

Glen Innes Severn Council Meeting

24 APRIL 2024

Annexures

ANNEXURES

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<p>Division:</p> <p>Committee: Council</p> <p>Officer:</p> <p>Action Sheets Report</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: Thursday, 18 April 2024 9:31:16 AM</p>
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MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
28/05/2020	7.18	Dumaresq Street Industrial Estate	<p>19.05/20 RESOLUTION</p> <p>That Council:</p> <ol style="list-style-type: none"> 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 	31/07/2024	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 dependent 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 the 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, the surveyor recommended changes as to how to subdivide the area more thoroughly. Changes being reviewed by Director of Infrastructure Services and Senior Design Officer</p> <p>08 Aug 2022 2:09pm Reid, Adam</p> <p>Discussions held between New England Surveying and Engineering, Director of Infrastructure Services, and Senior Design Officer about proposed changes to subdivision plan held. Changes have been made to the plan.</p> <p>26 Aug 2022 10:20am Reid, Adam</p> <p>New England Surveying and Engineering provided Draft Subdivision Plan. DDPRS to finalise the outstanding Conditions of Consent before submitting for authorisation.</p> <p>06 Oct 2022 3:35pm Reid, Adam</p> <p>Acting Director of Development Planning and Regulatory Services is currently applying for an NMI to allow and electrical plan to be prepared before moving forwards.</p>

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

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

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						<p>04 Dec 2023 4:26pm 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 for works to be completed.</p> <p>31 Jan 2024 1:24pm 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 February when drainage team return from leave. 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 February. NBN upgrade/extension design completed. Electrical upgrade design completed and approved by electrical authority. Connection application details being finalized by authority and can then commence infrastructure upgrade through an authority approved contractor. 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 price for new concrete driveway and fencing to Ferguson Street boundary.</p> <p>06 Mar 2024 4:51pm Hunt, David</p> <p>Fencing completed. Drainage works design completed. Set-out survey for drainage works completed. Drainage works completed. 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. NBN upgrade/extension design completed. Electrical upgrade design completed and approved by electrical authority. Connection application details being finalized by authority and can then commence infrastructure upgrade through an authority approved contractor. 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. Council Resolution passed to sell Lot 4 to Mr De Jong.</p>

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						<p>09 Apr 2024 8:23am Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 30 April 2024 to 31 July 2024 - Finalisation of sale of block to Catch Power is still ongoing. Listing lots for sale will occur after Council works completed.</p>
25/08/2022	7.25	Operation of the Glen Innes Aquatic Centre	<p>27.08/22 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 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>	31/05/2024	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> <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>

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						<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> <p>14 Sep 2023 9:13am Duffell, Debbie - Target Date Revision</p> <p>Target date changed by Duffell, Debbie from 29 September 2023 to 15 December 2023</p>

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						<p>15 Sep 2023 3:33pm Archibald, Graham</p> <p>Organising the draft RFT for the leasing of the pools. Aiming for the December meeting 2023.</p> <p>19 Oct 2023 9:07am Duffell, Debbie</p> <p>RFT to be released to market mid-November and it is anticipated that a late confidential report will go to Council on 21 December 2023 to award the contract.</p> <p>05 Dec 2023 9:56am Archibald, Graham</p> <p>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</p> <p>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> <p>14 Feb 2024 2:24pm Burley, Gayleen</p> <p>Tender for the Contract Management of both Glen Innes and Emmaville Pools will be sent to market prior to end of February 2024. Service Review will only be undertaken in the event that Council is unsuccessful in securing a successful contractor for the management of the pools.</p> <p>14 Feb 2024 2:26pm Burley, Gayleen - Target Date Revision</p> <p>Target date changed by Burley, Gayleen from 23 February 2024 to 29 February 2024 - As per comment added.</p> <p>19 Mar 2024 12:03pm Archibald, Graham</p> <p>The Request for Tender for the Operation and Management of Glen Innes and Emmaville Aquatic Centres has been released to market and will close in mid April 2024.</p>

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						<p>19 Mar 2024 12:07pm Archibald, Graham - Target Date Revision</p> <p>Target date changed by Archibald, Graham from 29 February 2024 to 31 May 2024 - The Request for Tender for the Operation and Management of Glen Innes and Emmaville Aquatic Centres has been released to market and will close in mid-April 2024. A decision from the received tenders will be made and the recommendations made to then to Council.</p> <p>17 Apr 2024 11:18am Duffell, Debbie</p> <p>Tender process is still underway.</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. 3. Upon acquisition of Lot 721 DP 753282 Blue Hills Road, Glen Innes, classifies the land as Operational Land. 4. Authorises for the Mayor and the General Manager to sign the necessary documents relating to the acquisition of Lot 721 DP 753282 Blue Hills Road, Glen Innes. <p>CARRIED</p>	14/06/2024	Reid, Adam	<p>31 Oct 2022 9:43am Lamsal, Pramod - Completion</p> <p>Action completed by Lamsal, Pramod - Resolved by Council meeting on 27 Oct 2022.</p> <p>23 Jun 2023 2:24pm Duffell, Debbie - Completion</p> <p>Uncompleted by Duffell, Debbie</p> <p>10 Jul 2023 12:21pm Reid, Adam</p> <p>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</p> <p>Target date changed by Reid, Adam from 10 November 2022 to 30 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>

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						<p>01 Nov 2023 4:06pm Reid, Adam Property Administration Officer still awaiting response</p> <p>15 Dec 2023 8:59am Reid, Adam 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 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> <p>14 Feb 2024 2:19pm Reid, Adam Property Officer has received further communications surrounding the matter. Documentation has been received to proceed with acquisition. Property Acquisition Notice notification to be sent to affected party's 27/04/2024.</p> <p>10 Apr 2024 9:57am Reid, Adam - Target Date Revision Target date changed by Reid, Adam from 29 March 2024 to 14 June 2024 - Compulsory Acquisition Process is underway. PAN period to finish 29 May 2024. Gazettal of acquisition to occur after Ministerial approval is provided.</p>
15/12/2022	12.1	Expression of Interest - Proposed Industrial Subdivision Dumaresq Street	<p>29.12/22 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 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; 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; 	30/04/2024	Hunt, David	<p>03 Feb 2023 2:09pm Duffell, Debbie - Reallocation 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 Action reassigned to Price, Sam by Duffell, Debbie - Keith Appleby on leave.</p> <p>07 Feb 2023 1:59pm Price, Sam - Target Date Revision Target date changed by Price, Sam from 29 December 2022 to 13 March 2023 - New Surveying contractor working thru DA conditions to finalise subdivision</p>

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			and			13 Mar 2023 11:28am Appleby, Keith - Reallocation Action reassigned to Hunt, David by Appleby, Keith - This matter falls under Council's property services function.
			3. Provides landowner consent for lodging applications for the development on the subject lot.			16 Mar 2023 10:42am Hunt, David - Target Date Revision 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.
			CARRIED			16 Mar 2023 11:30am Hunt, David - Target Date Revision Target date changed by Hunt, David from 04 June 2023 to 31 December 2023 - Delays anticipated for completion of conditions of consent.
						17 Apr 2023 4:13pm Hunt, David Meeting has taken place in April between The Organic T-Shirt Company, DIS and DPG to progress expression of interest. Discussions are ongoing.
						10 May 2023 4:14pm Hunt, David Discussions are still ongoing between The Organic T-Shirt Company and Glen Innes Severn Council.
						02 Jun 2023 3:07pm Hunt, David Discussions are still ongoing between The Organic T-Shirt Factory and Glen Innes Severn Council.
						10 Jul 2023 4:34pm Hunt, David Discussions are still ongoing between The Organic T-Shirt Factory and Glen Innes Severn Council.
						14 Aug 2023 3:03pm Hunt, David Discussions are still ongoing between The Organic T-Shirt Factory and Glen Innes Severn Council. MAS to confirm with Director of Place and Growth that Organic T-Shirt Factory is still proceeding with their intentions.

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						<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 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> <p>31 Jan 2024 12:08pm 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>06 Mar 2024 4:52pm 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>09 Apr 2024 8:24am 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>

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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>	30/06/2024	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>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>

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						<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> <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> <p>06 Mar 2024 4:46pm Appleby, Keith</p> <p>Council has been requested by the funding body to review a number of factors required to obtain approval from the relevant Minister in accordance with the NSW Rail Trails Framework. As a result, an external independent community survey has been undertaken to obtain a fresh understanding of community sentiment. The report is pending.</p> <p>06 Mar 2024 4:52pm Appleby, Keith - Target Date Revision</p> <p>Target date changed by Appleby, Keith from 30 March 2024 to 30 June 2024 - Council has been requested to provide further information to progress formal approval of the project lease.</p>

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						<p>17 Apr 2024 12:06pm Appleby, Keith</p> <p>Council has responded to the request for further information calling for the funding body to execute the funding deed and release funding to undertake the studies required to enable approval of the lease under the NSW Rail Trails Framework.</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"> <input checked="" type="checkbox"/> Council’s Town Hall Office; <input checked="" type="checkbox"/> Council’s Church Street Office; and <input checked="" type="checkbox"/> 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>	29/06/2024	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>02 Feb 2024 12:08pm Reid, Adam</p> <p>Public exhibition was postponed due to competing priorities. Exhibition to start on Tuesday 6 February 2024 for 28 days ending 5 March 2024 for a public hearing</p> <p>02 Feb 2024 12:12pm Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 29 February 2024 to 29 June 2024 - Work not completed due to competing priorities</p> <p>10 Apr 2024 9:58am Reid, Adam</p> <p>Public hearing to be completed. Awaiting other departmental tasks for opportunity to hold hearing.</p>

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21/12/2023	12.2	Proposed Sale of 181 Bourke Street, Glen Innes	<p>20.12/23 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> Notes the requirement to reclassify the land as operational and endorses the commencement of that process. 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. Authorises the General Manager to negotiate the terms and conditions. Receives a further report to consider the final contract of sale. <p>CARRIED</p>	31/08/2024	Hunt, David	<p>31 Jan 2024 12:14pm Hunt, David</p> <p>Work is underway to reclassify property as Operational which will allow sale to continue. All Operational and Community assets are being reviewed and reclassified if necessary. This will involve community consultation and will take approximately 6 months.</p> <p>31 Jan 2024 12:16pm Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 04 January 2024 to 31 August 2024 - Date revised to allow for reclassification to Operational land to occur. This involves community consultation and is expected to take 6 months to complete.</p> <p>06 Mar 2024 4:59pm Hunt, David</p> <p>Work is underway to reclassify property as Operational which will allow sale to continue. All Operational and Community assets are being reviewed and reclassified if necessary. This will involve community consultation and will take approximately 6 months.</p> <p>09 Apr 2024 8:25am Hunt, David</p> <p>Work is underway to reclassify property as Operational which will allow sale to continue. All Operational and Community assets are being reviewed and reclassified if necessary. This will involve community consultation and will take approximately 6 months.</p>
21/12/2023	12.1	Sale of 23 Bourke Street, Deepwater	<p>19.12/23 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> Accepts the offer as received for the sale of land at 23 Bourke Street, Deepwater in the amount of \$85,000. 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. Adds the proceeds of sale to the internal reserve for colocation of Council offices. <p>CARRIED</p>	30/04/2024	Hunt, David	<p>31 Jan 2024 12:11pm Hunt, David</p> <p>Settlement date expected to be 20th of February 2024. No delays are expected at this time.</p> <p>31 Jan 2024 12:13pm Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 04 January 2024 to 04 March 2024 - To allow for expected settlement date of 20/02/2024.</p> <p>06 Mar 2024 4:57pm Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 04 March 2024 to 30 April 2024 - Proposed buyer has had delays in finalising settlement of existing property which in turn is affecting the settlement of this property.</p>

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						<p>06 Mar 2024 4:57pm Hunt, David</p> <p>Buyer has had delays in finalising sale of existing property due to not having an Occupational Certificate. Paperwork has been submitted to Tamworth Regional Council and awaiting outcome. Once the buyer finalises this issue, the settlement with Council can be progressed. Council vacant land is still being advertised without "under offer" in case of the sale not progressing.</p> <p>09 Apr 2024 8:25am Hunt, David</p> <p>Buyer has had delays in finalising sale of existing property due to not having an Occupational Certificate. Paperwork has been submitted to Tamworth Regional Council and awaiting outcome. Once the buyer finalises this issue, the settlement with Council can be progressed. Council vacant land is still being advertised without "under offer" in case of the sale not progressing.</p>
21/12/2023	7.2	Housing	<p>4.12/23 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> Notes the need for an adequate supply of diverse housing in Glen Innes. Endorses further investigation of the options outlined in the report. Reviews its own regulatory requirements to ensure the provision of new housing is not unnecessarily hindered. <p>CARRIED</p>	20/12/2024	Smith, Bernard	<p>02 Feb 2024 2:00pm Smith, Bernard - Target Date Revision</p> <p>Target date changed by Smith, Bernard from 04 January 2024 to 01 April 2024 - Long term project</p> <p>17 Apr 2024 2:09pm Duffell, Debbie - Target Date Revision</p> <p>Target date changed by Duffell, Debbie from 01 April 2024 to 20 December 2024 - Long term project.</p>
22/02/2024	12.2	Sale of Council Land at 180 Dumaresq Street, Glen Innes	<p>23.02/24 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> Rescinds part 4 of Council Resolution 19.05/20. Approves the sale of Lot 4, 180 Dumaresq Street, Glen Innes in the amount of \$100,000 plus GST to Mr de Jong of Catch Power. 	30/04/2024	Hunt, David	<p>06 Mar 2024 5:00pm Hunt, David</p> <p>Lawyer has been engaged to proceed with sale of Council Land. Formalities still proceeding.</p> <p>06 Mar 2024 5:03pm Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 07 March 2024 to 30 April 2024 - Lawyer engaged to proceed with sale. Initial Target date set with unrealistic targets.</p>

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			<p>3. Authorises for the Common Seal of the Glen Innes Severn Council to be affixed to a Contract for the sale of Lot 4, 180 Dumaresq Street, Glen Innes, at a sale price of \$100,000 plus GST.</p> <p>4. Authorises expenditure associated with the legal transfer, to be funded from the proceeds of sale and recognised in a future quarterly budget review.</p> <p>5. Offers the remaining four lots at the current market value.</p> <p>CARRIED</p>			<p>09 Apr 2024 8:25am Hunt, David Contract of sale being finalised with lawyers.</p>
22/02/2024	12.3	Proposed Lease for Mobile Phone Tower	<p>24.02/24 RESOLUTION</p> <p>THAT Council:</p> <p>1. Authorises the General Manager to enter into an agreement for the lease of land at Wattle Vale Quarry to Amplitel Pty Ltd for the purpose of a mobile phone tower under the terms offered.</p> <p>2. Authorises the General Manager to provide landowner consent for any development application required for a mobile phone tower on the Wattle Vale property.</p> <p>CARRIED</p>	31/05/2024	Hunt, David	<p>22 Feb 2024 4:00pm Reid, Adam Amplitel contacted to advise resolution of Council</p> <p>20 Mar 2024 2:45pm Duffell, Debbie - Reallocation Action reassigned to Hunt, David by Duffell, Debbie</p> <p>20 Mar 2024 3:06pm Hunt, David - Target Date Revision Target date changed by Hunt, David from 07 March 2024 to 31 May 2024 - Original target date was unrealistic given the nature of the lease etc.</p> <p>20 Mar 2024 3:06pm Hunt, David Council lawyers details provided to Amplitel. Lease agreement is currently being reviewed by lawyers.</p> <p>09 Apr 2024 8:26am Hunt, David Council lawyers details provided to Amplitel. Lease agreement is currently being reviewed by lawyers.</p>

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22/02/2024	12.1	Tender - Collection and Recycling of Used Mattresses	<p>22.02/24 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> Awards Tender F4121 for the Collection and Recycling of Used Mattresses to Commonwealth Steel Pty Ltd (trading as Molycop 360) for their tendered price as set out in this report for the initial two year term. Delegates authority to execute the contracts for the Collection and Recycling of Used Mattresses to the General Manager and permission be granted for the use of the Council Seal on any relevant document if required. <p>CARRIED</p>	26/04/2024	Burley, Gayleen	<p>07 Mar 2024 11:53am Burley, Gayleen</p> <p>Contract is currently being executed at the regional level.</p> <p>07 Mar 2024 11:54am Burley, Gayleen - Target Date Revision</p> <p>Target date changed by Burley, Gayleen from 07 March 2024 to 04 April 2024 - Contract is being executed at the regional level.</p> <p>03 Apr 2024 9:20am Burley, Gayleen - Target Date Revision</p> <p>Target date changed by Burley, Gayleen from 04 April 2024 to 26 April 2024 - Currently awaiting execution at Regional level (NIRW).</p>
22/02/2024	7.2	ALGA National General Assembly 2024	<p>4.02/24 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> Authorises for the Mayor, the Deputy Mayor, Councillor Alt and the General Manager to attend the National General Assembly of Local Government, which is being held in Canberra from Tuesday, 2 July 2024 until Thursday, 4 July 2024. Considers whether it would like to submit any motions to the 2024 National General Assembly in accordance with the requirements listed in Annexure A of this report. <p>CARRIED</p>	30/04/2024	Duffell, Debbie	<p>27 Feb 2024 3:24pm Duffell, Debbie</p> <p>Registrations (including accommodation) have been completed for all attendees.</p> <p>17 Apr 2024 11:20am Duffell, Debbie - Target Date Revision</p> <p>Target date changed by Duffell, Debbie from 22 April 2024 to 30 April 2024 - Any motions are to be submitted by 30 April 2024.</p>

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<p>Action Sheets Report</p>	

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
22/02/2024	7.13	Reclassification of Council Owned Land	<p>15.02/24 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. Endorses the submission of the attached planning proposal for Gateway Determination to the Department of Planning, Housing and Infrastructure. 2. Notes that a subsequent report detailing the outcomes of public exhibition and public hearing will be reported back to Council. <p>CARRIED</p>	07/09/2024	Neil, Andrew	<p>28 Feb 2024 10:00am Neil, Andrew</p> <p>Planning Proposal Submitted for Gateway Determination 28/2/24</p> <p>19 Mar 2024 9:48am Neil, Andrew - Target Date Revision</p> <p>Target date changed by Neil, Andrew from 07 March 2024 to 07 September 2024 - The timeframe for receiving Gateway Determination, undertaking Public Hearings and reporting back to Council will be a minimum of six months from the resolution of Council.</p> <p>19 Mar 2024 9:54am Neil, Andrew</p> <p>Request for amended maps to align with Department template received from Department of Planning 12/3/24. Currently amending maps for resubmission by 22/3/24</p> <p>17 Apr 2024 12:03pm Neil, Andrew</p> <p>Revised PP sent to Department of Planning</p>
28/03/2024	12.3	Glen Industries - Mixed Recycling Contract - Request for Financial Consideration	<p>19.03/24 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. Acknowledges the operational challenges regarding the Materials Recovery Facility. 2. Further considers the matter at the next Council meeting. <p>CARRIED</p>	26/04/2024	Burley, Gayleen	<p>03 Apr 2024 9:23am Burley, Gayleen</p> <p>As per Council resolution this matter is to be considered at the 2024 April Council meeting.</p> <p>03 Apr 2024 9:23am Burley, Gayleen - Target Date Revision</p> <p>Target date changed by Burley, Gayleen from 11 April 2024 to 26 April 2024 - As per Council resolution.</p>
28/03/2024	12.2	146-148 Church Street - Expression of Interest	<p>18.03/24 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. Notes the submission received for the Expression of Interest for lease / licence and/or redevelopment of 148 Church Street, Glen Innes. 2. Declines to accept the offer from Luke and Peter Pedlow for the purchase of 148 Church Street, Glen Innes. 	31/07/2024	Hunt, David	<p>05 Apr 2024 9:40am Burley, Gayleen - Reallocation</p> <p>Action reassigned to Hunt, David by Burley, Gayleen - Points 1 and 2 have been actioned by DPG. Point 3 is a Property action.</p> <p>09 Apr 2024 8:27am Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 11 April 2024 to 31 July 2024 - Initial target date unrealistic.</p>

<p>Division:</p> <p>Committee: Council</p> <p>Officer:</p> <p>Action Sheets Report</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: Thursday, 18 April 2024 9:31:16 AM</p>
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			3. Seeks a highest and best use outcome for this site via the engagement of a national commercial property agency.			
			CARRIED			

Capital Projects Details
31/03/2024

Council Report Type	Year	ProjectNo	Project Name	Comments	Completion %	Proposed Completion Date	Budget QBR2	Total Spent	Expenditures %	Remaining %
Aerodome	2022/23	7127C23	Airport runway renewal	Initial Project Scope underway.	10.00%	30/06/2024	1,000,000.00	103,569.78	10.36%	89.64%
Aerodome	2023/24	7248C24	Runway rehabilitation - (Funding to be sought)	Design consultant secured.	10.00%	30/06/2024	1,202,119.00	0.00	0.00%	100.00%
Aerodome	2023/24	7249C24	Runway rehabilitation - Regional Airports Program	Design consultant secured.	10.00%	30/06/2024	1,101,059.00	6,178.57	0.56%	99.44%
Aerodome Total							3,303,178.00	109,748.35	3.32%	96.68%
Bridge	2020/21	7012C21	5270 Shannonvale Road, Mann River Bridge	Project complete. 2	100.00%	22/12/2023	1,538,695.50	1,690,066.45	109.84%	-9.84%
Bridge	2021/22	7008C22	Bridge 5220 Mt Mitchell Road, Yarrow Creek	Yarrow Creek. Project complete.	100.00%	30/11/2023	945,000.00	949,104.80	100.43%	-0.43%
Bridge	2021/22	7009C22	5215 Mt Mitchell Road, Mann River	Mt Mitchell Mann River. Project underway, foundation works complete and precast components made.	50%	30/07/2024	1,400,000.00	570,659.37	40.76%	59.24%
Bridge	2022/23	7108C23	Bridge 5340 Wentworth St over Rocky Ponds Creek	Pedestrian bridge component completed, and road bridge construction underway with contractor Weir Built. An overspend of \$210,000 is forecasted, this has been submitted as a financial variation to the funding body (Fixing Country Bridges) and is pending review.	50%	30/07/2024	858,000.00	128,905.91	15.02%	84.98%
Bridge	2022/23	7109C23	Bridge 5170 Furracabad Rd over Furracabad Creek	Project underway with earthworks and piling complete.	25.00%	30/07/2024	1,000,000.00	18,912.42	1.89%	98.11%
Bridge	2023/24	7208C24	Local Bridges - LIRS Accelerated Bridge Program	Retaining walls and wingwalls constructed on Shannon Vale Bridge replacement.	95.00%	30/06/2024	500,000.00	492,183.90	98.44%	1.56%
Bridge	2023/24	7209C24	Fixing Country Bridges Round 2B-Sunset Rd	Sunset Road design complete and box culvert procurement underway.	100%	30/06/2025	108,000.00	17,177.37	15.90%	84.10%
Bridge	2023/24	7210C24	Fixing Country Bridges Round 2B-Cox's Rd	Design procurement underway		30/06/2025	456,000.00	0.00	0.00%	100.00%
Bridge Total							6,805,695.50	3,867,010.22	56.82%	43.18%
Building	2023/24	7898C24	Capital Building Purchase - 146 Church St	Council Resolution - 22.08/23. Painting of building underway.	100.00%	31/12/2023	250,000.00	246,127.17	98.45%	1.55%
Building	2023/24	7259C24	LRCI - Round 4 Part B	Works underway.	0.00%	30/06/2024	503,000.00	0.00	0.00%	100.00%
Building	2023/24	7897C24	Sale of 23 Bourke Street Deepwater	Budget of \$85,000 income to be created.	90.00%	29/02/2024	0.00	357.67	0.00%	100.00%
Building Total							753,000.00	246,484.84	32.73%	67.27%
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.	100%	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	7096C22	Wattle Vale Quarry	Wattle Vale Intersection works completed and open to traffic 6 Oct 23.	100.00%	30/10/2023	1,573,546.00	1,488,923.68	94.62%	5.38%
Drainage	2021/22	7097C22	Stormwater Renewals - Glen Innes	Grafton Street stormwater upgrades complete.	100.00%	30/11/2023	291,529.00	293,387.67	100.64%	-0.64%
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 Furacabad Road.	100.00%	1/10/2023	323,428.16	323,428.16	100.00%	0.00%
Drainage	2023/24	7213C24	Renew Drainage – Drainage Charge Reserve	This budget moved in QBR 2 to account for work carried out in the Grafton Street upgrade			0.00	0.00	0.00%	100.00%
Drainage Total							2,188,503.16	2,105,739.51	96.22%	3.78%
Quarry	2021/22	7054C22	Revote23 Wattle Vale Establishment	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	2,891.64	3.90%	96.10%
Quarry	2023/24	7211C24	Quarry Development -Wattle Vale Establishment	Septic tank replaced at Wattle Vale homestead. Planning underway for on site facilities at Wattle Vale quarry site office.	100%	30/06/2024	200,000.00	34,837.00	17.42%	82.58%
Quarry	2023/24	7212C24	Front End Loader - GIA	Vendor Panel quotes underway.	50.00%	30/06/2024	536,894.32	0.00	0.00%	100.00%
Quarry Total							811,119.32	37,728.64	4.65%	95.35%
Economic Development	2021/22	7030C22	Upgrade Dumaresq Street Industrial Estate	Electrical design submitted to Essential Energy for approval. Drainage installation underway. Draft plan of subdivision received with updated electricity easement. Fencing installed.2	15.00%	28/03/2024	283,446.00	143,412.89	50.60%	49.40%
Economic Development	2022/23	7117C23	Signage Upgrades	Project combined with 7029C22		30/06/2023	80,000.00	0.00	0.00%	100.00%
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	BCSD1-0059 Equestrian & Livestock Centre	Business Case completed, presented to the November 2023 Council meeting. Fully Grant Funded.	100.00%	30/09/2023	0.00	106,638.71	0.00%	100.00%
Economic Development Total							413,446.00	250,051.60	60.48%	39.52%
Flood Recovery & Natural Disasters	2022/23	7128C23	Flood Recovery - Essential Public Asset Restoration	EPARS for Pinkett Rd, Yarraford Road, Old Grafton road, Donnelys 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	Old Grafton Road slips EPAR	Old Grafton Road slips. Initial geotech investigation complete and concept design provided. Materials being transported and stockpile on site.	100%	30/12/2024	389,136.00	15,175.75	3.90%	96.10%

Capital Projects Details
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Council Report Type	Year	ProjectNo	Project Name	Comments	Completion %	Proposed Completion Date	Budget QBR2	Total Spent	Expenditures %	Remaining %
Flood Recovery & Natural Disasters	2022/23	7172C23	Donnelly's Bridge repair	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.	100.00%	30/12/2023	319,888.00	94,484.94	29.54%	70.46%
Flood Recovery & Natural Disasters	2022/23	7901C23	Southern Grading Re-Sheet EPAR	Southern Unsealed Roads EPAR - Gravel applied to Riley's, Aqua Park, Grahams Valley, Jerrookie, 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 Natural Disaster Recovery (EPAR)	Project delayed until 2024/25 FY due to other priority projects competing for resources and material availability.		30/12/2024	1,036,089.00	0.00	0.00%	100.00%
Flood Recovery & Natural Disasters Total							5,943,419.00	245,379.60	4.13%	95.87%
IT	2021/22	7023C22	Revote23 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	24,181.82	63.64%	36.36%
Library Total							38,000.00	24,181.82	63.64%	36.36%
Life Choices	2021/22	7033C22	Revote23 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.	50%	30/06/2024	12,763.00	11,602.73	90.91%	9.09%
Life Choices	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%
Life Choices	2022/23	7181C23	Stronger Country Comm - OOSH Sund Shade				50,000.00	18,670.00	37.34%	62.66%
Life Choices	2022/23	7182C23	Stronger Country Comm - Sensory Garden				50,000.00	0.00	0.00%	100.00%
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							187,153.00	31,936.46	17.06%	82.94%
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	507,206.39	64.54%	35.46%
Open Office Total							785,825.00	507,206.39	64.54%	35.46%
Open Spaces & Recreational	2021/22	7027C22	CBD Roundabout Landscaping	CBD Landscaping 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	83,672.71	139.45%	-39.45%
Open Spaces & Recreational	2022/23	7120C23	Replacement of Anzac Park Playground equipment	This project is now recorded under 7166C23		27/02/2026	0.00	0.00	0.00%	100.00%
Open Spaces & Recreational	2022/23	7121C23	G I Aquatic Centre 25mt and LTS pools reapply top coat	This project is now recorded under 7168C23	100%	27/02/2026	0.00	0.00	0.00%	100.00%
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.	100.00%	30/06/2023	296,310.00	299,156.60	100.96%	-0.96%
Open Spaces & Recreational	2022/23	7134C23	Centennial Parklands Skywalk	Project complete. 2	98.00%	30/01/2024	2,000,000.00	2,065,789.41	103.29%	-3.29%
Open Spaces & Recreational	2022/23	7135C23	BSBR00382 Centennial Parklands - Amenities and Outdoor Area constructio	Construction anticipated to commence in February 2024. Works are progressing well however recent weather events have caused some delays to the construction timeframe. Anticipated project completion to the end of May 2024.	50%	30/06/2023	1,341,616.00	1,308,478.99	97.53%	2.47%
Open Spaces & Recreational	2022/23	7136C23	BSBR000215 Skate Park redevelopment and new shared pathways	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).	95%	31/12/2023	344,807.00	396,248.19	114.92%	-14.92%

