	30/12/2024	1,185,128.00	0.00	0.00%	100.00%
Roads	2023/24	7246C24	RRTRP Local Roads - Maybole Rd	Project delayed until 2024/25 FY due to other priority projects competing for resources and material availability.	0.00%	30/12/2024	2,279,129.00	0.00	0.00%	100.00%
Roads Total							24,266,012.00	7,263,565.27	29.93%	70.07%
Sewer	2023/24	7214C24	Capital Renewal				616,749.00	472,821.35	76.66%	23.34%
Sewer	2023/24	7215C24	New Mains				10,000.00	0.00	0.00%	100.00%
Sewer	2023/24	7216C24	New Service				15,000.00	0.00	0.00%	100.00%
Sewer Total							641,749.00	472,821.35	73.68%	26.32%
Waste	2021/22	7097C22	Renew Drainage – Drainage Charge Reserve	Grafton Street stormwater upgrades underway and at 90% completion. Overspend to be funded via QBR from 7213C24 (23/24 stormwater renewals)	0.9	30/11/2023	145,000.00	227,715.51	157.05%	-57.05%
Waste Total							145,000.00	227,715.51	157.05%	-57.05%
Water	2020/21	7098C21	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. Currently undertaking a useful life capacity assessment by Tonkin & Taylor.	20.00%	31/12/2026	284,065.00	172,017.40	60.56%	39.44%

Capital Projects Details
30/11/2023

Project Type	Year	ProjectNo	Project Name	Comments	Completion %	Proposed Completion Date	Budget	Total Spent	Expenditure %	Remaining %
Water	2021/22	7100C22	Water Mains Renewal	Work has recommenced on the Oliver Street upgrade job. The cut-in on West Avenue has been completed.	25.00%		301,532.00	271,177.47	89.93%	10.07%
Water	2021/22	7104C22	Water Fund Renewals	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	90.00%	30/12/2023	761,000.00	743,836.18	97.74%	2.26%
Water	2021/22	7105C22	Water Fund Renewals	Awaiting final quote from contractors for the dosing system installation for this project	20.00%	30/12/2023	142,000.00	67,904.13	47.82%	52.18%
Water	2023/24	7217C24	Capital Renewal				864,954.00	7,538.93	0.87%	99.13%
Water	2023/24	7218C24	New Mains				10,000.00	0.00	0.00%	100.00%
Water	2023/24	7219C24	New Service				15,000.00	0.00	0.00%	100.00%
Water	2023/24	7240C24	New Plant Program	Plant ordered.	95.00%	31/07/2024	350,000.00	281,924.05	80.55%	19.45%
Water Total							2,728,551.00	1,544,398.16	56.60%	43.40%
Grand Total							57,202,798.00	20,913,792.30	36.56%	63.44%

The Hon Paul Scully MP
Minister for Planning and Public Spaces



Ref: MDPE23/3451

Clr Rob Banham
Mayor
PO Box 61
GLEN INNES NSW 2370
via: rbanham@gisc.nsw.gov.au

Dear Clr Banham,

I write to you regarding the need to allow for more housing in our low and medium density zones across New South Wales to help increase supply and diversity of homes we are delivering in our suburbs.

New South Wales is in a housing crisis. Through the National Housing Accord, councils and the NSW Government are committed to working together to look at every opportunity to address this crisis.

Our shared task is to approve and encourage the necessary investment and commencements for 377,000 homes by 2029.

The land use planning and assessment functions of councils and the Department will need to quickly adjust towards approaches that lead to more homes in well-located areas.

As a way to increase our housing numbers in NSW, the NSW Government has identified a number of limitations across the residential zones constraining our ability to deliver this diverse housing in our low and medium density areas. In Greater Sydney these include:

- Terraces, townhouses and 2 storey residential flat buildings (i.e. manor houses) are only permitted in the R2 low density residential zone in 2 of 35 Local Environmental Plans (LEPs) in Greater Sydney – just six per cent. This is despite 77 per cent of residential land being zoned R2. Even though the R3 medium density zones do allow terraces, they only make up 13% of residential land; and
- Residential flat buildings (RFBs) are only permitted in the R3 medium density zone in 47% of LEPs. Even though the R4 high density residential zones do allow RFBs, they only make up 3% of residential land.

The story is more mixed outside of our major cities but there are still opportunities available for the planning system to priorities low and mid-rise housing types in our main residential zones.

We are asking councils to review their local policy settings and approaches in the interests of housing supply. I ask you to identify existing well-located areas where terraces, small unit blocks or well-designed mid-rise apartments can be permitted.

52 Martin Place Sydney NSW 2000
GPO Box 5341 Sydney NSW 2001

02 7225 6080
nsw.gov.au/ministerscully

Research consistently shows that there is unmet demand for additional small apartment and low-rise multi-dwelling housing options as well as purpose-built rental and affordable and social housing.

With this in mind, the Department will be realigning its resources to support councils in these initiatives and is developing a tool kit to help councils and state agencies deliver the outcomes we need. Councils shouldn't wait for this work to happen, rather I am asking you to begin work identifying locations and permitting more low and mid-rise homes immediately.

This urgency for all of us to play our part to approve and deliver housing in all parts of New South Wales brings me to my final point. The upcoming 2024 NSW local government elections are scheduled to be held on Saturday 14 September 2024. The caretaker period will begin 4 weeks before on 16 August 2024.

The NSW local government elections may have an impact on some policy and program timeframes and exhibition dates and may impact on planning assessment timeframe targets.

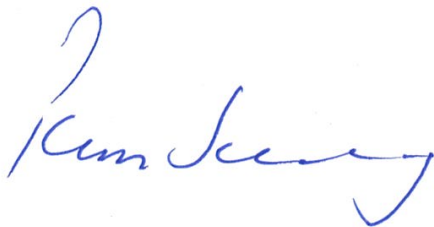
All planning assessments and other council responsibilities and operations should continue as normal until the start of the caretaker period. It is my express view that councils should continue to undertake their legal responsibilities under local government and planning legislation to make sure that we keep up the momentum on delivering the approvals for housing developments across New South Wales.

I would also request that this letter be tabled at your next council meeting so that councillors are clear about the State government's intentions on behalf of the people of NSW to deliver more low and mid-rise homes, while reminding them of their duty during election periods.

We all have a part to play in delivering on the National Housing Accord and a role in helping the next generation into home ownership or long-term rental. I urge you to look at your policy settings with the aim of expanding the number of homes in your LGA.

Should you have any questions regarding the housing reform work or to caretaker conventions for local government elections, please contact the Department at stakeholder.engagement@dpie.nsw.gov.au.

Yours sincerely



Paul Scully MP
Minister for Planning and Public Spaces

30/10/23



Aboriginal Consultative Committee
MINUTES OF ORDINARY MEETING
 HELD ON: 23 October 2023

1. **OPEN / WELCOME TO COUNTRY:** 2.00pm with the Welcome to Country by Elena Weatherball.
2. **PRESENT:** Troy Arandale (Deputy Mayor – GISC) (Chairperson), Carol Sparkes (Councillor – GISC) Peter Sayers (Acting Director of Corporate and Community Services – GISC), Ellie Brackenborough (Manager Community Services – GISC) Anthony Williams (Coordinator Activity and Care Services – GISC), B Tully (Armajun Health Service), Rosemary Curtis (Pathfinders), Sonia Lawson, Jada Fields (Community Representatives) Teniah Villiers (Community Representative/ Cooramah Aboriginal Corporation) Elena Weatherball (GIFYSS), Jacqueline Byrne (Boorabee Aboriginal Corporation) Shane Henry (Community Elder), Crystal Patterson (Community Representative)
3. **APOLOGIES:** Rob Banham (Mayor - GISC) (Chairperson), James Parsons (Glen Innes Local Police) Jessica Davidson, Naomi Lee.

Moved inaudible, seconded inaudible that the apologies be accepted.

CARRIED

4. **MINUTES OF THE PREVIOUS MEETING:** 17th April 2023 General Discussion – no minutes available.

Item No.	Item	Action
5	BUSINESS ARISING:	
	There was no business arising.	Nil.
6	CORRESPONDENCE:	
	No correspondence issues nor received.	Nil.
7	REPORTS:	
7.1	<u>Glen Innes Family and Youth Support Service</u> <ul style="list-style-type: none"> • Youth Workshops available via Community Centre • New employee has commenced in identified role • Positive engagement from community • Several job vacancies • Indigenous Parents Linkage Program – sewing, led lights, wood burning, upcoming excursion to Myall creek 1st November. • Upcoming school readiness graduation participants (7) Graduation to be held in December for family and friends to attend. • Reclaim the Night Event Upcoming – collateral to be distributed 	Distribution of marketing collateral for Reclaim the Night Event.

