

# **BUSINESS PAPER**

Ordinary Council Meeting

To be held on

Thursday, 24 April 2025

## Statement of Ethical Obligations

Councillors are reminded of their Oath or Affirmation of Office made under Section 233A of the *Local Government Act 1993* and their obligation under Council's Code of Conduct to disclose and appropriately manage Conflicts of Interest.

## Conflicts of Interest

All Councillors must declare and manage any conflicts of interest they may have in matters being considered at Council meetings in accordance with the Council's Code of Conduct. All declarations of conflicts of interest and how the conflict was managed will be recorded in the minutes of the meeting at which the declaration was made.

## Recording of Council Meetings

This Council meeting is being recorded and will be made publicly available on the Council's website and persons attending the meeting should refrain from making any defamatory statements.

Council meetings should be:

<b>Transparent:</b>	Decisions are made in a way that is open and accountable.
<b>Informed:</b>	Decisions are made based on relevant, quality information.
<b>Inclusive:</b>	Decisions respect the diverse needs and interests of the local community.
<b>Principled:</b>	Decisions are informed by the principles prescribed under Chapter 3 of the Act.
<b>Trusted:</b>	The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
<b>Respectful:</b>	Councillors, staff and meeting attendees treat each other with respect.
<b>Effective:</b>	Meetings are well organised, effectively run and skilfully chaired.
<b>Orderly:</b>	Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.



Notice is herewith given of an

# ORDINARY MEETING

That will be held at the Glen Innes Severn Learning Centre,  
William Gardner Conference Room, Grey Street, Glen Innes on:  
Thursday, 24 April 2025 at 9:00 AM

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Bernard Smith  
General Manager

- 1    ACKNOWLEDGEMENT OF COUNTRY**
- 2    OPENING WITH PRAYER**
- 3    APOLOGIES AND APPLICATIONS FOR A LEAVE OF  
ABSENCE BY COUNCILLORS**
- 4    MINUTES OF PREVIOUS ORDINARY MEETING - 19  
MARCH 2025 TO BE CONFIRMED**
- 5    DISCLOSURE OF CONFLICT OF INTERESTS:  
PECUNIARY AND NON-PECUNIARY INTERESTS**
- 6    MAYORAL MINUTE(S)**

7      **REPORTS TO COUNCIL**

**REPORT TITLE:**        **7.1    RESOLUTION TRACKING REPORT**

**REPORT FROM:**        **General Manager’s Office**

**PURPOSE**

The purpose of this report is to provide Councillors with an update on the outstanding resolutions from previous Ordinary and Extraordinary Council Meetings (**Annexure A**) along with an update on the resolutions from previous meetings that have been completed (**Annexure B**).

**RECOMMENDATION**

*That Council notes the information contained in this report.*

**REPORT**

Council makes Resolutions at each Ordinary and Extraordinary Council Meeting. These Resolutions are then actioned to appropriate staff members to follow up in a timely and professional manner. The Outstanding Actions Report (Annexure A) provides a framework to monitor and manage all outstanding Council Resolutions.

The table below provides details the progress on Council Resolutions:

Outstanding Actions reported at the March 2025 Council Meeting	23
New actions assigned following March 2025 Council Meeting	11
Actions completed since the previous report	-15
Outstanding Actions as of Wednesday, 16 April 2025	19

Annexure A provides the most recent comments, from the responsible officers, as of Wednesday, 16 April 2025.

Annexure B outlines the 69 Council Resolution actions that have been completed since the start of the current Council term (October 2024). Future reports will include actions marked as complete since the previous report.

**KEY CONSIDERATIONS**

**Financial/Asset Management**

Nil.

**Policy**

Nil.

**Risk**

There is a risk that Council staff may not action Council Resolutions without undue delay, in an accurate and professional manner. This report aims to mitigate this risk by managing accountability and promoting transparency.

**Consultation**

Various responsible officers within Council.

**LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.1.1: Deliver the Integrated Planning and Reporting Framework (IPRF) requirements.

**CONCLUSION**

It is important that all Council Resolutions are followed up in a timely, accurate and professional manner. This assists in building confidence, with the Councillors and the community, that Council is a transparent, efficient, and professionally run organisation.

**ATTACHMENTS**

Annexure A      Outstanding Actions as at 16.4.25 [⇒](#)  
Annexure B      Actions completed from 1.10.24 to 16.4.25 [⇒](#)



**REPORT TITLE:        7.2    ENDORSEMENT OF THE DRAFT COMMUNITY STRATEGIC PLAN 2025-2035 AND DRAFT DELIVERY PROGRAM 2025-2029 FOR PUBLIC EXHIBITION**

**REPORT FROM:        Corporate and Community Services**

**PURPOSE**

The purpose of this report is to present Council with the **Draft Community Strategic Plan 2025-2035 (CSP)** for public exhibition (**Annexure A**) and the **Draft Delivery Program 2025-2029 (DP)** for public exhibition (**Annexure B**).

**RECOMMENDATION**

**THAT Council:**

- 1. Approves the Draft 2025-2035 Community Strategic Plan and Draft 2025-2029 Delivery Program to be placed on public exhibition for 6 weeks, inviting submissions from 28 April 2025 until 6 June 2025.**
- 2. Implements Council's Community Engagement Plan – Shaping Tomorrow, in line with Council's Community Engagement Strategy and Displays the Draft 2025-2035 Community Strategic Plan and Draft 2025-2029 Delivery Plan on Council's website, and that it be made available for viewing at the following locations:**
  - **Council's Town Hall Office,**
  - **The Glen Innes Severn Public and TAFE Library, and**
  - **The Village Post Offices at Deepwater and Emmaville.**
- 3. Requests the General Manager (or his delegate) to prepare a further report to Council after the exhibition period in the event of Council receiving any substantial submissions regarding the Draft 2025-2035 Community Strategic Plan; otherwise, that the Draft 2025-2035 Community Strategic Plan and Draft 2025-2029 Delivery Program be adopted by Council.**

**REPORT**

Following an ordinary election of Council, a new Council must review the Community Strategic Plan and create a new Delivery Program before 30 June the following year. After the September 2024 Local Government Election Council went through a strategic planning process to develop a new CSP for 2025-2035 and a new DP.

The CSP is Council's highest-level plan. The purpose of the Plan is to identify the community's main priorities and aspirations for the future ten-year timeframe of the CSP.

The new Draft CSP 2025-2035 is designed to shape an economically diverse, socially connected, environmentally sustainable, and well-serviced place to live and work—supported by fit-for-purpose infrastructure that meets both current and future needs.

## Item 7.2

The DP identifies the strategies to be actioned over the 4-year term of council to achieve the aspirations outlined in the CSP using the resources identified in the Resourcing Strategy and Long Term Financial Plan.

The Operational Plan and Budget for the 2025/2026 Financial Year provides a direct link to the **DP**, and actions the strategies identified in the DP.

The Draft 2025-2035 CSP contains five strategic objectives to achieve the Community's vision of the Draft CSP, ***Transforming Today for a Thriving Tomorrow***:

- Thriving and connected community,
- Prosperous and diverse economy,
- Fit for future infrastructure,
- Protected and enhanced environment, and
- Open and collaborative leadership.

The Draft CSP 's five strategic objectives are supported by 15 goals outlined and described in the Draft CSP.

The Draft DP directly addresses the strategic objectives and identifies the strategies Council will implement to deliver the strategic objectives as outlined in the Draft CSP.

In line with the provisions of the *Local Government Act 1993* and requirements of the **Integrated Planning and Reporting Framework (IP&RF)**, Council is required to develop an annual Operational Plan and Budget that deliver the CSP's long term goals and the implementation strategies planned over the life of the four year DP.

### **Financial Sustainability**

Council's Long Term Financial Plan and Council's Delivery Program considers the challenges to Council's forward financial sustainability. The 2025-2029 Draft Delivery Program provides information on the strategic actions Council is taking to improve Council's financial sustainability and the options Council will consider improving its financial sustainability and deliver on the vision for the new Draft Community Strategic Plan and Draft Delivery Program.

To ensure the ongoing review of services and operations Council has created the *Elevate 360 Improvement Plan* that aims to deliver further efficiencies, customer service improvements and potential savings, including annual service reviews.

These changes have led to an improvement in sustainability along with potential future improvements. Alone they will not be sufficient for Council to be financially sustainable. In simple terms, Council is not collecting enough money each year to adequately cover the increasing cost of providing its current services and operations and maintaining community infrastructure.