Capital Projects Details
31/03/2024

Council Report Type	Year	ProjectNo	Project Name	Comments	Completion %	Proposed Completion Date	Budget QBR2	Total Spent	Expenditures %	Remaining %
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	18,233.45	4.41%	95.59%
Open Spaces & Recreational	2022/23	7166C23	SCCF Rd 5 - Anzac Park	Project not commenced. Planning works will commence in Q3 2023/24.		27/02/2026	600,000.00	0.00	0.00%	100.00%
Open Spaces & Recreational	2022/23	7168C23	SCCF Rd 5 - 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.	15.00%	30/06/2024	332,710.00	0.00	0.00%	100.00%
Open Spaces & Recreational	2022/23	7173C23	Shade and Landscaping ISC	Draft project concept plans received from Sala4D.	40%	30/06/2024	50,000.00	10,772.54	21.55%	78.45%
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	2023/24	7257C24	Open Areas - New Parks Location Development				6,000.00	0.00	0.00%	100.00%
Open Spaces & Recreational	2023/24	7262C24	New Parks Shed Shelving				3,000.00	0.00	0.00%	100.00%
Open Spaces & Recreational	2023/24	7256C24	Open Areas - Small equipment & tools		20.00%	30/06/2024	21,000.00	9,667.59	46.04%	53.96%
Open Spaces & Recreational		7188C23	Indoor Sports Centre - Seating and Solar				0.00	0.00	0.00%	100.00%
Open Spaces & Recreational Total							5,489,369.00	4,192,019.48	76.37%	23.63%
Plant	2022/23	7159C23	Cat 3 Leaseback (MIWS)	This budget can be removed in QBR 3. MIWS vehicle budget was created for FY24.			61,639.00	0.00	0.00%	100.00%
Plant	2022/23	7161C23	Workshop Utility	No vehicle ordered. Close out job.			0.00	0.00	0.00%	100.00%
Plant	2023/24	7059C22	Revote23 4 x 4 Light Rigid Truck	Plant has been delivered. Completed.	100.00%	21/11/2023	116,200.00	116,200.00	100.00%	0.00%
Plant	2023/24	7077C22	Completed Revote 2023 LCSS - Light Vehicle	Vehicle in service. Plant 1587. Completed	100.00%		36,908.00	36,725.47	99.51%	0.49%
Plant	2023/24	7154C23	Bogie Tipper Truck & Dog Trailer	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	Hino Ranger Nine	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	Leaseback Category 1 vehicle - GM	Vehicle delivered. Completed.	100.00%	30/11/2023	67,401.84	67,401.84	100.00%	0.00%
Plant	2023/24	7222C24	Leaseback Category 2 vehicle - Director CCS	Vehicle not ordered. Will wait for Director vacancy to be filled.		30/09/2023	63,500.00	0.00	0.00%	100.00%
Plant	2023/24	7223C24	Leaseback Category 2 vehicle - Director DPG	Vehicle delivered and entered into service 25.09.23. Completed	100.00%	31/07/2023	61,923.00	61,922.59	100.00%	0.00%
Plant	2023/24	7224C24	Lease Back Cat 3 Vehicle - MIWS	Vehicle delivered and entered into service 25.09.23. Completed	100.00%	31/07/2023	47,208.00	47,207.73	100.00%	0.00%
Plant	2023/24	7225C24	Leaseback Cat 3 Vehicle - MGRCP	Vehicle delivered and entered into service 25.09.23. Completed	100.00%	31/07/2023	50,740.00	50,739.08	100.00%	0.00%
Plant	2023/24	7226C24	Leaseback Cat 3 Vehicle - MID	Vehicle delivered and entered into service 20.10.23	100.00%	19/10/2023	47,074.55	47,074.55	100.00%	0.00%
Plant	2023/24	7227C24	Leaseback Category 3 vehicle - Manager GIA	Vehicle delivered. Completed.	100.00%	24/02/2024	52,353.36	52,353.36	100.00%	0.00%
Plant	2023/24	7228C24	Leaseback Category 3 vehicle - Manager Regulatory and Planning	Vehicle not ordered. Awaiting recruitment for vacant position.		31/07/2024	51,000.00	0.00	0.00%	100.00%
Plant	2023/24	7229C24	Leaseback Category 3 vehicle - Manager Community Services	Vehicle delivered. Completed.	100.00%	15/11/2023	48,722.91	48,722.91	100.00%	0.00%
Plant	2023/24	7230C24	Leaseback Category 3 vehicle - Manager Asset Services	MAS has not opted for leaseback at this time. Vehicle not ordered.		31/07/2024	51,000.00	0.00	0.00%	100.00%
Plant	2023/24	7231C24	Leaseback Category 4 vehicle - Coordinator Life Choices	Vehicle not ordered due to recruitment and changes within LifeChoices.		31/07/2024	48,000.00	0.00	0.00%	100.00%
Plant	2023/24	7232C24	Leaseback Category 4 vehicle - Coordinator IWS	Vehicle delivered. Completed.	100.00%	15/10/2023	50,233.52	50,233.52	100.00%	0.00%
Plant	2023/24	7233C24	Leaseback Category 4 vehicle - Building / Environmental Health Officer	Vehicle delivered. Completed.	100.00%	6/10/2023	46,645.82	46,645.82	100.00%	0.00%
Plant	2023/24	7234C24	Single cab utility - Workshop	Vehicle delivered. Completed.	100.00%	10/11/2023	44,000.00	43,599.73	99.09%	0.91%
Plant	2023/24	7236C24	Grader	Plant Delivered. Completed.	100.00%	31/07/2024	620,590.79	623,065.79	100.40%	-0.40%
Plant	2023/24	7237C24	Transfer pump trailer - IWS	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	Line marker - Aerodrome	Quotes received. Equipment not ordered.	25.00%	31/12/2023	6,000.00	0.00	0.00%	100.00%
Plant	2023/24	7239C24	Scan Tool - Workshop	Equipment delivered into service. Purchased by credit card.	100.00%	31/10/2023	7,221.36	7,221.36	100.00%	0.00%
Plant	2023/24	7240C24	Water truck	Plant Ordered.	95.00%	31/07/2024	350,000.00	281,924.05	80.55%	19.45%
Plant	2023/24	7255C24	Lease back Vehicle Cat 1 - Mayoral Vehicle	Vehicle delivered. Completed.	100.00%	31/12/2023	60,566.64	60,566.64	100.00%	0.00%

Capital Projects Details
31/03/2024

Council Report Type	Year	ProjectNo	Project Name	Comments	Completion %	Proposed Completion Date	Budget QBR2	Total Spent	Expenditures %	Remaining %
Plant	2023/24	7263C24	New LCSS support Vehicle	Vehicle ordered.	95.00%	30/06/2024	37,000.00	36,908.18	99.75%	0.25%
Plant	2023/24	7260C24	New Fuel Pump and meter				40,000.00	31,495.00	78.74%	21.26%
Plant Total							2,858,128.79	2,559,056.49	89.54%	10.46%
Roads	2021/22	7002C22	Bald Nob Upgrade Stage 2	Incorporated into 7002C23	100.00%	30/04/2024	0.00	7,343.07	0.00%	100.00%
Roads	2021/22	7004C22	Revote23 Illparran Road LRCI	Illparran rd. Project not yet commenced. Material sourcing from Wattle Vale Quarry when ready.		30/09/2024	132,992.00	0.00	0.00%	100.00%
Roads	2021/22	7005C22	Revote23 Jenkins Road LRCI	Jenkins Rd. Project not yet commenced. Material sourcing from Wattle Vale Quarry when ready.		30/09/2024	75,154.00	0.00	0.00%	100.00%
Roads	2021/22	7006C22	Revote23 Ten Mile Road LRCI	Ten Mile Rd. Project complete.	100.00%	22/12/2023	385,000.00	394,249.57	102.40%	-2.40%
Roads	2021/22	7035C22	Heavy Patching Program	Project complete.	100.00%	30/06/2023	315,151.00	328,984.63	104.39%	-4.39%
Roads	2021/22	7050C22	FLR Round 2 New Bitumen Seals	Project complete, final milestone claim submitted.	100.00%	22/12/2023	3,019,278.00	3,142,465.10	104.08%	-4.08%
Roads	2021/22	7051C22	FLR Gulf Road	Project complete, pending final invoices.	95.00%	30/03/2024	1,380,000.00	1,374,490.09	99.60%	0.40%
Roads	2022/23	7002C23	Roads of Strategic Importance - Bald Nob Upgrade	Clearing, drainage and earthworks complete. Pavement works underway.	50.00%	30/11/2024	5,600,000.00	2,114,962.40	37.77%	62.23%
Roads	2022/23	7082C23	RTR 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 completed in Penzance St and associated industrial area. Contractors Stabilcorp engaged to patch sections of Rangers Valley Rd. Works commenced in Glen Innes urban areas.	50.00%	30/06/2024	1,006,194.00	513,104.85	50.99%	49.01%
Roads	2022/23	7112C23	Kerb & Gutter Installation - Railway Street	Procurement of kerb work underway		30/06/2024	40,000.00	1,194.86	2.99%	97.01%
Roads	2022/23	7113C23	Kerb & Gutter Installation - Hunter Street	Procurement of kerb work underway		30/06/2024	30,000.00	884.46	2.95%	97.05%
Roads	2022/23	7116C23	Infrastructure Backlog Projects	Budget removed to fund overspend in completed projects.		30/06/2024	300,000.00	0.00	0.00%	100.00%
Roads	2022/23	7130C23	Pathways Linking ISS to existing	Works completed, currently finalising costs.	95.00%	22/12/2023	266,466.00	249,730.74	93.72%	6.28%
Roads	2022/23	7131C23	Pathway from Indoor Stadium to High School	Construction complete. The QBR3 adjustment for overspend is to be claimed and funded from the project contingency allowance in the grant funding.	20.00%	30/03/2024	266,466.00	268,575.52	100.79%	-0.79%
Roads	2022/23	7138C23	Block Grant - Emmaville Road segment 70	Works complete.	100.00%	1/10/2023	374,000.00	368,364.96	98.49%	1.51%
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%	100.00%
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%	100.00%
Roads	2022/23	7143C23	Unsealed Roads Resheeting - Bullock Mountain Road	Drainage works underay and gravel pit site investigated and REF completed.		30/06/2024	437,360.00	0.00	0.00%	100.00%
Roads	2022/23	7144C23	Unsealed Roads Resheeting - Haymarket Road	Project yet to commence.		30/09/2024	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	2022/23	7180C24	Fixing Local Roads 4 - Red Range Rd	Project completed pending payment of invoices for quarry materials and contractor variations.	100.00%	30/04/2024	936,320.00	684,246.60	73.08%	26.92%
Roads	2023/24	7169C24	Regional and Local Roads Repair Program 2023-24	Project underway with heavy patching and gravel resheeting completed on Tent Hill Road, Wellington vale Rd, Rangers Valley Rd, Ten Mile Road and Glen Innes urban roads.	95.00%	30/06/2024	1,000,000.00	985,064.67	98.51%	1.49%
Roads	2023/24	7200C24	HAYMARKET ROAD RESHEET	Haymarket Road. Works not started.		30/06/2024	285,622.00	0.00	0.00%	100.00%
Roads	2023/24	7201C24	R2R Reseal Program	Project completed.		30/03/2024	872,427.00	906,301.26	103.88%	-3.88%
Roads	2023/24	7202C24	LRCI Round 4 - Main Street Refurb/Roundabout reconst	Main Street refresh project. Funding agreement signed, work plan yet to be submitted.		30/06/2025	872,429.00	0.00	0.00%	100.00%
Roads	2023/24	7203C24	Reg. Roads REPAIR Program - Emmaville Rd 210	Project completed.	100.00%	30/03/2024	105,000.00	123,846.14	117.95%	-17.95%
Roads	2023/24	7204C24	Reg. Roads Block Grant Emmaville Rd 210	Remove project as inaccurate reflection of block grant funding allowances.. Regional road expenditure to be booked to 7205C24.		30/04/2024	105,000.00	0.00	0.00%	100.00%
Roads	2023/24	7205C24	Reg. Roads Block Grant Regional Rd Reseals	Works underway.	20.00%	30/04/2024	405,000.00	75,050.94	18.53%	81.47%
Roads	2023/24	7206C24	Traffic Facilities	Completed Ten Mile Rd Dirty Creek bridge guard rail and Shannon vale Rd guard rail.	100.00%	30/06/2024	70,000.00	73,862.80	105.52%	-5.52%
Roads	2023/24	7207C24	RRTRP Reg. Roads Emmaville Rd 40,50 Betterment	Project delayed until 2024/25 FY		30/12/2024	736,586.00	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.		30/12/2024	1,748,242.00	2,713.50	0.16%	99.84%
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.		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.		30/12/2024	2,279,129.00	0.00	0.00%	100.00%
Roads	2023/24	7258C24	RRTRP - Shannon Vale Rd	Project completed, pending material invoices. Investigate underspend	100.00%	30/03/2025	414,000.00	250,377.74	60.48%	39.52%
Roads	2023/24	7254C24	Regional Emergency Road Repair Fund	(blank)	20.00%	30/06/2025	2,941,848.00	641,256.53	21.80%	78.20%
Roads Total							28,074,792.00	12,582,095.24	44.82%	55.18%

Capital Projects Details
31/03/2024

Council Report Type	Year	ProjectNo	Project Name	Comments	Completion %	Proposed Completion Date	Budget QBR2	Total Spent	Expenditures %	Remaining %
Sewer	2023/24	7214C24	Capital Renewal -Sewer Capital Renewal	Relining work has been completed on 2000 metres of sewer mains. Some minor manhole repairs will be carried out in the next couple of months.	80.00%	30/06/2024	616,749.00	494,620.29	80.20%	19.80%
Sewer	2023/24	7215C24	New Mains -Sewer Private Works	This project is ongoing throughout the year		30/06/2024	10,000.00	0.00	0.00%	100.00%
Sewer	2023/24	7216C24	New Service - Sewer Private Works	This project is ongoing throughout the year		30/06/2024	15,000.00	2,945.09	19.63%	80.37%
Sewer Total							641,749.00	497,565.38	77.53%	22.47%
Waste	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	111,376.48	39.21%	60.79%
Waste	2023/24	7235C24	Landfill Compactor - Glen Innes Landfill (Funded from Waste Reserve)	Plant Ordered.	95.00%	31/12/2024	950,000.00	926,337.86	97.51%	2.49%
Waste	2023/24	7261C24	landfill Upgrade - multiyear project				200,000.00	0.00	0.00%	100.00%
Waste Total							1,434,065.00	1,037,714.34	72.36%	27.64%
Water	2021/22	7100C22	Water - Capital Renewal -2022 carry over	This project is nearly complete. Some more work to take Oliver Street main thru to the Church Street Junction	90.00%	28/06/2024	301,532.00	271,177.47	89.93%	10.07%
Water	2021/22	7104C22	Water - Automated Water Meter Reading	Project near complete. Meter data is being received across the network. Approximately 270 meters remain to be updated. The installation of these meters has been delayed due to ongoing work commitments and staff vacancy	90.00%	30/12/2023	761,000.00	779,179.18	102.39%	-2.39%
Water	2021/22	7105C22	Truck Wash Upgrade	Dosing system is on site ready for installation. This project will be complete by 30 April	20.00%	30/04/2024	142,000.00	71,654.89	50.46%	49.54%
Water	2023/24	7217C24	Capital Renewal - Water	Costs have been incorrectly charged to last years number and will be adjusted in QBR 3			864,954.00	334,136.32	38.63%	61.37%
Water	2023/24	7218C24	New Mains - Water Private Works	This project is ongoing throughout the year		30/06/2024	10,000.00	0.00	0.00%	100.00%
Water	2023/24	7219C24	New Service - Water Private Works	This project is ongoing throughout the year		30/06/2024	15,000.00	3,772.54	25.15%	74.85%
Water Total							2,094,486.00	1,459,920.40	69.70%	30.30%
Grand Total							62,018,579.77	29,909,165.16	48.23%	51.77%



Risk Management Policy

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RISK MANAGEMENT POLICY

Purpose

The purpose of this policy is to express Council's commitment to implementing organisation-wide risk management principles, systems and processes that ensure the consistent, efficient and effective assessment of risk in all Council's planning, decision-making and operational processes.

Applicability

This policy applies to Councillors, Council employees, volunteers and delegates of Council, contractors, and members of Community Committees of Council, including members of Council's Advisory Committees.

Policy Statement

Council is committed to the principles, framework and process of managing risk as outlined in the Australian Standard – Risk Management Guidelines (AS ISO 31000:2018) and commits to fully integrating risk management within the organisation and applying it to all decision-making, functions, services and activities of the Council in accordance with its statutory requirements. Through a structured and innovative approach to the management of risk, Council aims to demonstrate good governance, minimise loss and maximise opportunities.

The Principles

Effective risk management requires following these principles:

- (1) Risk management is to be an integral part of all Council's activities;
- (2) A structured and comprehensive approach to risk management contributing to consistent and comparable results;
- (3) The risk management framework and process are customised and proportionate to Council's external and internal context related to its strategic objectives;
- (4) Is inclusive and provides appropriate and timely involvement of stakeholders, enabling their knowledge, views and perceptions to be considered, resulting in improved awareness and informed risk management;
- (5) Is dynamic to allow for the changes in both internal and external context as risks can emerge, change or disappear. Risk management anticipates, detects, acknowledges and responds to those changes and events in an appropriate and timely manner;
- (6) Is based on the best available information. The inputs to risk management are based on historical and current information, as well as on future expectations. Risk management explicitly considers any limitations and uncertainties associated with such information and expectations. Information should be timely, clear and available to relevant stakeholders;

RISK MANAGEMENT POLICY

- (7) Considers human and cultural factors. Human behaviours and culture significantly influence all aspects of risk management at each level and stage; and
- (8) Is continually improved through learning and experience.

Risk Management Framework

Council provides critical services and infrastructure to the residents, ratepayers and visitors to the Glen Innes Severn Local Government Area (LGA). Council also has service agreements and contractual obligations with government and non-government agencies and organisations and has its own strategic goals and objectives that it seeks to achieve on behalf of the community.

It is therefore incumbent on Council to understand the internal and external risks that may impact the delivery of these services, contracts and strategic objectives and have processes in place to identify, mitigate, manage and monitor those risks to ensure the best outcome for Council staff and the community. Further, it is Council's responsibility to ensure the efficient, effective and ethical use of resources and services by ratepayers, residents, staff and visitors.

Council has developed a risk management framework consistent with AS ISO 31000:2018 to assist it to identify, treat, monitor and review all risks to its operations and strategic objectives and apply appropriate internal controls.

Some of the elements that document Council's risk management framework, including leadership, commitment, integration, design, implementation, evaluation and improvement are:

- (a) Risk Management Policy – detailing the leadership commitment and approach to be taken to risk management;
- (b) Risk Management Plan – details the roles and responsibilities, processes and procedures for risk management;
- (c) Risk Appetite Statements – establishing acceptable levels of risk to be undertaken when pursuing Council's objectives;
- (d) Governance Suite – Council's digital software modules for risk management processes, including the Risk module (ERM);
- (e) Risk management function – a second line of defence that can provide expert reviews on the first line management of risk;
- (f) Internal audit function – a third line of defence that provides an independent, objective assurance and consulting activity designed to add value and improve Council's operations; and

RISK MANAGEMENT POLICY

- (g) Audit, Risk and Improvement Committee (ARIC) - a committee providing independent assurance, to the General Manager and Council, on aspects under its review as determined by the *ARIC Terms of Reference*.¹

Risk Management Culture

Risk management culture refers to the set of shared values and behaviours that characterise how Council considers risk in its day-to-day activities. Risk management culture should be embedded into and not separate from the organisational culture. Risk culture is the glue that binds all the elements of risk management together because it reflects the shared values, goals, practices and mechanisms that integrate risk into Council's decision-making processes and risk management into its operating processes.

Council fosters a positive risk management culture where risk management is seen as a positive attribute of decision-making rather than a corrective measure. Staff are encouraged to have a willingness to engage effectively with risk.

Responsibilities

Council aims to create a positive risk management culture where risk management is integrated into all everyday activities and managing risks is an integral part of governance, good management practice and decision-making. It is the responsibility of every staff member and business area to observe and implement this policy and Council's risk management framework as outlined in the Risk Management Plan.

General Manager

Consistent with the General Manager's role under section 335 of the *Local Government Act 1993* (the Act) to conduct the day-to-day management of Council, the General Manager has ultimate responsibility and accountability for risk management in Council. This includes:

- (1) Ensuring Council operates within its risk appetite;
- (2) Overseeing Council's risk management framework and ensuring that it is effectively communicated, implemented and reviewed regularly;
- (3) Promoting a positive risk culture;
- (4) Ensuring that all Council managers and staff understand their risk management responsibilities and that these are included in all job descriptions, staff induction programs, performance agreements and appraisals; and
- (5) Attesting in the Annual Report that Council's risk management framework complies with statutory requirements and remains relevant and in line with best practice.

¹ The ARIC Terms of Reference aligns with the applicable provisions of the *Local Government Act 1993*, the *Local Government (General) Regulations 2021*, and the *Guidelines for Risk Management and Internal Audit for Local Government NSW*.

RISK MANAGEMENT POLICY

Senior Staff/ Management

Risk management is a core responsibility for all senior staff/management at Council. In addition to their responsibilities as staff members, senior staff/management are responsible for:

- (a) Ensuring all staff manage their risks within their own work areas. Risks should be anticipated, and reasonable protective measures taken;
- (b) Encouraging openness and honesty in the reporting and escalation of risks;
- (c) Ensuring all staff have the appropriate capability to perform their risk management roles;
- (d) Reporting to the Management Executive Team (Manex) on the status of risks and controls; and
- (e) Identifying and communicating improvements in Council's risk management practices to Council's risk management function.

All Staff

All staff are responsible for identifying and managing risk within their work areas. Key responsibilities include:

- (a) Being familiar with, and understanding, the principles of risk management;
- (b) Complying with all policies, procedures and practices relating to risk management;
- (c) Alerting management to risks that exist within their area, and
- (d) Performing any risk management activities assigned to them as part of their daily role.

Risk Management Function, ARIC and Internal Audit

Council's risk management function is available to support staff in undertaking their risk management activities.

To ensure Council is effectively managing its risk and complying with its statutory obligations, Council's ARIC and internal audit function are responsible for reviewing, *inter alia*, Council's:

- (a) Risk management processes and procedures;
- (b) Risk management strategies for major projects or undertakings;
- (c) Control environment and insurance arrangements;
- (d) Business continuity planning arrangements, and
- (e) Fraud and corruption control plan.

RISK MANAGEMENT POLICY

Legislation, Supporting Documents and Review

Relevant Legislation, Regulations and Industry Standards

- (a) Risk Management Guidelines (AS ISO 31000:2018) issued by Standards Australia.
- (b) Section 428A of the *Local Government Act 1993*
- (c) *Local Government (General) Regulation 2021*
 - i. *Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023* – to commence 1 July 2024
 - o 216S Risk management—the Act, Sch 6, cl 18 - (1) A council must adopt and implement a system for managing risk.
- (d) Guidelines for Risk Management and Internal Audit for Local Government NSW

Relevant Council Policies and Procedures

Risk management is a fundamental component of decision making in all Council activities. As such, all policies and procedures (and Council Business Paper Reports, where applicable) should be guided by this Policy and the Risk Management Plan to maintain appropriate risk management considerations at the heart of all decisions and processes.

Some relevant Council documents include:

- (a) Risk Management Plan
- (b) ARIC Terms of Reference;
- (c) Claims Management Policy and Procedures; and
- (d) Fraud and Corruption Control Policy.

Variation and Review

The Risk Management Policy 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 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.

RISK MANAGEMENT POLICY

Appendix A

Document Control/Authorisation

Responsible Officer		Manager Governance, Risk and Corporate Planning (MGRCP)			
Reviewed By		Management Executive Team (Manex)			
Review Due Date		March 2024 April 2028			
Version Number		6			
Versions	Date	Resolution Number	Description Of Amendments	Author / Editor	Approved / Adopted By
6	TBC	TBC	Amendments are significant with the adoption of elements of the example policy provided in the Guidelines.	MGRCP	Council
5	25/03/2021	8.04/21	Amendments are substantial consisting of a complete overhaul of the entire Policy to reflect the entire risk management framework.	MGRCP	Council
4	28/09/2017	16.09/17	Minor amendments included: Updating the reference to the new Community Strategic Plan 2017-2027; Minor changes to the diagram within the Policy; Extension of the review period of the Policy.	MRC	Council
3	22/10/2015	14.10/15	The only amendment was the addition of an Implementation / Communication section, in line with all revised policies.	MRC	Council
2	24/10/2013	12.10/13	Minor amendments to spelling and grammar and updating relevant legislation. The changes made are in line with better practice protocols to improve the scope of the policy.	MCS	Council
1	20/04/2006	4.04/06	First Version created because of the requirements from the then Department of Local Government's 'Local Government Reform Better Practice Review Checklist'.	WHS	Council

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General Manager

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Date

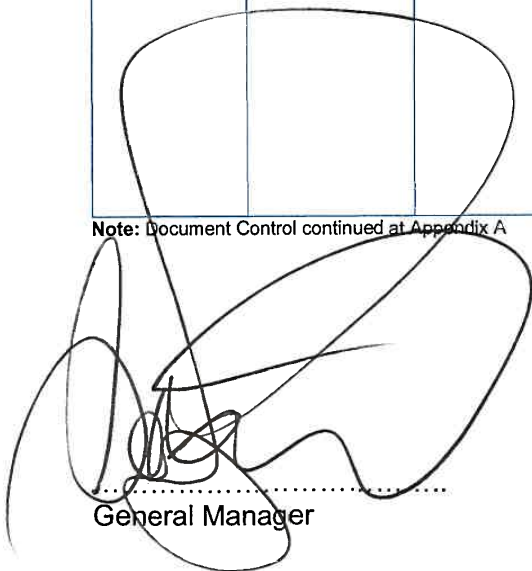


Risk Management Policy

1 DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER OF GOVERNANCE, RISK AND CORPORATE PLANNING (MGRCP)			
REVIEWED BY:		MGRCP, MANEX.			
REVIEW DUE DATE:		March 2024			
VERSION NUMBER:		5			
DOCUMENT NUMBER:		NA			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
5	25/03/2021	8.04/21	Amendments are substantial consisting of a complete overhaul of the entire Policy to reflect the entire risk management framework, Council's approach to risk management and roles and responsibilities.	MGRCP	Council
4	28/09/2017	16.09/17	Minor amendments included: <ul style="list-style-type: none"> Updating the reference to the new Community Strategic Plan 2017-2027; Minor changes to the diagram within the Policy; Extension of the review period of the Policy from two (2) years to three (3) years in line with other similar policies. 	MRC	Council

Note: Document Control continued at Appendix A



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General Manager

3/5/21.
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Date

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3 DEFINITIONS

<i>Consequence:</i>	An outcome of an event affecting objectives.
<i>Control:</i>	A measure that maintains and/or modifies <i>risk</i> .
<i>Control Owner:</i>	A control owner is the officer of council assigned responsibility for the management of a control within Council's electronic risk management system and register – Pulse ERM. The control owner may push tasks for the implementation of the control.
<i>Event:</i>	An occurrence or change of a particular set of circumstances.
<i>Likelihood:</i>	The chance of something happening.
<i>Pulse ERM:</i>	Council's Digital enterprise risk management software system for entering significant risks, details of the risk, causes, consequences, mitigation strategies, risk assessment (both inherent and residual), developing controls, assigning controls and actions, linking to Council's Integrated Planning and Reporting framework, monitoring and reviewing risk. This is a sophisticated risk management register.
<i>Risk:</i>	Effect of uncertainty on objectives.
<i>Risk Appetite:</i>	Provides a guide to management and risk owners in respect to the parameters of acceptable risk taking and tolerances.
<i>Risk Management:</i>	The coordinated activities to direct and control an organisation regarding risk.
<i>Risk Management Framework:</i>	The set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.
<i>Risk Management Process:</i>	Systematic application of risk management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.
<i>Risk Owner:</i>	A risk owner is the officer of council assigned responsibility for the management of a risk within Council's electronic risk management system and register – Pulse ERM. The risk owner may create risks, controls and push tasks.
<i>Stakeholder:</i>	A person or organisation that can affect, be affected by, or perceive themselves to be affected by a decision or activity.