Annexure A Item 9.2

Item No.	Item	Action
7.2	<u>Pathfinders</u> <ul style="list-style-type: none"> Demolition completed - Expecting Development Approval next month. Offices are open. Currently organising meetings with Ministers regarding unregistered births. 	
7.3	<u>Glen Innes Local Aboriginal Lands Council</u> <ul style="list-style-type: none"> New board. Will commence effective immediately. 10 new board members. Vacancy available for CEO position. Land Council is self-funded – self invested. 	
7.4	<u>Cooramah Aboriginal Corporation</u> No report was provided.	
7.5	<u>Boorabee Aboriginal Corporation</u> <ul style="list-style-type: none"> Noted Self-funded corporation. Concerns regarding vacant Council land (Cramsey Cresnet off Herem Street) Overgrown lot, and road width. Request for gum trees to be trimmed due to risk of falling limbs. 	GISC to report to next meeting regarding bottleneck corner. Confirmation of request for tree trimming.
7.6	<u>Armajun Health Service</u> <ul style="list-style-type: none"> Two doctors now available Community consultation completed with established groups to determine opportunities for support. Collaboration with Inverell. Successful funding arrangement secured facilitating homelessness support. 	
7.7	<u>Glen Innes Severn Council</u> Confirmed change is Community Services Management – Acting Director Peter Sayers, Manager Ellie Brackenborough. Employment opportunities are distributed via multimedia outlets. Discussions around Youth Booth successes and Life Choices Support Services.	Action Item: Network contact details from Committee Members to be issued to Peter & HR for advertising of upcoming vacancies.
7.8	<u>Healthwise</u> No report was provided.	
7.9	<u>Pathfinders</u> Enquiries regarding homelessness support as this program is currently available via Pathfinders. Armajun Health Service	

Item No.	Item	Action
	confirmed the service is facilitating networks and connections to support community that are at risk of becoming homeless.	
7.10	<u>Family and Community Services</u> No report was provided.	
7.11	<u>Glen Innes Police</u> No report was provided.	
7.12	<u>Safe In Our Town Committee</u> Reclaim the Night and Walk in my shoes- Reclaim the night was discussed in great detail it was decided to go ahead with the march on 27 October 2023 starting at 5.30pm from the Post Office and going down Grey Street and back up finishing in the Town Square where a BBQ will be held. It was advised Graham Archibald would be the person to speak to about seeing if the Town Hall can be lit up in purple for the night and to book the Town Square. Liam happy to complete the application for this. The Safe in Our Town marquee to be assembled in the Town Square around 5.00pm. Dana will create a flyer, Elena to share with the schools and contact 2CBD radio for advertisements, Kerry to share flyer through CAFS and Youth Booth, Belinda to share through Armajun Glen Innes Website and to be sent to Council to see if it can go onto the Council Facebook page. Brad to arrange cooking of the BBQ and Liam will arrange a BBQ for the night	Distribution of marketing collateral for Reclaim the Night Event.
8	GENERAL BUSINESS:	
	<u>Agenda items and General Business items</u> Agenda items and General Business items to be submitted prior to meeting commencement. Discussion regarding cultural, social and economic community activities. Tabled by Jacqui Byrne discussed during reports.	Agenda items and General Business items to be submitted prior to meeting commencement.
	<u>General Discussions</u> <ul style="list-style-type: none"> Community Elder Shane requested clarification around the Committee Vision and communication. Discussion around the objectives for the committee which are outlined in the vision encouraging outcome linkages. Initial request for vision to be updated for every meeting. Outlined meeting guidelines for vision purpose and governance surrounding meeting etiquette. Chair confirmed this is an open dialogue with all networks invited. Discussions around the Business Awards and the GISC Attract – Connect – Stay. It was noted the menu was not appropriate for community with dietary requirements and was not appropriate for diabetics. Feedback outlined the stage was visually intrusive and guests seated in the back of the room could not see entertainment during the event. Chair confirmed the event organising committee will complete their internal debrief including lessons management. Further feedback included the lack of cultural engagement through the event suggested community participation 	

Item No.	Item	Action
	<p>to be considered for future events. Chair confirmed individual judges for the portfolios to determine outcomes of awards.</p> <ul style="list-style-type: none"> • Request for Directional Signage for The Willows: similar to the National Parks brown directional signage. • Discussions around land rating for land purchased by the Land Council. • Opening for Skywalk: Distribution of collateral. Commandments for project. Acknowledgement to include lay of the land and waterways. General updates required. • VIC Signage update: signage updated as land nominated as national park which is incorrect. • Subdivisions – community engagement to continue for future developments. 	<p>Request to be issued to Internal Council Department for signage application.</p> <p>Distribution of marketing collateral for opening of Skywalk.</p> <p>Confirm VIC signage updated as requested.</p>

MEETING CLOSED: 2.51PM

NEXT MEETING: Monday 26 February 2024 at 4pm at the Cooramah Cultural Centre - Ordinary Meeting and Annual General Meeting 2024.

.....
Chairman

.....
Date

Australia Day S355 Community Committee of Glen Innes Severn Council
 MINUTES OF ORDINARY MEETING
 HELD ON: 1/11/2023

MEETING OPENED: 19:10 (7.10pm)

PRESENT: Kerrie, Kerry, Bob, Richard, Peter, Jack, Andrew, Jan, Bev.

APOLOGIES: Mahri, Karen.

Absent:

DECLARATIONS OF CONFLICT OF INTEREST: NIL.

Item No.	Item	Action
1	BUSINESS ARISING:	
1.1	Minutes of October 2023 meeting agreed as correct: Moved: Richard Seconded: Bob.	
1.2	Ceremony start time..... Nominations notification flyer.....	Mahri to send out letters to community groups and political representatives regarding 2024 Australia Day ceremony information. [Started: verify ceremony start time for poster.] Mahri to create a flyer for the community when nominations are confirmed – use similar layout to Council Nominations form with larger text. [time to come yet]
2	EXECUTIVE REPORT - Budget	
2.1	Balance \$5000- Grant Account \$10,000. Account to be paid to 2CBD \$651	
3	CORRESPONDENCE:	
3.1	OUT: JAN: Agenda for tonight’s meeting IN: Jan: IN GISC: NADC grant approval letter, Nominations advertising by Council FB page,	

Annexure B
Item 9.2

Item No.	Item	Action
	OUT: Mahri: October DRAFT and FINAL 2023 Minutes; Nominations flyer to all (including 20 community groups), flyer for 2CBD,	
4	<p>Ambassador and Advertising</p> <p>No Ambassador information received to date.</p> <p>Gift to Ambassador spend up to \$150.</p> <p>Looking for Indigenous entertainment, Kerry Strong to research.</p> <p>Jan has spoken to Fred Blair re Alkira doing Welcome if she is available - he was happy for that to happen.</p> <p>Ads completed for 2CBD.</p> <p>Other entertainment options Christine Davies, 2CBD. Gary Kiefer to set up microphones.</p> <p>Exec Report: No advertising as yet. Use GI Examiner as well Jan to contact again to get a wider range of people.</p> <p>Motion: Spend \$1000- for advertising with the Examiner.</p> <p>Moved Kerrie Sturtridge Seconded Richard Edkins. CARRIED</p>	<p>Mahri to create a flyer about the ambassador when we are advised who it is.</p> <p>Mahri to put together the general A4 flyer and include Ambassador details, 2CBD, breakfast site, etc.</p> <p>Kerry Strong to research Indigenous entertainment.</p> <p>Jan to contact Examiner for advertising.</p> <p>Jan to organise gift for Ambassador.</p>
4.1	<p>Postcards</p> <p>Nomination posters, application forms and postcards have been distributed to villages.</p> <p>Mahri has completed letters and flyers.</p>	
4.2	<p>Mahri asking:</p> <p>For December meeting:</p> <ul style="list-style-type: none"> • Awardee invites to which ones? • Church of England Hall booking dinner time, and invitees please? • Confirm Ceremony start time? 	<p>Mahri to write Letters to Dundee Committee to be invited to Dec Meeting; pipe Band, Highlands Lioness Lions to cater for dinner at Anglican Hall, and Book</p>

Item No.	Item	Action
	<ul style="list-style-type: none"> 25/1/ RSL dinner invitees and booking and time please? <p>Motion: Approach Council re getting a laptop from them or purchase laptop for Australia day Committee if none available from Council.</p> <p>Moved: Kerrie S Seconded: Richard Edkins Carried</p>	<p>Anglican Church Hall; to Adam Marshall and Barnaby, Mayor, Councillors, 2023 winners, also requesting the return of Shields to Grey St Office.</p> <p>Kerrie S to contact RSL Club Dining room re Dinner 25/1 and morning tea 26/1 also to speak to Smeatons re AD cake.</p>

MEETING CLOSED: 2000 (8.00pm).

NEXT MEETING: Wednesday 6 December 2023

Glen Innes Community Access Committee Minutes

Date 6.11.2023	Meeting Location: William Gardner Conference Room 71 Grey Street, Glen Innes	Time: 12.03pm-1.00pm
Item	Issues/Discussion	Action.
Present	Keith Appleby, Peter Sayers, Dave Thomas (Deputy Chair), Mayor Rob Banham, Dana Bowman (Minutes) Kerrie Sturtridge (Chair), David Thomas (Deputy Chair), Julie Teal, Lyn Cregan, Joan Jones, Councilor Jack Parry.	
Apologies	Councillor Carol Sparks, Manager Community Services Ellie Brackenborough, Tony Williams and Mary-Anne Brookfield.	
Minutes		
Minutes of the last meeting	An accurate record of the Minutes for meeting held & 3 July 2023 Moved: Lyn Cregan Seconded – Dave Thomas	
Business Arising		
1.	<p>Disability Access Walk – Showground</p> <p>1.05.2023- Dave had a meeting with Phil Lyn prior to the Minerama which set up was taking place. Dave advised it was good to get Phil on board and highlighted the issues for people regarding accessibility as the set up was taking place, as they were walking around they were able to make a list of smaller jobs that need fixing. Dave was able to give feedback to Phil regarding the proposed pathway from the tearooms and how 1200 wide is acceptable but 1500 would be better. Phil took notes and was going to take it back to the committee for their meeting the next day. There has been no feedback from the meeting yet. Dave met with Ronnie Bombell to discuss the Celtic Festival he said it was all looking positive.</p> <p>3.07.2023- Dave has had another two meeting at the Showgrounds, as they had applied for money and have enough to do 100m of footpath and wanted advice on where the best place to put it would be. Dave said ideally you would start at one spot and apply for more money to continue it on. Dave explained how to do the end of the paths and to keep them as wide as possible, rather than narrow them in. It was suggested by Rob to have another meeting with the Show Committee and the trustees to go over the original discussed plans. Kerrie to speak with John and work out a date for a</p>	