The Delivery Program does not provide for new services or any increase in services or service levels. However, the following additional programs that have been identified by the community through the IP&R, Community Strategic Planning process are:

- Economic Development Program,
- Health Services Facilitation Program,
- Housing Facilitation Program,
- Our Towns Improvement Program, and
- Town Hall Master Planning and Activation.

There are three proposed **special rate variations (SRV)**, firstly a Sustainability Scenario (2 year SRV - Scenario 2) to fund what is required to deliver the current services and asset programs, and for Council to address the unrestricted cash position of General Fund and achieve financial sustainability by 2028/29. The other are Growth & Prosperity Scenarios (2 year and 3 year SRV's – Scenarios 3 and 4) that build on the Sustainability Scenario to include funding to deliver the additional programs detailed above.

All proposed SRV Scenarios will achieve Council's objective of being financially sustainable by 2028/29, with ongoing surpluses for the remainder of the LTFP forecast period. The following scenarios are under consideration and note that Scenario 4 (Growth & Prosperity 3 Year SRV) is Council's preferred option.

SCENARIO 1	SCENARIO 2	SCENARIO 3	SCENARIO 4
Managed Decline:  No rate increase above the rate peg	A Sustainable Council  2 years	Growth and Prosperity  2 years	Growth and Prosperity  3 years
The long term financial forecast tells us that without an increase in rates Council faces deficits of approximately \$4.7 million from 2025/2026.  This option includes implementation of the strategic actions above, applying the	Implementation of the strategic actions plus a cumulative permanent SRV of 55.49% applied over two years (including the rate peg) applied as follows: <ul style="list-style-type: none"> <li>• 28.5% (rate peg + SRV) in FY26/27</li> <li>• 21.0% (rate peg + SRV) in FY27/28 which is the second and final year of</li> </ul>	Implementation of the strategic actions plus a cumulative permanent SRV of 61.75% over 2 years (which includes the rate peg) applied as follows: <ul style="list-style-type: none"> <li>• 31.50% (rate peg + SRV) in FY26/27</li> <li>• 23.0% (rate peg + SRV) in FY27/28 which is the second and final year of the SRV</li> </ul>	Implementation of the strategic actions plus a cumulative permanent SRV of 68.50% over 3 years (which includes the rate peg) applied as follows: <ul style="list-style-type: none"> <li>• 26.5% (rate peg + SRV) in FY26/27</li> <li>• 20.0% (rate peg + SRV) in FY27/28</li> </ul>

rate peg but no SRV increase.	<p>the rate variation.</p> <p>This is the minimum increase to rates that will ensure that Council continues to break even financially while continuing to provide the current level of services and maintain infrastructure.</p>	<p>This increase to rates would allow Council a modest General Fund surplus to provide Council with the ability to implement some of the Growth and Prosperity Program.</p>	<ul style="list-style-type: none"><li>• 11.0% (rate peg + SRV) in FY28/29 which is the third and final year of the SRV</li></ul> <p>This increase to rates would allow Council a modest General Fund surplus to provide Council with the ability to implement the Growth and Prosperity Program.</p>
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**Shaping Tomorrow Community Engagement Program**

An overview of the *Shaping Tomorrow Community Engagement Program* is attached (**Annexure C**). The Public Exhibition period begins on 28 April and completes on 6 June 2025, running for six weeks.

**KEY CONSIDERATIONS**

**Financial/Asset Management**

The Draft CSP and Draft DP is supported by the Resourcing Strategy. The Resourcing Strategy includes Council’s Asset Management Plans (endorsed by Council in November 2025), its Workforce Management Plan and the **Long-Term Financial Plan (LTFP)** (endorsed by Council in November 2025).

The 2025-2035 LTFP and Draft 2025-2029 DP four-year budget forecast Council’s general fund average operating results with a \$4.7 million deficit for the period 2025/26 to 2034/35. The unrestricted cash position for General Fund, a negative \$1.195 million for 2023/24 requires urgent attention which Council is addressing. Should the cash position remain low over the longer term, it will be a challenge to effectively manage without significant cost reductions or increased income.

Council has started to address the operating deficit position with an independent financial sustainability assessment that improved the operating deficit position of General Fund from \$6.1 million average per year to \$4.7 million for the Base Case, with a further improvement savings of \$1.05 million, over five years, included in Sustainability and Growth & Prosperity scenarios.

As part of this review Council has also undertaken a review of its asset management strategy and plans including the renewal and maintenance requirements. The 2024 revised asset management strategy and plans include the required level of investment to implement the asset strategies and plans to address the asset backlog ratio of 8.0%.

As mentioned previously, to ensure the ongoing review of services and operations Council has created the *Elevate 360 Improvement Plan* that aims to deliver further efficiencies, customer service improvements and potential savings, including annual service reviews.

Whilst Council has a custodial role in initiating, preparing and maintaining the CSP and DP on behalf of the Local Government Area, it is not wholly responsible for its implementation. Other partners, such as state agencies, non-government organisations, business and industry, joint organisations and community groups may also be engaged in delivering the strategies of the CSP and DP.

The Draft CSP and Draft DP have been developed in accordance with:

- the Integrated Planning and Reporting Guidelines 2021, and
- the Integrated Planning and Reporting Handbook 2021.

### **Risk**

Council's Draft Delivery Program 2025-2029 addresses Council's risk of financial viability going forward by implementing the Elevate360 Improvement Program, and a range of strategic actions to improve efficiency and save costs, this includes a range of scenarios and a proposed application to the NSW Independent Pricing and Regulatory Tribunal for a proposed Special Rate Variation.

### **Consultation**

The Draft 2025-2035 CSP and 2025-2029 DP have been developed as part of a thorough strategic planning process that included all Councillors and Council's leadership team, including subject experts as required.

These Plans have taken into account recent community consultation, and the drafts have been reviewed by the **Management Executive Team (MANEX)**. The Draft CSP and DP are put to Council to endorse Public Exhibition and further community input.

### **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.1.1: Deliver the Integrated Planning and Reporting Framework (IPRF) requirements.

## **CONCLUSION**

Council must review the CSP & DP before 30 June in the year following an ordinary election of Council. Council may endorse the existing Plan, or develop and endorse a new Community Strategic Plan, as appropriate, to ensure that the LGA has a Community Strategic Plan covering at least the next 10 years.

The new Draft CSP and Draft DP take into account recent community consultation, and the draft has been reviewed by MANEX and is put to Council to endorse the draft Plan for Public Exhibition and further community input.

## **ATTACHMENTS**

Annexure A	Draft 2025-2035 Community Strategic Plan ( <i>under separate cover</i> )
Annexure B	Draft 2025-2029 Delivery Program ( <i>under separate cover</i> )
Annexure C	Overview of Shaping Tomorrow Community Engagement ( <i>under separate cover</i> )

**REPORT TITLE:        7.3    ENDORSEMENT OF THE DRAFT 2025-2026  
OPERATIONAL PLAN AND 2025-2026 BUDGET FOR  
PUBLIC EXHIBITION**

**REPORT FROM:        Corporate and Community Services**

**PURPOSE**

The purpose of this report is to seek Council's endorsement to place the Glen Innes Severn Council Draft Operational Plan and Budget for the financial year 2025/2026 (*Annexure A*) on public exhibition until 6 June 2025 and to invite public submissions.

**RECOMMENDATION**

*THAT Council endorse for public exhibition from 28 April 2025 until 6 June 2025, in line with the Shaping Tomorrow Community Engagement Program, the following Draft 2025-2026 Operational Plan documents:*

1.    *The Draft Operational Plan 2025-2026 (Parts 1 and 2).*
2.    *The Draft 2025-2026 Financial Year Operating Budget (Part 3).*
3.    *The Draft Rating and Revenue Policy Statement for the 2025-2026 Financial Year (Part 3).*
4.    *The Draft Schedule of Fees and Charges for the 2024-2025 Financial Year (Part 3).*

**REPORT**

The Operational Plan is a one-year plan that spells out the detail of the Delivery Program identifying the individual projects and activities that will be undertaken in 2025-2026 to achieve the commitments made in the four year Draft Delivery Program 2025-2029.

Under the *NSW Local Government Act 1993* the Operational Plan must include the council's detailed annual budget, along with the council's Statement of Revenue Policy, which includes the proposed rates, fees and charges for the financial year.