4 PURPOSE

The purpose of risk management is the creation and protection of value. It improves performance, encourages innovation and supports the achievement of objectives.

The purpose of this policy is to:

- Ensure that risk management is a fundamental component of decision making in all Council activities, and all decisions made by Council and its Officers will consider the risks involved in taking those decisions and the impact of those decisions on the achievement of Council's objectives;
- Ensure that the implementation of the risk management framework will enhance the delivery of the community vision and strategic goals as outlined in the **Glen Innes Severn Community Strategic Plan (CSP)**;
- Ensure Council's risks are managed in a manner consistent with Council's risk appetite;
- Ensure Council's risks are managed using sound risk management practices;
- Ensure decisions are made with an understanding of Council's risk environment;
- Facilitate taking risks and capitalising on opportunities, within Council's risk appetite, to assist Council to meet its strategic objectives;
- Promote a culture of risk awareness throughout the organisation;
- Highlight the core components of Council's enterprise risk management framework; and
- Define the key responsibilities of Council Officials.

5 APPLICABILITY

This policy applies to:

- Councillors;
- All Council Staff;
- Volunteers and delegates of Council;
- Contractors;
- Members of Section 355 Committees of Council; and
- Members of Council's Advisory Committees.

6 OUTCOMES

Council maintains a durable commitment to entrenching effective risk management into all activities and as such, risk management is a core responsibility of management.

Management has the responsibility to evaluate the risk environment, to put in place appropriate controls and to monitor the effectiveness of these controls, as well as communicate the risk management framework, plan and procedures throughout Council. This process is supplemented with a review of key corporate risks by the **Management Executive Team (MANEX)**.

The outcomes of this policy are to facilitate Council striking a balance between risk management and opportunity taking, whilst achieving the objectives set out in Council's CSP by:

- Ensuring enterprise risk management is integrated into Council's strategic and operational planning processes to:
 - Avoid, eliminate or minimise harm and/or loss; and
 - Minimise the adverse impacts that uncertainty presents to the achievement of Council's CSP.
- Supporting and enabling effective:
 - Delivery of equitable and appropriate services and facilities for the community;
 - Innovation and business improvement; and
 - Risk management practices that lead to a risk aware culture.
- Having regard to long-term and cumulative commitments by Council to environment, economic, social and governance objectives aligned with its **Integrated Planning and Reporting Framework (IPRF)**.

7 POLICY STATEMENT

7.1 Principles

Effective risk management requires the following key elements:

- Risk management is to be an integral part of all Council's activities;
- A structured and comprehensive approach to risk management contributing to consistent and comparable results;
- The risk management framework and process are customised and proportionate to Council's external and internal context related to its strategic objectives;
- Is inclusive and provides appropriate and timely involvement of stakeholders, enabling their knowledge, views and perceptions to be considered, resulting in improved awareness and informed risk management;
- Is dynamic to allow for the changes in both internal and external context as risks can emerge, change or disappear. Risk management anticipates, detects, acknowledges and responds to those changes and events in an appropriate and timely manner;
- Is based on the best available information. The inputs to risk management are based on historical and current information, as well as on future expectations. Risk management explicitly considers any limitations and uncertainties associated with such information and expectations. Information should be timely, clear and available to relevant stakeholders;
- Considers human and cultural factors. Human behaviours and culture significantly influence all aspects of risk management at each level and stage; and
- Is continually improved through learning and experience.

7.2 Risk Management Framework

Council's risk management approach consists of the following key elements:

- Risk Management Policy;
- Risk Appetite Statement;
- Risk Management Plan and Procedures; and
- Pulse ERM.

7.3 Risk Management Culture

Risk management culture refers to the set of shared values and behaviours that characterise how Council considers risk in its day-to-day activities. Risk management culture should be embedded into and not separate from the organisational culture. Risk culture is the glue that binds all the elements of risk management together because it reflects the shared values, goals, practices and mechanisms that integrate risk into Council's decision-making processes and risk management into its operating processes.

Council fosters a positive risk management culture where risk management is seen as a positive attribute of decision-making rather than a corrective measure. Staff are encouraged to have a willingness to engage effectively with risk.

7.4 Risk Profile and Appetite

Council seeks to manage its risk profile carefully. This reflects the view that satisfactory fulfilment of its important public responsibilities could be seriously jeopardised if poorly managed risks were to lead to significant impairment of operations, financial losses, harm to the environment and/or damage to Council's reputation.

In support of this, Council will develop a risk appetite for Council's most significant risks. This will define the amount of risk Council is willing to accept in pursuit of its strategic goals and will form the basis of Council's approach to managing risk and taking opportunities in day to day operational activities as well as strategic decision making.

The Risk Appetite Statement will have flexibility to consider the factors in which (more or less) risk will be considered in pursuit of the organisation's objectives.

7.5 Risk Management Plan

A risk management plan will be developed to provide structure for how Council will implement the Risk Management Policy and conduct its risk management activities. The primary purpose of the plan is to ensure that the Council's arrangements for managing risks are clearly understood and practiced, and identifies where, when and how different types of decisions relating to risk are made across the Council and by whom.

The Risk Management Plan will include:

- Roles, accountabilities and responsibilities in relation to risk management;
- The timeframes for risk management activities;
- The activities that Council will undertake to implement its risk management policy;
- How risk management processes will be implemented and maintained;
- Resourcing requirements (people, IT and physical assets);
- Training and development requirements;
- Performance measures that will be used to evaluate the success of the Council's risk management framework;
- Guidance, resources and objective parameters to assessing risk and using Pulse ERM effectively; and
- How and when the Council's Risk Management Framework will be reviewed.

7.6 Risk Management Procedures

Risk management procedures shall be developed or adopted as necessary, to provide a systematic way of identifying, assessing and prioritising risks, deciding how they will be managed, and documenting and communicating this across the Council.

All risk management procedures are to be performed in accordance with AS ISO 31000:2018, using qualitative, semi-quantitative or quantitative methods and techniques that best suit the Council's operations, risk management maturity and decision-making needs.

7.7 Decision Making

To ensure its success, the Risk Management Framework will be integrated within all the Council's decision-making processes, governance structures, operational procedures and integrated planning and reporting processes.

7.8 Risk Management Framework – Continuous Review

MANEX is responsible for ensuring the effectiveness of the risk management framework can be assessed. This will be achieved by ensuring that:

- Any Mitigation Strategies developed have performance targets and timelines that can be measured against goals and objectives; and
- a *methodology* is implemented to obtain the data from Pulse ERM needed to measure the impact of Council's risk management framework.

The ongoing monitoring and review of the information gathered from Council's risk management processes will be undertaken by MANEX to ensure the risk management framework is up-to-date and relevant.

8 ROLES AND RESPONSIBILITIES

8.1 Council

Council are responsible for overseeing risk management and ensuring that:

- Strategic risks are adequately considered when setting the organisations objectives;
- Risks facing the organisation in pursuit of its objectives are clearly understood;
- Risk management systems are implemented and operating effectively;
- Information about risks and risk management of the organisation are communicated properly;
- Council's Risk Appetite is determined;
- Oversight of Council's enterprise risk management framework is provided;
- Risks are considered in all decision making to ensure alignment with Council's risk appetite statements; and
- As a part of the approval of the annual budget, ensure the provision of resources are available to achieve the outcomes of this Policy.

8.2 General Manager

Consistent with the General Manager's role under section 335 of the *Local Government Act 1993* (the Act) to conduct the day-to-day management of Council, the General Manager has ultimate responsibility and accountability for risk management in Council.

This includes:

- Ensuring Council operates within its risk appetite;
- Overseeing Council's risk management framework and ensuring that it is effectively communicated, implemented and reviewed regularly;
- Promoting a positive risk culture;
- Ensuring that all Council managers and staff understand their risk management responsibilities and that these are included in all job descriptions, staff induction programs, performance agreements and appraisals; and
- Attesting in the Annual Report that Council's risk management framework complies with statutory requirements and remains relevant and in line with best practice.

8.3 Management Executive Team (MANEX)

The Directors and the General Manager form MANEX. As a team they are responsible for:

- Approving Council's risk management plan, risk register (Pulse ERM), and risk profile;
- Managing high level strategic risks facing Council;
- Promoting and championing a positive risk culture; and
- Approving Council's implementation of corrective actions, as recommended by Council's internal audit function, external audit and the **Audit, Risk and Improvement Committee (ARIC)**.

8.4 Risk Owners

Directors, managers and other assigned risk owners have the responsibility for managing specific policy, project and program risks across Council. Within their range of authority, this includes being responsible for:

- Promoting awareness of risks and controls that must be implemented;
- Ensuring Council staff are implementing Council's risk management framework and performing their risk management responsibilities;
- Identifying risks that will affect the achievement of Council objectives;
- Establishing and/or implementing specific policies, operating and performance standards, budgets, plans, systems and/or procedures to manage risks;
- Monitoring the effectiveness of risk treatment and internal controls; and
- Documenting all the above in Pulse ERM.

8.5 Manager of Governance, Risk and Corporate Planning (MGRCP)

The MGRCP is the responsible officer for this Policy and will coordinate the following functions in relation to the Policy:

- Maintaining appropriate records relating to the Risk Management Framework;
- Implementing effective risk management communication mechanisms within Council;
- Developing and maintaining a risk reporting framework to enable regular advising/reporting of key risks and the management of those risks to MANEX and the ARIC;
- Supporting MANEX by co-ordinating and providing clear and concise risk information, advice and/or reports that can be used in planning and decision making;
- Provide training, support, advice and guidance to managers and relevant Council staff to assist them in managing risk and implementing the framework within their area/s or responsibility;
- Undertaking regular reviews of the Framework, Policy, Plan and any associated procedures;
- Helping to build a risk management culture within Council;
- Coordinating the various activities relating to risk management within Council;
- Ensuring that there are easily accessible systems and processes in place to enable all staff to conveniently undertake risk management in their daily functions;
- Establishing and/or maintaining an ongoing monitoring system to track risk management activities undertaken within Council and assessing the need for further action; and
- Assessing risk management information for completeness, accuracy and consistency.

The Risk Management Plan will outline any responsibilities/functions, as listed above, that are allocated, in part or in full, to other Risk or Control Owners within Council, as appropriately required.

8.6 Staff

All Council staff are responsible for considering risk and risk management in all their day-to-day functions, such as:

- Helping to identify risks in their business unit;
- Implementing risk controls within their area of responsibility;
- Following best practice and standard operating procedures (where applicable); and
- Communicating or escalating new risks that emerge to their supervisor or manager.

8.7 Internal Audit

Internal Audit provides independent, objective assurance and consulting activity designed to add value and improve Council's operations. It helps Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, internal controls, and governance processes.

The Internal Audit Charter defines Internal Audit's purpose, authority, and responsibility.

Internal Audit reports are reported to MANEX and the ARIC to ensure independent oversight of the effectiveness of controls and any recommendations made for improvement.

8.8 Audit Risk and Improvement Committee (ARIC)

The ARIC will be responsible for providing independent assurance to the General Manager and Council that the risk management framework is appropriate and working effectively and provide advice on an annual basis that Council has complied with its risk management requirements. This includes advising whether:

- Council's risk management framework operates effectively and supports the achievement of Council's strategic goals and objectives;
- Council's risk appetite is appropriately reflected in the Council's internal control framework;
- Council is operating within the risk appetite determined by Council;
- Risk management covers all relevant risk categories including strategic, operational, compliance, reputational and reporting risks;
- Council takes an enterprise risk management approach that is fully integrated into all aspects of the Council, including decision-making processes and operations;
- Risks are formally considered when developing and implementing all Council policies, programs, projects and other activities, including procurement;
- Major risks have been identified and assessed by Council and appropriate controls have been implemented that reflect Council's risk criteria;
- Internal controls are effective and appropriate;
- Council's risk management framework complies with AS ISO 31000:2018;
- Resources provided for risk management are sufficient for managing the risks facing Council; and
- Risk management policies, procedures and plans are being complied with.

9 LEGISLATION AND SUPPORTING DOCUMENTS

9.1 Relevant Legislation, Regulations and Industry Standards

- This Policy and Council's risk management approach are informed by the Risk Management Guidelines (AS ISO 31000:2018) issued by Standards Australia.
- Section 428B of the *Local Government Act 1993* (the Act), when proclaimed, along with any subsequent regulations in the *Local Government (General) Regulations 2005* and subsequent Office of Local Government Risk Management Guidelines.

9.2 Relevant Council Policies and Procedures

Risk management is a fundamental component of decision making in all Council activities. As such, all policies and procedures (and Council Business Paper Reports, where applicable) should be guided by this Policy and the Risk Management Plan to maintain appropriate risk management considerations at the heart of all decisions and processes.

10 VARIATION AND REVIEW

The Risk Management Policy will be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of 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.

11 APPENDIX A**11.1 Document Control Continued**

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
3	22/10/2015	14.10/15	The only amendment was the addition of an Implementation / Communication section, in line with all revised policies.	MRC	Council
2	24/10/2013	12.10/13	Minor amendments to spelling and grammar, updating relevant legislation and some minor changes to the current <i>Risk Management Policy</i> . The small changes made are in line with better practice protocols to improve the scope of the policy.	MCS	Council
1	20/04/2006	4.04/06	First Version created because of the requirements from the then Department of Local Government's 'Local Government Reform Better Practice Review Checklist'.	WHS	Council

{GLEN INNES COMMUNITY ACCESS COMMITTEE}
MINUTES OF ANNUAL GENERAL MEETING
 HELD ON: 04 MARCH 2024

MEETING OPENED: 01:16pm

PRESENT: Leonie Lee (Chairperson), Julie Teal, Joan Jones, Dave Thomas, Kelly Reynolds, Ellie Brackenborough and Gregory Ford (Minute Taker)

APOLOGIES: Kerrie Sturtridge, Mary-Anne Brookfield, Cr Carol Sparks, Cr Rob Banham, Cr Troy Arandale, Keith Appleby, Lyn Cregan,

Moved **Joan Jones** seconded **Dave Thomas** that the apologies be accepted.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST:

There were no conflicts of interest declared

MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING:

Moved **Joan Jones**, seconded **Dave Thomas** that the minutes of the previous meeting, dated **01/05/2023** be accepted.

CARRIED

Item No.	Item	Action
1	NOMINATIONS FOR MEMBERSHIP FOR THE COMING YEAR:	
	Kerry Sturtridge, Dave Thomas, Leonie Lee, Kelly Reynolds, Joan Jones, Julie Teal	
2	VOTING:	
	Kerry Sturtridge - Accepted Dave Thomas - Accepted Leonie Lee - Accepted Kelly Reynolds - Accepted Joan Jones - Accepted Julie Teal - Accepted	
3	ELECTION OF OFFICE BEARERS:	
	Kerrie Sturtridge — Chair Dave Thomas — Vice President Council — Secretariat	
4	SETTING OF DATES, TIMES, AND LOCATION FOR MEETINGS FOR THE COMING YEAR:	

Time	Date	Meeting	Location
12:00pm	06/05/2024	Ordinary Meeting	William Gardner Room – Glen Innes Library
12:00pm	01/07/2024	Ordinary Meeting	William Gardner Room – Glen Innes Library
12:00pm	02/09/2024	Ordinary Meeting	William Gardner Room – Glen Innes Library
12:00pm	04/11/2024	Ordinary Meeting	William Gardner Room – Glen Innes Library
12:00pm	03/02/2025	Ordinary Meeting	William Gardner Room – Glen Innes Library

12:00pm	03/03/2025	AGM	William Gardner Room – Glen Innes Library
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MEETING CLOSED: 01:23pm

NEXT MEETING: 12:00pm 06 May 2024, Glen Innes Library William Gardner Room,

.....
Chairperson

.....
Date



**SALEYARDS ADVISORY COMMITTEE
MINUTES OF ANNUAL GENERAL MEETING
HELD ON: 14 February 2024**

MEETING OPENED: 3PM

PRESENT: Mayor Rob Banham, Cr Tim Alt, Gayleen Burley (Director of Place & Growth), Andrew Neil (Manager Growth & Development), Lyle Perkins, Angus Vivers, Terry Te Velde, Shad Bailey and Hayley Cowan (Minute Taker)

APOLOGIES: Nick Lehman, Peter Trow, Aaron Campbell (Saleyards Manager)

Moved: **LYLE PERKINS** Seconded: **TERRY TE VELDE**, that the apologies be accepted.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST:

List the details of any conflicts of interest here.

Nil.

MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING:

Moved: **CR TIM ALT** Seconded: **LYLE PERKINS** that the minutes of the previous meeting, dated **5/5/2023** be accepted.

CARRIED

Item No.	Item	Action
7	NOMINATIONS FOR MEMBERSHIP FOR THE COMING YEAR:	
7.1	List the names of all people who have submitted a nomination to become a member of the Committee. Councillor Representatives Tim Alt Rob Banham Landholder Representatives Lyle Perkins Angus Vivers One Available Agent Representatives Colin Say & Co- Shad Bailey Elders- Carl Hooton Newberry Te Velde- Terry Te Velde Transport Representative: One Available	
8	VOTING:	
8.1	No voting was necessary as all nominations were accepted.	
9	ELECTION OF OFFICE BEARERS:	
9.1	Chairperson: Acting Chair Gayleen Burley declared the position of Chairperson vacant. Carl Hooton self- nominated for the position of Chairperson. Moved: LYLE PERKINS Seconded: ANGUS VIVERS	CARRIED

Item No.	Item	Action
10	SETTING OF DATES, TIMES AND LOCATION FOR MEETINGS FOR THE COMING YEAR:	
	3PM 15 May 2024 3PM 14 August 2024 3PM 13 November 2024 3PM 12 February 2025 All meetings to be held at the William- Gardner Conference room at the Glen Innes Library.	

MEETING CLOSED: 3.16

NEXT ANNUAL GENERAL MEETING: 3PM 12 February at the William Gardner Conference Room, Glen Innes Library

Carl Hooton
Chairperson

14/2/2023
Date

**Minutes of the Library Committee Meeting
Annual General Meeting
16 February 2024
Glen Innes Severn Learning Centre
Conference Room**

Meeting opened at 10.10am

Present: Rob Banham, Kerry Byrne, Kerry Muir, Fiona Plesman, Jenny Sloman, Lindy Stevenson, Marina Gerlofsma

Apologies: Donna Green, Sarah Wilson

Declaration of Conflict of Interest: none

Minutes of the previous AGM accepted as true and accurate:

Emailed to members before the meeting

Moved: Marina Gerlofsma

Second: Jenny Sloman

Chair's Report:

Again, congratulations to Kerry and her team, for meeting goals and participating in community events. The Library is well respected in the community.

Librarian's Reply:

The Librarian thanked the Committee members for their continuing support and as Library's Ambassadors within the community. The support of her dedicated staff, the Committee members and the community assist the Library to be connected to the community it serves.

Nominations/Elections

Returning Officer Cr Rob Banham declared all positions open.

Nominations were called for:

Chair:

Kerry Muir

Nominated by Jenny Sloman

Seconded by Marina Gerlofsma

Kerry accepted

Vice Chair

Lindy Stevenson

Nominated by Kerry Muir

Seconded by Jenny Sloman

Lindy accepted

Minute Secretary

Nominated by Lindy Stevenson
Seconded by Kerry Muir

Marina accepted

Marina Gerlofsma

Committee Members

Rob Banham (Council Representative, voting)

Kerry Byrne (Librarian, non-voting)

Donna Green (TAFE Representative, non-Voting)

Fiona Plesman (Council Representative, non-voting)

Jenny Sloman (Community Member, voting)

Sarah Wilson (Senior TAFE Librarian, non-voting)

Change of dates for 2024 Meetings:

A request was received from Sarah Wilson to change the day of the meeting as she is not working on Fridays.

After a short discussion members present agreed to change the day to the 3rd Tuesday of the month.

The new schedule is attached to the minutes.

Meeting closed at 10.25am

Next AGM: 18 February 2025

09.00am

**Glen Innes Severn Learning Centre
Conference Room**

Signed

Dated

RECREATION & OPEN SPACES
MINUTES OF ANNUAL GENERAL MEETING
 HELD ON: 28/2/2024

MEETING OPENED: 4.59PM

PRESENT: Cr Troy Arandale (Chairperson), Cr Carol Sparks, Gayleen Burley (Director Place & Growth), Graham Archibald (Manager Recreation & Open Spaces), Preston Parkes, Bob Thomas, Jenny Thomas, Desmond Fitzgerald, Richard Moon, Christine Davis, Jon Fletcher, Jane Renata and Hayley Cowan (Minute Taker)

APOLOGIES: Mayor Rob Banham, Tammy McLennon, Raelene Watson

Moved **RICHARD MOON**, seconded **DESMOND FITZGERALD** that the apologies be accepted.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST:

List the details of any conflicts of interest here.

NIL

MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING:

Moved **TROY ARANDALE**, seconded **RICHARD MOON** that the minutes of the previous meeting, dated 15/2/2023 be accepted.

CARRIED

Include Mover and Seconder for all items' resolution and whether carried.

Item No.	Item	Action
7	NOMINATIONS FOR MEMBERSHIP FOR THE COMING YEAR:	
Item number	Nominations were received from: Desmond Fitzgerald Raelene Watson Bob Thomas Jenny Thomas Jane Renata Jon Fletcher Preston Parkes Richard Moon Christine Davis All nominations were accepted	
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) As there was fewer than 12 nominations received, no voting was necessary.	
9	ELECTION OF OFFICE BEARERS:	
Item number	Troy Arandale self-nominated as Chairperson. Moved RICHARD MOON , seconded CAROL SPARKS CARRIED	

Item No.	Item	Action
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). 4PM 29/5/24 4PM 28/8/24 4PM 27/11/24 4PM 26/2/25 All meetings will be held at the William-Gardner conference room (Glen Innes Library).	

MEETING CLOSED: 5.05

NEXT MEETING: 4PM, Wednesday the 29/5/24, William-Gardner conference room (Glen Innes Library)

Troy Arandale

 Chairperson

28/02/2024

 Date

Glen Innes Landscaping Plan Photomontages and Concepts



Landscaping Plan Concepts

4 Areas:

CBD

Church St - Highway

Indoor Stadium

Wentworth Street Bridge



Glen Innes Landscaping Plan Photomontages and Concepts

LANDSCAPING PLAN - Town Square



2.



Glen Innes Landscaping Plan Photomontages and Concepts



LANDSCAPING PLAN: Grey & Bourke Street Roundabout



2.



Glen Innes Landscaping Plan Photomontages and Concepts



Existing conditions

LANDSCAPING PLAN: Grey Street - Centre Parking



2.



Glen Innes Landscaping Plan Photomontages and Concepts



LANDSCAPING PLAN: Church Street Medium

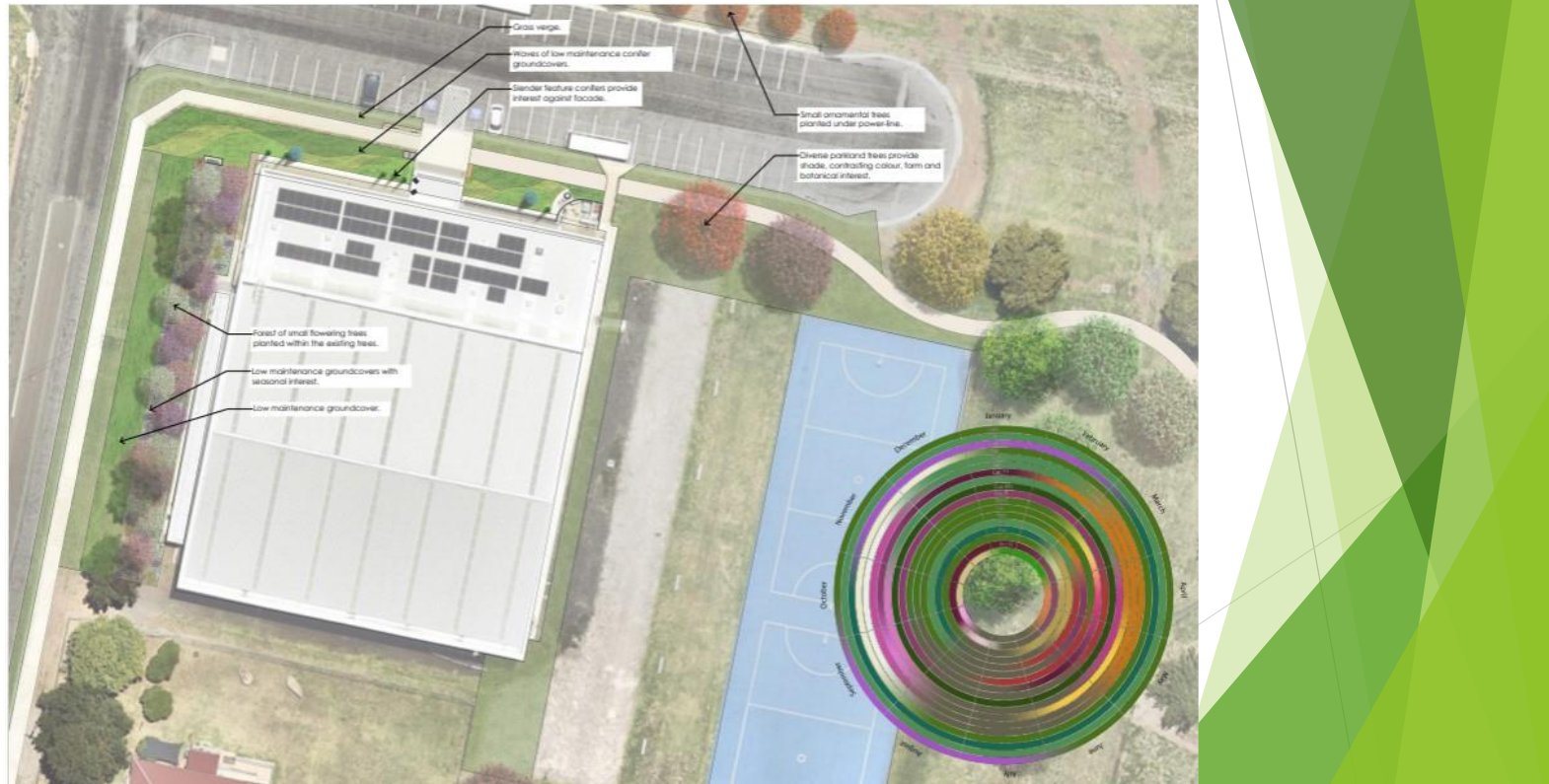


2.