	<p>meeting. Rob requested a motion be moved to make the time for a meeting and it was suggested to take a wheelchair when the meeting takes place.</p> <p>3.07.2023- Extension to footpath from Barf Street up to the Showgrounds. Julie said that there is no footpath along Barf Street for people with wheelchairs and they have to use the road. Dave said he has been trying to open the minds of the Showground Committee to have a wheelchair drop off zone. It was decided this could be addressed when having a meeting/ walk around the Showground.</p> <p>6.11.2023- Kerrie advised that it is very hard to tie Phil with the Showground down. Dave advised that the pathway linking the grandstand to the tea rooms has been completed. A picture of the footpath was showed to the committee members. There were concerns raised around how long and well the footpath will last. It was suggested to contact Andrew Hancock as he is on both the Showground Committee and the Trust. The extension of the footpath from Barf Street to the Showgrounds to be discussed when a meeting is held.</p> <p>Action: Kerrie Sturtridge to follow up with Andrew Hancock.</p>	<p>Action: Kerrie Sturtridge to follow up with Andrew Hancock.</p>
2.	<p>Disability signs in shop windows</p> <p>1.05.2023- Updated stickers for shop front window that are hard to access, so keep can call them if they are wanting something from shops. Dana to follow up.</p> <p>3.07.2023- Dana has contacted Velquip to see if they do stickers and requested costings.</p> <p>6.11.2023- Dana provided costings received from Velquip that the stickers 15cmx 15cm would be \$15.00 each, but if they were ordered in bulk they would provide a discount. Dana advised that funding would still need to found to pay for these and gave details as to where to find the Council Community Grants. Kerrie advised that Tony was meant to find funding for these. It was suggested there is a Disability Grant available and this would be great to apply for. Dana to get quotes for 250 stickers from Velquip and TSG to see if there could be funding found within Council to cover the cost.</p> <p>Action: Dana to get 2 quotes.</p>	<p>Action: Dana to get 2 quotes 1 from Velquip and 1 from TSG.</p>
3.	<p>Service’s Club between Club and Woolworths</p> <p>1.05.2023- Kerrie advised the laneway between Woolworths and the Services club is getting bad. Keith advised it is not Council land, but it has been raised with Gayleen Burley the Director of Place and Growth and they are reviewing Woolworths contracts to see if it something they need to uphold.</p>	

	<p>3.07.2023- Keith advised that the laneway between the oval and Woolworths is Council land, and the Heavy Patch Team will be tasked to jet patch it. He will follow up with Gayleen regarding the laneway between Woolworths and the Service’s Club to see if it is in a contract.</p> <p>6.11.2023- Keith advised that he had good news. And that some temporary works have been done to fix the worst of the potholes. The Glen Innes & District Services Club has been in contact with Council and have agreed to get a costing for new bitumen for their carpark and the side lane. Council will do the back lane behind Woolworths at the same time.</p> <p>Action: Ongoing</p>	Action: Ongoing
4.	<p>Step-downs</p> <p>1.05.2023- Keith advised this was feedback that would relate to the Pedestrian Access and Mobility plan (PAMP) that is currently up for review. David to include in the PAMP review the footpaths adjacent to Sommerlad Ln (Behind Smeatons) and the footpath between Grey street and Wentworth Street.</p> <p>3.07.2023- David advised that he had added the footpath Behind Smeatons to the PAMP. Dave noted that the old driveways along the footpath across from Woolworths were of particular concern and if you watch someone in a mobility scooter drive along there and that they are very up and down, which some people use the front path across from it or the road. David advised that Council will be doing the annual footpath inspections.</p> <p>6.11.2023- Dave gave a summary of the step downs. Jack advised that an elderly gentleman in a mobility scooter went over the side of the curb at the Post Office and flipped his scooter onto its side. There was a discussion around requirements for scooter users and if there is or could be training or information that can be provided to mobility scooter users as speed was also raised. Lyn Advised she would speak to Service NSW to see what information is available.</p> <p>Action: Ongoing PAMP & Lyn to speak to Services NSW regarding Mobility Scooters for information.</p>	Action: Ongoing PAMP & Lyn to speak to Services NSW regarding Mobility Scooters for information.
5.	<p>Pedestrian Access and Mobility Plan (PAMP)</p> <p>1.05.2023- Keith introduced David Hunt who is the Manager of Asset Services. David is in the process of reviewing the Pedestrian Access and Mobility Plan (PAMP). David would like to start from scratch with the plan. A paper version of the current one was given to all committee members at the</p>	

	<p>meeting to take and provide feedback. Dana will send through the email addresses to David Hunt and will include his for anyone wanting to provide feedback.</p> <p>7.03.2023- David sent through the PAMP documents via email. He has requested any feedback to be sent through to him. David is happy for people to drop into Church Street if they want to discuss feedback. David advised the idea of PAMP is to effectively plan and develop and to come up with strategies on how to find funds and address. Rob advised that Council would like David to do a workshop on the PAMP so they can have input.</p> <p>Trip Hazard 1.05.2023- Kerrie advised of a trip hazard outside of her home on Council land where the tree roots are exposed. She advised that the Taxi's have also complained of how the branches need trimming (Julie out 12.31pm). Keith advised he would follow up and take the relevant department in Council and that he and David would inspect on the way back to the office.</p> <p>3.07.2023- Keith advised he has reviewed, and this will fall under PAMP. There were discussions around a new footpath and trimming of the tree roots. Action: Ongoing PAMP.</p> <p>6.11.2023- No further information David not at meeting.</p>	<p>Action: Ongoing PAMP</p>
<p>6.</p>	<p>Garden Beds in Main Street 1.05.2023- Joan raised concerns of the height of the garden beds through the main street. She said that when the disability walk was taking place her, and Dave had spoken to a lady in a wheelchair out the front of the reject shop who said that the garden beds are hard to see over and therefore they have to come out to be able to see. Joan said she witnessed the other day a lady come out to see and heard a car having to hit its brakes to stop in time. Keith advised that markers have been installed in the garden beds to give the Parks and Garden team a guide of the required height.</p> <p>3.07.2023- Rob advised that cut back has started on the garden beds and they will be cut in by a meter. This has been done at the Post Office roundabout and they will continue down the street. There is also review in place to revitalise the main street and look at having pretty flowers put in the garden beds. Joan highlighted that it is very bad at the pedestrian crossing near the reject shop as someone in a wheelchair must go out to see around. Dave mentioned that the new petrol station on Oliver Street has compromised the sight distance. Keith advised this could fall under Transport and would pass onto Mike Stone.</p>	

	<p>6.11.2023- Keith advised trimming the garden beds has been completed. Joan advised it's the height of the garden beds that is an issue. Keith advised all the gardens will be reviewed and consultants are in the process of working through this. There has already been community consultations and the consultants are currently working on the information received to present back to a Council workshop. Keith also provided feedback received from Mike Stone in relation to the Petrol Station signs and they are compliant.</p> <p>Action: Ongoing revitalisation of the main street. Completed: Petrol Station signs.</p>	<p>Action: Ongoing revitalisation of the main street. Completed Petrol Station signs.</p>
<p>7.</p>	<p>Expo</p> <p>1.05.2023- Expo date. Kerrie put forward to the committee that a date would need to be set for the expo. It was decided Thursday 21 September at the Services Club. Leonie suggested that they liaise with the Community Centre to see if they could work in conjunction to share resources. It was suggested to see if there is a grant such as the White Rock to cover costs.</p> <p>3.07.2023- Will be Thursday 21 September. Kerrie said she has had talks with Brad at the Community Centre and he was onboard, she will discuss further with him about combining. It was decided the same flyers and registration forms will be used as last year. Kerrie said that she thought it would be best the registrations come to Council and they are then passed on. Further discussion required.</p> <p>6.11.2023- Expo occurred 26.10.2023. Kerrie advised that it was a great success. Rob said he thought it was great. Kerrie gave thanks to the Committee and a special thanks to Dana for her work she did with making sure it occurred. Dana had emailed through a report from the finding from the survey. There were 60 completed survey responses which was an increase of 14 from the previous year. In reflection it was discussed about sending letters to the organisations and service providers asking they share with their clients, having a shorter time frame 3 hours instead of 4 and promoting even more (there was a shorter time period to get this out this year). The committee are looking forward to running the expo again in October 2024. On the day there was enquiry from Toni at Glen Industries in regards to an accessible toilet area for people who are unable to weight bear. Toni said that there are towns with an accessible toilet that has a universal key to be able to access them and they have hoists etc available. The Committee discussed this and it was decided it would be best to ask Toni for further information on this and where some of them are located.</p> <p>Ongoing- Follow up with Toni for further information, make plans for expo next year October 2024.</p>	<p>Ongoing- Follow up with Toni for further information, make plans for expo next year October 2024.</p>
	<p>Dropoff zone outside the Glen Innes & Districts Services Club:</p> <p>3.07.2023- Joan Jones showed the Committee a photo of the drop off zone out the front of the Services Club. People have to step up onto the curb and is not able to have to go along the uneven road down to the driveway. Keith advised he would follow this up.</p>	

	6.11.2023- Drop off zone has been completed there is a sign for both taxi and bus. Action: Completed.	Action: Completed.
Correspondence		
Outgoing		
Incoming	Dana provided a letter received from Council in relation to who the Council representatives for the 355 Committee would be. Please find attached.	Action: Attached no action needed.
General Business		
	3.07.2023- Mobility Map brochure. Any further information to be sent to Dana by Monday so the changes can be made. Dave said he would review over the weekend. Some changes off the top of his head included: Moving of the Ambulance Station to the new address at the hospital (meant to officially open December or January) and the relocation of Pathology to the hospital. Action- Ongoing Feedback to be sent to Dana by Monday 13.11.2023.	Action ongoing- Feedback to be sent to Dana by Monday 13.11.2023.
	3.07.2023- Dave provided feedback on the New Resident Pack booklet. He said he thought it would be great resource but if there is space would be great to included all of the clubs and organisations that you can join in Glen Innes. Dana advised that the idea of the booklet was Council based and was to provide Council services, along with schools and medical services available. Dana also gave feedback on how much work goes into checking each group is still running and who is the contact as it changes yearly, Dana floated the idea of having an additional link on the digital booklet that could click to take you to the list of groups you can join. Other committee members said the New Resident Pack Booklet a great idea and resource. Action- Ongoing.	Action: Ongoing

Meeting Close: 1.00pm

The next Community Access Committee will be held on Monday, 5th February 2024 followed by the AGM 4 March 2024.