The Draft 2025-2026 Operational Plan is a one-year plan that outlines the 118 actions that Council will undertake in the 2025-2026 financial year to implement the strategies set out by Council in the Draft 2025-2029 Delivery Program.

To ensure Council's financial sustainability into the future actions identified in the Draft 2025-2026 Operational Plan include implementation of:

- The asset management strategy and plans to address the asset backlog ratio,
- A comprehensive Business Improvement Program, Elevate360 including implementation of a new financial management system,
- Service reviews, and

- Apply to the NSW Independent Pricing and Regulatory Tribunal (IPART) for a Special Rate Variation to implement in July 2026.

Council will conduct a Community Engagement Program over six weeks from 28 April until 6 June to share its vision for the future of the Glen Innes Severn Local Government Area (LGA) as an economically diverse, socially connected, environmentally sustainable, and well-serviced place to live and work—supported by fit-for-purpose infrastructure that meets both current and future needs.

Council has prepared the *Community Engagement Program – Shaping Tomorrow* to ensure the community can get involved and provide feedback on the Draft 2025-2026 Operational Plan. Residents will have several ways to participate including online submissions, public meetings or written responses.

The following is a summary of planned engagement activities designed to ensure broad participation across the Glen Innes Severn Local Government Area:

### Online Engagement

- **Have Your Say Page**

Council's dedicated *Have Your Say* page will provide detailed information about the *Shaping Tomorrow* program including the public exhibition of IP&R documents and SRV options. It serves as the central hub for accessing key documents and feedback tools.

Visit: <https://haveyoursay.gisc.nsw.gov.au/>

- **Online Survey**

Delivered by Micromex, the online survey invites residents and ratepayers to answer a series of questions about the proposed SRV. A link to the survey will be available on the *Have Your Say* page.

- **Phone Survey**

Also delivered by Micromex, the phone survey will involve Micromex interviewers contacting a representative sample of residents and ratepayers. Participants cannot opt in or request to take the phone survey.

### Community Information Sessions (face-to-face)

Members of the community and other interested persons, organisations and agencies may attend an in-person session to ask questions and provide feedback:

- Emmaville Community Hall: 5 May 2025, 5 pm - 7 pm
- Glen Innes Town Hall: 14 May 2025, 5 pm – 7 pm
- Deepwater Hall: 27 May 2025, 5 pm - 7 pm

### Community Information Sessions (virtual)

Members of the community who cannot attend an in-person information session have the opportunity to participate in a virtual session via Teams. Links available on Council's *Have Your Say* page:

- 6 May 2025, 5:30 pm – 7 pm



- 15 May 2025, 5.30 pm – 7 pm
- 28 May 2025, 5.30 pm – 7 pm

Direct Mail

- **Resident Newsletter:** Council’s quarterly newsletter will include a special edition on the *Shaping Tomorrow* program and will be distributed to all households across the Glen Innes Severn LGA during the six-week engagement period.
- **Ratepayer Letter:** A targeted letter sent through Council’s rates system will be delivered to all ratepayers outlining Council’s financial sustainability, the proposed SRV options and how ratepayers can have their say.

Other Communications

- **Newspaper Column:** *Our Council* – Council’s regular digital and print column published in the *Glen Innes News*
- **Radio Campaign:** Broadcast across the region on Gem FM and 2NZ
- **Social Media:** Regular updates shared via Council’s Facebook, YouTube and other social media channels.

KEY CONSIDERATIONS

Financial/Asset Management

The Draft 2025-2026 Operational Plan considers and acts on the financial sustainability issues and recommendations as identified in the Revised 2025-2035 Long-Term Financial Plan which includes implementation of strategic actions to improve efficiency, cut costs and increase revenue including consideration of an application to IPART for a Special Rate Variation.

The following scenarios are under consideration and note that Scenario 4 (Growth & Prosperity 3 Year SRV) is Council’s preferred option.

SCENARIO 1	SCENARIO 2	SCENARIO 3	SCENARIO 4
Managed Decline: No rate increase above the rate peg	A Sustainable Council 2 years	Growth and Prosperity 2 years	Growth and Prosperity 3 years
The long-term financial forecast tells us that without an increase in rates Council faces deficits of approximately \$4.7 million per	Implementation of the strategic actions plus a cumulative permanent SRV of 55.49% applied over two years (including the rate peg)	Implementation of the strategic actions plus a cumulative permanent SRV of 61.75% over 2 years (which includes the rate	Implementation of the strategic actions plus a cumulative permanent SRV of 68.50% over 3years (which includes the rate

## Item 7.3

<p>annum from 2025/2026.</p> <p>This option includes implementation of the strategic actions above, applying the rate peg but no SRV increase.</p>	<p>applied as follows: 28.5% (rate peg + SRV) in FY26/27 21.0% (rate peg + SRV) in FY27/28 which is the second and final year of the rate variation.</p> <p>This is the minimum increase to rates that will ensure that Council continues to break even financially while continuing to provide the current level of services and maintain infrastructure.</p>	<p>peg) applied as follows: 31.50% (rate peg + SRV) in FY26/27 23.0% (rate peg + SRV) in FY27/28 which is the second and final year of the SRV</p> <p>This increase to rates would allow Council a modest General Fund surplus to provide Council with the ability to implement some of the Growth and Prosperity Program.</p>	<p>peg) applied as follows: 26.5% (rate peg + SRV) in FY26/27 20.0% (rate peg + SRV) in FY27/28 11.0% (rate peg + SRV) in FY28/29 which is the third and final year of the SRV</p> <p>This increase to rates would allow Council a modest General Fund surplus to provide Council with the ability to implement the Growth and Prosperity Program.</p>
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### Policy

The Draft 2025-2026 Operational Plan, 2025-2026 Budget, Draft Rating and Revenue Policy Statement for 2025/2026 and Draft Schedule of Fees and Charges for the 2024/2025 Financial Year have all been prepared in line with the *NSW Local Government Act 1993*, Independent Planning and Reporting Framework and Guidelines.

### Risk

Council's Draft 2025-2026 Operational Plan addresses the risk to Council's Financial Sustainability through the implementation of business improvement strategies and outlines the actions to taken in the first year of Council's four-year Delivery Program.

### Consultation

- Council Managers responsible for Service Delivery
- Chief Financial Officer
- Management Account
- Management Executive

### **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.1.1: Deliver the Integrated Planning and Reporting Framework (IPRF) requirements.

### **CONCLUSION**

The report seeks Council's endorsement to place the Glen Innes Severn Council Draft Operational Plan and Budget for the financial year 2025/2026 (Annexure A) on public exhibition until 6 June 2025 and to invite public participation and submissions through the Shaping Tomorrow Community Engagement Program.

### **ATTACHMENTS**

Annexure A      2025-2026 Draft Operational Plan and Budget (*under separate cover*)

**REPORT TITLE: 7.4 ENDORSEMENT OF THE REVISED 2025 TO 2035 LONG TERM FINANCIAL PLAN TO BE PLACED ON PUBLIC EXHIBITION**

**REPORT FROM: Corporate and Community Services**

**PURPOSE**

The purpose of this report is to seek Council's approval for the public exhibition of Council's Revised Long Term Financial Plan 2025-2035 (*Annexure A*).

**RECOMMENDATION**

***THAT Council:***

- 1. Approves the Revised Long Term Financial Plan 2025-2035 to be placed on public exhibition, inviting submissions from 28 April 2025 until 6 June 2025.***
- 2. Displays the Revised Long Term Financial Plan 2025-2035 on Council's website, and that it be made available for viewing at the following locations:***
  - Council's Town Hall Office,***
  - Glen Innes Severn Public and TAFE Library, and***
  - The Village Post Offices at Deepwater and Emmaville.***
- 3. Undertakes a comprehensive Community Engagement Program – Shaping Tomorrow, regarding a proposed application to the NSW Independent Pricing and Regulatory Tribunal for a Special Rate Variation (SRV) to apply in 2026-2027 as outlined in Revised 2025-2035 Long Term Financial Plan.***
- 4. Requests the General Manager (or his delegate) to prepare a further report to Council after the exhibition period in the event of Council receiving any substantial submissions regarding the Revised Long Term Financial Plan 2025-2035.***

**REPORT**

The Integrated Planning and Reporting Framework is a requirement under the NSW *Local Government Act 1993*. The Resourcing Strategy supports achievement of the Community Strategic Plan and the Delivery Program and consists of three inter-related plans:

- Long-Term Financial Plan (2025-2035),
- Asset Management Plans (2025-2035),
- Workforce Management Strategy (2025-2029).