Glen Innes Landscaping Plan Photomontages and Concepts

LANDSCAPING PLAN: Indoor Stadium



2.



Glen Innes Landscaping Plan Photomontages and Concepts



Up-lighting of Heritage Buildings-
Example Only

Glen Innes Landscaping Plan Photomontages and Concepts

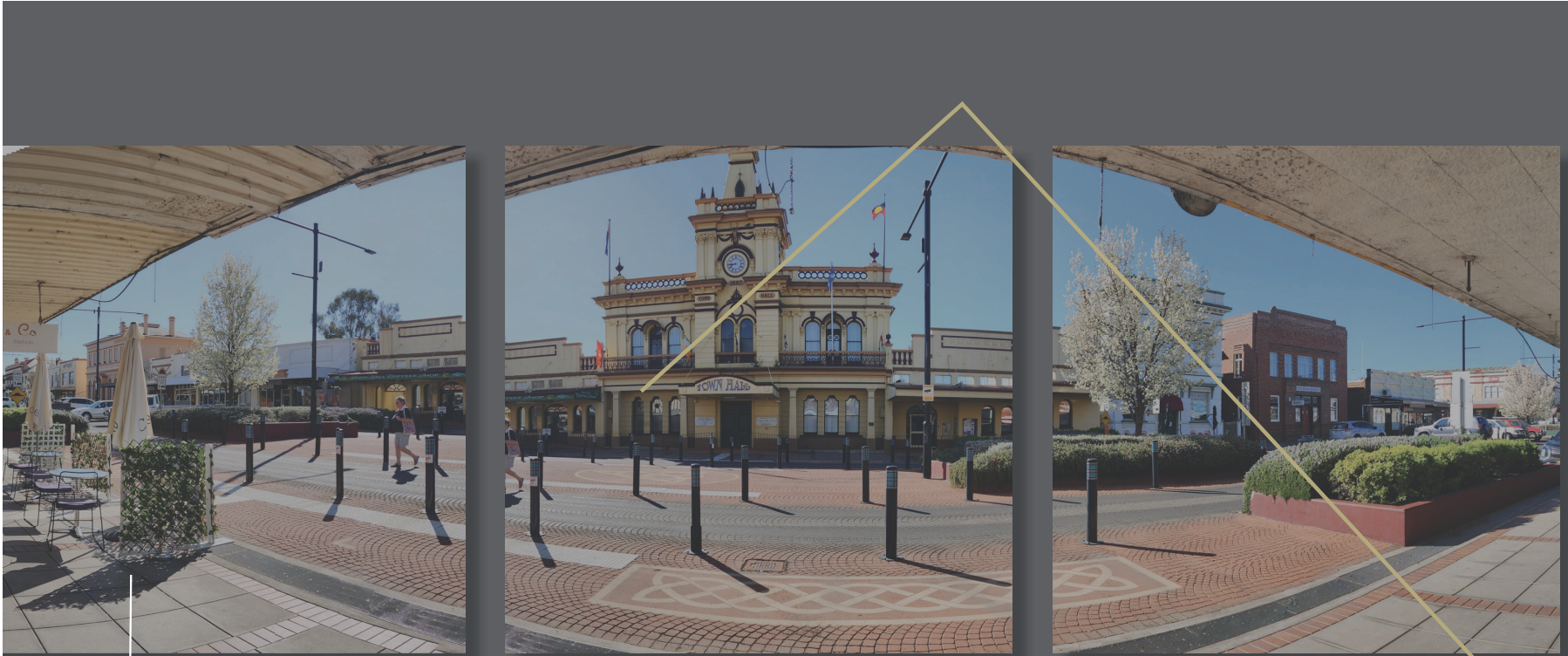
Street Furniture



Glen Innes Landscaping Plan Photomontages and Concepts

Signage





sala4D

Landscape architecture.
Urban design.
Public domain.

COMMUNITY CONSULTATION REPORT

GLEN INNES SEVERN COUNCIL
GLEN INNES LANDSCAPE UPGRADE PROJECT

sala4D

Landscape architecture.
Urban design.
Public domain.

Level 1, 244-246 Summer Street.
Orange. NSW. 2800

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...let's make the world a better place

<u>Document issue:</u>	<u>Revision:</u>	<u>Date:</u>	<u>Review Sign-off:</u>
Community Consultation Report	-	05-10-23	S Alford
-			

sala4D is an approved contractor of Local Government Procurement

Thank you to all the community members who generously gave their time to participate in the community consultation events; we look forward to receiving ongoing input into the design process.

Cecily Woodlands
Sal Molesworth
Norman and Penny Whitaker
Jean Martain
Margaet Harrison
Fiona Macintosh
Jeff Hill
Cass Hill
Karen Munster and Glenn Taylor
Belinda Norton
Mike Norton
Ewan
Tim Hughes
Robyn Lucas
Dennis Haselwood
Nigel Brown
John Grant
Rick Little
Nathan Tyers
Rob Banham
Richard Moon
Mark Howell
Sue Foregeard

Apologies for any missed attendees or incorrect spelling of names.

CONTENTS

- 1.0 Plan Purpose
- 2.0 Design Foundation
 - 2.1 Community Consultation Process
 - 2.2 Community Design Values
 - 2.2.1 Conceptual Values
 - 2.2.2 Image Values
 - 2.2.3 SWOT Analysis
- 3.0 Principles for Design
 - 3.1 The Brief
 - 3.2 Guiding Principles for Design
- 4.0 The Beautification Plans
- 5.0 Project List

1.0 Glen Innes Beautification Plan Purpose

The Glen Innes Landscape Upgrade Project (the Beautification Plans) will be the guiding plan for landscape improvement by Council over the next 2-5 years, in three key areas: CBD/ Grey Street; Church Street Highway; and, at the Multi-Sports Complex Precinct. The Beautification Plans will seek to improve the visual character of these spaces based on community consultation, and a clear understanding of Council's management requirements.

The Beautification Plans development process will deliver a prioritised schedule of projects that Council will use for scheduling works. This document details the process undertaken in developing the schedule of projects, providing clarity to the community and Council staff in their joint participation in the delivery of the Beautification Plans.

The first step in developing the Beautification Plans is to identify the Values of the community and, from that, to determine what the Guiding Principles for Design will be. This allows future potential projects not yet identified, to be tested for appropriateness and potentially to be added to the schedule of projects when they arise.

2.0 Design Foundation

2.1 Community Consultation Process

Community consultation is the first step in the design process and is used to elicit the preferences of the people that will use Glen Innes mainstreet for years to come; these values described by the community become the guiding principles for the design.

Glen Innes Severn Council is particularly aware of the importance of community consultation in ensuring a project responds effectively to community needs, and will therefore have enduring acceptance and value for the region.

The sala4D team conducted a community consultation workshop with Council staff on Wednesday 13 September at 3pm and with the wider community at 7pm in the Highlands Hub, Glen Innes.

Recognising that workshops only capture a small section of the community, sala4D also carried out drop-in sessions the following morning, Thursday 14 September, from 9am to 12pm, also at the Highlands Hub, Glen Innes.

Follow-up emails and phonecalls, to make comment about the landscape upgrade project, were encouraged by Council and the consultants.

Notes from all elements of the consultation are detailed in the following section. The information gathered through this process is critical in the development of the Glen Innes Beautification Plans, as it gives the design team a sound background of community preferences, ideals and values for the landscape.

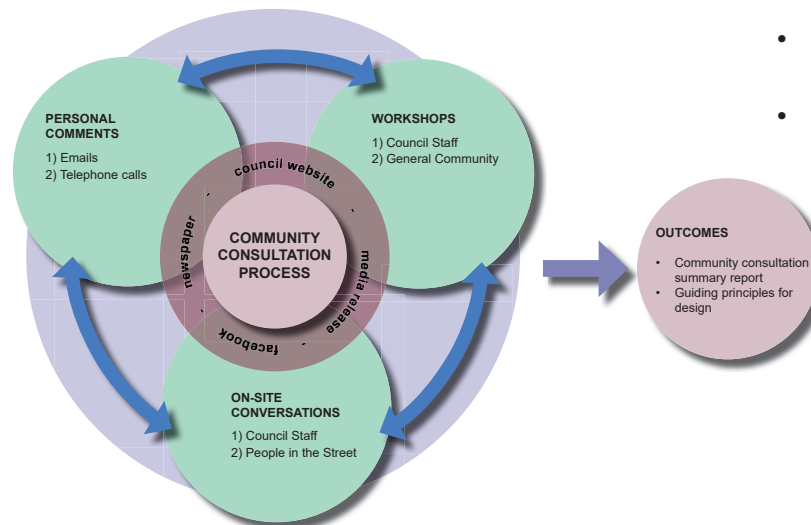
2.2 Community Design Values

2.2.1 Conceptual Values

To start the workshops, sala4D uses a warm-up exercise that helps participants understand the value of planning for the whole community and how most people have very similar desires. The answers to the three questions asked at each workshop are listed in the table on page 8.

The three questions were:

- What are your favourite things about Glen Innes landscape?
- What would you change in the Glen Innes landscape, if you could?
- Are there any landscape locations that have inspired you for Glen Innes?



Community consultation process.

In their response to the question about favourite things about Glen Innes landscape; workshop participants overwhelmingly mentioned the four seasons of Glen Innes, the deciduous trees, spring blossoms and seasonal colour of bulbs and annuals. This result shows an important recognition of the **value of seasonal variety**.

In response to the question about what would you change in the Glen Innes landscape, if you could; participants stated they would like more tree lined streets, trees with blossoms, more local art and sculpture, more public seating, and lighting in pedestrian areas. These responses reflect the importance of the **Beautification Plans** and what they should include.



Community consultation workshop.

Finally, the last question asked what landscape locations that have inspired the participants, for (what could happen in) Glen Innes, participants stated: places with mature, seasonally changing trees, i.e. autumn colour and flowers; places with public sculpture and art was also mentioned; and locally, the undulating landform with granite boulders, was a source of inspiration.

These results reinforce the importance of **planting more trees** with seasonal variety, which could be supported through improved street furniture, lighting and more art public.

CONCEPTUAL VALUES

What are your favourite things about Glen Innes landscape?

- FOUR SEASONS, SPRING BLOSSOM, SEASONAL COLOUR**
- Parklands.
 - 4 seasons, topography, the highway entrance from the south.
 - A mixture of native vegetation in a few significant areas as well as the introduced species, both deciduous and evergreen, although the range of these species is often rather limited.
 - The European trees, deciduous and evergreen, especially the Lombardy Poplars.
 - 4 seasons, ups-and-downs, Australian water wildlife.
 - Green, trees, autumn colours, stone.
 - Deciduous trees and seasonal colour and distinction
 - Blossoms, daffodils and other bulbs (a nod to the Celtic branding).
 - The Glen Innes parklands including planting of newer deciduous historic varieties in parks in the past decade. The pears along Grey Street - seasonal interest. Quality sculpture such as 'Blue Hills' in the Highway/Meade Street roundabout.
 - The change in the seasons and light different times of the day.
 - The deciduous trees.
 - Street trees, colour.
 - Sharing autumn, highway approaches.
 - The central park, creek and large trees, railway station and park.
 - The park and the creek that runs through it.
 - Rocky Ponds Creek, the walkways there.
 - The European trees, the parks, the blossom trees, the main street landscaping.
 - Rosemary on the main street, spring blossoms.
 - Trees - all styles, parklands, old lamp features, pathways through parks, cascading plants.
 - National Parks.

What would you change in the Glen Innes landscape if you could?

- MORE TREE LINED STREETS, BLOSSOMS, ART & SCULPTURE**
- Remove all trees, bushes etc from highway and main street.
 - Locate all street art in the park, "Blue Hills" "large sheep poo".
 - Make GI look business like and vibrant for business.
 - Interpretive panels for the historic buildings.
 - The roundabouts need larger street signage.
 - Include wattle in plantings, not just exotic blossom trees.
 - There could be a lot more tree lined streets.
 - Increase local art by local artists.
 - Paint "old" buildings using affective colours.
 - More natives at Standing Stones.
 - Lighting in pedestrian areas.
 - More public seating (but not rickety wood seating).
 - Sculptures please.
 - More tree lines at all entrances into town. Would like to see a drive to encourage residents to plant on their own properties visible from the street. Please don't plant Golden and Claret Ash, they're too brittle although fast growing, shortlived.
 - Big trees where space permits!
 - More flowering trees which could include endemic Acacias.
 - More cohesion in centre strips of highway.
 - Street furniture and sculpture.
 - More blossom trees!
 - More blossom trees, more of what we already have.
 - Beautify main (Grey) street somewhat.
 - The lack of landscaping or welcome on the Gwydir especially from Inverell and an avenue of trees on either side of the highways at the 4 highway entry ways (that link in with the existing trees lining the trees).
 - The lack of trees in some streets, missed opportunity to have more blossom trees, poor pruning of some trees.
 - More Australian natives (flowering), a herb garden (cool climate), Lavender.
 - Entrance features - east - west (Woolworths style on east!), need a uniform approach, remove train wreck on highway roundabout.
 - Lighting.

Are there any landscape locations that have inspired you for Glen Innes?

- GRAFTON (FLOWERING TREES), LOCAL GRANITE BOULDERS**
- Warwick.
 - The plane trees of Orange.
 - The southern approach past the magnificent granite boulders.
 - The boulders.
 - The fruit trees - why not commercial fruit forms. (DPI showed they thrive at ARAS.)
 - Gardens.
 - The Lombardy Poplars in the Beardy Valley.
 - English Oak that does so well here - is strong and not invasive.
 - Walcha - quality sculpture.
 - Grafton - focus on flowering trees (Jacaranda)
 - Tenterfield - mature, stately trees with autumnal interest.
 - Lighting in the park.
 - Highway approaches.
 - The main street.
 - Standing Stones & National Parks.
 - The Rocky Ponds Creek path and pathways.
 - The Standing Stones.
 - The main park - east/west avenue. The streets that are planted with blossom trees.
 - Jacarandas in Grafton.
 - Roundabouts with rosemary.
 - Old world lights at Post Office roundabout.
 - Lighting installation over Christmas.

2.2.2 Image Values

sala4D then moved to a word and image page exercise designed to uncover subconscious preferences. The results of these exercises are shown on the next few pages and reveal the following ideals from participants:

- Values: what is most important in the CBD
 - Lighting (in general)
 - Shade
 - More places to sit and host outdoor events
- Design and Aesthetic (what it looks like): a desire for
 - Flowering and autumnal trees
 - Fairy lights in trees
 - Colourful, seasonal flowers
- Vision: that the future landscape of Glen Innes CBD is
 - Vibrant
 - Beautiful
 - Welcoming



Community consultation workshop.

sala4D



sala4D
Glen Innes Landscape Upgrade - Community Consultation

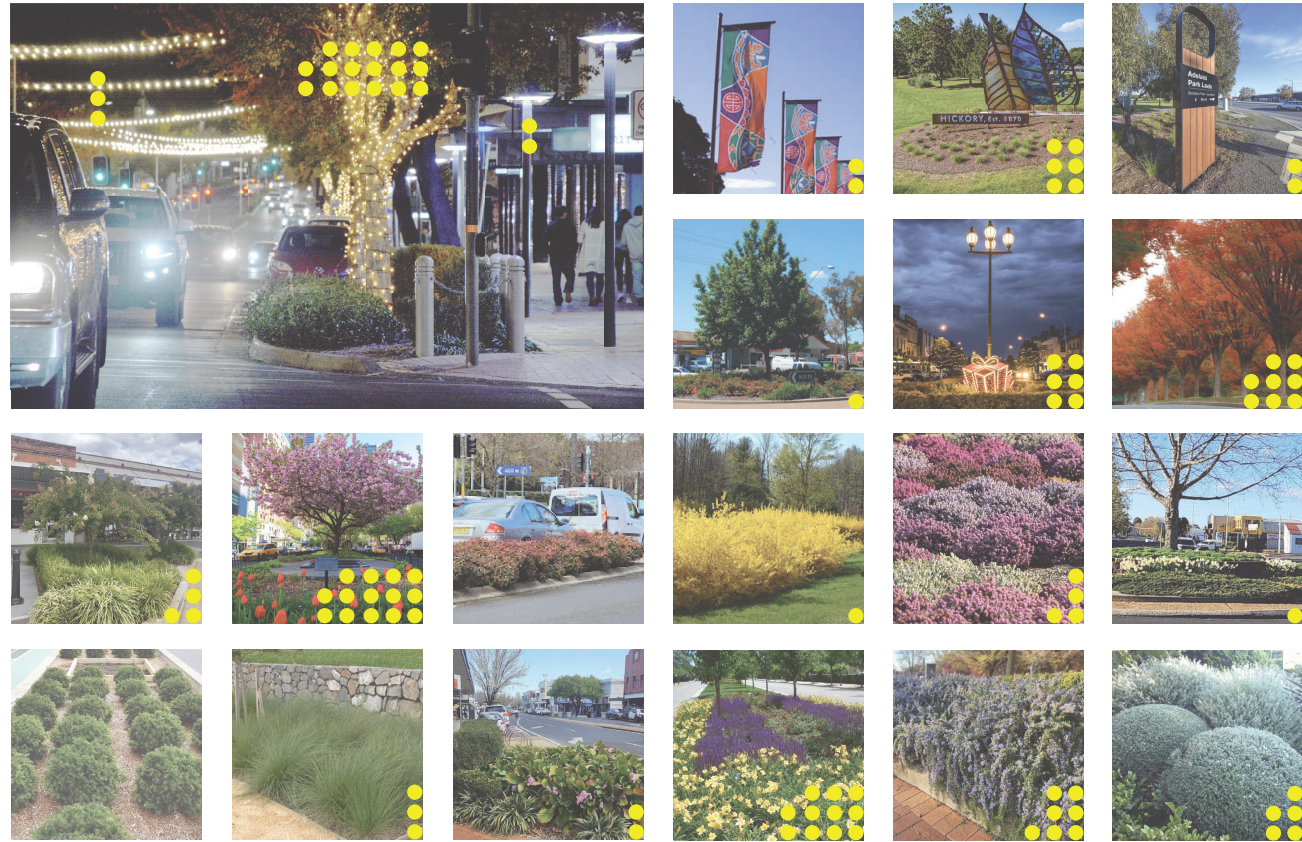
Values -
what is most important in your CBD?



sala4D
Glen Innes Landscape Upgrade - Community Consultation

Aesthetic-
street trees

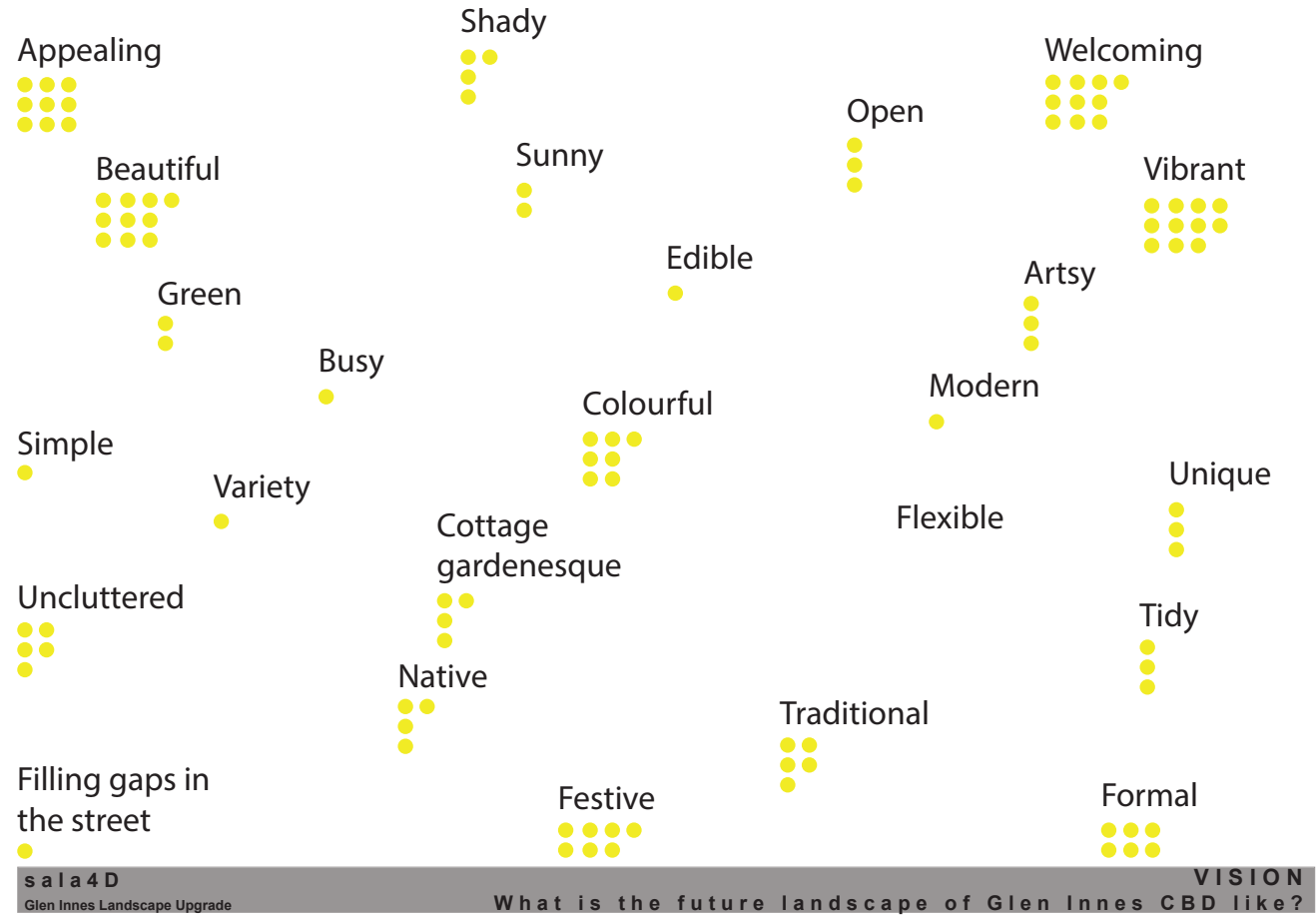
sala4D



sala4D
Glen Innes Landscape Upgrade - Community Consultation

Design and Aesthetic-
lighting, gateways and median planting

sala4D



2.2.3 Plan Analysis

The final exercise in each workshop was an analysis exercise using site plans, with the workshop participants, to identify locations, specific items, issues, opportunities etc. for the upgrade project area.

The areas discussed corresponded to the brief; Stage 1 & 2 Glen Innes CBD and entrances/highway, including the roundabouts and medians; and Stage 3 the Multi-Sports Complex Precinct.

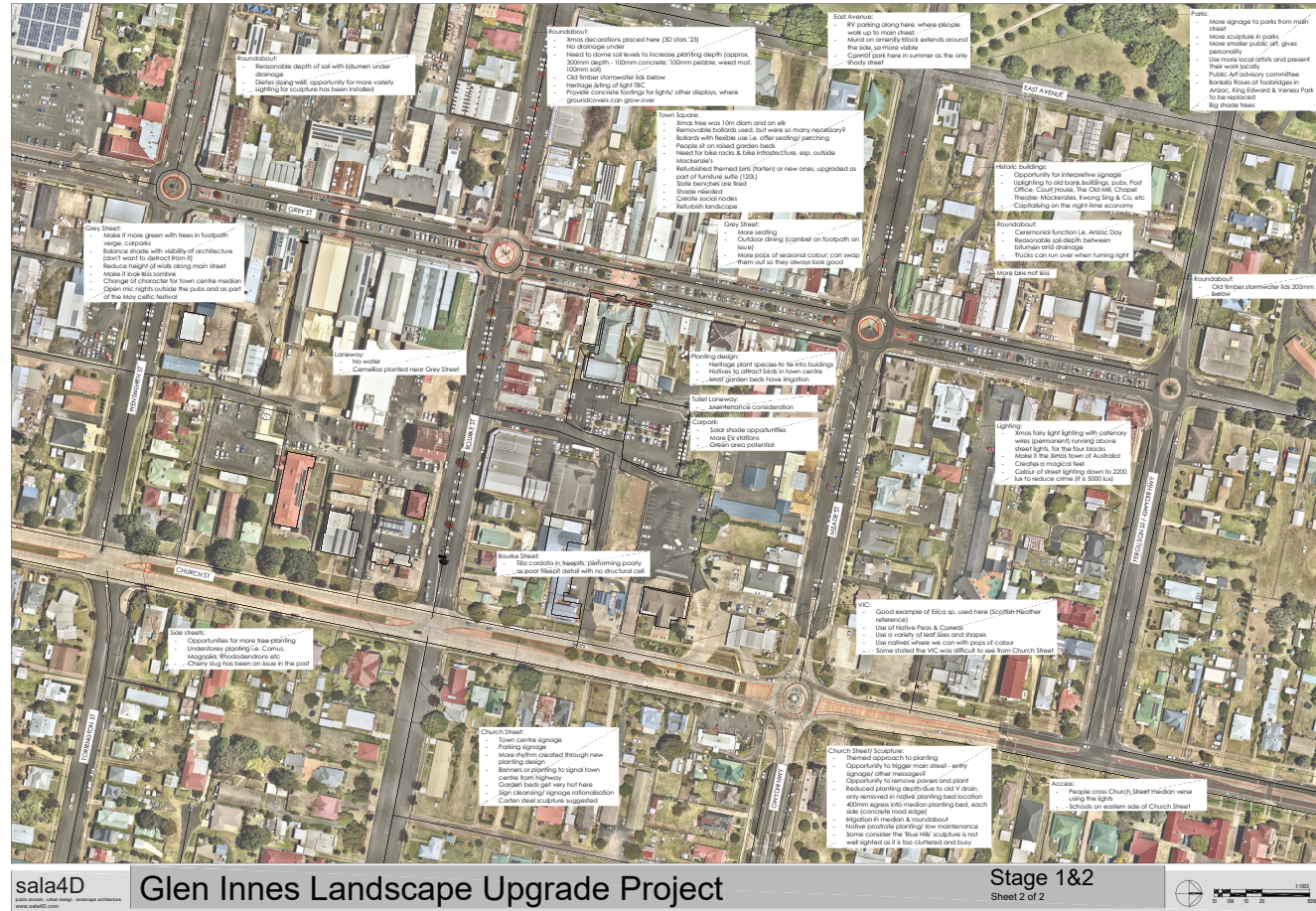
These findings are included in the analysis plans over the following pages.

The main results from the consultation analysis, combined with on-site analysis and comments from various stakeholders for Stage 1 and 2 are:

- Church Street median would benefit from a new planting design with more rhythm and cohesiveness;
- Maximise the use of cold climate plants with seasonal displays such as deciduous trees and blossoms;
- Use of bulbs i.e. Daffodils, Jonquils, Snowdrops etc and bedding displays to create pops of colour throughout the year;
- Planting and sculpture to be used along Church Street median to signal the main street/ town centre, with signage being a secondary element;
- The side streets, which lead to Grey Street, offer an opportunity to green Glen Innes and provide more shade;
- Upgrade of the Grey Street roundabouts are a priority project, and provide planting opportunities whilst still maintaining their ceremonial and festive function;
- The upgrade of Grey Street planting should make it more welcoming, less sombre and offer a wider variety of plants;
- The town square and Grey Street landscape upgrade provides an opportunity to create social nodes, with comfortable places to sit, and for people to enjoy the character of Glen Innes and its architecture;
- The architecture of Grey Street should be celebrated through uplighting, interpretive signage, well considered planting, and complementary street furniture;
- Lighting is a highly valued part of the main street which makes it feel magical and promotes it as the Christmas town of Australia.