Advertisement of the AGM will need to go out 28 days prior.

____Kerrie Sturtridge_____

Date _____

Kerrie Sturtridge

Chairperson, Glen Innes Community Access Committee

(A Community Committee of the Glen Innes Severn Council)



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

MEETING OPENED: 11:00am

PRESENT: Rob Irwin, Helen Gunther, Jack Parry, Andrew Irwin, Chris Irwin, Jason Irwin, Nancy Parry, Evelyn Scott

APOLOGIES:

Moved , seconded , that the apologies be accepted.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST:

Nil

MINUTES OF THE PREVIOUS MEETING:

Moved Helen Gunther, seconded Andrew Irwin that the minutes of the previous meeting, dated **3rd September 2023** be accepted.

CARRIED

Item No.	Item	Action
5	BUSINESS ARISING:	
	Boundary Fence The fence is a council responsibility. Council response-None to date Helen will contact council to see what has been organised.	Helen
	Glencoe Post Office Not sold at Auction	
	Spring Clean Day/Ramps for the shed Great working bee. Thank you to all helpers. Thank you to Chris Gunther for making the front gate close and latch. This is important because we have a playgroup using the hall. Gas heater was serviced by Jack. Julie and Helen cleaned inside the hall. Andrew, Jason and Chris cleaned the outside walls. A decision was made to make portable ramps for the shed- Chris Gunther will make them. Fixing the step into shed- to be completed at next working Spring Clean day.	Helen
6	TREASURER REPORT:	
	Treasurers Report Attached. Balance \$ 5598.76 Tabled by Helen Moved Helen Gunther Seconded Andrew Irwin Carried	
7	CORRESPONDENCE:	
	IN: Emails- from GIS	

Item No.	Item	Action
	<ul style="list-style-type: none"> • Australia Day nominations open • Advice of council representatives 2023-2024 • Meeting minutes received, thank you • Use of hall for referendum form • Revised Code of Conduct • Gants and Funding newsletter <p>Emails- Other</p> <ul style="list-style-type: none"> • 2024 dates- Gubi Gabun • AEC- numerous, premise agreement • RSA certificate- Annemarie (Hall Booking) • Certificate of Currency- Gubi Gabun • Julie Wright- treasurer reports <p>Text messages</p> <ul style="list-style-type: none"> • Thank you for use of hall- Annemarie (Mt Mitchell RFS fundraiser) <p>OUT:</p> <p>Emails- to GISC</p> <ul style="list-style-type: none"> • September 2 general meeting minutes • Agenda general meeting November 4 <p>Emails- Other</p> <ul style="list-style-type: none"> • Funding and Grants- to Ceinwen and Julie • Committee members- September 2 meeting minutes • Committee and Council Delegate- agenda general meeting November 4 • Committee members- Revised Code of Conduct • Market Day forms and contacts- Annemarie <p>Text message</p> <ul style="list-style-type: none"> • Committee members- meeting date, meeting reminder, BBQ reminder • Julie Wright- numerous treasurer matters • Forms for running markets- Annemarie <p>Phone</p> <ul style="list-style-type: none"> • Possible markets to be held at the hall- Geneveive 	
8	GENERAL BUSINESS:	

Annexure D Item 9.2

Item No.	Item	Action
1	<p>Referendum Report Overall profit approx. \$300 <u>BBQ</u>- Woolworths sausages \$24 for 48 sausages (sold all, should be priced at \$3), used all the onion(3 bags). <u>Drinks</u>- didn't sell many, gave all drinks away that were going out of date, no drinks left. IL milk was sufficient. <u>Cakes</u>- sold well, plates of cake/slice-5 slice-\$4, loaf cake \$5, and bags of biscuits \$2(6 small) and \$3(4 large), thank you to all people who donated cooking. <u>Book Fest</u>- 2 for \$1, \$1, \$2, sets \$, & jigsaws \$5, made \$80. Good effort. 3 helpers are required to set up books into categories and pack up. Thank you to the helpers- Nancy, Noeline, Evelyn.</p>	
2	<p>Grants-outdoor cover, exterior painting Chris Gunther is waiting for a quote from Graham Constructions. Two leaflets with different types of covers were tabled. Chris is also waiting for Justin Power Construction to come out and give a quote. Concreting should be done first. Possibly adding a western wall with a sliding door. Heritage listed?? Jack to check on this. There are some good grants around so as soon as quotes arrive, they will be passed to Julie and Ceinwen.</p> <p>Painting Replace shed guttering only. Painting interior and exterior of hall (include gutters), exterior of shed. Jack has organised 2 quotes, look for grant now. Council letter of support. Quotes from-Townsend and men who live on Prices property. Julie should have the 2 quotes.</p> <p>Kitchen Grant Jack has organised quotes- floor lino, freestanding 900mmm oven /cook-electric, rangehood. Waiting for electrician quote to go with gas quote. Still waiting for Kurt Donald quote.</p>	<p>Helen</p> <p>Jack Julie</p> <p>Julie</p> <p>Jack</p>
3	<p>Saturday Markets Letter tabled from My Mitchell RFS at previous meeting. Helen phoned Genevieve. Later a message was received from Annemarie, who hired the hall on October 7 for the Mt Mitchell RFS fundraiser, mentioning that Genevieve would like help with the administration. All the forms and a list of recommendations was sent to Annemarie. Rob will be the contact person and will assist with keeping appropriate paperwork (names & contact details, liability insurance, Safe Food Handling, etc) if they decide to start the markets.</p>	

Item No.	Item	Action
4	<p>AGM- 3rd February 2024 Please encourage more members. Invite new village residents.</p>	
5	<p>Christmas Party A community member, Marjorie, has suggested the RFS and Glencoe Hall have an Xmas party at the Red Lion. Tentative booking was made at the Red Lion, 6pm, Sunday 10th December. 30-40 people limit. \$35per person, 2 course Xmas dinner. After some discussion the committee would prefer an Xmas Party at the hall so that it is cheaper for families and provides space for children to play. There wasn't an Xmas event at the hall last year and a decision was made that there is not have enough time to organise one this year. Next year the committee will discuss and plan a possible BBQ day (similar to what is run on voting days) in March/April- Easter Raffle, etc. Then plan an Xmas Party for November/December. Helen to notify Majorie of our decision, happy for her to organise a community dinner at the pub.</p>	

MEETING CLOSED: 12:20pm

NEXT MEETING: 3 February 2024 AGM 11am & General Meeting, 1:30am at the Glencoe Hall.

Rob Irwin
 Chairman

10/11/23
 Date

**Glen Innes Severn Library Committee Meeting
27 October 2023
Glen Innes Severn Learning Centre
Conference Room**

Meeting opened at 09.02am

Present: Lindy Stevenson (Chair) Rob Banham, Kerry Byrne, Peter Sayers
R/Director of Corporate and Community Services), Jenny Sloman,
Lindy Stevenson, Marina Gerlofsma (Minute Secretary)

Apologies: Kerry Muir, Sarah Wilson

The date of the meeting was moved from 20 October to 27 October as Kerry Byrne was unable to attend due to other commitments.

Lindy Stevenson chaired the meeting.

Declaration of Conflict of Interest: none

Minutes of the August meeting accepted as true and accurate:

Emailed to members before the meeting.

Moved: Jenny Sloman

Second: Marina Gerlofsma

Business arising: none

Correspondence: none

Manager of Learning Resource Centres TAFE Report:

Emailed to members before the meeting

Library events:

- TAFE NSW Library staff continue working in the statewide LibChat roster, live chatting with TAFE NSW staff and students.
- TAFE NSW Library staff 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.
- TAFE NSW Libraries created activities and displays for a range of themed events, including Mental Health Month
- West Network library staff will be participating in Mental Health month with a variety of online and face to face sessions targeted at staff and students' wellbeing.

Manager of Library and Learning Centre Council Report:

Emailed to members before the meeting.

August 2022

Tech Savvy Senior Grant

The Library has been approved for another 12 months of Tech Savvy Senior workshops which will be funded by NSW State Library and Telstra. These workshops assist seniors with their devices, using social media safely, understand Internet and show them how to log into government websites such as MyGov, MyAgeCare and Library e-Resources such as BorrowBox and IndyReads.

Children's Book Week – READ, GROW, INSPIRE – 23 August

Several activities were organised to celebrate Children's Week and included:

- A storytelling session with a favourite character dress up and craft activity,
- Sand Art craft activities for the Home-Schooling children and a Gale Interactive Science Database demonstration to assist them with their studies.

September 2023

Live Streamed Author Talk – 7 September

Author B M Carroll gave a talk on her latest book 'The Other Side of Her', a crime action packed novel. She also revealed at the event that she does not plan her novels but gains inspiration from a blank page and her imagination. She has eleven published novels and one she is currently working on.