Council endorsed the 2025-2035 Asset Management Strategy and Plans at the November 2024 meeting of Council.

The Revised Long Term Financial 2025-2035 Report is presented in this report. The Revised Workforce Management 2025-2029 is also presented to Council in a separate Report to the April 2025 meeting of Council.

The **LongTerm Financial Plan (LTFP)** provides financial forecasts for the council for ten years and is updated annually as part of the development of the Operational Plan. The LTFP must be used by the council to inform its decision-making during the finalisation of the Community Strategic Plan and the development of the Delivery Program.

**The LTFP includes the following detail:**

- the planning assumptions used to develop the LTFP forecasts,
- projected income and expenditure, balance sheet and cash-flow statement,
- sensitivity analysis and testing,
- financial modelling for different scenarios, and
- methods of monitoring financial performance.

The LTFP forecasts must be updated annually.

The Revised LTFP was informed by a detailed **Financial Sustainability Review** conducted in May/June 2024 which found that Council was not financially sustainable into the future. Council's general fund average forecast operating results is a \$4.7 million deficit for the period 2025/26 to 2034/35. The unrestricted cash position for General Fund, a negative \$1.195 million for 2023/24 requires urgent attention which Council is addressing. Should this remain low over the longer term it will be a challenge to effectively manage without significant cost reductions or increased income.

As part of this review Council has also undertaken a review of its asset management strategy and plans including the renewal and maintenance requirements. The revised asset management strategy and plans (endorsed by Council in November 2024) includes the required level of investment to implement the asset strategies and plans to address the asset backlog ratio of 8.0%. To ensure the ongoing review of services and operations Council has created the *Elevate 360 Improvement Plan* that aims to deliver further efficiencies, customer service improvements and potential savings, including annual service reviews.

These changes have led to an improvement in sustainability along with potential future improvements. Alone they will not be sufficient for Council to be financially sustainable. Council is not collecting enough money each year to adequately cover the increasing cost of its current services, operations and maintain community infrastructure.

Under the Local Government Act, councils are able to seek additional increases in general rates income beyond the annual rate peg, by applying to IPART for a 'special rate variation' to rates, which Council has decided to consider.

## The Way forward for Council - Scenario Modelling

Given the current pressure on Council's financial resources, the Revised LTFP has modelled the following scenarios that present different options for an SRV commencing from 1 July 2026. These are outlined in the table below and are inclusive of the rate peg increase in that year.

**Council's preferred scenario and option is the Growth & Prosperity Scenario over three years, being mindful to limit the higher increases under the two-year SRV options.**

Table 1 Rates increase assumptions for each scenario

Scenario	2026-27	2027-28	2028-29	Cumulative increase over SRV period	Comparison increase at 2028/29
Base Case (Managed Decline) - Rate Peg	3.5%	3.0%	3.0%		
Sustainability Scenario ➤ 2 Year SRV	28.5%	21.0%		55.49%	60.15%
Growth & Prosperity Scenario ➤ 2 Year SRV	31.5%	23.0%		61.75%	66.60%
Growth & Prosperity Scenario ➤ 3 Year SRV	26.5%	20.0%	11.0%	68.50%	68.50%

After 2028/29, all scenarios assume the forecasted annual rate peg of 3.0% for rates increases. The rate peg is included in each scenario.

1. **The base case (Managed Decline) scenario:** This is the continue 'as is' scenario. This scenario includes the strategic actions/improvements identified in the Financial Sustainability Assessment review and applies the LTFP planning assumptions and shows how the Council will perform financially if it continues to deliver services, infrastructure and service levels as it is currently. The base case scenario is not a sustainable one for Council. Therefore, the other two scenarios model actions to improve Council's financial sustainability by increasing revenue.
2. **Sustainability scenario:** In this scenario, a permanent SRV implemented over two or three years. This represents an increase in rates that would allow Council to provide the services and infrastructure maintenance at their current levels and be sustainable by 2028/29. That is, General Fund operations achieve modest surpluses. Which Council requires to provide some degree of response in emergencies and other events that cannot be predicted to support the community (e.g. drought, bush fire, flood responses).

- 3. Growth and Prosperity scenarios:** In these scenarios, a permanent SRV is implemented over two or three years. This represents an increase in rates that would allow Council to be sustainable and implement the proposed growth and prosperity program. In addition to providing services and maintaining infrastructure to the current levels, Council will deliver the following growth program - Economic Strategy, Health Services Facilitation, Housing Facilitation, Our Towns Improvement Program and the Town Hall Master Planning and Activation. This scenario allows for modest General Fund surpluses from 2028/29, which Council requires to provide some degree of response in emergencies and other events that cannot be predicted to support the community (e.g. drought, bush fire, flood responses). Note that Scenario 4 (Growth & Prosperity 3 Year SRV) is Council's preferred option.

SCENARIO 1	SCENARIO 2	SCENARIO 3	SCENARIO 4
Managed Decline: No rate increase above the rate peg	A Sustainable Council 2 years	Growth and Prosperity 2 years	Growth and Prosperity 3 years
<p>The long term financial forecast tells us that without an increase in rates Council faces deficits of approximately \$4.7 million from 2025/2026.</p> <p>This option includes implementation of the strategic actions above, applying the rate peg but no SRV increase.</p>	<p>Implementation of the strategic actions plus a cumulative permanent SRV of 55.49% applied over two years (including the rate peg) applied as follows:</p> <ul style="list-style-type: none"> <li>• 28.5% (rate peg + SRV) in FY26/27</li> <li>• 21.0% (rate peg + SRV) in FY27/28 which is the second and final year of the rate variation.</li> </ul> <p>This is the minimum increase to rates that will ensure that Council continues to break even financially while continuing to provide the current level of services and maintain infrastructure.</p>	<p>Implementation of the strategic actions plus a cumulative permanent SRV of 61.75% over 2 years (which includes the rate peg) applied as follows:</p> <ul style="list-style-type: none"> <li>• 31.50% (rate peg + SRV) in FY26/27</li> <li>• 23.0% (rate peg + SRV) in FY27/28 which is the second and final year of the SRV</li> </ul> <p>This increase to rates would allow Council a modest General Fund surplus to provide Council with the ability to implement some of the Growth and Prosperity Program.</p>	<p>Implementation of the strategic actions plus a cumulative permanent SRV of 68.50% over 3 years (which includes the rate peg) applied as follows:</p> <ul style="list-style-type: none"> <li>• 26.5% (rate peg + SRV) in FY26/27</li> <li>• 20.0% (rate peg + SRV) in FY27/28</li> <li>• 11.0% (rate peg + SRV) in FY28/29 which is the third and final year of the SRV</li> </ul> <p>This increase to rates would allow Council a modest General Fund surplus to provide Council with the ability to implement the Growth and Prosperity Program.</p>

## **KEY CONSIDERATIONS**

### **Financial/Asset Management**

The Revised LTFP was informed by a detailed Financial Sustainability Review and aims to ensure Glen Innes Severn Council remains financially sustainable into the future. The Revised LTFP provides Scenarios to ensure financial viability which include an application to the NSW Independent Pricing and Regulatory Tribunal for a Special Rating Variation to apply in 2026/2027.

### **Policy**

Financial Sustainability and Long-Term Financial Planning is required under the *NSW Local Government Act 1993* and as part of the Integrated Planning and Resourcing Framework.

### **Risk**

The Revised LTFP addresses future financial risk by addressing forecast budget deficits through the implementation of strategic actions that include the application of service reviews that monitor service costs and efficiencies and the implementation of a pricing strategy that ensures that waste, water and sewer fees and charges fund service costs over the term of the ten-year LTFP.

The Revised LTFP includes scenarios to ensure future financial sustainability which includes an application to the **NSW Independent Pricing and Regulatory Tribunal (IPART)** for a Special Rating Variation to apply in 2026/2027.

### **Consultation**

- Mayor and Councillors
- The Management Executive
- Chief Financial Officer
- External Financial Consultants
- NSW Independent Pricing and Regulatory Authority.

## **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.1.1: Deliver the Integrated Planning and Reporting Framework (IPRF) requirements.