The main results from the consultation analysis, combined with on-site analysis and comments from various stakeholders for Stage 3 are:

- Landscape around the sports precinct is required to complete the project, and is considered a priority;
- Planting of large shade trees is considered appropriate;
- Trees should be used as windbreaks to create a micro-climate that provides a more sheltered and enjoyable experience for users and spectators;
- There is an opportunity to use contemporary and ‘funky’ street furniture near the entrance; and,
- The landscape should be simple and easily maintained, yet colourful.



sala4D

Glen Innes Landscape Upgrade Project

Stage 1&2
Sheet 2 of 2





3.0 Principles for Design

3.1 The Brief

The primary focus identified by the brief for the Glen Innes landscape upgrade project are:

- Enhancing and beautifying the existing infrastructure through new tree plantings;
- Additional street furniture to entice residents and visitors to 'stay longer';
- Implementation of new lighting, including feature and festive lighting;
- Identifying areas for the installation of public art, including wayfinding and storytelling sculptures;
- Identifying areas for the installation of signage;
- Feature planters; and
- Upgraded gateways at Meade and Lang Street.

The principle objective of the project is to draw the attention of the resident and visitor to the Glen Innes Central Business District, Grey Street.

3.2 Guiding Principles for Design

Based on the findings from the community consultation, the following guiding principles have been developed for use in the Glen Innes landscape upgrade project. They form a useful rationale that grounds the project in the values of the community and provides a basis for future design stages.

Guiding principles:

- **LIGHTING:** Provide more lighting (in general)
- **SHADE:** Provide more shade
- **FUNCTION:** Provide places to sit and host outdoor events
- **TREES:** Provide more flowering and autumnal trees
- **FAIRY LIGHTS:** Provide fairy lights in trees
- **COLOUR:** Provide colourful and seasonal flowers
- **VIBRANT:** Create a vibrant town centre
- **BEAUTIFUL:** Create a beautiful town centre
- **WELCOMING:** Create a welcoming town centre

GUIDING PRINCIPLES FOR DESIGN



sala4D

Community Consultation Report - Glen Innes Landscape Upgrade Project .020

4.0 The Masterplan

The Glen Innes Beautification Plans will be developed by sala4D using the Guiding Principles for Design and specialist understanding of cool climate planting design.

The Beautification Plans will be presented to Council for review by Council staff and Councillors on 9 November 2023. Comments from these presentations will be incorporated into the final Beautification Plans for Council to approve.

The approved Beautification Plans will be developed into construction documentation plans for implementation over the next 2-5 years, depending on funding.

5.0 Project List

A prioritised list of projects will be developed as part of the Beautification Plans. These will be included in the finalised Plans and design report.



GLEN INNES SEVERN COUNCIL Erosion and Sediment Control Policy

RESOLUTION NUMBER: 31.09/20 29.09/16 27.08/13 24.06/12 20.01/09	MEETING: 24 September 2020 22 September 2016 22 August 2013 28 June 2012 23 April 2009
--	---

INTRODUCTION

The erosion of soil from construction sites and the resulting sediment pollution to stormwater and natural waterways needs to be managed. The implementation of the Glen Innes Severn Erosion and Sediment Control Policy will assist builders, owner/builders, and developers to improve erosion and sediment controls on construction sites.

AIMS OF POLICY

The aims of this policy are:

- To provide the construction industry with the requirements for erosion and sediment control on building sites;
- To assist in maintaining the health and amenity of local waterways;
- To maintain the effectiveness of the local stormwater systems.

POLICY STATEMENT

Section 120 of the *Protection of the Environment Operations Act 1997* prohibits the pollution of any waters, including any river, stream, lake, lagoon, swamp, wetlands, unconfined surface water, natural or artificial watercourse, dam or tidal waters (including the sea), any water stored in artificial works, any water in water mains, water pipes or water channels, or any underground or artesian water. This includes causing or permitting water pollution or if water is likely to be polluted.

The erosion of soil from building sites and the resulting sediment pollution to stormwater and natural waterways needs to be managed through improved erosion and sediment controls. The provisions of this Policy provide the requirements for the various types of erosion and sediment controls, the responsibility of builders, owner/builders, and developers and enforcement procedures for non-compliance. These controls are required to be in place prior to any work being undertaken on a construction site.

Reference Number:	Version Number:5 Date: 24 September 2020	Review Date: September 2023	Responsible Officer: MRPS
Related Documents:			

In order to assist in the process a 'Deemed to Comply Statement' has been drawn up which sets out the minimum erosion and sediment control requirements for residential and minor developments. The 'Deemed to Comply Statement' is a component of Council's application form for development which is required to be completed at the time of lodgement.

To allow for consistent regulation of this Policy Council has developed an Inspection Report book for Regulatory staff, which provides details of the erosion and sediment controls measures that Regulatory staff are required to check on each site.

A sample 'Deemed to Comply Statement' and an inspection report are provided as Appendix 1 and 2 respectively.

Whilst this Policy provides detail for residential and minor development, larger scale development will require a site specific erosion and sediment control plan (in accordance with the guidelines provided in 'Managing Urban Stormwater: Soils and Construction, Landcom, Version 4, revised March 2004).

Provisions

Council, in accordance with section 138 of the *Roads Act 1993*, requires that a written approval be obtained prior to any works being undertaken in the road reserve.

1. Stabilised Site Access

Having a single stabilised access point to the construction site provides for the restriction of sediment being tracked off-site by vehicles. The access can be provided within the property boundary and should allow for the delivery of goods by large vehicles without the need for the vehicle to leave the stabilised area. Any run-off flowing over the access should be directed into a sediment fence. This access is not to be permanent and must be removed at the completion of work. Underlay of Geotextile fabric allows for easier clean-up and reuse of road base or aggregate material, however this is not a mandatory requirement. The recommended construction of a stabilised access is provided in figure 1.1.

Reference Number:	Version Number:5 Date: 24 September 2020	Review Date: September 2023	Responsible Officer: MRPS
Related Documents:			

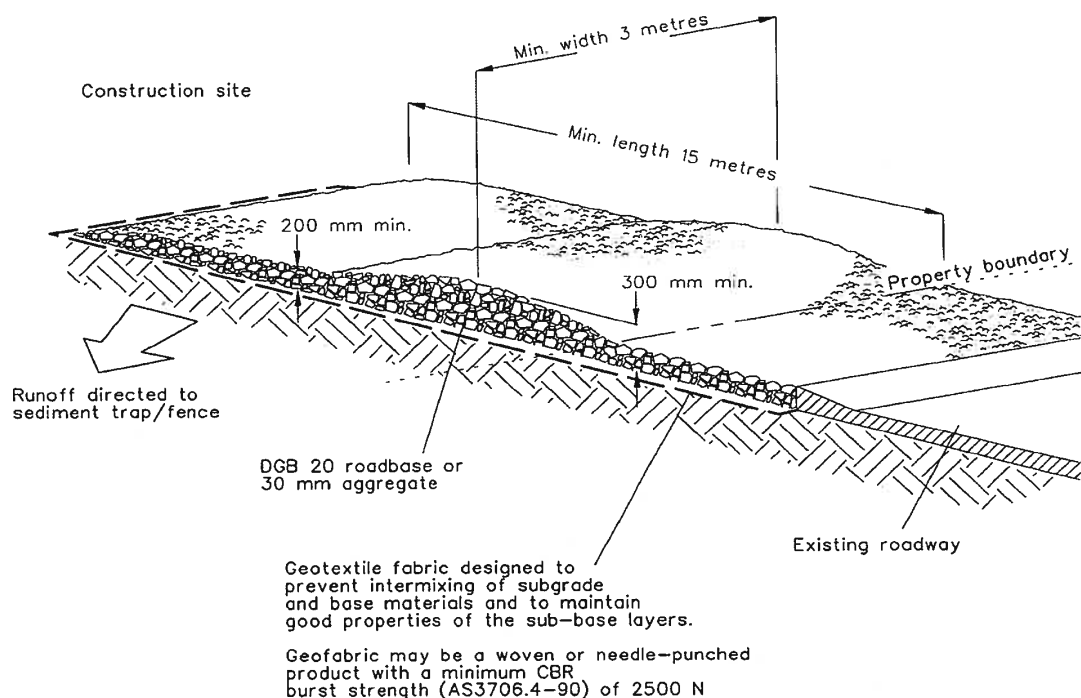


Figure 1.1 – Stabilised site access

2. Sediment Fences

The use of a Geotextile sediment fence is the most efficient form of sediment barrier for building sites. The use of shade or filter cloth does not meet the requirements of this Policy. Construction should follow the contours of the site as much as possible to decrease the build up of water at any one point and uphill returns at each end to stop water flowing around the fence. Sediment fences are required to remain in place until the home has received an Interim Occupation or Occupation Certificate from the certifier responsible, whether that be Council or a Private Certifier.

The recommended construction of a sediment fence is provided in figures 2.1 and 2.2.

Reference Number:	Version Number:5 Date: 24 September 2020	Review Date: September 2023	Responsible Officer: MRPS
Related Documents:			

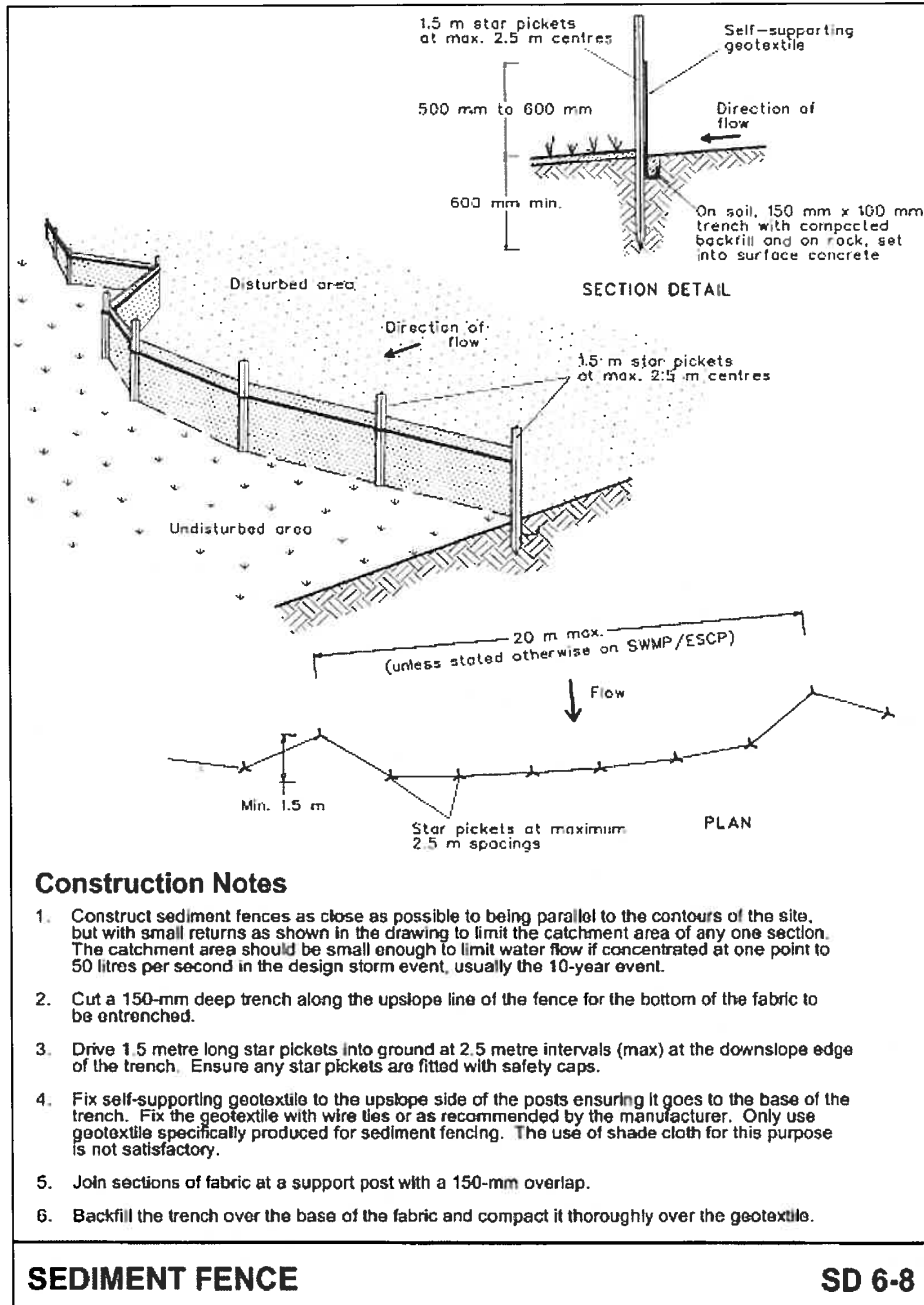


Figure 2.1 – Sediment fence

Reference Number:	Version Number:5 Date: 24 September 2020	Review Date: September 2023	Responsible Officer: MRPS
Related Documents:			

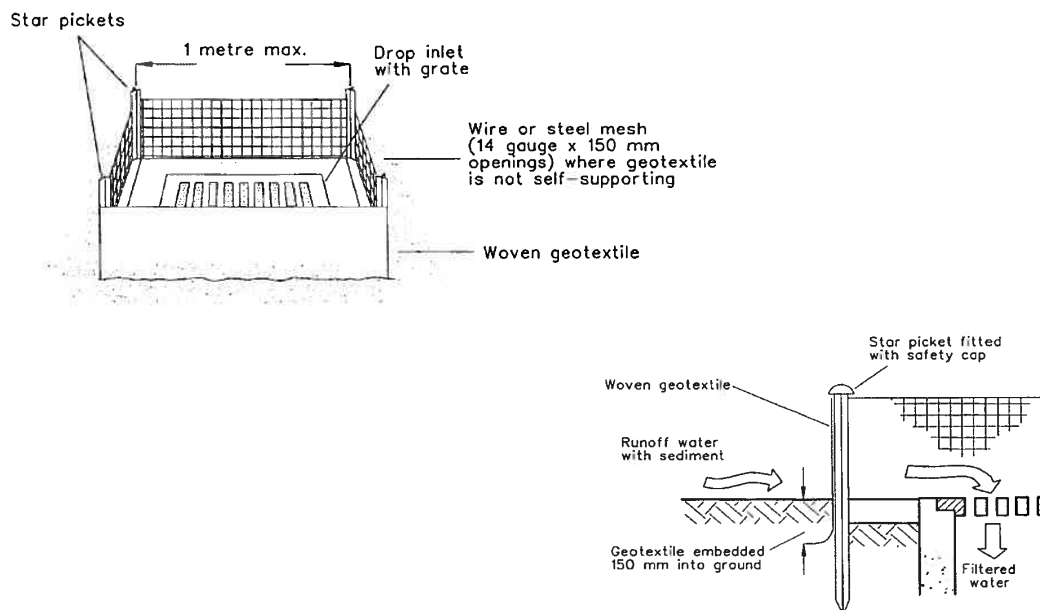


Figure 2.2 – Sediment fence around drop inlet

3. Grass Filter strips

Filter strips are vegetated corridors established downslope from disturbed areas. They provide a simple means of carrying water in shallow, slow-moving sheets and have the effect of:

- Slowing runoff;
- Allowing greater infiltration;
- Allowing more settling of suspended sediment particles;
- Allowing uptake of pollutants by the vegetation.

This form of erosion and sedimentation control will only be permitted to be used in conjunction with other management practices.

4. Material Stockpiles

Stockpiles of material need to be protected from water flow by directing water around the area with earth banks up-hill (see provision 4) and be at least two (2) metres from high water flow areas such as roads and paved driveways with sediment fencing constructed one (1) to two (2) metres down-slope. Material stockpiles must not be placed on the footpath or road reserve. It is good practice to use covers for stockpiles to minimise losses. Figure 3.1 gives the recommended layout of a stockpile area.

Reference Number:	Version Number:5 Date: 24 September 2020	Review Date: September 2023	Responsible Officer: MRPS
Related Documents:			

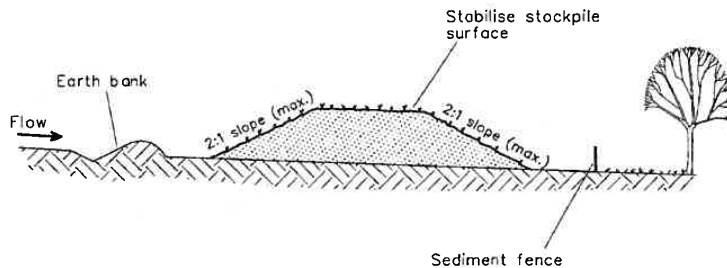


Figure 3.1 – Material stockpiles

5. Diversion of Up-slope Water

Where a site may be affected by stormwater run-off from up-slope areas, diversion banks and channels should be placed to direct water around disturbed areas and into sediment fences. Banks and channels must be compacted to prevent failure. Sites that are expecting high flows or prolonged need for such diversions should have channels lined with Geotextile fabric.

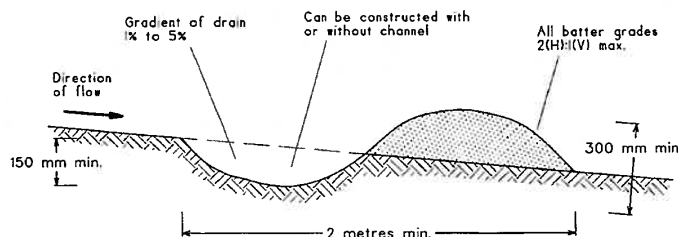


Figure 4.1 – Diversion of up-slope water

Responsibility of builders, owner/builders, and developers

All builders, owner/builders, and developers are responsible for sediment and erosion control.

The responsibility for installing, monitoring and maintaining erosion and sediment control measures rests with the person or company nominated as responsible for the site. On individual residential dwelling sites, this responsibility rests with the builder or building company. On larger multiple dwelling sites, industrial sites or subdivisions, it is the developer or builder who is nominated as responsible. A check of Council records will determine this.

Reference Number:	Version Number:5 Date: 24 September 2020	Review Date: September 2023	Responsible Officer: MRPS
Related Documents:			

Enforcement

Council, as part of its regulatory function through the *Protection of the Environment Operations Act 1997 (POEO Act) and the Environmental Planning and Assessment Act 1979* is responsible for ensuring that erosion and sedimentation control measures are regulated on construction sites.

The POEO Act provides Council with enforcement powers in dealing with non-compliance issues, through the issuing of clean up or prevention notices and the issuing of penalty infringement notices.

Prior to the commencement of any enforcement proceedings, Regulatory staff will ensure that consideration has been given in relation to Council's Enforcement Policy.

APPLICABILITY

This Policy applies to all building construction sites within the Glen Innes Severn Local Government Area.

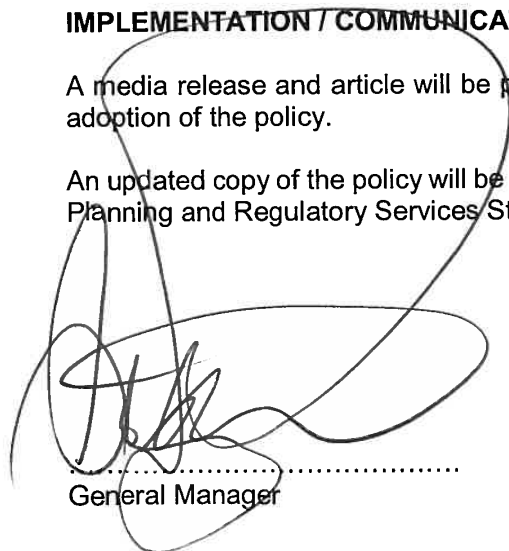
VARIATION AND REVIEW

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

IMPLEMENTATION / COMMUNICATION

A media release and article will be provided in the Glen Innes Examiner advising of the adoption of the policy.

An updated copy of the policy will be distributed to Council's Department of Development, Planning and Regulatory Services Staff.



.....
General Manager

18.1.20.
.....
Date

Reference Number:	Version Number:5 Date: 24 September 2020	Review Date: September 2023	Responsible Officer: MRPS
Related Documents:			

Appendix 1 - Deemed to Comply Statement for Erosion and Sediment Control for Residential and Minor Developments

Owner/ Builder	_____
Lot / DP	_____
Property	_____

Council Use Only Application No.
--

1. Stabilised Site Access

Where there is no existing sealed or stabilised access a single stabilised site access is to be constructed of 20 to 60 mm aggregate to a minimum thickness of 200 mm. It must be a minimum of three (3) metres wide and extend from the existing roadway to at least three (3) metres inside the property boundary. Any water flow over this access is to be directed into a sediment fence.

2. Sediment Fencing

A sediment fence of Geotextile fabric is to be constructed on the low side of the site. It is to be 500 to 600 mm high, entrenched at least 150 mm into the ground and have uphill returns at each end.

3. Material Stockpiles

All material stockpiles (sand, topsoil etc.) are to be stored at least two (2) metres from roadways and areas of water flow. Water should be diverted around stockpiles with diversion banks or channels and a sediment fence of Geotextile fabric is to be constructed on the low side of storage areas. Materials must **not** be stored on footpaths, nature strips or roads.

4. Diversion of Up-slope Water

Where a site may be affected by stormwater run-off from up-slope areas, diversion banks and channels are to be placed to direct water around disturbed areas and into sediment fences. Sites that are expecting high flows or prolonged need for such diversions should have channels lined with Geotextile fabric.

5. General

All required erosion and sediment controls are to be in place before any work is commenced on the site, including cutting and filling.

All sediment controls are to be constructed to prevent sediment leaving the site and entering other properties or water courses.

All measures are to be maintained throughout the course of construction and until all disturbed areas are restored by turfing, paving or revegetation.

Please note that Council may require additional sediment and erosion control measures that may be deemed necessary during construction.

<p>I hereby agree to install and implement all of the above measures to control erosion and sediments at the above mentioned premises.</p> <p>Name:</p> <p>Signature: Date:</p> <p>Failure to comply with the terms of this statement may lead Council to issue a penalty infringement notice or take legal action.</p>

Reference Number:	Version Number:5 Date: 24 September 2020	Review Date: September 2023	Responsible Officer: MRPS
Related Documents:			

Appendix 2



Date	_____
Owner	_____
Lot / DP	_____
Property	_____

Erosion and Sediment Control Inspection Report

	Yes	No	N/A
1. Stabilised Site Access			
1.1 Runoff directed to sediment fence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Underlay of Geotextile fabric?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Appropriate material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Minimum 200mm thick?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Is access in good repair and working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Sediment Fence			
2.1 Geotextile fabric?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Bottom of fabric entrenched?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Fence 500 to 600mm high?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Stakes / Pickets max. 2.5 m centres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Is fence in good repair and working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Material Stockpiles			
3.1 More than 2m from road and water flow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Water diverted around stockpile by earth banks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Sediment fence constructed down-slope?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Diversion of Up-slope Water			
4.1 Channel and banks to direct flow away from disturbed area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Runoff directed into sediment fence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Banks compacted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Channel lined with Geotextile?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Satisfactory

Unsatisfactory – Reinspection

Comments:

.....

.....

.....

.....

Contact Name and Phone Number:

.....

Copy to:

Owner

Builder

Site

Officer

Signature

Reference Number:	Version Number:5 Date: 24 September 2020	Review Date: September 2023	Responsible Officer: MRPS
Related Documents:			

Form: 07L
Release: 4.8

LEASE
New South Wales
Real Property Act 1900

Leave this space clear. Affix additional pages to the top left-hand corner.

PRIVACY NOTE: Section 31B of the Real Property Act 1900 (RP Act) authorises the Registrar General to collect the information required by this form for the establishment and maintenance of the Real Property Act Register. Section 96B RP Act requires that the Register is made available to any person for search upon payment of a fee, if any.

STAMP DUTY Insert Duties Assessment No. as issued by Revenue NSW Office.

Duties Assessment No.

(A) **TORRENS TITLE** Property leased
Folio Identifier 2/1302338 being situated at Old Grafton Road, Diehard NSW 2370

(B) LOGGED BY	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border: 1px solid black; padding: 2px;">Document Collection Box</td> <td style="border: 1px solid black; padding: 2px;">Name, Address, Telephone, and Customer Account Number if any</td> <td style="width: 15%; border: 1px solid black; padding: 2px; text-align: center;">CODE</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Email:</td> <td style="border: 1px solid black; height: 15px;"></td> <td rowspan="2" style="border: 1px solid black; text-align: center; vertical-align: middle; font-size: 2em;">L</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Reference:</td> <td style="border: 1px solid black; height: 15px;"></td> </tr> </table>	Document Collection Box	Name, Address, Telephone, and Customer Account Number if any	CODE	Email:		L	Reference:	
Document Collection Box	Name, Address, Telephone, and Customer Account Number if any	CODE							
Email:		L							
Reference:									

(C) **LESSOR** CHAMBA NA NMUNGA PTY LTD ACN 001 479 189

The lessor leases to the lessee the property referred to above.

(D) Encumbrances (if applicable):

(E) **LESSEE** GLEN INNES SEVERN COUNCIL ABN 81 65 002 718

(F) **TENANCY:**

- (G) 1. **TERM** Twenty Five (25) years
2. **COMMENCING DATE** 1 March 2024
3. **TERMINATING DATE** 28 February 2049
4. With an **OPTION TO RENEW** for a period of
set out in clause N.A. of N.A.
5. With an **OPTION TO PURCHASE** set out in clause N.A. of N.A.
6. Together with and reserving the **RIGHTS** set out in clause N.A. of N.A.
7. Incorporates the provisions or additional material set out in **ANNEXURE(S)** A and B hereto.
8. Incorporates the provisions set out in N.A. No. N.A.
9. The **RENT** is set out in item No.13 of Annexure A

DATE _____

(H)

Certified correct for the purposes of the Real Property Act 1900 and executed on behalf of the company named below by the authorised person(s) whose signature(s) appear(s) below pursuant to the authority specified.

Company: CHAMBA NA NMUNGA PTY LTD ACN 001 479 189

Authority: section 127 of the Corporations Act 2001

Signature of authorised person: _____

Signature of authorised person: _____

Name of authorised person: _____

Name of authorised person: _____

Office held: _____

Office held: _____

I certify that I am an eligible witness and that an authorised officer of the lessee signed this dealing in my presence. [See note* below].

Certified correct for the purposes of the Real Property Act 1900 by the authorised officer named below.

Signature of witness: _____

Signature of authorised officer: _____

Name of witness: _____

Authorised officer's name: _____

Address of witness: _____

Authority of officer: _____

Signing on behalf of: _____

(I) **STATUTORY DECLARATION***

I _____

solemnly and sincerely declare that—

1. The time for the exercise of option to _____ in expired lease No. _____ has ended; and
2. The lessee under that lease has not exercised the option.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1900.

Made and subscribed at _____ in the State of New South Wales on _____

in the presence of _____ of _____

Justice of the Peace (J.P. Number: _____) Practising Solicitor

Other qualified witness [specify] _____

who certifies the following matters concerning the making of this statutory declaration by the person who made it:

1. I saw the face of the person OR I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering; and
2. I have known the person for at least 12 months OR I have confirmed the person's identity using an identification document and the document I relied on was a _____ [Omit ID No.]

Signature of witness: _____

Signature of applicant: _____

* As the services of a qualified witness cannot be provided at lodgment, the declaration should be signed and witnessed prior to lodgment. # If made outside NSW, cross out the witness certification. If made in NSW, cross out the text which does not apply.

** s117 RP Act requires that you must have known the signatory for more than 12 months or have sighted identifying documentation.

ANNEXURE A

Lessor: CHAMBA NA NMUNGA PTY LTD ACN 001 479 189

Lessee: GLEN INNES SEVERN COUNCIL

This annexure consists of 4 pages.

NOTE: Any alterations and additions to Lease Covenants in Annexure B **must** be made by additional clauses in Annexure A. The printed clauses in Annexure B are to remain in their copyright form without alteration.