Hosting an evening with Author Louise Parks – 14 September

The Library partnered with the Glen Innes Public School and High School to bring this event to the Library for the community. Louise discussed her book '7 steps to get your child reading'. This talk was aimed at parents who would benefit from this assistance with helping their children to read. Louise is a popular Australian author who has spoken nationally and internationally at conferences, writers' and readers' festival, public libraries and school events about writing, publishing, the power of reading and writing, and anxiety in children.

Golden Oldies – 21 September

This month's 'Golden Oldies' movie features 'Wakiki Wedding', a 1937 American musical film directed by Frank Tuttle and starring Bing Crosby and Shirley Ross.

School Holiday Program – 25 September – 6 October

The Library will be offering seven school holiday events in the September / October holidays. These are

- Family Activity – Poetry and Song with 'Faunaverse' – a fun awareness raising event on our Flora and Fauna.

- Two movies at 3 locations (Glen Innes, Deepwater, and Emmaville) featuring 'Little Mermaid' and 'Mummies'.
- Two Sand Art activities for community and OOSH.
- Aboriginal Painting workshop with Daniel Levy.

Safer Drivers Course – 29 September

A 'Safer Drivers' Course at the Library on Friday, 29 September had 11 participants. The course included both a theory and a practical driving session with the participants gaining 20 hours of credit in their logbook and a wealth of knowledge and practice on how to remain safe on the road when they are a Provisional driver.

This course was supported by Glen Innes Severn Council and the Friends of the Library funding and was offered free to all participants.

GLEN INNES ART GALLERY EXHIBITION

'Cameron Group' Art Exhibition, opened from 14 August and was on display through to 8 September 2023. This exhibition featured the artwork produced by a local art group in Glen Innes and included a wide range of median and subjects.

The 'Ngarabal Country' Exhibition commenced on 18 September and was on display through to 20 October 2023. This exhibition featured local Aboriginal paintings, wooden artwork, cloth wall hangings, woven and ceramic baskets.

LEARNING CENTRE'S CONFERENCE AND MEETING ROOM USAGE

There has been steady and consistent usage of the Conference Room facilities over the past two (2) months with Council being the largest user. Commercial usage has dropped with the opening of the Glen Innes Highlands Hub.

LIBRARY QUARTERLY STATISTICS

The Library's statistics are showing some improvement compared to the Totals 2022. Visitors to the Library have increased by 19 percent (%), memberships have increased by four percent (4%), and memberships for the UNE has increase by 20 percent (%) and TAFE by 150 percent (%) in the Study Centre. All other areas are showing decreases in totals. It should be noted that the Library's WIFI system was upgraded, and reporting is now more reliable and accurate, and this has impacted on the WIFI statistics.

Moved: Kerry Byrne
Second: Marina Gerlofsma

General Business:

Work, Health & Safety: none

Glen Innes Public &TAFE Library Code of Conduct Policy 2023-2026

Emailed to members before the meeting and brochure handed out at the meeting.

The Library's Code of Conduct has been reviewed and updated to include the requirement and guidelines for Council's Child Safety Policy and the legislative

requirement of the Office of Children's Guardianship for Children (OCG). These requirements have been incorporated into the Library's operational procedures.

Glen Innes & Learning Centre's Annual Report 2022-23

Emailed to members before the meeting and handed out at the meeting
See Report.

Members discussed the Learning Centre's highlights and milestones during the year for all the Learning Centre's stakeholders. The Annual Report is produced for the Glen Innes Severn Learning Centre's Management Committee and is an excellent strategic document for grant funding and reporting to the NSW State Library.

Let Freedom speak- Banned books display celebrated by USA Libraries and supported by NSW Public Libraries

- Display of US banned books available in Australia
- Australian Libraries prefer to place an age limit on controversial themed books and believe in the "right to know" principle
- The following are the areas that popular book were banned in the USA - Harry Potter (Satanism), Hunger Games (Mythical Creatures/Magic), Da Vinci Code (church) and Anne Frank's Diary (violence against women).

Scheduled Events

- Golden Oldies – 19 October – 'Notorious' – Cary Grant & Ingrid Bergman.
- Patsy Kemp – Author Talk on 'The Drovers Daughter and The Drovers Daughter Rides again' – 31 October at 2 pm.
- Red Cross Library Christmas Tree 1- 9 December
- Community Christmas Gift Donations – November & December
- December School Holidays program – 15 December – 26 January 24
 - Safe Drivers Course
 - Paint & Sip Mocktails with CDAT talk.
 - Bush Tucker with Daniel Levy
 - Felt Craft Workshop (Community / Life Choices / Art Gallery)
 - Children's Movies (Glen Innes, Emmaville, Deepwater)

Library Subsidy Grant

Is an annual Federal Government grant to support Local Government's Library budget and for Library special purpose projects. This grant is now part of the recurrent funding and is locked into the State's Annual Budget with incremental increases for population and includes other Library project such as the annual Infrastructure Grant and NSW.net program (IT and online databases).

This funding will be used to research and plan for an outdoor performance and activities area and increasing visually and hearing challenge resources.

Mosman Grant Project

This grant will be used to support a local community project for a multicultural mural to be located behind the Library's Circulation Desk. The mural will depict the Glen Innes community multicultural diversity

Meeting closed at 10.05am

Next meeting: **8 December 2023**
09.00am
Glen Innes Severn Learning Centre
Conference Room

This will also be our Christmas party

Signed

Dated



THE COUNTRY MAYORS ASSOCIATION OF NSW INC

"What we want is nothing more than equity"

Chairperson: Cr Jamie Chaffey
Gunnedah Shire Council, PO Box 63,
Gunnedah NSW 2380
Contact: (02) 6740 2100
Email: jamiechaffey@infogunnedah.com.au

Minutes

GENERAL MEETING

FRIDAY, 24 November 2023 Theatrette, Parliament House, Sydney

The meeting opened at 8.32 am

- 1. Chairman's Welcome**
- 2. Acknowledgement to Country**

We acknowledge the Traditional Custodians of the land and waters, and we show our respect for Elders past and present and emerging. We are committed to providing communities in which Aboriginal and Torres Strait Islander people are included socially, culturally and economically.

- 3. Attendance from Local Government**

Albury City Council, Cr Kylie King, Mayor
Armidale Regional Council, Mayor, Cr Sam Coupland, Mayor
Armidale Regional Council, Mr James Roncon, General Manager
Bathurst Regional Council, Cr Jess Jennings, Mayor
Bathurst Regional Council, Mr David Sherley, General Manager
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor
Bellingen Shire Council, Mr Mark Griffioen, General Manager
Bland Shire Council, Cr Brian Monaghan, Mayor
Bland Shire Council, Mr Grant Baker General Manager
Blayney Shire Council, Cr Scott Ferguson, Mayor
Blayney Shire Council, Mr Mark Dicker, General Manager
Bourke Shire Council, Cr Barry Hollman, Mayor
Bourke Shire Council, Ms Leone Brown, General Manager
Broken Hill City Council, Cr Jim Hickey, Deputy Mayor
Broken Hill City Council, Mr Jay Nankivell, General Manager
Byron Shire Council, Cr Michael Lyon, Mayor
Byron Shire Council, Mr Mark Arnold, General Manager
Cabonne Shire Council, Cr Kevin Beatty, Mayor
Cabonne Shire Council, Mr Brad Burns, General Manager
Central Darling Shire Council, Mr Robert Stewart, Administrator
Central Darling Shire Council, Mr Gregory Hill, General Manager
Coolamon Shire Council, Cr David McCann, Mayor
Coolamon Shire Council, Mr Tony Donoghue, General Manager
Coonamble Shire Council, Cr Tim Horan, Mayor
Coonamble Shire Council, Mr Paul Gallagher, General Manager

Cowra Shire Council, Cr Ruth Fagan, Mayor
Cowra Shire Council, Mr Paul Devery, General Manager
Dubbo Regional Council, Cr Mathew Dickerson, Mayor
Eurobodalla Shire Council, Cr Mat Hatcher, Mayor
Federation Council, Cr Patrick Bourke, Mayor
Forbes Shire Council, Cr Phyllis Miller, Mayor
Forbes Shire Council, Mr Steve Loane, General Manager
Forbes Shire Council, Ms Haley Gould
Forbes Shire Council, Mr Matt Hearn
Gilgandra Shire Council, Cr Doug Batten, Mayor
Gilgandra Shire Council, Mr David Neeves, General Manager
Glen Innes Severn Council, Cr Rob Banham, Mayor
Glen Innes Severn Council, Mr Bernard Smith General Manager
Goulburn Mulwaree Council, Cr Peter Walker, Mayor
Goulburn Mulwaree Council, Mr Aaron Johansson, CEO
Greater Hume Council, Cr Tony Quinn, Mayor
Greater Hume Council, Ms Evelyn Arnold, General Manager
Griffith City Council, Cr John Doug Curran, Mayor
Griffith City Council, Mr Brett Stonestreet, General Manager
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
Gunnedah Shire Council, Mr Eric Growth, General Manager
Hilltops Council, Cr Margaret Roles, Mayor
Hilltops Council, Mr Anthony O'Reilly, General Manager
Inverell Shire Council, Cr Paul Harmon, Mayor
Inverell Shire Council, Mr Brett McInness, General Manager
Kempsey Shire Council, Cr Leo Hauville, Mayor
Kempsey Shire Council, Mr Craig Milburn, General Manager
Kiama Municipal Council, Cr Neil Reilly, Mayor
Kiama Municipal Council, Ms Jane Stroud, CEO
Lachlan Shire Council, Cr John Medcalf, Deputy Mayor
Leeton Shire Council, Cr Tony Reneker, Mayor
Leeton Shire Council, Ms Jackie Kruger, General Manager
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor
Liverpool Plains Shire Council, Mr Gary Murphy, General Manager
MidCoast Council, Cr Claire Pontin, Mayor
Mid-Western/Mudgee Regional Council, Cr Des Kennedy, Mayor
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager
Moree Plains Shire Council, Cr Mark Johnson, Mayor
Moree Plains Shire Council, Mr Kelvin Tytherleigh, General Manager
Murrumbidgee Council, Cr Ruth McRae, Mayor
Murrumbidgee Council, Mr John Scarce, General Manager
Narrabri Shire Council, Cr Darrell Tiemens, Mayor
Narrabri Shire Council, Mr Robert Williams, General Manager
Narrandera Shire Council, Cr Neville Kschenka, Mayor
Narrandera Shire Council, Mr George Cowan, General Manager
Narromine Shire Council, Cr Craig Davies, Mayor
Narromine Shire Council, Ms Jane Redden, General Manager
Oberon Council, Cr Mark Kellam, Mayor
Oberon Council, Mr Gary Wallace, General Manager
Orange City Council, Cr Jason Hamling, Mayor
Orange City Council, Mr David Waddell, General Manager
Parkes Shire Council, Cr Ken Keith
Port Stephens Council, Cr Ryan Palmer, Mayor
Port Stephens Council, Mr Tim Crosdale, General Manager
Queanbeyan-Palerang Regional Council, Cr Kenrick Winchester, Mayor
Queanbeyan-Palerang Regional Council, Ms Rebecca Ryan, CEO