## **CONCLUSION**

This report recommends that Council approves the Revised LTFP 2025-2035 be placed on Public Exhibition from 28 April until 6 June 2025, inviting submissions over the six weeks of the exhibition period.

This report requests the General Manager (or his delegate) to prepare a further report to Council after the exhibition period in the event of Council receiving any substantial submissions regarding the Revised LTFP 2025-2035.



Council will undertake a comprehensive Community Engagement Program (*Refer to Annexure C of Item Number 7.2*) seeking feedback on all IP&R documents and regarding a proposed application to the NSW Independent Pricing and Regulatory Tribunal for a SRV to apply in 2026-2027 as outlined in the *Revised LTFP 2025-2035*.

### **ATTACHMENTS**

The LTFP Attachment will be available on Tuesday, 22 April 2025.

**REPORT TITLE:        7.5    ENDORSEMENT OF THE DRAFT WORKFORCE  
STRATEGY 2025-2029**

**REPORT FROM:        Corporate and Community Services**

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**PURPOSE**

The purpose of this report is to seek Council's endorsement of the draft revised 2025-2029 Workforce Management Strategy (***Annexure A***). This strategy forms part of Council's Resourcing Strategy and supports delivery of the 2025-2029 Delivery Program.

**RECOMMENDATION**

*That Council endorses the draft revised 2025-2029 Workforce Management Strategy to be included in the Council's Resourcing Strategy.*

**REPORT**

A Workforce Management Strategy as required under the NSW Local Government Act Independent Planning and Reporting Framework as part of the Resourcing Strategy, it does not require public exhibition under the same requirements as Operational Plans, Community Strategic Plans and the Delivery Program.

The Workforce Management Strategy is a key component of achieving the council's Delivery Program. Council's Workforce Management Strategy addresses factors like an aging workforce, succession planning, and workforce diversity.

Council's Workforce Management Strategy includes an Action Plan that addresses the workforce issues of workforce attraction, retention, development, and wellbeing. It addresses skills development, the experience and expertise required to implement the Delivery Program. It provides an opportunity to plan adjustments to meet changing priorities and take into account new technologies.

**KEY CONSIDERATIONS**

**Financial/Asset Management**

The Workforce Management Strategy and Action Plan works within the 2025-2026 Operational Plan Budget limits.

**Policy**

The inclusion of a Workforce Management Strategy in Council's Resourcing Strategy is a requirement under the Integrated Planning and Reporting Framework and Guidelines under the *NSW Local Government Act 1993*.

## **Risk**

The Workforce Management Strategy aims to limit risk to Council through implementing a Workforce Management Strategy and Action Plan that places staff wellbeing and safety as a priority.

## **Consultation**

The revised draft 2025-2029 Workforce Management Strategy has reviewed the Draft 2025-2035 Community Strategic Plan and 2025-2029 Delivery Program to ensure alignment with Council Goals and Strategies.

## **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.1.1: Deliver the Integrated Planning and Reporting Framework (IPRF) requirements.

## **CONCLUSION**

This report seeks Council's endorsement of Council's draft revised 2025-2029 Workforce Management Strategy to be included in Council's current Resourcing Strategy.

## **ATTACHMENTS**

Annexure A      Draft Revised Workforce Management Strategy 2025-2029 (*under separate cover*)

**REPORT TITLE:        7.6   DISCLOSURES OF POLITICAL DONATIONS AND  
ELECTORAL EXPENSES**

**REPORT FROM:        Corporate and Community Services**

**PURPOSE**

The purpose of this report is to provide information about the electoral disclosure obligations of Councillors elected at the Saturday, 14 September 2024 Local Government Elections.

**RECOMMENDATION**

*That Council notes the information contained in this report.*

**REPORT**

Elected members must submit political donation and electoral expenditure disclosures to the NSW Electoral Commission for the remainder of their term.

Councillors and mayors elected at the Local Government elections on Saturday, 14 September 2024 must submit political donation and electoral expenditure disclosures to the NSW Electoral Commission periodically during their term in office.

The first disclosures were due to be submitted by **Tuesday, 11 February 2025**.

There are three types of disclosures to submit each year as an elected member: two half-yearly disclosures of political donations made and received and an annual disclosure of electoral expenditure incurred.

In relation to the 2024/2025 financial year, an elected member must also submit disclosures in their capacity as a candidate. These being two half-yearly disclosures of political donations made and received and an annual disclosure of electoral expenditure incurred.

The relevant periods each disclosure covers and the lodgement periods for disclosures for 2024/2025 are:

Disclosure type	Disclosure period	Disclosure lodgement period	Disclosure due
First half-yearly donation disclosure	1 July 2024-31 December 2024	1 July 2024-11 February 2025	11 February 2025
Second half-yearly donation disclosure	1 January 2025-30 June 2025	1 January 2025-11 August 2025	11 August 2025
Annual electoral expenditure disclosure	1 July 2024-30 June 2025	1 July 2024-11 August 2025	11 August 2025

If an elected member was the lead candidate of a group of candidates at the Local Government elections, they must submit the above disclosures not only as a candidate and elected member, but also on behalf of the group.

If no political donations are made or received or no electoral expenditure is incurred, 'Nil' disclosure forms must still be submitted.

Disclosures can be made through **Funding and Disclosure Online**, the NSW Electoral Commission's secure, accessible and convenient online portal for electoral participants. Those who do not yet have access can request access today.

Detailed information about disclosures is available on the NSW Electoral Commission website.

### **Elected member contact details**

Elected members who have not provided the NSW Electoral Commission with up-to-date contact details are requested to do so as soon as possible by emailing [fdc@elections.nsw.gov.au](mailto:fdc@elections.nsw.gov.au).

A current email address and mobile number for each elected member is required so that the NSW Electoral Commission can send notifications about when and how to disclose political donations and electoral expenditure.

Elected members who do not comply with disclosure requirements could be penalised, including a fine or prosecution.

### **More information**

More information about electoral funding obligations of elected members can be found on the NSW Electoral Commission website. The *Electoral Funding Act 2018* can be accessed on the NSW Legislation website.

Councillors can contact the NSW Electoral Commission if they have any questions.

## **KEY CONSIDERATIONS**

### **Financial/Asset Management**

Nil relevant to Council.

### **Policy**

Nil.

### **Risk**

Nil.

## **Consultation**

NSW Electoral Commission.

## **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.2.2: Formalise the Governance Framework and deliver compliance across all governance areas.

## **CONCLUSION**

Information pertaining to Councillor disclosure requirements with the NSW Electoral Office has been provided for the information of all Councillors.

## **ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.7 RECREATION AND OPEN SPACES COMMITTEE - AGM MINUTES, COMMITTEE MEMBERS, GENERAL MINUTES**

**REPORT FROM: Corporate and Community Services**

## **PURPOSE**

The purpose of this report is for Council to endorse recommendations made at the Recreation and Open Spaces Committee Annual General Meeting (AGM) held on 26 February 2025.

## **RECOMMENDATION**

***THAT Council:***

1. ***Endorses the following 12 community representatives as the newly elected Recreation and Open Spaces Committee for 2025-26:***
  - ***Robert Davidson***
  - ***Jo-Ann Duck***
  - ***Desmond Fitzgerald***
  - ***Lloyd Hornsby***
  - ***Carleen Knight***
  - ***Richard Moon***
  - ***David Newport***
  - ***Preston Parkes***
  - ***Bob Thomas***
  - ***Jenny Thomas***
  - ***Lorinda Vickery***
  - ***Raelene Watson***
2. ***Endorses the election of office bearer/s within the newly elected Recreation and Open Spaces Committee as follow:***
  - ***Chairperson - Mayor Margot Davis***

## **REPORT**

The Recreation and Open Spaces Committee are a committee of Council, having merged with the Sports Council and Cemetery committee. The new committee membership draws together community members with interest across the various aspects and functions of Open Spaces management and advice. Twelve (12) nominations were received for membership of the Committee. The representatives who nominated for the committee are aware of the conditions as outlined in the Community Committees of Council Manual (the Manual). Some of the conditions are included here, from section 13-14:

*A Community Committee will comprise of those people endorsed by the General Manager or Council. Committee membership is on an annual basis. Members may stand for re-election at each AGM. No qualifications are necessary for membership, though a commitment to the activities of the Committee, a willingness to be actively involved in committee issues, and a willingness to attend training provided by Council, are essential. Community representatives nominated for a committee are to be residents of the LGA, carry out business within the LGA, or an employee in a business within the LGA. Members of Community Committees are volunteers, therefore, do not receive payment for services. Restrictions (a) A maximum of two relatives of any one family can be office bearers on the same Committee at the same time. Applications for exception from this condition can be made to Council. (b) Only one of those office bearers is to sign cheques/purchase order requisitions on behalf of the Committee at the same time. (c) All Community Committees are required to advise Council of the details of the people who are authorised signatories of the Committee's bank account (this can be through notation in the AGM minutes).*

In accordance with the Manual, all positions were declared vacant. Nominations were called from interested members of the community to fill the committee positions for the coming year.