SCHEDULE OF ITEMS (continued)

Item 10 ~~_____~~ A. ~~_____~~ **The guarantor:**

~~(cls 2.3, 13.1)~~

~~(cl 13.7)~~ B. ~~_____~~ **Limit of guarantor's liability:**

Item 11 ~~_____~~ **Additional leased property:**

~~(cl 3)~~

Item 12 ~~_____~~ **Option to renew**

~~(cl 4)~~

A. ~~_____~~ Further period of ~~//18//~~ years from ~~//19//~~ to ~~//20//~~

B. ~~_____~~ Further period of ~~//21//~~ years from ~~//22//~~ to ~~//23//~~

C. ~~_____~~ Maximum period of tenancy under this lease and permitted renewals:

D. ~~_____~~ First day option for renewal can be exercised:

E. ~~_____~~ Last day option for renewal can be exercised:

Item 13

(cl 5)

A. **Rent**

For the lease period:

From the commencement date
to the first rent review date:

One Dollar (\$1.00) per annum if requested.

Afterwards: _____ At the new yearly rent beginning on each
review date by monthly instalments of one
twelfth of the new yearly rent.

For the further period in item 12A:

From the commencement date
to the first rent review date:

(for example: Current market rent) _____

Afterwards: _____ At the new yearly rent beginning on each
review date by monthly instalments of one
twelfth of the new yearly rent.

.....
.....
.....

For the further period in item 12B:

~~From the commencement date
to the first rent review date:
(for example: Current market rent) _____~~

~~Afterwards: _____ At the new yearly rent beginning on each
review date by monthly instalments of one
twelfth of the new yearly rent.~~

Item 13
(cl 15)

B. GST

Clause 15 provides for payment by the lessee of GST unless otherwise here indicated:

Item 14
(cl 5)

Outgoings

A. Share of outgoings: Nil.

~~B. Outgoings –~~

- ~~(a) local council rates and charges;~~
- ~~(b) water sewerage and drainage charges;~~
- ~~(c) land tax;~~
- ~~(d) insurance;~~
- ~~(e) all levies and contributions of whatsoever nature determined and/or levied by the owners corporation with the exception of any contribution to a sinking fund or special levy in respect of the strata scheme of which the property forms part (if applicable).~~

~~for the land or the building of which the property is part, fairly apportioned to the period of this lease.~~

~~Item 15 Interest rate: %
(cl 5.1.5)~~

~~Item 16 Rent review
(cl 5.4)~~

Rent review date	Method of rent review	If Method 1 applies, increase by (the increase should show percentage or amount)
-----------------------------	----------------------------------	---

~~Method 1 is a fixed amount or percentage.
Method 2 is Consumer Price Index.
Method 3 is current market rent.~~

~~Method 2 applies unless another method is stated.~~

Item 17
(cl 6.1)

Permitted use: See Clause 1 in Additional Clauses to Lease

Item 18
(cl 8.1.1)

Amount of required public liability insurance: \$20,000,000.00

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~~Item 19~~ **Bank Guarantee**
(cl 16)

~~months rent and the lessee’s proportion of outgoings increased by the rate of GST (expressed as a percentage) applicable from time to time.~~

~~Item 20~~ **Security Deposit**
(cl 17)

~~months rent and the lessee’s proportion of outgoings increased by the rate of GST (expressed as a percentage) applicable from time to time.~~

Details of strata manager/secretary of the owners corporation (if applicable)

The following alterations and additions are to be made to the Lease Covenants:

ADDITIONAL CLAUSES TO LEASE

CLAUSE 1 PERMITTED USE

The lessor permits the lessee:

- 1.1 to erect premises to be utilised as brigade headquarters and for the storage of brigade vehicles, plant and equipment for the Wyaliba Rural Bushfire Service;
- 1.2 to erect if required on the perimeter of the area leased a stock proof fence constructed of materials agreed between the parties hereto.

CLAUSE 2 MAINTENANCE OF IMPROVEMENTS AND GROUNDS

The lessee or the lessee’s nominee (the Wyaliba Rural Bushfire Service) must at the lessee’s cost:

- 2.1 maintain the Brigade shed’s surrounding fence line and other improvements (including but not limiting the generality thereof storage tanks and associated pumping and pressure equipment) in a reasonable standard and condition fair wear and tear accepted; and
- 2.2 maintain the ground by mowing or slashing to minimise fire hazard and to control the spread of noxious plant and animals.

CLAUSE 3 LESSEE’S OBLIGATIONS

The lessee for itself and on behalf of the Wyaliba Rural Bushfire Service covenants with the lessor as follows:

- 3.1 That the lessee will not use the premises for any purpose other than for the erection of a bushfire shed to house bushfire vehicles and equipment for training purposes and as the headquarters of the Wyaliba Rural Bushfire Service;
- 3.2 The lessee at it’s own expense will at all times take such steps as may be necessary to control, suppress and eradicate all noxious plants and animals, animal pests (in particular rabbits); and
- 3.3 The lessee shall maintain all buildings and improvements in good condition.

CLAUSE 4 MUTUAL TERMS

It is expressly agreed between the parties hereto that:

- 4.1 the lessee may at anytime and on any date determine this Lease by giving to the lessor not less than one (1) years notice in writing expiring at any time;
- 4.2 the buildings and improvements erected on the land shall remain in the ownership of the lessee at the termination of this Lease and the lessee shall have the right to remove all buildings and improvements so erected thereon PROVIDED THAT should the buildings and improvements erected thereon not be removed by the lessee within six (6) calendar months from the date of

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Annexure A
Item 7.16

termination of this Lease then ownership of the buildings and improvements shall pass to the lessor and this clause shall not merge on completion.

- 4.3 During the term of this Lease and any holding period hereunder the Wyaliba Rural Bushfire Service shall have the right to use the land, premises, buildings and improvements as it's brigade headquarters and for the storage of vehicles, plant and equipment and for all bushfire related purposes.

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SEE A SOLICITOR ABOUT THIS LEASE

ANNEXURE B

Lessor: CHAMBA NA NMUNGA PTY LTD ACN 001 479 189

Lessee: GLEN INNES SEVERN COUNCIL

This annexure consists of 13 pages.

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NOTE: Any alterations and additions to Lease Covenants in Annexure B **must** be made by additional clauses in Annexure A. The printed clauses in Annexure B are to remain in their copyright form without alteration.

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RETAIL LEASE CERTIFICATE

If section 16 of the *Retail Leases Act 1994* applies to this lease, and the term plus any further terms are less than 5 years (subject to section 16(4)), the term will be extended unless a section 16(3) certificate is given. Sections 16(1) and (2) provide –

- 16(1) The term for which a retail shop lease is entered into, together with any further term or terms provided for by any agreement or option for the acquisition by the lessee of a further term as an extension or renewal of the lease, must not be less than 5 years. An agreement or option is not taken into account if it was entered into or conferred after the lease was entered into.
- 16(2) If a lease is entered into in contravention of this section, the validity of the lease is not thereby affected but the term of the lease is extended by such period as may be necessary to prevent the lease contravening this section.

I certify that I am a solicitor not acting for the lessor and that at the request of the lessee I explained to the lessee before (or within 6 months after) the lessee entered into this lease –

- the effect of sections 16(1) and (2); and
- that the giving of this certificate would result in section 16 not applying to this lease.

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Date

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Signature

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NAME (BLOCK LETTERS)

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CLAUSE 1 FORM OF THIS LEASE

What are the parts to this lease?

There are three parts to this lease – a lease form, Annexure A and this annexure.
This lease is a deed even if it is not registered.

A reference in this deed to the schedule is to the schedule of items commencing at item 1 on the lease form and ending with item 20 in Annexure A.

CLAUSE 2 PARTIES

Who are the parties to this lease?

The lessor is named on page 1 of this lease.

The lessee is named on page 1 of this lease.

The guarantor is named in item 10 in the schedule, if there is a guarantor.

If a party consists of two or more persons, obligations of that party can be enforced against any one or more of them.

CLAUSE 3 THE PROPERTY

What property is leased?

The property leased is described on page 1 of this lease.

The lessor’s fixtures are included in the property leased.

If anything else is leased (such as furniture belonging to the lessor) and is described in item 11 in the schedule it is included in the property.

If the property has facilities and services shared in common with other persons in the same building as the property, clause 11.3.2 applies to those common facilities. The lessee shares the common facilities with the lessor, and with other lessees of the lessor. The lessor can set reasonable rules for sharing these common facilities.

CLAUSE 4 LEASE PERIOD

How long is this lease for?

This lease is for the period stated in item 1 in the schedule, commences on the date stated in item 2 in the schedule and ends on the date stated in item 3 in the schedule.

If a further period, commencing when this lease ends, is stated in item 12A in the schedule then the lessee has the option to renew this lease for that period.

The lessee can renew this lease more than once if that is stated in item 12B in the schedule. However the period of tenancy under this lease and under any renewal(s) is, in total, not longer than the maximum period stated in item 12C in the schedule.

The lessee can exercise the option only if –

- 4.4.1 the lessee serves on the lessor a notice of exercise of option not earlier than the first day stated in item 12D in the schedule and not later than the last day stated in item 12E in the schedule;
- 4.4.2 there is at the time of service no rent or outgoing that is overdue for payment; and
- 4.4.3 at the time of service all the other obligations of the lessee have been complied with or fully remedied in accordance with the terms of any notice to remedy given by the lessor.

If this lease is extended by legislation, items 12D and 12E in the schedule are adjusted accordingly.

After exercising the option the lessee must continue to pay all rents and outgoings on time and continue to comply with all of the lessee’s obligations under this lease. If the lessee does not do so, the lessor may treat any breach as being a breach of the new lease as well as of this lease.

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A new lease will be the same as this lease except for –

- 4.6.1 the new rent;
- 4.6.2 the commencement date and the termination date;
- 4.6.3 the omission of clauses 4.2, 4.3, 4.4, 4.5 and 4.6 and items 12A and 12B in the schedule in the last lease allowed in item 12 in the schedule;
- 4.6.4 item 12B becoming item 12A;
- 4.6.5 adjustment of item 12C in the schedule; and
- 4.6.6 adjustment of items 12D and 12E in the schedule. The number of days between the dates stated in items 12D and 12E in the schedule of the new lease and the termination date of the new lease and the number of days between each date stated in items 12D and 12E in the schedule of this lease and the termination date of this lease are to correspond.

If the new rent is to be current market rent it will be decided in the same way that current market rent is to be decided under Method 3 stated in clause 5 assuming that this lease and the new lease were one continuous lease and the commencement date of the new lease was a rent review date.

CLAUSE 5 MONEY

What money must the lessee pay?

The lessee must pay to the lessor or as the lessor directs –

- 5.1.1 the rent stated in item 13A in the schedule;
- 5.1.2 the share stated in item 14A in the schedule of those outgoings stated in item 14B in the schedule;
- 5.1.3 the reasonable cost to the lessor of remedying a default by the lessee;
- 5.1.4 the reasonable cost to the lessor of dealing with any application by the lessee for the lessor’s consent under this lease (whether or not it is given);
- 5.1.5 interest on these moneys at the rate stated in item 15 in the schedule when payment is more than 14 days overdue, calculated from the due date to the date of payment;
- 5.1.6 registration fee for registration of this lease at Land and Property Information NSW (payable on delivery to the lessor’s solicitor of the executed lease);
- 5.1.7 stamp duty on this lease (payable on delivery to the lessor’s solicitor of the executed lease) if not previously paid by the lessee to the Office of State Revenue;
- 5.1.8 if the lessee defaults, the lessor’s reasonable legal costs relating to the default;
- 5.1.9 the lessor’s reasonable costs and expenses in connection with the preparation of this lease but only that part of those costs and expenses which are permitted to be recovered by a lessor under section 14 and section 45 of the *Retail Leases Act, 1994*; and
- 5.1.10 GST as provided for in clause 15.

5.2 The first month’s instalment of rent is to be paid by the commencement date. Each later month’s instalment of rent is to be paid in advance.

A payment under clause 5.1.2 must be paid on the next rent day after a request for payment is made by the lessor.

A request for payment can be made –

- 5.3.1 after the lessor has paid an outgoing; or
- 5.3.2 after the lessor has received an assessment or account for payment of an outgoing.

If item 14B in the schedule refers to land tax –

- if the property is a strata lot, the relevant land tax is land tax on that lot;
- if the property is not a strata lot but is part of a building, the relevant land tax is land tax on the land on which the building is situated, plus any land of the lessor used or available for use by or for the benefit of lessees conducting business in the building or in connection with trading in the building; and
- in either case, the land tax must be calculated as if the land was the only land owned by the lessor and there was no special trust or non-concessional company involved.

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When and how is the rent to be reviewed?

The rent is to be reviewed on the rent review dates stated in item 16 in the schedule.

If this lease is extended by legislation, the rent review dates include each anniversary of the latest rent review date stated in item 16 in the schedule (or if none is stated each anniversary of the commencement date) which falls during the extension.

The lessee must continue to pay rent at the old rate until the new rate is known. After that, the lessee is to pay the new rent from the next rent day. By that rent day the lessee is also to pay any shortfall between the old and new rate for the period since the rent review date. Alternatively, the lessor is to refund to the lessee any overpayment of rent.

There are three different methods described here for fixing the new rent on a rent review date. The method agreed by the lessor and the lessee is stated at item 16 in the schedule. The lessee is entitled to a reduction if the method produces a rent lower than the rent current just before the review date.

Method 1. By a fixed amount or percentage.

In this case the rent beginning on each review date will be increased by the percentage or amount stated in item 16 in the schedule.

Method 2. By reference to Consumer Price Index.

In this case –

- take the yearly rent as of the last review date or if none, the rent at the commencement date (\$X),
- divide that rent by the Consumer Price Index Number for Sydney (All Groups) for the quarter ended just before that date (CPI 1),
- multiply the result by the Consumer Price Index Number for Sydney (All Groups) for the quarter ended just before the review date (CPI 2).

The product is the new rent for the year beginning on the review date (\$Y), written as a formula –

$$\frac{\$X}{\text{CPI 1}} \times \text{CPI 2} = \$Y$$

The lessor must calculate the new rent after each review date and give the lessee written notice of the new rent.

If the Australian Bureau of Statistics makes a change in the reference base of the index and there is a published co-relation between the old and new base then the published co-relation is to be applied to convert the CPI 1 figure to the new reference base. If there is none then the lessor and the lessee agree to accept the calculations of the lessor’s solicitor who must be retained to determine a fair co-relation between the old and the new series of numbers.

If the index used to calculate the new rent is discontinued the lessor may substitute another index that, as nearly as practicable, serves the same purpose and, if there is no such index, then the rent will be fixed by Method 3.

Method 3. By reference to current market rent.

In this case the rent is to be the current market rent. This can be higher or lower than the rent payable at the rent review date and is the rent that would reasonably be expected to be paid for the property, determined on an effective rent basis, having regard to the following matters –

- 5.12.1 the provisions of this lease;
- 5.12.2 the rent that would reasonably be expected to be paid for the property if it were unoccupied and offered for renting for the same or a substantially similar use to which the property may be put under this lease;
- 5.12.3 the gross rent, less the lessor’s outgoings payable by the lessee;
- 5.12.4 where the property is a retail shop, rent concessions and other benefits that are frequently or generally offered to prospective lessees of unoccupied retail shops; and
- 5.12.5 the value of goodwill created by the lessee’s occupation and the value of lessee’s fixtures and fittings are to be ignored.

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- 5.13 The lessor or the lessee can inform the other in writing at least 60 days before the rent review date of the rent that the lessor or lessee thinks will be the current market rent at the review date.
- 5.14 If the lessor and the lessee agree on a new rent then that rent will be the new rent beginning on the rent review date and the lessor and the lessee must sign a statement saying so.
- 5.15 If the lessor and the lessee do not agree on the amount of the new rent 30 days before the rent review date, the current market rent will be decided by a valuer appointed under clause 5.16.
- 5.16
 - 5.16.1 Unless 5.16.2 applies the lessor and the lessee can either agree upon a valuer or can ask the President of the Law Society of New South Wales to nominate a person who is a licensed valuer to decide the current market rent.
 - 5.16.2 Where the property is a retail shop, the valuer appointed must be a specialist retail valuer appointed by agreement of the parties or, failing agreement, by the Administrative Decisions Tribunal.
- 5.17 The valuer will act as an expert not an arbitrator. The lessor and the lessee can each make submissions in writing to the valuer within 14 days after they receive notice of the valuer’s appointment but not later unless the valuer agrees.
- 5.18 The valuer’s decision is final and binding. The valuer must state how the decision was reached.

If the valuer

- 5.19.1 does not accept the nomination to act; or
- 5.19.2 does not decide the current market rent within 1 month after accepting the nomination; or
- 5.19.3 becomes incapacitated or dies; or
- 5.19.4 resigns,

then another valuer is to be appointed in the same way.

The lessor and lessee must each pay half the valuer’s costs.

If the lessor and lessee do not agree upon a valuer and neither asks for a valuer to be nominated before –

- 5.21.1 the next rent review date passes; or
- 5.21.2 this lease ends without the lessee renewing it; or
- 5.21.3 this lease is transferred after the rent review date with the lessor’s consent; or
- 5.21.4 the property is transferred after the rent review date

then the rent will not change on that rent review date.

CLAUSE 6 USE

How must the property be used?

The lessee must –

- 6.1.1 use the property for the purpose stated in item 17 in the schedule and not for any other purpose;
- 6.1.2 open for business at times usual for a business of the kind conducted by the lessee;
- 6.1.3 keep the property clean and dispose of waste properly; and
- 6.1.4 comply with all laws relating to strata schemes and all other laws regulating how the property is used, obtain any consents or licences needed, comply with any conditions of consent, and keep current any licences or registrations needed for the use of the property or for the conduct of the lessee’s business there.
- 6.1.5 where the property is a lot in a strata scheme:
 - 6.1.5.1 use the lessor’s common property only in connection with the use of the property;
 - 6.1.5.2 co-operate with all other permitted users of the common property;
 - 6.15.3 comply with so many of the provisions of the *Strata Schemes Management Act 1996* and the *Strata Schemes (Freehold Development) Act 1973* and the by-laws and all lawful orders, motions and directives under these Acts as may be applicable to the exercise of the lessee’s rights and obligations under this lease.

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6.2 The lessor can consent to a change of use and cannot withhold consent unreasonably.

The lessee must not –

- 6.3.1 do anything that might invalidate any insurance policy covering the property or that might increase the premium unless the lessor consents in which case the lessee must pay the increased premium; or
- 6.3.2 use the property as a residence or for any activity that is dangerous, offensive, noxious, illegal or immoral or that is or may become a nuisance or annoyance to the lessor or to the owner or occupier of any neighbouring property; or
- 6.3.3 hold any auction, bankrupt or fire sale in the property; or
- 6.3.4 display signs or advertisements on the outside of the property, or that can be seen from the outside, unless the lessor consents (but the lessor cannot withhold consent unreasonably);
- 6.3.5 overload the floors or walls of the property; or
- 6.3.6 without the prior written consent of the lessor and/or the owners corporation, use the common property for any purpose other than for access to and egress from the property.

CLAUSE 7 CONDITION AND REPAIRS

Who is to repair the property?

The lessor must –

- 7.1.1 maintain in a state of good condition and serviceable repair the roof, the ceiling, the external walls and external doors and associated door jambs, and the floors of the property and must fix structural defects;
- 7.1.2 maintain the property in a structurally sound condition; and
- 7.1.3 maintain essential services.

7.2 The lessee must otherwise maintain the property in its condition at the commencement date and promptly do repairs needed to keep it in that condition but the lessee does not have to –

- 7.2.1 alter or improve the property; or
- 7.2.2 fix structural defects; or
- 7.2.3 repair fair wear and tear.

7.3 The lessee must also –

- 7.3.1 reimburse the lessor for the cost of fixing structural damage caused by the lessee, apart from fair wear and tear;
- 7.3.2 maintain and decorate the shop front if the property has one;
- 7.3.3 decorate the inside of the property in the last 3 months of the lease period (however it ends) – ‘decorate’ here means restoring the surfaces of the property in a style and to a standard of finish originally used e.g. by repainting;
- 7.3.4 where the property is a lot in a strata scheme:
 - 7.3.4.1 meet the cost of all damage to the common property occasioned by the lessee or any invitee or licensee of the lessee; and
 - 7.3.4.2 permit the owners corporation, temporarily, to close any part of the common property for the purpose of making and effecting repairs to it.

7.4 If an authority requires work to be done on the property and it is structural work or work needed to make the property safe to use then the lessor must do the work unless it is required only because of the way the lessee uses the property. But if it is any other work or is required only because of the way the lessee uses the property then the lessee must do the work.

If the lessee fails to do any work that the lessee must do the lessor can give the lessee a notice in writing stating what the lessee has failed to do. After the notice is given the lessee must –

- 7.5.1 do the work immediately if there is an emergency; and
- 7.5.2 do the work promptly and diligently in any other case.

If the lessee does not do the work, the lessor can do it and the lessee must reimburse the lessor for the cost of the work.

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The lessee must not make any structural alterations to the property. Any other alterations require the lessor’s consent in writing (but the lessor cannot withhold consent unreasonably).

CLAUSE 8 INSURANCE AND DAMAGE

What insurances must the lessee take out?

The lessee must keep current an insurance policy covering –

- 8.1.1 liability to the public in an amount not less than the amount stated in item 18 in the schedule (for each accident or event); and
- 8.1.2 damage or destruction from any cause to all plate glass in the windows and other portions of the property and must produce to the lessor, upon request, the policy and the receipt for the last premium.

What happens if the property is damaged?

If the property or the building of which it is part is damaged (a term which includes destroyed) –

- 8.2.1 the lessee is not liable to pay rent, or any amount payable to the lessor in respect of outgoings and other charges, that is attributable to any period during which the property cannot be used under this lease or is inaccessible due to that damage;
- 8.2.2 if the property is still useable under this lease but its useability is diminished due to the damage, the lessee’s liability for rent and any amount in respect of outgoings attributable to any period during which useability is diminished is reduced in proportion to the reduction in useability caused by the damage;
- 8.2.3 if the lessor notifies the lessee in writing that the lessor considers that the damage is such as to make its repair impracticable or undesirable, the lessor or the lessee can terminate this lease by giving not less than 7 days notice in writing of termination to the other and no compensation is payable in respect of that termination;
- 8.2.4 if the lessor fails to repair the damage within a reasonable time after the lessee requests the lessor to do so the lessee can terminate this lease by giving not less than 7 days notice in writing of termination to the lessor; and
- 8.2.5 nothing in clause 8.2 affects any right of the lessor to recover damages from the lessee in respect of any damage or destruction to which the clause applies.

CLAUSE 9 ACCESS

What are the lessor’s rights of access to the property?

The lessee must give the lessor (or anyone authorised in writing by the lessor) access to the property at any reasonable time for the purpose of –

- 9.1.1 inspecting the condition of the property, or how it is being used; or
- 9.1.2 doing anything that the lessor can or must do under this lease or must do by law; or
- 9.1.3 viewing the property as a valuer, prospective buyer or mortgagee; or
- 9.1.4 fixing a notice in a reasonable position on the outside of the property saying that it is for sale; or
- 9.1.5 viewing the property as a prospective lessee not earlier than 6 months before the lease period ends; or
- 9.1.6 fixing a notice not earlier than 6 months before the lease period ends in a reasonable position on the outside of the property saying that it is to let; or
- 9.1.7 inspecting, cleaning or repairing another property or any services to another property.

- 9.2 The lessor must give the lessee at least 2 days written notice for access (except in an emergency). The day of the giving of the notice and any Saturday, Sunday or public holiday on which the property is not open for business are not counted.

The lessor must promptly make good any damage caused to the property and to any of the lessee’s belongings which results from exercising these rights.

The lessee must give to the lessor a copy of any notice relating to the property or relating to any neighbouring property immediately after receiving the notice.

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CLAUSE 10 TRANSFER AND SUB-LEASE

Can this lease be transferred or the property shared or sub-let?

The lessee must not transfer this lease without consent.
The lessor can withhold consent only if –

- 10.2.1 the proposed transferee proposes to change the use to which the property is put; or
- 10.2.2 where the property is a retail shop, the proposed transferee has financial resources or retailing skills inferior to those of the proposed transferor and otherwise the proposed transferee has financial resources or business experience inferior to those of the proposed transferor; or
- 10.2.3 the lessee has not complied with clause 10.3 and, where the property is a retail shop, clause 10.4.

- 10.3 A request for the lessor’s consent to a transfer of lease must be made in writing and the lessee must provide the lessor with such information as the lessor may reasonably require concerning the financial standing and business experience of the proposed transferee.

Where the property is a retail shop, before requesting the consent of the lessor to a proposed transfer of this lease, the lessee must furnish the proposed transferee with a copy of any disclosure statement given to the lessee in respect of this lease, together with details of any changes that have occurred in respect of the information contained in the disclosure statement (being changes of which the lessee was aware or could reasonably be expected to be aware). For the purpose of enabling the lessee to comply with this obligation, the lessee can request the lessor to provide the lessee with a copy of the disclosure statement concerned and, if the lessor is unable or unwilling to comply with such a request within 14 days after it is made, this clause 10.4 does not apply.

Where the lessee has complied with clause 10.3 and where required to do so clause 10.4, and the lessor has not within 42 days or where the *Retail Leases Act 1994* applies 28 days after the request was made or the lessee has complied with paragraphs 41(a) and 41(b) of that Act, whichever is the later, given notice in writing to the lessee either consenting or withholding consent, the lessor is taken to have consented.

The lessee has to pay in connection with any consent the lessor’s reasonable legal costs, the reasonable costs of obtaining any mortgagee’s consent, the stamp duty and the registration fee for the transfer.

Where the property is a retail shop, the lessee can sub-let, grant a licence or concession, share or part with the possession of the whole or any part of the property or mortgage or otherwise charge or encumber the lessee’s estate or interest in this lease only with the written consent of the lessor which can be refused in the lessor’s absolute discretion. Otherwise, the lessee cannot do any of these things.

CLAUSE 11 LESSOR’S OTHER OBLIGATIONS

What are the lessor’s other obligations?

So long as the lessee does all the things that must be done by the lessee under this lease the lessor must allow the lessee to possess and use the property in any way permitted under this lease without interference from the lessor, or any person claiming under the lessor or having superior title to the title of the lessor.

The lessor must pay all outgoings for the land or the building of which the property is part when they fall due.

If the property is part of a building owned or controlled by the lessor –

- 11.3.1 the lessor must maintain in reasonable structural condition all parts of the building that the lessee can use under this lease; and
- 11.3.2 if the property has facilities and service connections shared in common with other persons the lessor must –
 - 11.3.2.1 allow reasonable use of the facilities and service connections including –
 - the right for the lessee and other persons to come and go to and from the property over the areas provided for access;
 - access by the lessee to service connections; and
 - the right for the lessee’s customers to park vehicles in any area set aside for customer parking, subject to any reasonable rules made by the lessor.
 - 11.3.2.2 maintain the facilities and service connections in reasonable condition.

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11.4 Where registration is necessary for the validity of this lease, the lessor must ensure that this lease is registered.

If a consent is needed for this lease, from someone such as a mortgagee or head lessor of the property, then the lessor must get the consent.

CLAUSE 12 FORFEITURE AND END OF LEASE

When does this lease end?

This lease ends –

- 12.1.1 on the date stated in item 3 in the schedule; or
- 12.1.2 if the lessor lawfully enters and takes possession of any part of the property; or
- 12.1.3 if the lessor lawfully demands possession of the property.

12.2 The lessor can enter and take possession of the property or demand possession of the property if –

- 12.2.1 the lessee has repudiated this lease; or
- 12.2.2 rent or any other money due under this lease is 14 days overdue for payment; or
- 12.2.3 the lessee has failed to comply with a lessor’s notice under section 129 of the *Conveyancing Act 1919*; or
- 12.2.4 the lessee has not complied with any term of this lease where a lessor’s notice is not required under section 129 of the *Conveyancing Act 1919* and the lessor has given at least 14 days written notice of the lessor’s intention to end this lease.