Shoalhaven City Council, Cr Amanda Findley, Mayor
Singleton Council, Cr Sue Moore, Mayor
Singleton Council, Mr Jason Linnane, General Manager
Snowy Valleys Council, Cr Ian Chaffey, Mayor
Snowy Valleys Council, Mr Matthew Hyde, General Manager
Tamworth Regional Council, Cr Judy Coates, Deputy Mayor
Tamworth Regional Council, Mr Paul Bennett, General Manager
Temora Shire Council, Cr Rick Firman, Mayor
Temora Shire Council, Ms Melissa Boxall, General Manager
Tenterfield Shire Council, Cr Bronwyn Petrie, Mayor
Upper Lachlan Shire Council, Cr Pam Kensit, Mayor
Upper Lachlan Shire Council, Ms Alex Waldron, CEO
Uralla Shire Council, Cr Robert Bell, Mayor
Uralla Shire Council, Ms Toni Averay, General Manager
Walcha Council, Cr Eric Noakes, Mayor
Walcha Council, Mr Phil Hood, General Manager
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor
Warrumbungle Shire Council, Mr Roger Bailey, General Manager
Weddin Shire Council, Cr Paul Best, Deputy Mayor
Weddin Shire Council, Ms Noreen Vu, General Manager
Wollondilly Shire Council, Cr Matt Gould, Mayor
LGNSW, Cr Darriea Turley, President
LGNSW, Mr David Reynolds, CEO
LGNSW, Mr Damien Thomas, Director, Advocacy
LGNSW Ms Bronwen Regan, Manager Strategy

Parliamentarian Attendance

Hon Jenny Aitchison MP – Member for Maitland
Hon Adam Marshall – Member for Northern Tablelands
Hon Cameron Murphy MLC,
Hon Natasha Maclaren-Jones MLC
Hon Aileen McDonald MLC
Hon Jacqui Munro MLC
Dr Amanda Cohn, MLC
Mr Dave Layzell MP, Member for Upper Hunter
Mrs Tanya Thompson MP, Member for Myall Lakes
Mr Michael Regan MP, Member for Wakehurst

Apologies:

As submitted

Special Guests Speakers:

The Hon Chris Minns MP, Premier of NSW
The Hon Rose Jackson MLC, Minister for Water, Minister for Housing, Minister for Homelessness, Minister for Mental Health, Minister for Youth, Minister for the North Coast
The Hon Steve Whan MP, Minister for Skills, TAFE and Tertiary Education
The Hon Dugald Saunders MP, Leader of The Nationals, Shadow Minister for Regional NSW, Shadow Minister for Agriculture and Natural Resources
The Hon Damien Tudehope MLC, Shadow Treasurer, Shadow Minister for Industrial Relations
The Hon Steph Cooke MP, Shadow Minister for Water, Shadow Minister for Crown Land

4. Adoption of Minutes of Previous Meeting:

RESOLVED:

That the minutes of the General Meeting held on 4 August 2023 be accepted as a true and accurate record.

Moved - Forbes Shire Council Councillor - Phyllis Miller

Seconded - Singleton Council Councillor - Sue Moore

5. Matters arising from the Minutes.

Nil

6. LGNSW Update Report

Cr Darriea Turley, President, LGNSW, introduced the new Board Members Rural/Regional and provided advice on the work of LGNSW since the CMA August meeting including LGNSW Annual Conference 2023 held on the 12-14 November, the IPART Review of rate pegging methodology, Adam Marshalls private members bill on the red fleet, protecting local water utilities parliamentary inquiry, funding for disaster recovery in the Central West, Biodiversity Conservation Act, housing roundtable proposal , select committee to examine Remote, Rural and Regional Health and funding boost for councils for walking and cycling gaps

RESOLVED:

That the report be noted.

Moved - LGNSW President Councillor - Darriea Turley

Seconded - Shoalhaven City Council Councillor - Amanda Findley

7. ALGA Update Report

A written report was submitted by Cr Linda Scott, President, ALGA, outlining initiatives including the Grattan Institute report on local roads funding, new national packaging reforms, Local Roads Transport and Infrastructure Congress, Minister Bowen attending local governments climate change breakfast, and the Mid-Year Economic and Fiscal Outlook

RESOLVED:

That the report be noted.

Moved - Parkes Shire Council Councillor - Ken Keith

Seconded - Temora Shire Council Councillor - Rick Firman

8. Membership

RESOLVED:

That Central Darling Shire Council be admitted as a member of the Association.

Moved - Inverell Shire Council Councillor - Paul Harmon

Seconded - Queanbeyan-Palerang Regional Council Councillor - Kenrick Winchester

9. Correspondence

Outward

Lord Mayor Cr Nuatali Nelmes, Newcastle City Castle	Advising that Newcastle City Council has been admitted to the Association as an Associate Member
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Cr Rick Firman, Chairman, Riverina Eastern Organisation of Councils	Advising that Riverina Eastern Organisation of Councils has been admitted to the Association as an Associate Member
Cr Matt Gould, Mayor Wollondilly Shire Council,	Advising that Wollondilly Shire Council has been admitted as a member of the Association
Cr Jay Suvaal, Mayor, Cessnock City Council	Advising that Cessnock City Council has been admitted as a member of the Association
The Hon Chris Minns MP, Premier	Inviting him to present at the 24 November meeting
The Hon Penny Sharp MLC, Minister for Climate Change, Minister for Energy, Minister for the Environment and Heritage, The Hon Tara Moriarty MLC, Minister for Regional NSW and Minister for Western NSW The Hon Dugald Saunders MP, Leader of the Nationals, Shadow Minister for Regional NSW, Shadow Minister for Agriculture and Natural resources The Hon Mark Speakman MP, Leader of the Opposition The Hon Wendy Tuckerman MP, Shadow Minister for Local Government and Shadow Minister for Small Business Mr Simon Draper, CEO, NSW Reconstruction Authority	Thanking them for their presentations to the 4 August 2023 meeting
The Hon Pru Car MP, Deputy Premier, Minister for Education and Early Learning, Minister for Western Sydney The Hon Sarah Mitchell MLC, Deputy Leader of the Opposition in the Legislative Council, Shadow Minister for Education and Early Learning, Shadow Minister for Western NSW The Hon Steve Whan MP, Minister for Skills, TAFE and Tertiary Education Mr Justin Clancy MP, Shadow Minister for Skills, TAFE and Tertiary Education Professor Mary O’Kane AC, Chair, Australian Universities Accord The Hon Fiona Nash, Commonwealth Regional Education Commissioner	Inviting them to be guest presenters at the Skills Forum to be held on the 23 November 2023
The Hon Daniel Mookhey MLC, Treasurer The Hon Ron Hoenig MP, Minister for Local Government The Hon Mark Speakman MP, Leader of the Opposition The Hon Dugald Saunders MP, Leader of the Nationals, Shadow Minister for Regional NSW, Shadow Minister for Agriculture and Natural Resources The Hon Damien Tudehope MLC,	Inviting them to be guest presenters at the General Meeting to be held on the 24 November 2023

Annexure A Item 9.3

Shadow Treasurer, Shadow Minister for Industrial Relations Shadow Treasurer	
Mr Michael Sharpe, Director, AUZUS Forum, Chairman, Nuclear Taskforce	Chairman accepting invitation to join the advisory board of the Nuclear Taskforce
To all NSW Parliamentarians	Inviting them to attend meetings of Country Mayors Association
Dr Joe McGirr MP, Member for Wagga Wagga, Chairman Select Committee on Remote, Rural and Regional Health Professor Ruth Stewart, National Rural Health Commissioner, Australian Department of Health and Aged Care Dr Michael Holland MP, NSW Parliamentary Secretary for Health and Secretary for Regional Health Ms Jill Ludford, Acting Deputy Secretary, NSW Regional Health Division, Chief Executive Murrumbidgee Local Health District Mr Jeremy Mitchell, Director Engagement, Rural Doctors Network Professor Len Bruce, Executive Director of Medical Services, Murrumbidgee Local Health District, and General Manager Wagga Wagga Base Hospital Dr Adam Yoosuff, Director of Primary Healthcare, Murrumbidgee Local health District Ms Christine Stephens Executive Director Nursing and Midwifery, Murrumbidgee Local Health District Hon Michael McCormack MP, Member for Riverina Ms Tanya Thompson MP, Shadow Assistant Minister for Regional Health Mr Brendon Cutmore, Director Information and Performance Support, NSW Regional Health Division Ms Michelle Maxwell, Director Strategy, Governance and Delivery, NSW Regional Health Division Mr Matthew Thompson, Staff Specialist Geriatrician, Murrumbidgee Local Health District Ms Rosemary Garthwaite, District Manager for Aged Care, Murrumbidgee Local Health District	Thanking them for their presentations at the Wagga Wagga health Forum on the 14/15 September 2023