The AGM Minutes of the Recreation and Open Spaces Committee (**Annexure A**) include twelve recommendations for membership, for consideration and approval by Council.

The only office bearer election was for that of Chairperson. Mayor Margot Davis was unanimously elected to the office of Chairperson.

In accordance with Council's resolution 7.10/24 dated 10 October 2024, Council's representative on this Committee are Mayor Margot Davis and Cr Tim Alt.

## **KEY CONSIDERATIONS**

### **Financial/Asset Management**

As this is an advisory Committee of Council, the Recreation and Open Spaces Committee has no financial delegations.

### **Policy**

A wholly advisory committee is a Council committee that Council has not delegated any functions. Members of such a committee do not fall under Council's Code of Conduct for Council Committees, Delegates and Advisers, although Council staff members and Councillors will come under the Code of Conduct for Council Staff and Code of Conduct for Councillors, respectively.

Despite this, the manual includes the following provisions at section 11:

*Community Committees with advisory functions only, must:*

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



*(c) Provide impartial advice.*

### **Risk**

Delegating functions to community committees frees up resources of Council. Providing that committees follow and comply with the Manual, risks associated with the governance of committees and their exercising of functions on behalf of Council are largely mitigated.

### **Consultation**

Nil.

### **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council's Delivery Program Community Service Principal Activity CS 1.5.2: Support Volunteer Week and proactively encourage volunteering within the community.

### **CONCLUSION**

The Recreation and Open Spaces Committee duly considered the matters brought before it, and the recommendations arising from the meeting require endorsement from the General Manager and a report to Council's next meeting noting this information.

The Recreation and Open Spaces Committee has elected twelve members for the coming year, who have agreed to be actively involved in Committee issues in accordance with the conditions set out in the Manual. The Council's approval is now sought for the new membership.

### **ATTACHMENTS**

Annexure A     AGM Minutes Recreation and Open Spaces Committee [➡](#)

**REPORT TITLE: 7.8 GLEN INNES COMMUNITY AND DISTRICT CENTRE - IN KIND SUPPORT**

**REPORT FROM: Corporate and Community Services**

### PURPOSE

The purpose of this report is to seek clarification on the level of in-kind support to be provided to the **Glen Innes and District Community Centre (GIDCC)** by Council.

### RECOMMENDATION

**THAT Council:**

- 1. Advocates for Homes North to strengthen their support of Glen Innes and District Community Centre (GIDCC) operations and the client referral process.**
- 2. Authorises Council Officers to provide in-kind support through assistance with developing a 2025/26 Strategy document for the GIDCC.**
- 3. Authorises Council Officers to provide in-kind administrative support for the preparation of external grant applications for the GIDCC to improve the Centre's financial position.**

### REPORT

GIDCC was established with the mission of fostering community connection, providing access to essential services, and supporting vulnerable community members. The Centre embodies a community-centred approach that recognises the unique challenges faced by rural and regional communities, particularly in accessing services and support that are readily available in metropolitan areas.

As a community-driven organisation, GIDCC delivers a diverse range of programmes and services designed to meet identified local needs. These include:

- Information and referral services connecting residents with appropriate support agencies,
- Emergency relief assistance for community members facing financial hardship,
- Community development initiatives that strengthen local networks,
- Educational programmes and workshops addressing various life skills,
- Meeting spaces for community groups and organisations,
- Youth-focused activities and support programmes, and
- Seniors engagement and social connection opportunities.

The Centre operates as a central access point for various services, allowing community members to connect with support in a familiar, non-stigmatising environment. This holistic approach recognises that community wellbeing depends on addressing multiple intersecting needs rather than isolated issues.

Despite its significant contribution to community wellbeing, GIDCC currently faces substantial operational and financial challenges that threaten its sustainability. As outlined in this report, these challenges include financial constraints, governance limitations, and administrative capacity issues. The Centre primarily relies on volunteer support to maintain operations, which, whilst demonstrating strong community commitment, presents challenges for long-term sustainability and service delivery.

This report examines the current situation facing GIDCC, explores potential pathways to strengthen its operational foundation, and proposes specific actions that Council can take to support this essential community service. The goal is to ensure GIDCC can continue its vital role in supporting community cohesion, resilience, and wellbeing for the residents of Glen Innes and surrounding districts for years to come.

The GIDCC is facing significant operational and financial challenges:

1. Financial sustainability issues,
2. Need for additional administrative support, and
3. Unclear and/or inadequate governance documentation.

Support and advocacy from Council with a goal to strengthen relationships with Homes North and other key service providers across the community, with an aim to create a centralised hub in Glen Innes for the provision of critical community services from a central location, similar to the model currently operating and led by Homes North in Armidale. This proposed advocacy approach presents a potentially high-impact intervention that can yield significant benefits for the GIDCC, Homes North, and other key service providers, for the benefit of the broader community.

The GIDCC has previously experienced difficulties in securing **Not-for-Profit (NFP)** status, which has significantly impacted its ability to access grant funding opportunities, particularly those available through the **Foundation for Rural & Regional Renewal (FRRR)**. Council has since confirmed that the GIDCC is now classified as a NFP organisation, which will open the door for increased grant funding opportunities and potential tax benefits.

Our enquiries regarding GIDCC's governance documentation during recent meetings revealed significant gaps in the organisation's formal documentation and Council is providing assistance with this aspect and their ATO application.

Establishing proper governance documentation should be considered a priority action and, while we recognise the capacity constraints faced by GIDCC as a volunteer-run organisation, the development of these foundational documents is essential for securing tax benefits and financial sustainability.

Providing administrative support to the GIDCC for grant writing will provide a targeted intervention that addresses both immediate financial needs and will help to build long-term organisational capacity. Council assistance with grant applications would deliver multiple strategic benefits that extend beyond simple financial aid.

### **KEY CONSIDERATIONS**

#### **Financial/Asset Management**

Council's in-kind support will be capped at a maximum of 30 hours total and is expected to be concluded before 30 June 2025. This cap ensures a defined limit to Council's resource commitment. The proposed in-kind support will be provided from staff resources within the Corporate and Community Services directorate.

#### **Policy**

Based on this support initiatives proposed, Council should give broader consideration to:

##### **1. Community Organisation Capacity Building**

- Development of a structured approach and framework for supporting community organisations,
- Clear criteria for determining eligibility for Council in-kind support, and
- Standardised practices for capacity building assistance.

##### **2. NFP Support**

- Consideration for assisting local organisations with obtaining and retaining NFP status, and
- Guidelines for appropriate Council involvement in external organisation governance.

#### **Risk**

- Community expectations that similar support will be provided to other community organisations or that support will continue beyond June 2025, and
- Future expectations for continued Council support should GIDCC not achieve ongoing financial sustainability.

#### **Consultation**

Glen Innes District and Community Centre  
Director Corporate and Community Services  
Acting Manager Governance

### **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council's Delivery Program Community Service Principal Activity CS 1.5.1: Provide assistance in an advisory capacity to community organisations seeking grant funding opportunities such as through identifying and communicating opportunities for Grant Funding by providing a regular community grants newsletter.

### **CONCLUSION**

The GIDCC provides essential services to the community but faces significant operational challenges including financial sustainability issues, administrative support needs, and inadequate governance documentation.

Council's proposed in-kind support through advocacy to Homes North, assistance with strategy documentation, and facilitation of grant applications, represents a targeted, intervention to strengthen GIDCC's organisational and financial capacity. This support presents various governance, resource, and operational risks that need to be appropriately managed.

### **ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.9 OVERDRAFT FACILITY**

**REPORT FROM: Corporate and Community Services**

### **PURPOSE**

To seek Council approval for the establishment of an overdraft facility (line of credit) of up to \$5M with the National Australia Bank, to assist in managing short-term cash flow requirements, particularly during periods of timing mismatch between receipts and payments.