12.3 When this lease ends, unless the lessee becomes a lessee of the property under a new lease the lessee must –

- 12.3.1 return the property to the lessor in the state and condition that this lease requires the lessee to keep it in; and
- 12.3.2 have removed any goods and anything that the lessee fixed to the property and have made good any damage caused by the removal.

Anything not removed becomes the property of the lessor who can keep it or remove and dispose of it and charge to the lessee the cost of removal, making good and disposal.

If the lessor allows the lessee to continue to occupy the property after the end of the lease period (other than under a new lease) then –

- 12.4.1 the lessee becomes a monthly lessee and must go on paying the same rent and other money in the same way that the lessee had to do under this lease just before the lease period ended (apportioned and payable monthly);
- 12.4.2 the monthly tenancy will be on the same terms as this lease, except for –
 - clause 4;
 - clauses 5.4 to 5.21 inclusive; and
 - clause 6.2 unless consent has previously been given;
- 12.4.3 either the lessor or the lessee can end the monthly tenancy by giving, at any time, 1 month written notice to the other expiring on any date; and
- 12.4.4 anything that the lessee must do by the end of this lease must be done by the end of the monthly tenancy.

12.5 Essential terms of this lease include –

- 12.5.1 the obligation to pay rent not later than 14 days after the due date for payment of each periodic instalment (and this obligation stays essential even if the lessor, from time to time, accepted late payment);
- 12.5.2 the obligations of the lessee in clause 5.1.2 (dealing with outgoing);
- 12.5.3 the obligations of the lessee in clause 6.1 (dealing with use);
- 12.5.4 the obligations of the lessee in clause 7 (dealing with repairs);
- 12.5.5 the obligations of the lessee in clause 10 (dealing with transfer and sub-lease); and
- 12.5.6 the obligations of the lessee in clause 15 (dealing with GST).

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12.6 If there is a breach of an essential term the lessor can recover damages for losses over the entire period of this lease but must do every reasonable thing to mitigate those losses and try to lease the property to another lessee on reasonable terms.

The lessor can recover damages even if –

- 12.7.1 the lessor accepts the lessee’s repudiation of this lease; or
- 12.7.2 the lessor ends this lease by entering and taking possession of any part of the property or by demanding possession of the property; or
- 12.7.3 the lessee abandons possession of the property; or
- 12.7.4 a surrender of this lease occurs.

CLAUSE 13 GUARANTEE

What are the obligations of a guarantor?

This clause applies if a guarantor of the lessee is named in item 10A in the schedule and has signed or executed this lease or, if this lease is a renewal of an earlier lease, the earlier lease.

The guarantor guarantees to the lessor the performance by the lessee of all the lessee’s obligations (including any obligation to pay rent, outgoing or damages) under this lease, under every extension of it or under any renewal of it or under any tenancy and including obligations that are later changed or created.

If the lessee does not pay any money due under this lease, under any extension of it or under any renewal of it or under any tenancy the guarantor must pay that money to the lessor on demand even if the lessor has not tried to recover payment from the lessee.

If the lessee does not perform any of the lessee’s obligations under this lease, under any extension of it or under any renewal of it or under any tenancy the guarantor must compensate the lessor even if the lessor has not tried to recover compensation from the lessee.

If the lessee is insolvent and this lease or any extension or renewal of it is disclaimed the guarantor is liable to the lessor for any damage suffered by the lessor because of the disclaimer. The lessor can recover damages for losses over the entire period of this lease or any extension or renewal but must do every reasonable thing to mitigate those losses and try to lease the property to another lessee on reasonable terms.

Even if the lessor gives the lessee extra time to comply with an obligation under this lease, under any extension of it or under any renewal of it or under any tenancy, or does not insist on strict compliance with the terms of this lease or any extension of it or renewal of it or of any tenancy, the guarantor’s obligations are not affected.

If an amount is stated in item 10B in the schedule the guarantor’s liability under this clause is limited to that amount.

The terms of this guarantee apply even if this lease is not registered, even if any obligation of the lessee is only an equitable one, and even if this lease is extended by legislation.

CLAUSE 14 EXCLUSIONS, NOTICES AND SPECIAL CLAUSES

No covenant or power is implied in this lease by section 84 or 85 of the *Conveyancing Act 1919*.

A document under or relating to this lease is –

- 14.2.1 served if it is served in any manner provided in section 170 of the *Conveyancing Act 1919*; and
- 14.2.2 served on the lessee if it is left at the property.

14.3 This lease is subject to any legislation that cannot be excluded (for example, the *Retail Leases Act 1994*).

In this lease, ‘retail shop’ means premises to which the *Retail Leases Act 1994* applies.

In this lease ‘Director General’ has the same meaning as in the *Retail Leases Act 1994*.

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CLAUSE 15 GOODS AND SERVICES TAX

Unless item 13B in the schedule has been completed in a way that indicates that this clause is not to apply:

As consideration in whole or in part for a taxable supply the person receiving the supply must pay to the party making the supply an additional amount equal to the amount of GST payable on the supply.

To the extent that the lessee is required to reimburse the lessor in whole or in part for outgoing incurred by the lessor, for the purposes of this lease the amount of the outgoing must be reduced by the amount of any credit or refund of GST to which the lessor is entitled as a result of incurring outgoing.

Outgoing in item 14B in the schedule are to be calculated after deducting any input tax credit to which the lessor is entitled.

For the purposes of this lease GST means a tax in the nature of a supply of goods and services tax levied or imposed by the Commonwealth of Australia.

CLAUSE 16 BANK GUARANTEE

If a number of months appears in item 19 in the schedule, clauses 16.2 to 16.5 apply.

On or before the commencement date of this lease the lessee will deliver to the lessor a guarantee by a bank trading in the State of New South Wales in the form of an unconditional and irrevocable undertaking to pay drawn in favour of the lessor (unlimited as to time) in a form acceptable to the lessor and for an amount equivalent to the number of months referred to in item 19 in the schedule. The lessor is entitled to claim under the guarantee an amount equal to any moneys due but unpaid by the lessee to the lessor under this lease.

The lessee agrees to vary the amount of the guarantee immediately upon each rent review so that the amount at all times represents the equivalent of the number of months referred to in the schedule.

The lessor will deliver the guarantee (or so much of it as is then held by the lessor) to the lessee on the last of:

- 16.5.1 the terminating date of this lease;
- 16.5.2 the expiry date of any holding over under this lease; and
- 16.5.3 the date that the lessee has no further obligations under this lease or at law.

CLAUSE 17 SECURITY DEPOSIT

If an amount or a number of months appears in item 20 in the schedule, clauses 17.2 to 17.6 apply.

On or before the commencement date of this lease the lessee will deliver the security deposit to the lessor.

The lessor is entitled to deduct from the security deposit an amount equal to any monies due but unpaid by the lessee to the lessor under this lease.

Where the property is a retail shop, the security deposit will be held in accordance with Section 16C of the *Retail Leases Act 1994*. The lessee will not make an application to the Director General seeking the return of the security deposit (or so much of it as is then held by the Director General) until the later of:

- 17.4.1 the terminating date of this lease;
- 17.4.2 the expiry date of any holding over under this lease; and
- 17.4.3 the date that the lessee has no further obligations under this lease or at law.

17.5 Where the property is other than a retail shop the security deposit (or so much of it as is then held by the lessor) will be returned to the lessee on the later of the dates as specified in clause 17.4.

The lessee agrees to vary the amount of the security deposit immediately upon each rent review so that it represents the equivalent of the number of months referred to in the schedule.

CLAUSE 18 STRATA CONVERSION

“Owners corporation”, “owner”, “strata scheme”, “lot” and “parcel” where used in this lease have the meanings given under the *Strata Schemes Management Act 1996* and the *Strata Schemes (Freehold Development) Act 1973*.

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18.2 “Strata Acts” means the *Strata Schemes Management Act 1996* and the *Strata Schemes (Freehold Development) Act 1973*, and includes any amending Acts, rules, regulations, ordinances, by-laws, statutory instruments, orders or notices now or hereafter made under those Acts.

“Strata conversion” means a subdivision of the property under the *Strata Schemes (Freehold Development) Act 1973* or the *Community Land Development Act 1989* or the *Community Land Management Act 1989* or other legislation permitting such subdivision.
Strata Titles

18.4.1 Lessee consents to registration of strata plan

18.4.1.1 By its entry into this lease the lessee acknowledges that the lessor can register a strata plan, a strata schemes plan, a strata plan of subdivision, a strata plan of consolidation or a building alteration plan insofar as any of these may relate to the property, the Building or the land. The lessor will provide the lessee with copies of the proposed strata plan and associated documentation for the lessee’s approval, which approval will not be unreasonably withheld.

18.4.1.2 Provided the lessee consents to the strata conversion as per clause 18.4.1.1 then within 7 days of written request by the lessor the lessee will sign and return to the lessor any consents or other documents necessary to enable the lessor to carry out the strata conversion and will make no objection or claim for compensation in relation to the strata conversion.

18.4.2 Compliance with the Strata Acts and by-laws:

18.4.2.1 **(Covenant):** The lessee and any and all persons acting by, through or under it or with its authority express or implied shall comply with so many of the provisions of the Strata Acts and the by-laws and all lawful orders, motions and directives under the Strata Acts as may be applicable to the exercise of the lessee’s rights and obligations under the provisions elsewhere contained in this lease.

18.4.2.2 **Not to prejudice interests of owners corporation.** Without the prior written consent of the owners corporation, the lessee shall not do any act, matter or thing under the exercise of its rights and obligations elsewhere contained in this lease or permit or allow any act, matter or thing to be done which shall or may:

- increase the rate of premium payable by the owners corporation under any policy of insurance taken out by the owners corporation; or
- invalidate, avoid or suspend the operation of any such policy of insurance or otherwise prejudice the owners corporation rights under any such policy.

18.4.2.3 Upon the occurrence of any of the matters previously referred to the lessee shall:

- pay to the lessor or such other person responsible for payment any amounts payable to the owners corporation as a consequence of any such matters;
- pay to the lessor for and on behalf of the owners corporation any amounts payable by the owners corporation as a consequence of any such matters and not the subject of clause 18.4.2.2; and
- pay to the lessor for and on behalf of the owners corporation the amount of any and all losses and damages arising from the occurrence of any such matters.

18.4.2.4 **(Indemnity):** The lessee shall indemnify the lessor for any loss or damage suffered by the lessor if the lessee or the lessee’s employees fail to comply with the obligations as to conduct imposed upon the lessee or the lessee’s employees by this lease or by reason of the Strata Acts.

18.4.3 If the strata conversion occurs:

18.4.3.1 any reference in this lease will be deemed to be a reference to the buildings comprised in the registered plan or plans of which the property forms part;

18.4.3.2 any levies or other monies payable to the owners corporation will be payable by the lessee with the exception of any contribution to a sinking fund or special levy; and

18.4.3.3 this lease will be deemed to be amended in any respect that is necessary to ensure that this lease reflects that the strata conversion has been carried out.

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IMPORTANT NOTES

The following notes are for guidance and do not form part of this lease.

If you are a lessor, a solicitor will prepare this lease for you.

If you are a lessee, a solicitor can advise you about it.

1. This document creates legal rights and legal obligations.
2. Failure to register a lease can have serious consequences.
3. If an option for renewal is not exercised at the right time it will be lost.
4. The lessee can exercise an option for renewal even if there has been a breach of this lease in a case where section 133E of the *Conveyancing Act 1919* applies. The lessor must give a prescribed notice within 14 days after the option is exercised if the lessor wants to rely on the breach to prevent the exercise of the option.
5. The Law Society of New South Wales is not to be responsible for any loss resulting from the use of this lease as printed whether authorised or not.

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I certify that this and the preceding twelve pages are in exactly the same wording as Annexure B of the copyright Law Society Lease.

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Solicitor for the lessor

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Australia Day S355 Community Committee of Glen Innes Severn Council
MINUTES OF ORDINARY MEETING
 HELD ON: 6/3/2024

MEETING OPENED: 19:09 (7.09pm)

PRESENT: Kerrie Sturtridge, Richard Edkins, Peter Haselwood, Jan Lemon, Bev Edkins, Mahri Koch, Robert Arthur, Kerry Strong, Karen Carr, Cr Jack Parry, Cr Andrew Parsons.

APOLOGIES: NIL

Absent: NIL

DECLARATIONS OF CONFLICT OF INTEREST: NIL

Item No.	Item	Action
1	BUSINESS ARISING:	
1.1	Minutes of February 2024 meeting agreed as correct: Moved: Kerrie Sturtridge Seconded: Bev Edkins - CARRIED	
2	EXECUTIVE REPORT - Budget	
2.1	Council grant Balance \$ -252.10 - Grant Account \$ 60 remaining and about to be paid out. Chair advised that all Grant money has been used appropriately and reported as such to grant provider (report included photograph of the event). Financial report accepted by all members.	
3	CORRESPONDENCE:	
3.1	OUT: JAN: Agenda for tonight’s meetings; Grant report. Conversations with John Chappel – Dundee Hall Australia Day costs reimbursement. IN: Jan: Ambassador photograph he took of their child with the gift from our committee. IN GISC: Multiple emails re the Australia Day AGM and Committee Manual update. OUT: Mahri: February DRAFT and FINAL 2024 Minutes; Links to photographs for key people as received; Completed the historical	

Item No.	Item	Action
	file for awardees for 2024. Letter of thanks to Woolworths.	
4	<p>Laptop Quotes:</p> <p><u>DTECH:</u> MSI Modern Series Notebook 15.6' FHD Intel Alder Lake i5-1235U DDR4 16GB 512GB SSD Windows11 Home Intel Iris Xe Graphics. \$1450inc</p> <p>Epson 4850 AIO with document Feeder Eco Tank - very cheap to print with and with Document feeder \$599inc.</p> <p>Annual Subscription to Microsoft office 365 \$109inc. This price includes setup and transfer of data from existing computer.</p> <p><u>TOTAL: \$2158.</u></p> <p><u>Officeworks Inverell:</u> MSI Modern Series Notebook 15.6': \$1697. Epson ecotank ET-4850: \$469 without ecotank. Microsoft Office 365 \$249. <u>TOTAL: \$2215</u> excludes setup and data transfer.</p> <p>Motion: Committee will purchase from DTECH going forward in this calendar year. Moved: Kerrie Sturtridge. Seconded Bev Edkins. CARRIED</p>	
4.1	<p>Richard Edkins: When Richard went to GLENCOE post office to collect Australia Day posters, the new owners had no knowledge of where the Australia Day posters were. Thanks to Karen for picking up the Deepwater posters for return to the committee storage.</p>	
4.2	<p>Activities to be completed post tonight's Annual General Meeting – and prior to recommencement of meetings in August 2024.</p> <p>* Update members contact list post AGM.</p>	<p>Mahri to provide letter to Services Club requesting use of Board room for 2024 – 25 monthly meetings 7pm first Wednesday of each month. commencing August 2024 to, and including, March 2025.</p>

MEETING CLOSED: 1943 (7.43pm).

NEXT MEETING: 7 August 2024



**AUSTRALIA DAY COMMITTEE
MINUTES OF ANNUAL GENERAL MEETING
HELD ON: 6th March 2024**

MEETING OPENED: 1945 (7.45pm)

PRESENT: Jan Lemon (Chairperson), Bev Edkins, Richard Edkins, Peter Haselwood, Robert Arthur, Kerrie Sturtridge, Kerry Strong, Karen Carr, Mahri Koch (secretary), Cr Andrew Parsons, Cr Jack Parry.

APOLOGIES: NIL

Moved Bev Edkins, seconded Karen Carr that the apologies be accepted.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST:

Nil.

MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING:

Moved **Peter Haselwood**, seconded **Robert Arthur** that the minutes of the previous meeting, dated **1/3/2023** be accepted.

CARRIED

Item No.	Item	Action
1	REPORT FROM THE CHAIRPERSON PRESIDENT:	
1.1	Chair Jan Lemon provided a brief of the 2024 Australia Day event, outlining the many nominations received which is believed to be a record for the event. While committee members worked to set up the Club auditorium the day before, space on the stage for the usual setup was prevented / limited by multiple sound equipment pieces. Feedback from awardees and community on both the event and the morning tea was positive. The Dundee hall morning breakfast event and Ambassador presentation was very well attended. Eve Chappell's History House and the Dundee Hall's photographic presentation was excellent.	
2	FINANCIAL REPORT	
2.1	Council grant Balance \$ -252.10 - Grant Account \$ 60 remaining and about to be paid out. Chair advised that all Grant money has been used appropriately and reported as such to grant provider (report included photograph of the event). Financial report accepted by all members.	

Item No.	Item	Action
3	NOMINATIONS FOR MEMBERSHIP FOR THE COMING YEAR:	
3.1	Cr Andrew Parsons declared all positions vacant. Jan Lemon, Bev Edkins, Richard Edkins, Peter Haselwood, Robert Arthur, Kerrie Sturtridge, Kerry Strong, Karen Carr, Mahri Koch.	
4	VOTING:	
4.1	Nominations for committee members (9) accepted by all from nominations lodged: Jan Lemon, Peter Haselwood, Bev Edkins, Richard Edkins, Kerry Strong, Robert Arthur, Mahri Koch, Kerrie Sturtridge, Karen Carr. (9 nominations): Moved Cr Parry. Seconded Cr Andrew Parsons. CARRIED	
5	ELECTION OF OFFICE BEARERS:	
5.1	Office bearers for 2024-25 are: Chairperson: Jan Lemon nominated by Kerrie Sturtridge, Second Bev Edkins. No further nominations for Chairperson. CARRIED. Secretary: Mahri Koch nominated by Kerrie Sturtridge, Seconded Karen Carr. No further nominations for secretary. CARRIED.	Congratulations Jan Lemon!!! Thank you Mahri from the committee members.
6	SETTING OF DATES, TIMES AND LOCATION FOR MEETINGS FOR THE COMING YEAR:	
6.1	Meeting time is to remain the first Wednesday of each month at 7pm at the Glen Innes and District Services Club Boardroom, recommencing 7 th August 2024.	Mahri to book Board room for said meetings 2024 – 25.

MEETING CLOSED: 2000 (8pm)

NEXT MEETING: 7pm 7/8/2024

Jan Lemon
Chairperson

6th March 2024



THE
**AUSTRALIAN
 STANDING STONES
 MANAGEMENT
 BOARD**

PO Box 565
 Glen Innes NSW 2370

Item 9.2
 Annexure C

**Australian Standing Stones Management Board
 Community Committee of GISC
 Monthly Meeting Minutes
 Wednesday 21st February 2024 5.30pm
 Glen Innes Services Club Boardroom**

Present: Mayor Rob Banham, Gayleen Burley (GISC), John Rhys Jones, George Robertson-Dryden, Fiona O’Brien, Raelene Watson, Colin Price, Steve Toms, Judi Toms (chair), Troy Arandale (Deputy Mayor GISC), Petar Gruvolic (5.50pm)

Apologies: Robert O’Brien, Pamela O’Neill, Peter Grimes, Ronnie Bombell (GISC),

Moved: Raelene seconded Rob Banham carried

Minutes of the previous meeting: Gayleen Burley an apology not as present, “moved” changed to apologies

Moved: Raelene seconded Steve carried.

Declaration of Conflict of Interest: nil (forms available at the meeting)

Business Arising

	Item-	Action by:
1	Fees and charges – suggestion of cost plus 15% and \$50 fee. Council to be advised immediately of decision for inclusion in Fees and Charges. Motion: That the ASSMB will charge for the plaques for the Celtic Family Wall being the cost of plaque + \$80 administration and installation fee moved Fiona seconded Troy moved Raelene to advise CISC immediately.	Committee
2	Possible new flagpole purchase – suggest 5m/5.5m pole is sufficient. Current poles are 7.5m with internal halyard & hinge base. Similar 6m pole is \$995 + GST + shipping (approx. \$345) \$1439.50 approx. total cost Cost to Council for installation (unknown, cement) Rob O’Brien has done much research on the poles – thanks Rob O’Brien Open for suggestions from Council regarding which base is best – Gayleen will ask Graham Archibald to contact Judi. Motion: That a 6 metre flag pole be purchased by the committee up to \$1500 (including GST) subject to Council’s agreement on the base. Moved Steve seconded Rob Banham carried	Judi/Rob Gayleen/Graham Archibald

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

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3	CCA information for flag lowering – information pamphlets from The Croft will be used – CCA is finalising up to date forms and will be available at the Croft	Pamela
4	Working bee date - item moved to March meeting	Judi
5	Confirmation of organisers for ASSMB calendar dates – updates reflected in calendar included at the end of the minutes	committee

Correspondence: to be dealt with as read.

In – email confirmation from 4 applicants to proceed with plaques for the Celtic Family Wall, email from GISC Community Committees officer re January 2024 minutes clarification, Post Office Box invoice

Out – minutes and agenda, 4 x invoices for Celtic Family Wall plaques, email Lindy Hosegood invitation the unveiling of Barbara Timmins’s plaque

Moved: Raelene seconded John RJ carried

Treasurer’s Report: (attached)

Opening balance: \$12 931.08

Closing balance 15th February 2024 \$12 819.43

Moved: John RJ seconded Fiona carried

Payments for approval:

General Business:

	Item	Action by:
1	Director’s Report – including toilet construction update Shay Brennan Constructions – toilets down, asbestos removed, earthworks have started Skywalk was officially opened in January Still waiting for funding for clean up of greenery Tartan agreement has been signed ‘No camping’ signs – one at entrance and is being monitored by staff Thatching for roof is expensive – has been included in GISC draft budget but not likely to go through now, what else can we do? Thoughts? The rear side can be removed but the battens will leave holes so either a new roof or leave battens to prevent leaks Slate possibility? The use of slate would not be adhering to the authenticity of a croft that has a thatched roof. Council staff to chase up the company with the thatching for a sample	Gayleen

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	<p>Grants may be available but as the Croft is a commercial facility it may not mean it is acceptable.</p> <p>Concreting of pathway/ maybe driveway 14th March.</p> <p>The Australian Standing Stones cannot be trade marked for various reasons – Gayleen has sought further legal advice – barrister to make a case or just no longer pursue</p> <p>John suggests trying again with The Australian Standing Stones National Celtic Monument – Gayleen will take back to solicitor to try again and it will sit there until 2025 before it will be taken down</p> <p>Steve – could we register with Geographical Names Board? Gayleen to chase this up too.</p> <p>Expectations are that the toilets may not be ready for the festival, allowing for more rain events</p>	
2	<p>Co-ordinator Economic Development & Tourism Report</p> <p>ACF organising going along well.</p> <p>Early bird tickets sold out in three days</p> <p>Local tickets are available as from 1 March at the VIC</p>	Ronnie – sent via email
3	<p>March events at the Stones to organise:</p> <p>flag lowering events – 1 March, Wales, St. David; 5 March, Cornwall, St. Piran; 17 March, Ireland, St. Patrick</p> <p>autumn equinox – 21 March</p> <p>Committee members to organise each event are listed at the end of the minutes.</p>	
4	<p>ACF arrangements – Guardians’ lunch cost (\$45 in 2023)</p> <p>This year NEML quoted \$49</p> <p>Discussions on price</p> <p>Motion: That we charge \$55 for two course meal</p> <p>Moved John seconded Troy carried</p> <p>Getting expensive for travellers and pensioners</p>	Judi
5	<p>Sponsorship of Pipe Quintet competition at ACF (\$350 in 2023)</p> <p>Total prize money needed this year \$500.</p> <p>Do we want to sponsor and for how much?</p> <p>Discussion ensued.</p> <p>Motion: That we sponsor \$500 for the Pipe Quintet. Moved John seconded Troy carried</p> <p>George has offered to donate \$500 to the ASSMB for this sponsorship. A very big thank you to George for this donation.</p> <p>John/Judi to organise the sponsorship paperwork and donation.</p>	Judi
6	<p>The ASSMB note the passing of Ruth Lute, wife of former ASSMB Chair and Guardian, Colin Lute.</p>	Judi

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7	Request to clear shrub vegetation in the sight line to the horizon from the central Stone. Could this be included with the vegetation clearance? Gayleen to ask Graham to speak to John.	John
	Judi has discussed the support of the Glen Innes Show cooking section. Once again, they have not followed our requests. Judi vacated the Chair. Motion: that we no longer support the Glen Innes Show Cooking Section Moved Judi seconded John carried Raelene to write a letter to the Show Committee stating it no longer serves our purpose to continue.	
8	Judi returned to Chair Reports from members Troy – Parkrun sign – a mock up picture was provided and Troy will follow up with Danthonia and it will be in line with our other signs. Troy is open to where the placement will be best. Once sign is received, Troy will liaise with ASSMB to determine best placement. Marshalling posts will be designed in keeping with site. Steve – some erosion on parkrun route around the top of Tregurtha Way and in some steep areas. There is a possible option of walking around the west under the skywalk as a track. George is happy to keep brochures up to the Croft when needed. Website – really needs updating – Judi will update Celtic Family Walls	
9	Urgent business	
10	Confirmation of organisers for ASSMB calendar dates	

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

Recommendations to Council:

Fees and Charges: Fees and charges – suggestion of cost plus 15% and \$50 fee. Council to be advised immediately of decision for inclusion in Fees and Charges.

Motion: That we charge for the plaques for the Celtic Family Wall for the cost of plaque + \$80 administration and installation fee

Meeting closed: 6.50pm

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STANDING STONES
MANAGEMENT
BOARD

PO Box 565
Glen Innes NSW 2370

Next meeting: General meeting @ 5.30pm Wednesday 20th March – at Glen Innes & District Services Club Board Room

Calendar dates – Anniversaries and Activities

Date	Event	Activity	Time	Organiser
1 February, 1992	The Australian Standing Stones Opening			
1 March	St. David's Day Wales	Flag lowering	5 pm	John
5 March	St Piran's Day Cornwall	Flag lowering	5 pm	Pamela
17 March	St Patrick's Day Ireland	Flag lowering	5 pm	Rob, Fi
21 March	Autumn equinox	Sunrise - gathering solar noon – watch solar shadow Sunset - gathering	sunrise 6.57am, solar noon meet from 12.30pm- actual time 1.00pm, sunset 7.02pm	Sunrise – John, Peter tbc Steve, John
1 st Wknd May	Australian Celtic Festival		Thursday 2 May – Sunday 5 May	
19 May	St Yves' Day Brittany	Flag lowering	4 pm	Pamela
21 June	Winter solstice	Sunrise - gathering, Solar noon watch solar shadow sunset - gathering	sunrise 6.47am, solar noon meet from 11.30am-actual time 11.54am, sunset 5.01pm	Sunrise – John Solar noon – Steve & Judi
1 July	Tartan Day	Fundraiser dinner		Judi
5 July	Tynwald Day Isle of Man	Flag lowering	4 pm	Steve, Petar
21 Sept	Spring equinox	Sunrise – gathering Solar noon – watch solar shadow Sunset - gathering	sunrise 5.43am, solar noon from 11.30am -actual time 11.46am, sunset 5.48pm	Sunrise – John, Peter tbc Steve

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 Glen Innes NSW 2370

30 Nov	St Andrew’s Day Scotland	Flag lowering	5 pm	Petar
21 Dec 2024	Summer solstice	Sunrise–gathering solar noon-watch solar shadow sunset - gathering	sunrise 5.49am, solar noon from 12.30pm-actual time 12.51pm, sunset 7.52pm	Sunrise – John, Solar noon – Judi & Steve

Item 9.2

Annexure C

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

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





{GLEN INNES COMMUNITY ACCESS COMMITTEE}
MINUTES OF ORDINARY MEETING
HELD ON: 04 MARCH 2024

MEETING OPENED: 12:04pm

PRESENT:, Dave Thomas (Chairperson) , Julie Teal, Joan Jones, Leonie Lee, Kelly Reynolds, Ellie Brackenborough and Gregory Ford (Minute Taker)

APOLOGIES: Kerrie Sturtridge, Mary-Anne Brookfield, Cr Carol Sparks, Cr Rob Banham, Cr Troy Arrandale, Keith Appleby, Lyn Cregan,

DECLARATIONS OF CONFLICT OF INTEREST:
 There was no conflict of interests declared.