Inward

The Hon Mark Butler MP, Minister for Health and Aged care	Regarding the Distribution Priority Area (DPOA) changes
The Hon Natasha Maclaren-Jones MLC Shadow Minister for Families and Communities, Shadow Minister for Disability Inclusion, Shadow Minister for	Thanking the Association for forwarding its priorities document

Homelessness, Shadow Minister for Youth	
Office of Local Government	Regarding Rural Fire Services Assets and Qualified Audit Reports for 2021/2022

Media Releases

CMA Demands Equity for the Regions in the September Budget
Overwhelming Support for Private Members Bill
And the Winner is Western Sydney
Councils Seeking Answers to Growing Health Concerns
Joint Call for Parliamentary Inquiry to Address Crime in Regional NSW
Country Women's Association Backs CMA Call for Inquiry into crime, Law and Order in Regional NSW

Submissions, Communique, Action Required

Submission Water Amendment (Restoring Our Rivers) Bill 2023
Submission Inquiry into Protecting Local Water Utilities from Privatisation
Report on Crime, Law and Order, Regional and Rural NSW
Cr Phyllis Miller and GM Steve Loane Forbes Shire, on behalf of Country Mayors, appearing before the Legislative Council Portfolio Committee 2 Inquiry into the current and potential impacts of gold, silver, lead and zinc mining on human health, land and water quality in NSW
Communique September Rural health Forum
Communique 4 August 2023 meeting
Action Required Adam Marshall Private Members Bill Red Fleet

RESOLVED:

That the information be noted

Moved - Gunnedah Shire Council Councillor - Jamie Chaffey

Seconded - Kempsey Shire Council Councillor - Leo Hauville

10. Signing of updated MOU between Country Mayors Association and LGNSW

The MOU was signed by Cr Darriea Turley, President Local Government NSW and Cr Jamie Chaffey, Chairman Country Mayors Association of NSW for a further two years.

The General Meeting was adjourned at 8.55am to hold the Annual General Meeting

The General Meeting was recommenced at 9.35am

11. Financial Report

RESOLVED:

That the financial reports for the last quarter were tabled and accepted.

Moved - Singleton Council Councillor - Sue Moore

Seconded - Parkes Shire Council Councillor - Phyllis Miller

12. The Hon Damien Tudehope MLC, Shadow Treasurer, Shadow Minister for Industrial Relations

The Country Mayors Association is a united advocacy group and the opposition appreciates its input. As a previous Minister for small business during the drought periods in 2019-2021 he travelled extensively in regional and rural NSW and worked with the communities. Drought has a continuing affect on small communities due to lack of spending. As a government they invested heavily in regional NSW as a way of creating jobs and renewing the economy.

In the last two weeks the Federal Government has shown it has little idea on how to stimulate the economy announcing the cutting of funding drastically of projects that will affect local government. How does the State Government plan when the Commonwealth does not involve them in the discussions. This will have a continuing impact on local communities. Regional NSW will be left behind and regional communities should not have an unfair reduction because of this. A lot of work is being done with renewable energy zones but communities are not being consulted.

13. The Hon Rose Jackson MLC, Minister for Water Minister for Housing, Minister for Homlessness, Minister for Mental Health, Minister for Youth Minister for the North Coast

The government is working on drought preparedness and what they can do as they don't want to do things on the eleventh hour. The Minister has been touring NSW to make sure communities are aware of the possibilities of drought in 2024. Free places for water technicians have been announced and Water NSW has been working with local authorities in respect of dams. The Government wants to replenish funding for water fund projects.

Some projects approved in 2019 and subsequent years have not been started. These need to get going and if councils are having problems preventing work starting such as conditions let's talk about it and negotiate. Mental Health will be challenging and people will struggle as we move into drier conditions. Housing is a priority for the Government and we know that the regionals are important. There is a dedicated fund for regional housing and we are looking at social housing modules for short term housing solutions.

14. The Hon Chris Minns MP, Premier

The most important thing a government can do is listen. The last 12 months have been challenging with disasters and other events. The budget includes \$3.8billion for health, \$3.4billion for education, and \$8.2billion for cost of living measures and the success of NSW depends on regional NSW. Agriculture alone adds \$23billion to the economy. The Government wants to see long time success with jobs and financial sustainability of local government is important. A hightech metal strategy is being introduced and transition to a renewable energy economy is taking place. The government wants to listen to regional and rural NSW and when parliament is not sitting the Premier tries to visit country centres.

15. Presentation of Scholarship Award

The Country Mayors Scholarship Award is to be awarded to a staff member of the runner up Council of the Regional and Rural Bluett Award. The award was presented to Haley Gould, Forbes Shire Council.

16. Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories

The Minister outlined the doubling of funds for Roads to Recovery from \$500million to \$1billion, the commitment to Black Spots from \$100million to \$150million and the Renewing Bridges Program and the Community Infrastructure Program being combined with a budget of \$1billion.

17. The Hon Steve Whan MP, Minister for Skills, TAFE, and Tertiary Education

There is a lot of work to be done in skills and a lot of opportunities in reskilling as well as training school leavers. TAFE has had a tough decade but the government is working with TAFE to be more pertinent to their communities. Australia wide 213,000 people need to gain skills over the next 7 years. The National Skills Agreement with the Commonwealth is a five year agreement which gives certainty to TAFE and a VET review is being undertaken.

Closing the Gap is a high priority. Equality and access will provide opportunities for rural NSW. There is a large backlog of maintenance works of TAFE's and additional funds are being allocated. A strategic look at what TAFE's skills are and what is to be provided to their communities is being undertaken.

18. The Hon Dugald Saunders MP, Leader of the Nationals, Shadow Minister for Regional NSW, Shadow Minister for Agriculture and Natural Resources

With multiculturalism we can do better with the State and Commonwealth working together. Immigrant families could get a visa to stay with family members and there would not be any need for additional housing. It was very disappointing to see the Federal Government quitting projects of importance such as the Great Western Highway and other important projects. The State Government needs to direct more funding to regional NSW. The Resources for Regions needs to be allocated extra resources. Councils have spent large amounts of money for funding applications. The Opposition will fight for the programs introduced by the Coalition Government that have been abandoned to be reintroduced.

19. Regional Development Trust Advisory Council

RESOLVED:

That Country Mayors make representations to the NSW Government seeking advice on what representation local Government such as LGNSW and/or Country Mayors will have on the Regional Development Trust Advisory Council

Moved - Gilgandra Shire Council Councillor - Doug Batten
Seconded - Armidale Regional Council Councillor - Sam Coupland

20. Presentation To Secretariat Allan Burgess

A presentation was made to the Retiring Secretariat Allan Burgess in recognition of his service to the Association.

21. Recognition of Departing Mayor Cr John Medcalf

A presentation was made to Cr John Medcalf for his work as a delegate to the Association and his contribution to the Executive Committee

22. The Hon Steph Cooke MP, Shadow Minister for Water Shadow Minister For Crown Lands

The Shadow Ministers plan was to bring forward projects and concerns with the new Minister with the hope that the Labor Government would pick up where the coalition finished but that has not happened. The Sydney and Hunter Water Act needs amendments to it and the coalition is making representations to the Inquiry. The Coalition is also making representations to the Water Initiative. The Murray Darling Basin Plan has been rewritten to give the Commonwealth more scope to buy back water.

The Wyangala Dam wall raising has been axed that would have provided water security and flood mitigation. The Safe and Secure Water Program is a major failure for the regions. With Regional Water Strategies the robustness of the strategies are in doubt. There is a fear that the Government doesn't understand that water is important for growth and security. The Coalition would like to work with Country Mayors members to identify what are the top three water security areas of each council.

There being no further business the meeting closed at 1.04pm.

Cr Jamie Chaffey
Chairman Country Mayor's Association of NSW

For further information, contact Cr Jamie Chaffey on 0467 402 412

www.nswcountrymayors.com.au



THE COUNTRY MAYORS ASSOCIATION OF NSW INC

“What we want is nothing more than equity”

Chairperson: Cr Jamie Chaffey
Gunnedah Shire Council, PO Box 63,
Gunnedah NSW 2380
Contact: (02) 6740 2100
Email: jamiechaffey@infogunnedah.com.au

AGM Minutes

FRIDAY, 24 November 2023, Theatrette, Parliament House, Sydney

The meeting opened at 8.55 am

1. Chairman’s Welcome.

2. Acknowledgement to Country

We acknowledge the Traditional Custodians of the land and waters, and we show our respect for Elders past and present and emerging. We are committed to providing communities in which Aboriginal and Torres Strait Islander people are included socially, culturally and economically.