### **RECOMMENDATION**

*That Council resolves to retrospectively approve Council Officers actions to establish an overdraft facility of up to \$5M with the National Australia Bank under the terms outlined in this report.*

### **REPORT**

Council's current cash flow requirements and a negative unrestricted cash position is being impacted by the timing of rates revenue receipts, grants, and major capital project payments. To manage these fluctuations and ensure operational liquidity, Council officers have taken action to increase the overdraft facility with National Australia Bank from \$200,000 to \$5,000,000. While the facility has been established, to date Council has not used the overdraft facility or drawn down funds.

At the Ordinary Council Meeting of 28 November 2024, Council officers committed to table a report at a future Council meeting seeking approval for the increase in its overdraft facility. However, regrettably, this has not yet occurred. To correct this oversight, it is proposed that Council retrospectively approve Council Officers' actions to establish an overdraft facility of \$5M.

Council's operational cash flow historically has been sufficient to manage its operational and capital spend needs, however, like many rural and regional councils, Council experiences seasonal fluctuations in cash flow – particularly between rates instalment periods, during grant funded major capital works and when there are delays in receiving grant funds from the funding bodies.

An overdraft facility is a prudent financial management tool that provides a flexible buffer to ensure continuity of operations during periods of temporary liquidity constraint. This is especially important in rural or regional councils where cash flow volatility can be more pronounced due to reliance on periodic external grants and lower frequency of high-ratepayer income.

The overdraft would only be accessed on a needs basis and would be managed within the framework of Council's adopted overdraft policy, budget, and long-term financial plan. Importantly, the facility is not intended to fund recurrent expenditure or structural budget deficits, but rather to provide a short-term solution to manage timing differences in cash inflows and outflows.

The amount of \$5M is considered sufficient based on a historical review of cash balances and peak outflow periods over the past two financial years. Any use of the facility would be reported to Council through monthly financial reports and disclosed in the annual financial statements in line with the Local Government Code of Accounting Practice.

An overdraft does not increase Council's long-term debt burden and is seen as a best practice treasury risk management measure. It aligns with recommendations from the NSW Treasury Corporation (TCorp) regarding short-term liquidity management tools.

### **KEY CONSIDERATIONS**

#### **Financial/Asset Management**

Amount: \$5M

Term: Continuous Line of Credit, with annual review

Interest rate: 8.22% variable. Interest will accrue only on utilised amounts.

Security: Secured against Rates revenue

Fees: Establishment fee of \$17,500 and \$2,083 payable monthly for facility fees.

This overdraft facility would be used only if required and is intended as a liquidity management tool, not as a permanent funding source. The overdraft facility will only be used for short term unavoidable and essential cash flow purposes.

#### **Policy**

Council has an adopted overdraft policy which provides the General Manager approval to draw up to \$200,000 before requiring Council approval. Council approval will be sought for draw down amounts greater than \$200,000.

#### **Risk**

The overdraft facility mitigates cash flow risk. It ensures continuity of service delivery in the event of funding delays. The risk of dependency on debt is low, and ongoing monitoring of unrestricted cash position will continue.

#### **Consultation**

Internal consultation has been conducted with the Finance and Executive teams. The proposed facility will be disclosed in the Annual Financial Statements.

### **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

Refer to Draft Operational Plan 2025/26 **O1.2**

### **CONCLUSION**

It is proposed that Council retrospectively approves the overdraft agreement with the National Australia Bank for an amount not exceeding \$5M.

### **ATTACHMENTS**

There are no annexures to this report.



**REPORT TITLE: 7.10 INVESTMENTS REPORT - MARCH 2025**

**REPORT FROM: Corporate and Community Services**

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**PURPOSE**

The purpose of this report is to provide details of all funds that Council has invested.

**RECOMMENDATION**

*That Council notes the Investment Report as of 31 March 2025, including the certification by the Responsible Accounting Officer.*

**REPORT**

In accordance with section 212 of the *Local Government (General) Regulation 2021* (Regulation), the Responsible Accounting Officer must provide Council with a written report on a monthly basis setting out details of all money that the Council has invested under section 625 of the *Local Government Act 1993*.

Council has \$14.7M invested in term deposits, equating to 100% of Council's total financial investment portfolio as at the end of the reporting month.


Council selects banks based on rating, return and term of investment. It is expected that future investments will continue to target returns while aiming to select institutions with a high **Standard and Poor's (S&P)** rating. This is done by rolling investments between banks that meet Council's criteria and cash requirements.

If Council has two comparable investment fund options, investment will be made in the fund that does not fund fossil fuels.

Currently Council has two responsible investments, being two \$1M investments with Westpac's Green Tailored Deposits. There are also two investments with institutions that do not fund fossil fuels; that is two \$1M investments with Bendigo Bank.

## Item 7.10

The Bank Reconciliation Statement shown below details what Council held in its bank account as at the end of the reporting month. This considers unrepresented cheques, unrepresented deposits and unrepresented debits compared to what is stated in the General Ledger:

<b>Bank Reconciliation Statement</b>	
<b>Balance as per General Ledger :</b>	
Ledger Balance as at 31 March 2025	<b>\$4,869,945.11</b>
<b>Balance as per Bank :</b>	
Opening Balance 1 March 2025	\$5,912,582.76
March Movements	-\$1,077,357.90
Closing Balance 31 March 2025	<u>\$4,835,224.86</u>
less : Unrepresented Receipts & Payments	-\$34,713.55
less : Timing Differences	-\$6.70
<b>Total:</b>	<b><u>\$4,869,945.11</u></b>
Variance	\$0.00
	
Responsible Accounting Officer	
2 April 2025	

The summary of Investments set out in the following table details each of Council's investments, where each investment is held, maturity date, interest rate and the rating of each investment as at the end of the reporting month.

**SUMMARY OF INVESTMENTS**

Rating (S&P)	Maturity	%	Institution	Bank funds Fossil Fuels	Invested \$	Return \$
A1/A	14/04/2025	5.20%	ING	Yes	1,000,000	38,893
A1/A	22/04/2025	5.12%	ING	Yes	700,000	26,905
A2/A-	22/05/2025	4.95%	Rabobank	Yes	1,000,000	37,023
A2/A-	23/05/2025	5.10%	Bendigo	No	1,000,000	42,058
A2/A-	11/06/2025	4.98%	Rabobank	Yes	1,000,000	41,068
A2/BBB+	19/06/2025	5.02%	AMP	Yes	1,000,000	41,398
A2/A-	15/07/2025	5.15%	Bendigo	No	1,000,000	51,500
A2/A-	22/07/2025	4.90%	Rabobank	Yes	1,000,000	44,838
A1+/AA-	08/08/2025	5.05%	NAB	Yes	1,000,000	50,500
A1+/AA-	22/08/2025	4.95%	NAB	Yes	1,000,000	49,500
A1+/AA-	05/09/2025	4.90%	NAB	Yes	1,000,000	48,866
A1+/AA-	10/09/2025	4.83%	Westpac **	Yes	1,000,000	48,300
A1+/AA-	12/12/2025	4.95%	NAB	Yes	1,000,000	49,500
A1+/AA-	12/12/2025	4.92%	Westpac **	Yes	1,000,000	49,200
A1+/AA-	10/03/2026	4.58%	NAB	Yes	1,000,000	45,800
<b>Expected Return FY25</b>		<b>4.97%</b>	<b>Total Investments</b>		<b>14,700,000</b>	<b>665,348</b>
<b>Avg. Headline Rate Return</b>		<b>4.97%</b>	<b>Cash on Hand</b>		<b>4,835,225</b>	
			<b>Total Cash and Investments</b>		<b>19,535,225</b>	

The table below details the interest received for the current financial year as at the end of the reporting month. Interest yield maybe be affected against budget as investments maturing are not being reinvested due to cash requirements for operational purposes.