MINUTES OF THE PREVIOUS MEETING:
 Moved **Joan Jones**, seconded **Dave Thomas** that the minutes of the previous meeting, dated **05/02/24** be accepted.

CARRIED

Item No.	Item	Action
5	BUSINESS ARISING:	
5.1	<p>Disability Access Walk – Showground 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 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>	(Who, what, how and when)

Item No.	Item	Action
	<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.</p> <p>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>05.02.2024 – Kerrie advised that she would make contact with the show society to organise a disability walk.</p> <p>04.03.2024 – David advised that he would complete a walk around the showgrounds to identify any remaining concerns and bring back comments next meeting.</p> <p>Ellie suggested it would be a good idea to send a letter of appreciation to the Show Society, thanking them for their support and all the works done so far.</p>	<p>Action: David to undertake walk around showgrounds to identify remaining concerns, prior to next meeting</p> <p>Action: Ellie to draft a letter of appreciation to the Show Society for the committee’s review.</p>
5.2	<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 be sought 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>	

Item No.	Item	Action
	<p>05.02.2024 – Greg advised he will pick up where Dana left of in seeking available funding and 2 quotes.</p> <p>04.03.2024 – Greg advised that TSG do not have the ability to print stickers however he has sourced additional quotes from Velquip for a bulk order of 250, (\$1,875) and Simply Print Anything (\$594),</p> <p>Greg added that there are currently no applicable grants for this project however he has submitted a late application for a recently closed Grant, awaiting to hear back.</p> <p>Ellie suggested undertaking a more planned approach for this project starting by confirming a design and having an approved nationally recognised symbol, finding out what stores are willing to participate and promoting awareness appropriately.</p> <p>David advised that he can source the design of previous stickers to bring to the next meeting.</p>	<p>Action: David to provide design of previous stickers.</p> <p>Action: Committee to agree on a project plan and create approved design featuring nationally recognised logo.</p>
5.3	<p>Services 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>05.11.2023 – Sam confirmed that Works behind the Services Club have now been completed, Sam added that due to the weather conditions when the sealing work was complete it should hold up well.</p> <p>04.03.2024 – Committee discussed the success of the works completed.</p>	

Item No.	Item	Action
	<p>Ellie suggested writing a letter of appreciation to the owners of the land for their cooperation and contribution to the works completed.</p> <p>Greg advised he can source the agreement between council and owners to confirm the owners of the land.</p>	<p>Action: Ellie to draft letter of appreciation for review of the committee.</p> <p>Action: Greg to find owners of the land to address the letter.</p>
5.4	<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>	<p>Action: Ongoing</p>
5.5	<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 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>	

Item No.	Item	Action
	<p>7.03.2023 - David sent through the PAMP documents via email. He has requested any feedback to be sent through to him.</p> <p>David is happy for people to drop into Church Street if they want to discuss feedback.</p> <p>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.</p> <p>Rob advised that Council would like David to do a workshop on the PAMP so they can have input. Trip Hazard</p> <p>1.05.2023 - Kerrie advised of a trip hazard outside of her home on Council land where the tree roots are exposed.</p> <p>She advised that the Taxis have also complained of how the branches need trimming</p> <p>(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>05.02.2024 – Sam advised that David is continuing to work through the PAMP and would like to have it reviewed by the committee.</p>	<p>Action: Ongoing PAMP</p>
<p>5.6</p>	<p>Garden Beds in Main Street</p> <p>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 must 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</p>	

Item No.	Item	Action
	<p>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.</p> <p>Joan advised it's the height of the garden beds that is an issue.</p> <p>Keith advised all the gardens will be reviewed and consultants are in the process of working through this.</p> <p>There have 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>05.02.2024 – Sam added that all garden beds and visibility at crossings are currently being looked at to allow better sightlines for people in wheelchairs.</p> <p>The Committee notes that the garden beds near The Reject Shop and the Chemist are particularly an issue.</p>	<p>Action: Ongoing revitalisation of main street</p>
5.7	<p>Expo 06/02/2024 - Kerrie noted the success of last year's expo and looked toward beginning steps to organise the October event.</p> <p>04.03.2024 – Ellie advised that Dana is no longer in the position to assist with the Community Access Committee, and that Ellie does not have the resources to have someone fill in, to the level of providing major assistance in the organising and delivery of the expo as previous years.</p> <p>David requested the contacts that Dana had used previous in the organisation of the Expo to allow the committee to continue in the organising of the event.</p> <p>Ellie advised that they have the network contact details.</p>	<p>Action: - Ellie to provide network contact details to committee for organisation of the expo.</p>
Correspondence		
Outgoing		
Incoming		
1. Mobility map Brochure	<ul style="list-style-type: none"> Ellie presented the proposed Mobility Map Brochure and requested feedback and suggested amendments. 	

Item No.	Item	Action
	<ul style="list-style-type: none"> • Leonie advised of 2 changes which have been emailed to Greg, including address changes for the Ambulance Station and Services NSW. • Ellie suggested using a stock photo rather than the current photo of community members due to licencing concerns. • Ellie added if they wish to keep the current photo, the people in the photograph will need to provide written consent. • Ellie also suggested adding a section for Emergency Contacts directing people to contact 000 and rename the current emergency contacts to “local contacts”, this is to encourage the use of Triple Zero in emergencies as opposed to the local centres. • Joan advised that Radio Cabs no longer offer readily available wheelchair accessible transport, Committee agreed to take them of the brochure. • Joan advised of an additional number to be added for the office of Living Better Community transport 0267 324 666. • Kelly advised that her company Infin8ty Link will begin operating in July 24, Ellie added that this can be added to future brochures as this needs to be updated as soon as possible. 	
9	GENERAL BUSINESS:	
9.1	<p>What does the Committee expect from Council Ellie outlined council’s role in the committee and the level of service that is provided, Council are part of the committee in an advisory/governance capacity.</p>	

MEETING CLOSED: 01:12pm

NEXT MEETING: 2024 AGM 4 March 2024 (William Gardner Conference Room)

.....
 Chairperson

.....
 Date

Glen Elgin Federation Sports Committee General Meeting

Wednesday, 13th March 2024

Meeting opened: 7:00 pm

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

Apologies: Daniel Cheers, Kathy Bennett, Greg Bennett

Previous general meeting minutes: Read by Julie Donnelly.

Moved: Julie Donnelly

Seconded: Craig Klingner

Correspondence:

Council Letter - Re: Advice of Council Representatives

- Re: 52nd Annual Glen Elgin Federation Sports 2023
- Re: Revised Community Committees of Council Manual
- Re: Running of Horse Sports

ACA Letters - Re: ACA Rule Update

- Re: Letter to Committees from the ACA Management Committee
- Re: ACA Affiliation Pack 2024

Discussion was had on all correspondence.

Committee decided to continue with ACA Affiliation for 2024. Julie and Fiona to update campdraft one and pay affiliation fee of \$1650 (inc GST).

Committee to work towards and preferred to go with option 3. The committee discussed option 1 and option 2 proposed by council, the committee preferred option 2 as a 3 year lease, also discussed that maybe more information is required from council to what would be the best option for Glen Elgin committee. The executive entrusted to make the final decision. Julie to ask Troy Arandale our council representative to attend as well. Julie to ring Dennis to organise meeting.

Julie to put together a letter with the communities' concerns and email to council and Troy Arandale.

Moved: Julie Donnelly

Seconded: Craig Klingner

Treasurers Report:

Please see Treasurers report attached. Fiona thanked the committee on behalf of the GIPC for catering minicamp.

Moved: Fiona Meyer

Seconded: Peter Donnelly

Business arising from last meetings minutes:

Slasher – Wayne sold the slasher FB marketplace for \$2500.

Toilet Block – Greg has approached his boss and they don't think they will have time. Fiona suggested we give Troy Baker a call. Wayne is going to call Troy Baker and see if he can give a quote.

PA system – Wayne said Theo will give us a quote.

LEP review and Plan of management ask Dennis when we have a meeting with him.

General business:

- Working Bee is required to have water go around the ground.
- Kym would like to get another tank and run some lines for the spent cattle and yards. Discussion on the tanks and where pipes would run.
- Fiona suggested a permanent water trough.
- Wayne to look at getting a Tank, water trough and materials etc
- Daniel sprayed the ground.

Meeting closed: 7:58 pm

**Library Committee Meeting
16 February 2024
Glen Innes Severn Learning Centre
Conference Room**

Meeting opened at 9.15am

Rob Banham introduced Fiona Plesman as Council's Interim Director of Corporate Services and welcomed her to the meeting

Present: Rob Banham, Kerry Byrne, Kerry Muir, Fiona Plesman, Jenny Sloman, Lindy Stevenson, Marina Gerlofsma

Apologies: Donna Green, Sarah Wilson

Declaration of Conflict of Interest: none

Minutes of the December meeting accepted as true and accurate:

Emailed to members before the meeting

Moved: Marina Gerlofsma

Second: Lindy Stevenson

Business arising:

Kerry Byrne informed the Committee that the money for the Mosman Grant has been received. She is looking at local artists to design the mural.

Correspondence: none

Senior Librarian TAFE NSW Services West Network Report:

Emailed to members before the meeting

Library events:

- Glen Innes Librarian position has been filled by Shannon Harmon who is currently training and shadowing staff at Inverell and Armidale locations
- TAFE NSW Library staff continue to provide orientation session in person and online via Team
- TAFE NSW Library staff continue to work in the statewide LibChat roster, live chatting with TAFE NSW staff and students
- TAFE NSW Library staff participated in events, both state-wide and regional, including Library Lovers' Day

- Armidale and Tamworth library staff continue to provide English Conversation sessions for students at their locations
- Library staff participated in community events to promote TAFE NSW

Manager of Library and Learning Centre Council Report:

Emailed to members before the meeting

December 2023

Red Cross Christmas Tree December and January are busy months in the Library with the lead up to Christmas and the School holiday program. This year was particularly busy with the delivery of two (2) Youth events for Council's Youth Program and grant funding

For the last 10 years the Library has participated in the Red Cross Christmas Tree event to promote the Library and to participate in a community event.

This year the Library Team worked on individual 'Book Nooks' with a book theme and challenged the community to see if they could guess the book. Some of their 'Book Nooks' featured scenes from Alice in Wonderland, The Hobbit and Harry Potter's series and were created in their spare time and at home. The 'Book Nooks' were made out of Lego, others were made from felt, tiny tiles, carpet, wallpaper and the tiny books had the miniature book cover of actual books. Small battery lights were used effectively for fireplaces, windows and for street lighting and gave the impression that someone was home at The Hobbits home.

The Library's entry won this year's competition and received second place in the People's Choice Awards. Congratulations to the Library Team for their inspiration and creative efforts.

Community Christmas Toy Drive

The library supported the Glen Innes Family and Youth Support Services Community Christmas Toy Drive again this year with new toys being received by Council staff and Community members. These toys were distributed to families throughout the region.

SANTA Storytime Visit

SANTA came to the Library Storytelling event of Wednesday, 13 December and families had a photo opportunity with SANTA, and with children receiving a book for Christmas.

December School Holiday Program

Movies were held in the Glen Innes and branch libraries over the December and January school holiday with clay modelling and craft activities also available at the branch libraries.

January 2024

January School Holiday Program

'Lego Challenge' for the Glen Innes Show is always a popular event with the local children. This year's theme for the Show is 'Mini Golf' and the children enjoyed the challenge of creating their own version of mini golf which will be an entry into the Lego section of the Glen Innes Show in February 2024.

Felt Making and Design Workshop

On Thursday 18 January, JAMB Hats and Millinery were organised to deliver a felt workshop for local children and young adults. Participants were spotted having fun pounding wet felt into submission on the cement outside the Conference Room and then adding their paint designs to finalise their creation.

Tie Dye Workshops

Two events were held on Tuesday 23 January with local children and Community Services OOSH children participating. Each event was well attended and was held under the waterproof sail on the northern side of the Learning Centre. Items of clothing were brought by children to colour and to create their own clothing artwear.

Library Youth Program

Safe Drivers Course

Twelve young drivers have completed the **free 'Safer Drivers Course'** on Monday, 15 January at the Learning Centre. As part of the course, they receive theory and a 2-hour practical driving instruction and 20 hours of driving added to their hours driving quota. This course was funded by a Local Government grant received by Council.

Paint and Pizza Event

'Paint & Pizza' for young adults was delivered by the Late Night Potters who prepared musical clay chimes pieces which the children painted after a demonstration on the use of colour and design and munching on pizza. The pieces will be fired in a kiln, assembled, and picked up at the Library. This event was funded by a Local Government grant received by Council.

Family Event

'Bush Tucker with Daniel Levy' was a family event organised on Saturday, 13 January. Participants received an Aboriginal cultural experience on digging and preparation tools for harvesting seeds, fruits, and yams. The demonstration included samples of the grasses, seeds and fruits and tasting of seed dampers and fruit jams. This was a well-attended event by locals and visitors to the region.

Library Workshop

Library staff participated in a two-day training event at the commencement of January to update their skills in customer service, GALA database usage, Microsoft Outlook planning and scheduling, emergency evacuation drills and risk management at the Library and Learning Centre. A visit to the Beardy History House Museum to gain understanding on the History Research Centre was a highlight for staff over the two days.

GLEN INNES ART GALLERY EXHIBITION

The Glen Innes High School held a professional art exhibition for the Year 11 and Year 12 student's curriculum assessment for Art from December 2 till December 20, 2023. The school's curriculum assessment requires the learning and demonstration of skills in setting up and displaying of their artwork in a professional art gallery.

The Art Gallery was closed over January 2024 with the first exhibition called 'Flora Fantasy' scheduled to open and run from 29 January through to 23 February with a Gala Night event. Nine (9) professional art exhibition have been schedules for 2024.

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 and the Indoor Sports Centre.

LIBRARY QUARTERLY STATISTICS

The Library's statistics are improving compared to the Totals of 2022, for memberships (5%), visitors (11%), internet usage (45%), Home Library Services members (9%) and Art Gallery visitors (885%). This is an indication that the community is using the facility and its services.

Moved: Kerry Byrne

Second: Jenny Sloman

General Business

Work, Health & Safety: See Librarian's report

Temporary Closure of Glencoe Post Office

The Library received a notice on 5 Feb 2024 on Facebook/Instagram, that the Post Office had been sold and would be temporary closed. Talks are being held with the new owners re future plans.

Future Scheduled Events

Emailed to members before the meeting and handed out at the meeting

New: Scrabble, every Thursday at 10am

2GBD radio events have started today

International Women’s day 2024, Friday 8 March 6-8pm

Focus on local groups/organisations; art gallery will be open; Museum display/talk by Eve Chappell

Glen Innes Severn Library and Learning Centre Community Survey Update

Emailed to members before the meeting

Kerry gave an update on the results of the survey

Meeting closed at 10.10am

Next Meeting: 16 April 2024

09.00am

Glen Innes Severn Learning Centre

Conference Room

Please note change of date and day

Signed

Dated

**GENERAL MEETING
PINKETT MANAGEMENT COMMITTEE
Wednesday 28th February at 7pm, Pinkett Hall**

Present: Ben Newbury, Neville Duddy, Pat Newberry, Trevor Miller, Donna Barnes, Donna Kempton, Ace Hollis, Maddie Fryer, Amy Miller, John Newberry (Chair), Bec Newberry.

Apologies: Jack Miller, Bernadette Miller, Cameron Holliss, Garrett Lawler, Tony Hollis, Barbara Hollis.
Moved Trevor Miller, Seconded Donna Barnes apologies be accepted. Carried.

Treasurer Report
Treasurer presented report attached, with balance of \$51,649.49 total funds available. Result from Annual sports- profit \$11,712.67. 10% of profit to go to Westpac Rescue Helicopter.
Moved Bec Newberry, Seconded Amy Miller report be accepted. Carried

General Business/Wrap up from sports
Discussed what protocol is when a competitor has a fall/is injured and then continue to complete. Moved Trevor Miller, seconded Pat Newbury that secretary writes a letter to the ACA to see what the protocol is under ACA rules and discuss at next meeting. Carried

Discussed if beneficial safety is best Medical team to have at sports for future. Moved Ace Hollis, seconded Amy Miller the medical team be reviewed with detailed quotes to be obtained in the coming months. Carried

Work needed to Secretary’s box, to be looked at to determine best way to upgrade at a n upcoming working bee. Moved Trevor Miller, Seconded Ace Hollis. Carried

Discussed cartage of stock for sports, Cartage cost \$1463 with Tommy Williamson carting a number of cattle at no cost. Moved Bec Newberry, Seconded Ben Newbury Secretary sends a letter of thanks to the Williamson family for the cartage. Carried

Discussed doing up a checklist of things required to be organised before sports. Bec will do and send around for review.

All Trophys to be kept after 2025 sports and be upgraded. Given this, sports will pay for engraving of 2025 winners on trophys.

New Maiden Shield to be made up for future sports. Moved Donna Barnes, seconded Donna Kempton.

2025 Sports to incorporate a new draft- the Saddle Friggers Trophy. Each local area i.e. Pinkett, Dundee, Red Range etc to have a team of 3 riders to complete for trophy. No prize money and no entry fee. Secretary to check with ACA to see that we can run this sort of

2025 Sports to incorporate a mini cutout for Under 8 with person dressed as cow. Moved Amy Miller, Seconded Maddie Fryer. Carried

Ben advised that Tom Williamson offered to sponsor a Maiden 4 Maiden draft. Agreed not to proceed with this as we don't accept sponsorship.

A couple of water troughs required in back yards but will need to wait until yard is redesigned.

Discussion around what to do with ground. John to contact Kevin Chard to arrange deep ripping the ring. Look to put sand down, to be supplied by Ben Newbury. Will need to hire trucks and excavator to cart. May be able to spread with own tractors etc. Trevor Miller moved motion for 6 inches of sand to be put on surface, seconded Donna Kempton, Carried

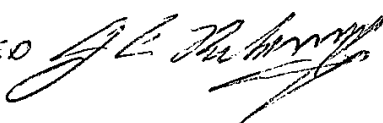
Discussed fees to apply for the following year. Agreed on \$300/Day and \$300 bond. Moved Amy Miller, seconded Ace Hollis. Carried.

Request from Tyler Hodgeman to use ground again one weekend in April. Given this is 3rd time in short period, agreed to 2 weekends a year then after that the same as others. Moved Bec Newberry, seconded Donna Kempton. Carried.

Discussed Kevin Chard mulching ground free of charge. A carton was supplied this year, however Amy Miller moved motion Kevin & Marguerite are given 2 meal tickets at sports each year for their generosity, Seconded Bec Newberry. Carried.

Discussion re Bahia Grass, John to talk to LLS.

Next meeting Thursday 21st March 7pm.

CHAIRMAN SIGNED 

Meeting closed 9.10pm



**RECREATION & OPEN SPACES ADVISORY COMMITTEE
MINUTES OF GENERAL MEETING
HELD ON: 28/2/2024**

MEETING OPENED: 4PM

PRESENT: Cr Troy Arandale (Chairperson), Cr Carol Sparks, Gayleen Burley (Director of Place & Growth), Graham Archibald (Manager Recreation & Open Spaces), Richard Moon, Desmond Fitzgerald, Bob Thomas, Jenny Thomas, Jon Fletcher, Jane Renata, Christine Davis, Preston Parks and Hayley Cowan (Minute Taker)

APOLOGIES: Rob Banham, Tammy McClennon, Raelene Watson

Moved **RICHARD MOON**, seconded **DESMOND FITZGERALD** that the apologies be accepted. **CARRIED**

DECLARATIONS OF CONFLICT OF INTEREST:
List the details of any conflicts of interest here.

NIL

MINUTES OF THE PREVIOUS GENERAL MEETING:

Moved **CAROL SPARKS**, seconded **RICHARD MOON** that the minutes of the previous meeting, dated **13/12/2023** be accepted. **CARRIED**

Include Mover and Seconder for all items' resolution and whether carried.

Item No.	Item	Action
5	Correspondence	
5.1	Incoming: 15/01/2024 Letter- Revised Community Committees of Council Manual	
5.2	Outgoing: 22/12/2023 Minutes of previous meeting emailed to members	
6	Business Arising	
6.1	Correctional Services Program at Beardy Woodlands The Woodlands are looking well kept at present. Hopefully the Correctional services team can resume the care taking at some point but there is no predicted start date at this time.	
6.2	Rabbits in Cemetery There will be a release in winter of Calicivirus. No other poisoning is occurring at this time.	
6.3	State of gardens and Columbarium wall Parks crew have been cleaning up the overgrown vegetation at the GI cemetery. All unkempt and overgrown plant will be removed and replanted to keep the area tidy.	
5.4	Signage at Cemetery/ QR Codes Council is currently undertaking a signage audit. A company will be engaged for digital mapping, this will occur at Glen Innes cemetery first, followed by the village cemeteries.	

Item No.	Item	Action
6.5	<p>Hedgerow and Ramp Removal</p> <p>The Parks crew will be removing pine trees along the fence line of the Glen Innes cemetery that have roots encroaching on graves and replanting the trees on to the road reserve. The ramp at the cemetery entrance will be removed to improve access.</p>	
6.6	<p>Centennial Park amenities Block</p> <p>A new amenities block is being erected, as well as an outdoor seating area amongst an arbour and a children's playground. Demolition, earthworks and footings have been completed. This project will hopefully be completed before the Celtic Festival. Grants will be sought for shading of playground, if appropriate.</p> <p>Mulch will be used for soft fall, this will be approximately \$40,000 less expensive than using rubberised soft fall. It will also be much easier for council to self-maintain.</p>	
6.7	<p>Rail Trail</p> <p>Community consultation is currently occurring through surveys. Council has received grant funding to construct the rail trail from Glen Innes to Ben Lomond. Council will have a thirty year lease, so that should State Government ever support that the train service be restored, it would be possible.</p>	
7	General Business	
7.1	<p>Community Gardens</p> <p>Glen Industries own and operate the current community gardens. A representative from the Sydney botanic gardens has contacted Glenrac offering to supply some gardening equipment for a community garden.</p> <p>There has been an increase in people coming into the community centre for food, especially fresh food. Could they potentially volunteer at the community garden?</p>	ACTION: Hayley to contact Glen Industries to ascertain if they accept new volunteers.
7.2	<p>Soccer</p> <p>Goal posts have been donated to Council to use as bollards to prevent people doing doughnuts on the field.</p>	
7.3	<p>Park Infrastructure</p> <p>The renewed Skate Park is being very well utilised. A shelter is being erected at the Skate Park soon.</p> <p>The turfing at the Indoor Sport Centre has been recently completed. The upgrade to the netball courts is now finished.</p>	
7.4	<p>Trees in Meade street</p> <p>Three trees need replacing. One in front of 269 Meade has been removed. They will be replaced by the parks team soon.</p>	
7.5	<p>Rural Road Signs Program</p> <p>This program has been very popular. People are still applying to the program, so it will stay open until the 15th of March then will permanently close.</p>	ACTION: Hayley to research the plans for a new bridge sign for the Wyaliba bridge.

Annexure H Item 9.2

Item No.	Item	Action
7.6	<p>Deepwater Tree Planting</p> <p>The parks and streetscapes of Deepwater are looking very good. The street trees planted at Deepwater have all survived the season. Railway sleepers to border the trees have been ordered.</p>	
7.7	<p>ANZAC Day</p> <p>The tree line on the eastern side of cemetery is looking very scraggly and needs pruning. The fence there has been removed to increase access to the laneway.</p> <p>New legislation for cemeteries state that the trees need to all be inspected by a qualified arborist.</p> <p>ANZAC Day is coming up; the services club has organised a professional to organise the sound system set up to prevent issues.</p>	
7.8	<p>Clean up Australia day</p> <p>This event will not be run by Council this year. An alternate Clean-up day can be investigated.</p>	<p>ACTION: Gayleen to set up a meeting with Carol Sparks about an alternative date.</p>
7.9	<p>Map of Significant Flora</p> <p>Could Council create a map of significant trees/ flora in the area for tourists to use?</p>	

MEETING CLOSED: 4.59

NEXT MEETING: 4PM

Troy Arandale

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Chairperson

28/2/2024

.....
Date



**SALEYARDS ADVISORY COMMITTEE
MINUTES OF GENERAL MEETING
HELD ON: 14 February 2024**

MEETING OPENED: 3.17PM

PRESENT: Carl Hooton (Chairperson), Mayor Rob Banham, Cr Tim Alt, Gayleen Burley (Director of Place & Growth), Andrew Neil (Manager Growth & Development), Lyle Perkins, Angus Vivers, Terry Te Velde, Shad Bailey and Hayley Cowan (Minute Taker)

APOLOGIES: Nick Lehman, Aaron Campbell (Saleyards Manager)

Moved: **SHAD BAILEY** Seconded: **ANGUS VIVERS**, that the apologies be accepted.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST:

List the details of any conflicts of interest here.

Nil.

MINUTES OF THE PREVIOUS GENERAL MEETING:

Moved: **CR TIM ALT** Seconded: **LYLE PERKINS**, that the minutes of the previous meeting, dated **29/11/2023** be accepted.

CARRIED

Item No.	Item	Action
5	CORRESPONDENCE	
5.1	<p><u>INCOMING:</u></p> <p>15/01/2024 Letter from Glen Innes Severn Council regarding the Revised Community Committees of Council Manual.</p> <p>02/02/2024 Email from DPI regarding receipt of the letter.</p> <p><u>OUTGOING:</u></p> <p>18/12/2023 Minutes of previous meeting emailed to committee members.</p> <p>01/02/2024 Letter sent to Acting Director-General Sean Sloan regarding the Sheep and Goat ID Scheme Rebate Inquiry.</p>	
6	BUSINESS ARISING	
6.1	<p>Kiri Broad- DPI discussion</p> <p>Letter sent to Scott Hansen's replacement, Sean Sloan.</p>	<p>ACTION: Write letter to Scott Hansen at DPI</p> <p>COMPLETED</p>
6.2	<p>Pot Holes in Saleyards</p> <p>Roads crew have investigated and will be fixed withing the next few weeks.</p>	<p>ACTION: Gayleen to request quote to repair from Roads crew.</p> <p>COMPLETED</p>
6.3	<p>Poplar Trees In Saleyards</p> <p>Parks crew have investigated and will remove eight unsafe trees within the next few weeks.</p>	<p>ACTION: Ask the Parks crew to inspect the trees.</p> <p>COMPLETED</p>

Item No.	Item	Action
6.4	<p>Saleyards Financial Overview</p> <p>Will be distributed at the next meeting after consultation with Aaron Campbell (on leave) to ensure accuracy.</p>	<p>ACTION: Hayley to bring to next meeting.</p> <p>COMPLETED</p>
6.5	<p>RLX</p> <p>Hayley has attempted multiple times to arrange a meeting and been unable to make contact.</p>	
7	GENERAL BUSINESS	
7.1	<p>Livestock and Equine Centre</p> <p>Motion that committee recommends no alternative use be considered appropriate for the sheep paddocks that would limit their use at the Glen Innes Saleyards as they are integral to ongoing sheep sales.</p> <p>Moved: TERRY TE VELDE Seconded: SHAD BAILEY</p> <p style="text-align: right;">CARRIED</p>	<p>ACTION: Hayley to send out Business Case with minutes.</p>
7.2	<p>Upcoming Sales</p> <p>There are three upcoming wiener sales in March and April. The Saleyards need urgent maintenance and repairs prior to the sales.</p>	<p>ACTION: Site meeting to be arranged to ensure OHS compliance to assess maintenance requirements.</p>
7.3	<p>Nutrien Representative</p> <p>Nutrien has not had a representative at the Saleyards Committee for over a year.</p>	<p>ACTION: Hayley to contact Nutrien to ascertain if they would like a representative on the committee.</p>

MEETING CLOSED: 4.18

NEXT MEETING: 3PM on the 15 May 2024 at the William- Gardner Conference Room, Glen Innes Library.

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Chairperson

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Date