

***Glen Innes Severn Ordinary Council Meeting***  
***21 DECEMBER 2023***

**Minutes**



# GLEN INNES SEVERN COUNCIL

## ORDINARY MEETING OF COUNCIL

# MINUTES

From the meeting held at the Glen Innes Severn Learning Centre,  
William Gardner Conference Room, Grey Street, Glen Innes on:  
Thursday, 21 December 2023 at 9:00 AM

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## COMMUNITY CONSULTATION

No community members addressed Council.

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

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

**OPENED: 9.00am.**

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

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

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

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

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

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

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

Thank you."

The Mayor read the following statement of ethical obligations:

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

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

## **1 ACKNOWLEDGEMENT OF COUNTRY**

The Mayor read the following “Acknowledgement to Country”:

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

## **2 OPENING WITH PRAYER**

David Robinson opened the Meeting with a prayer.

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

Moved Cr T Alt

Seconded Cr T Arandale

### **1.12/23 RESOLUTION**

That the apology received from Cr A Parsons be received and that a leave of absence be granted.

### **CARRIED**

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

For

Against

Cr R Banham  
Cr T Arandale  
Cr T Alt  
Cr L Gresham  
Cr J Parry  
Cr C Sparks

Nil

The division was declared CARRIED by 6 votes to 0.

## **4 MINUTES OF PREVIOUS ORDINARY MEETING - 23 NOVEMBER 2023 TO BE CONFIRMED**

Moved Cr J Parry

Seconded Cr T Arandale

### **2.12/23 RESOLUTION**

That the Minutes of the Ordinary Meeting of the Council held on 23 November 2023, copies of which were circulated, be taken as read and confirmed as a correct record of the proceedings of the Meeting.

### **CARRIED**

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

For

Cr R Banham  
Cr T Arandale  
Cr T Alt  
Cr L Gresham  
Cr J Parry  
Cr C Sparks

Against

Nil

The division was declared CARRIED by 6 votes to 0.

## **5 DISCLOSURES OF CONFLICT OF INTERESTS**

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

## **6 MAYORAL MINUTE**

There was no Mayoral Minute.

## 7 REPORTS TO COUNCIL

### 7.1 Resolution Tracking Report

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

Moved Cr C Sparks                      Seconded Cr J Parry

#### 3.12/23 RESOLUTION

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

**CARRIED**

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

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr L Gresham	
Cr J Parry	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

### 7.2 Housing

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

Moved Cr T Alt                      Seconded Cr J Parry

#### 4.12/23 RESOLUTION

THAT Council:

1. Notes the need for an adequate supply of diverse housing in Glen Innes.
2. Endorses further investigation of the options outlined in the report.
3. Reviews its own regulatory requirements to ensure the provision of new housing is not unnecessarily hindered.

**CARRIED**

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

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr L Gresham	
Cr J Parry	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

### 7.3 Temporary Amendment to the General Manager's Instrument of Delegation

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

Moved Cr T Arandale      Seconded Cr J Parry

#### 5.12/23 RESOLUTION

That Council authorises the General Manager to let the contract for the construction of the Centennial Parklands Amenities and Outdoor Area in accordance with the adopted budget, subject to the contract conditions meeting all due diligence, planning approvals and land management requirements.

**CARRIED**

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

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr L Gresham	
Cr J Parry	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.



## 7.4 Half-Yearly Report - 2023/2024 Operational Plan

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

Moved Cr C Sparks                      Seconded Cr J Parry

### 6.12/23 RESOLUTION

That Council notes the information contained in this report.

**CARRIED**

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

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr L Gresham	
Cr J Parry	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 7.5 Code of Conduct Data - Annual Complaints Statistics

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

Moved Cr T Arandale                      Seconded Cr J Parry

### 7.12/23 RESOLUTION

That Council notes the information contained in this report.

**CARRIED**

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

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr L Gresham	
Cr J Parry	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 7.6 Draft Data Breach Policy

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

Moved Cr C Sparks                      Seconded Cr T Arandale

### 8.12/23 RESOLUTION

That Council adopts the draft Data Breach Policy.

**CARRIED**

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

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr L Gresham	
Cr J Parry	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 7.7 Revised Community Committees of Council Manual

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

Moved Cr T Arandale                      Seconded Cr J Parry

### 9.12/23 RESOLUTION

That Council adopts the revised Community Committees of Council Manual.

**CARRIED**

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

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr L Gresham	
Cr J Parry	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 7.8 Primary Disclosure by Councillors and Designated Persons - Manager of Community Services

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

Moved Cr T Arandale                      Seconded Cr C Sparks

### 10.12/23 RESOLUTION

That Council notes the tabled Primary Disclosure of Interest Return by Designated Person – Manager of Community Services.

**CARRIED**

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

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr L Gresham	
Cr J Parry	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 7.9 Capital Works Program Progress Report as at 30 November 2023

**REPORT FROM:** CORPORATE AND COMMUNITY SERVICES  
**Author:** Ala'a Radaideh - Finance Consultant

Moved Cr T Alt                                      Seconded Cr J Parry

### 11.12/23 RESOLUTION

That Council notes the information contained in this report.

**CARRIED**

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

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr L Gresham	
Cr J Parry	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 7.10 Investment Report - November 2023

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

Moved Cr J Parry                      Seconded Cr T Alt

### 12.12/23 RESOLUTION

That Council notes the information contained in this report.

**CARRIED**

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

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr L Gresham	
Cr J Parry	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 7.11 Correspondence from Paul Scully MP

**REPORT FROM:** PLACE AND GROWTH  
**Author:** Gayleen Burley - Director of Place and Growth

Moved Cr T Arandale                      Seconded Cr C Sparks

### 13.12/23 RESOLUTION

That Council notes the information in the correspondence.