3. Attendance from Local Government

Albury City Council, Cr Kylie King, Mayor
Armidale Regional Council, Mayor, Cr Sam Coupland, Mayor
Armidale Regional Council, Mr James Roncon, General Manager
Bathurst Regional Council, Cr Jess Jennings, Mayor
Bathurst Regional Council, Mr David Sherley, General Manager
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor
Bellingen Shire Council, Mr Mark Griffioen, General Manager
Bland Shire Council, Cr Brian Monaghan, Mayor
Bland Shire Council, Mr Grant Baker General Manager
Blayney Shire Council, Cr Scott Ferguson, Mayor
Blayney Shire Council, Mr Mark Dicker, General Manager
Bourke Shire Council, Cr Barry Hollman, Mayor
Bourke Shire Council, Ms Leone Brown, General Manager
Broken Hill City Council, Cr Jim Hickey, Deputy Mayor
Broken Hill City Council, Mr Jay Nankivell, General Manager
Byron Shire Council, Cr Michael Lyon, Mayor
Byron Shire Council, Mr Mark Arnold, General Manager
Cabonne Shire Council, Cr Kevin Beatty, Mayor
Cabonne Shire Council, Mr Brad Burns, General Manager
Central Darling Shire Council, Mr Robert Stewart, Administrator
Central Darling Shire Council, Mr Gregory Hill, General Manager
Coolamon Shire Council, Cr David McCann, Mayor
Coolamon Shire Council, Mr Tony Donoghue, General Manager
Coonamble Shire Council, Cr Tim Horan, Mayor

Coonamble Shire Council, Mr Paul Gallagher, General Manager
Cowra Shire Council, Cr Ruth Fagan, Mayor
Cowra Shire Council, Mr Paul Devery, General Manager
Dubbo Regional Council, Cr Mathew Dickerson, Mayor
Eurobodalla Shire Council, Cr Mat Hatcher, Mayor
Federation Council, Cr Patrick Bourke, Mayor
Forbes Shire Council, Cr Phyllis Miller, Mayor
Forbes Shire Council, Mr Steve Loane, General Manager
Forbes Shire Council, Ms Haley Gould
Forbes Shire Council, Mr Matt Hearn
Gilgandra Shire Council, Cr Doug Batten, Mayor
Gilgandra Shire Council, Mr David Neeves, General Manager
Glen Innes Severn Council, Cr Rob Banham, Mayor
Glen Innes Severn Council, Mr Bernard Smith General Manager
Goulburn Mulwaree Council, Cr Peter Walker, Mayor
Goulburn Mulwaree Council, Mr Aaron Johansson, CEO
Greater Hume Council, Cr Tony Quinn, Mayor
Greater Hume Council, Ms Evelyn Arnold, General Manager
Griffith City Council, Cr John Doug Curran, Mayor
Griffith City Council, Mr Brett Stonestreet, General Manager
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
Gunnedah Shire Council, Mr Eric Growth, General Manager
Hilltops Council, Cr Margaret Roles, Mayor
Hilltops Council, Mr Anthony O'Reilly, General Manager
Inverell Shire Council, Cr Paul Harmon, Mayor
Inverell Shire Council, Mr Brett McInness, General Manager
Kempsey Shire Council, Cr Leo Hauville, Mayor
Kempsey Shire Council, Mr Craig Milburn, General Manager
Kiama Municipal Council, Cr Neil Reilly, Mayor
Kiama Municipal Council, Ms Jane Stroud, CEO
Lachlan Shire Council, Cr John Medcalf, Deputy Mayor
Leeton Shire Council, Cr Tony Reneker, Mayor
Leeton Shire Council, Ms Jackie Kruger, General Manager
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor
Liverpool Plains Shire Council, Mr Gary Murphy, General Manager
MidCoast Council, Cr Claire Pontin, Mayor
Mid-Western/Mudgee Regional Council, Cr Des Kennedy, Mayor
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager
Moree Plains Shire Council, Cr Mark Johnson, Mayor
Moree Plains Shire Council, Mr Kelvin Tytherleigh, General Manager
Murrumbidgee Council, Cr Ruth McRae, Mayor
Murrumbidgee Council, Mr John Scarce, General Manager
Narrabri Shire Council, Cr Darrell Tiemens, Mayor
Narrabri Shire Council, Mr Robert Williams, General Manager
Narrandera Shire Council, Cr Neville Kschenka, Mayor
Narrandera Shire Council, Mr George Cowan, General Manager
Narromine Shire Council, Cr Craig Davies, Mayor
Narromine Shire Council, Ms Jane Redden, General Manager
Oberon Council, Cr Mark Kellam, Mayor
Oberon Council, Mr Gary Wallace, General Manager
Orange City Council, Cr Jason Hamling, Mayor
Orange City Council, Mr David Waddell, General Manager
Parkes Shire Council, Cr Ken Keith
Port Stephens Council, Cr Ryan Palmer, Mayor
Port Stephens Council, Mr Tim Crosdale, General Manager
Queanbeyan-Palerang Regional Council, Cr Kenrick Winchester, Mayor

Queanbeyan-Palerang Regional Council, Ms Rebecca Ryan, CEO
Shoalhaven City Council, Cr Amanda Findley, Mayor
Singleton Council, Cr Sue Moore, Mayor
Singleton Council, Mr Jason Linnane, General Manager
Snowy Valleys Council, Cr Ian Chaffey, Mayor
Snowy Valleys Council, Mr Matthew Hyde, General Manager
Tamworth Regional Council, Cr Judy Coates, Deputy Mayor
Tamworth Regional Council, Mr Paul Bennett, General Manager
Temora Shire Council, Cr Rick Firman, Mayor
Temora Shire Council, Ms Melissa Boxall, General Manager
Tenterfield Shire Council, Cr Bronwyn Petrie, Mayor
Upper Lachlan Shire Council, Cr Pam Kensit, Mayor
Upper Lachlan Shire Council, Ms Alex Waldron, CEO
Uralla Shire Council, Cr Robert Bell, Mayor
Uralla Shire Council, Ms Toni Averay, General Manager
Walcha Council, Cr Eric Noakes, Mayor
Walcha Council, Mr Phil Hood, General Manager
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor
Warrumbungle Shire Council, Mr Roger Bailey, General Manager
Weddin Shire Council, Cr Paul Best, Deputy Mayor
Weddin Shire Council, Ms Noreen Vu, General Manager
Wollondilly Shire Council, Cr Matt Gould, Mayor
LGNSW, Cr Darriea Turley, President
LGNSW, Mr David Reynolds, CEO
LGNSW, Mr Damien Thomas, Director, Advocacy
LGNSW Ms Bronwen Regan, Manager Strategy

Apologies:

As submitted

4. Adoption of Minutes of Previous Meeting:

RESOLVED:

That the minutes of the Adjourned Annual General Meeting held on 18 November 2022 be accepted as a true and accurate record.

Moved - Forbes Shire Council Councillor - Phyllis Miller

Seconded - Temora Shire Council Councillor - Rick Firman

5. Chairman's Report

Chairman Cr Jamie Chaffey outlined the years highlights and thanked everybody for their support during the term.

RESOLVED: That the Chairman's report be received and noted

Moved - Gunnedah Shire Council Councillor - Jamie Chaffey

Seconded - Temora Shire Council Councillor - Rick Firman

6. Secretaries Report – Financial Report

RESOLVED: That the financial reports for the 2022/23 year as tabled be accepted

Moved Narrandera Shire Council Councillor Neville Kschenka

Seconded Singleton Council Councillor Sue Moore

7. Endorsement of Hosting Non-Metropolitan Meetings in 2024

Mayor Phyllis Miller Forbes Shire Council and Mayor Leo Hauville Kempsey Shire Council spoke on their submissions.

RESOLVED:

That the submissions submitted by Forbes Shire Council for a non- metropolitan meeting on the 8-9 April 2024 and from Kempsey Shire Council for a non-metropolitan meeting on the 13-14 June 2024 be endorsed.

Moved - Goulburn Mulwaree Council Councillor - Peter Walker

Seconded - Glen Innes Severn Council - Councillor Ron Banham

8. Returning Officer

RESOLVED:

That the Returning Officer for the conduct of the elections be the Secretary Mr Eric Growth

Moved - Singleton Council Councillor - Sue Moore

Seconded - Forbes Shire Council Councillor - Phyllis Miller

9. Election of Executive Member

Three nominations were received for the vacant Executive Committee position. Nominations were received from Cr Rod Banham, Glen Innes Severn Council, Cr Patrick Bourke, Federation Council and Cr Steve Reynolds, Muswellbrook Shire Council. Ballot papers were distributed and a count of the ballot papers was conducted by the Returning Officer. The meeting continued

10. Signatories to CMA Bank Accounts

RESOLVED:

That the signatories to the CMA Bank Accounts No 260210575727 and No 250210246625 be Mr Eric Growth General Manager, Mr Kalana Tennakoon Manager Finance, and Ms Kelly Stidworthy Director Corporate Services of Gunnedah Shire Council

Moved - Cowra Shire Council Councillor - Ruth Fagan

Seconded - Temora Shire Council Councillor - Rick Firman

11. Appointment of Secretariat for 2024

RESOLVED:

That Regional Development Australia Inland Northern NSW be appointed as the Secretariat for 2024

Moved - Inverell Shire Council Councillor - Paul Harmon

Seconded - Glen Innes Severn Council Councillor - Ron Banham

12. Setting of Annual Membership Fees

RESOLVED:

That the fees for the 2023/24 year be set at \$1,500 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 paying 75% \$1,125.

Moved - Armidale Regional Council Councillor - Sam Coupland

Seconded - Forbes Shire Council Councillor - Phyllis Miller

13. Meeting Dates for 2023

RESOLVED:

That the meeting dates for 2024 be 22 March, 10 May, 9 August and 15 November

Moved - Bland Shire Council Councillor - Brian Monaghan

Seconded - Forbes Shire Council Councillor - Phyllis Miller

14. Executive

Following the count of the votes Cr Patrick Bourke was declared elected to the Executive for the 2023/24 year

There being no further business the meeting closed at 9.35 am.

Cr Jamie Chaffey
Chairman Country Mayor's Association of NSW

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