**CARRIED**

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

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr L Gresham	
Cr J Parry	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## **8 NOTICES OF MOTIONS (INCLUDING RESCISSION MOTIONS) / QUESTIONS WITH NOTICE**

There were no notices of motions, rescission motions or questions with notice.

## **9 CORRESPONDENCE, MINUTES, PRESS RELEASES**

### **9.1 Correspondence and Press Releases**

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

Moved Cr C Sparks                      Seconded Cr J Parry

#### **14.12/23 RESOLUTION**

That Council notes the information contained in this report.

**CARRIED**

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

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr L Gresham	
Cr J Parry	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 9.2 Minutes of Council Community Committee Meetings for Information

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

Moved Cr J Parry                      Seconded Cr C Sparks

### 15.12/23 RESOLUTION

That Council notes the information contained in this report.

**CARRIED**

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

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr L Gresham	
Cr J Parry	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 9.3 Minutes of Other Organisations for Information

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

Moved Cr J Parry                      Seconded Cr C Sparks

### 16.12/23 RESOLUTION

That Council notes the information contained in this report.

**CARRIED**

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

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr L Gresham	
Cr J Parry	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 10 REPORTS FROM DELEGATES

### 10.1 Reports from Delegates

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

Moved Cr T Alt                      Seconded Cr T Arandale

#### **17.12/23 RESOLUTION**

That Council notes the information contained in this report.

**CARRIED**

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

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr L Gresham	
Cr J Parry	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 11 MATTERS OF AN URGENT NATURE

There were no matters of an urgent nature.

## 12 CONFIDENTIAL MATTERS

Moved Cr T Arandale      Seconded Cr T Alt

### 18.12/23 RESOLUTION

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

Item	Report	Reason
12.1	Sale of 23 Bourke Street, Deepwater	(c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.
12.2	Proposed Sale of 181 Bourke Street, Glen Innes	(c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.
12.3	General Manager- Performance Review	(a) personnel matters concerning particular individuals (other than councillors).

### CARRIED

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

For

Cr R Banham  
 Cr T Arandale  
 Cr T Alt  
 Cr L Gresham  
 Cr J Parry  
 Cr C Sparks

Against

Nil

The division was declared CARRIED by 6 votes to 0.

The live streaming of the Meeting was paused at 9.24am.

All members of the public left the room at 9.24am.



## 12.1 Sale of 23 Bourke Street, Deepwater

**REPORT FROM: INFRASTRUCTURE SERVICES**  
**Author: David Hunt - Manager of Asset Services**

Moved Cr T Alt                      Seconded Cr J Parry

### 19.12/23 RESOLUTION

THAT Council:

1. Accepts the offer as received for the sale of land at 23 Bourke Street, Deepwater in the amount of \$85,000.
2. Authorises for the Common Seal of the Glen Innes Severn Council to be affixed to a Contract for the sale of land, located at 23 Bourke Street, Deepwater, at a sale price of \$85,000.
3. Adds the proceeds of sale to the internal reserve for colocation of Council offices.

**CARRIED**

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

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr L Gresham	
Cr J Parry	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

## 12.2 Proposed Sale of 181 Bourke Street, Glen Innes

**REPORT FROM: INFRASTRUCTURE SERVICES**  
**Author: David Hunt - Manager of Asset Services**

Moved Cr T Alt                      Seconded Cr J Parry

### 20.12/23 RESOLUTION

THAT Council:

1. Notes the requirement to reclassify the land as operational and endorses the commencement of that process.

2. Accepts, in principle, the expression of interest received for the sale of the property at 181 Bourke Street, Glen Innes in the amount of \$301,500 plus GST.
3. Authorises the General Manager to negotiate the terms and conditions.
4. Receives a further report to consider the final contract of sale.

**CARRIED**

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

For	Against
Cr R Banham Cr T Arandale Cr T Alt Cr L Gresham Cr J Parry Cr C Sparks	Nil

The division was declared CARRIED by 6 votes to 0.

All members of staff left the room at 9.34am.

### 12.3 General Manager-Performance Review

**REPORT FROM: COUNCILLORS**  
**Author: Rob Banham - Councillor**

Moved Cr T Alt                      Seconded Cr T Arandale

#### 21.12/23 RESOLUTION

THAT:

1. The performance requirements for the General Manager for the next 12 months as indicated in the report be adopted.
2. The remuneration for the General Manager be increased by the amount applied to staff across the organisation for the 2023/24 financial year, being 4.5%.

**CARRIED**

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

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr L Gresham	
Cr J Parry	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

Moved Cr C Sparks                      Seconded Cr T Alt

## **22.12/23 RESOLUTION**

That Council moves out of Closed Council into Open Council.

**CARRIED**

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

For	Against
Cr R Banham	Nil
Cr T Arandale	
Cr T Alt	
Cr L Gresham	
Cr J Parry	
Cr C Sparks	

The division was declared CARRIED by 6 votes to 0.

The live streaming of the meeting resumed at 9.43am.

The General Manager read out the Confidential Closed Resolution/s relating to Item Numbers 12.1, 12.2 and 12.3 as listed above.

Moved Cr T Alt

Seconded Cr T Arandale

### **23.12/23 RESOLUTION**

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

#### **CARRIED**

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

For

Cr R Banham  
Cr T Arandale  
Cr T Alt  
Cr L Gresham  
Cr J Parry  
Cr C Sparks

Against

Nil

The division was declared CARRIED by 6 votes to 0.

The Meeting closed at 9.45am.

MINUTES