<b>Interest received for the year to 31 March 2025</b>	<b>\$730,229</b>
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The table below details the monthly movements of investments for the reporting month:

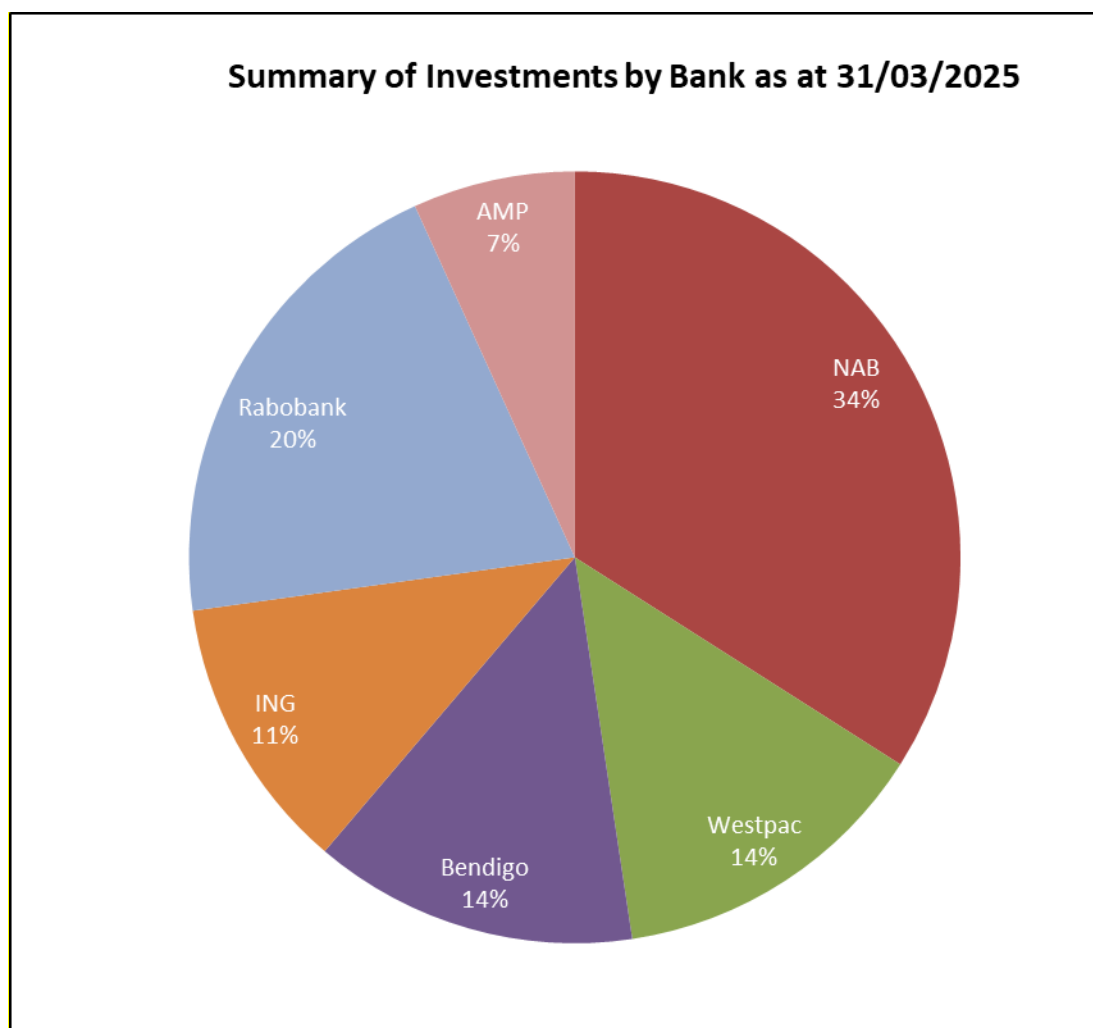
<b>Investment Movements</b>	
<b>Opening Balance as at 1 March 2025</b>	<b>15,700,000</b>
<b>Less :</b>	
Maturities (2)	2,000,000
<b>Subtotal</b>	<b>13,700,000</b>
<b>Plus :</b>	
Rollovers (0)	-
New Investments (1)	1,000,000
<b>Current Balance as at 31 March 2025</b>	<b>14,700,000</b>

During the reporting month two term deposits matured: \$1m with MyState and \$1m with Regional Aus Bank, neither of which were reinvested.

A summary of maturities is set out below:

<b>Period</b>	<b>No. of Term Deposits Maturing</b>	<b>Value</b>
Apr-25	2	1,700,000
May-25	2	2,000,000
Jun-25	2	2,000,000
Jul-25	2	2,000,000
Aug-25	2	2,000,000
Sep-25	2	2,000,000
Dec-25	2	2,000,000
Mar-26	1	1,000,000
<b>Total</b>	<b>15</b>	<b>\$14,700,000</b>

The graph below shows the summary of investments by bank:



Restricted funds and trust funds are limited to a particular purpose and must be set aside for that purpose. Therefore, they may not be available to meet certain obligations, and this should be kept in mind when determining the short-term liquidity of Council.

The table below is reporting restricted funds balances as at 31 March 2025.

Externally restricted cash, cash equivalents and investments as at 31 March 2025			
	\$'000		
Trust Funds	-	as at 30 June 2024	
Included in Grant related contract liabilities	10,422	as at 31 March 2025	
Developer contributions - Rangers Valley Feedlot S7.11	1,094	as at 30 June 2024	
Water Fund	2,341	as at 31 March 2025	Cash & investments
Sewer Fund	5,992	as at 31 March 2025	Cash & investments
Waste management	4,151	as at 30 June 2024	20% allocated to Commercial waste(general)
Drainage	827	as at 30 June 2024	
Council Committees	393	as at 31 March 2025	
Specific purpose unexpended grants (general funds)	2,365	as at 31 March 2025	
<b>Total external restrictions</b>	<b>27,585</b>		
<b>Total Cash &amp; investments as at 31 March 2025</b>	<b>19,535</b>		
<b>Unrestricted cash position (i.e. available after the above restrictions)</b>	<b>- 8,050</b>		
<b>The Contract Assets balance as at 31 March 2025</b>	<b>9,552</b>		

## Unrestricted Cash Position

The Office of Local Government has been formally notified of Council's negative unrestricted cash position and incorporates a plan which outlines a number of immediate actions to address this issue.

To ensure no further escalation of the unrestricted cash position, it is recommended that all grants that require Council to expend its own funds be approved by management. Funds should only be released after management has thoroughly assessed the cashflow impacts of these grants.

Other measures implemented as part of the QBRs2 and on other projects are as follows:

- A real-time cash flow forecasting model is being developed to track cash needs for major capital projects,
- A focus on debt recovery for overdue rates and sundry debtors,
- Phasing of grant related contract assets to support the cash flow model,
- Project will be implemented to ensure grant contract assets are acquitted when required so that funds are received on a timely basis,
- Council will investigate and consider internal loans from another council fund (e.g., water/sewer fund) with clear repayment terms. This will require ministerial approval.

## Certification

I, Shageer Mohammed, Chief Financial Officer, do hereby certify that the above investments have been made in accordance with the Regulation (Section 212), the **Local Government Act 1993 (the Act)** (Section 625), and Council's **Investment Policy (the Policy)**.

## **KEY CONSIDERATIONS**

### **Financial/Asset Management**

The actual average return on Council investments for the 2023/2024 Financial Year was 5.17%. The current actual average return for the 2024/2025 Financial Year is 4.97%, a decrease of 0.20% reflecting declining interest rates.

The following table compares information on investment balances from this year to last year:

<b>Investment Balances</b>	<b>This Year</b>	<b>Last Year</b>
Opening Balance 1 March	15,700,000	20,200,000
Closing Balance 31 March	14,700,000	20,100,000

### **Policy**

Monthly financial reporting ensures transparency, to enable councillors to make financially sustainable and accountable decisions. The Policy states that short-medium term funds can be invested for up to five years.

Investments are to be considered in conjunction with the following key criteria:

- At the time of investment, no institution at any time shall hold more than 45% of Council's total investments. The maximum will be determined by the long-term rating of the institution - AAA up to 45%; AA up to 35%; A up to 15% and BBB up to five percent,
- At the time of investment, the maximum portfolio limits per rating are - AAA up to 100%; AA up to 100%; A up to 45%; BBB up to 25% and Government up to 100%, and
- Council's Investments can be placed in a mixture of short (0-12 months), short-medium (1-2 years) and medium (2-5 years) term investments whilst ensuring that liquidity and income requirements are met.

The portfolio is split across three of the credit rating categories (AA, A and BBB).

### ***Credit Quality Portfolio Compliance***

The following table details the credit rating of each of the categories where Council has money invested. All investments were compliant with the Policy at time of investment:

<b>Compliant</b>	<b>Credit Rating</b>	<b>Invested</b>	<b>Invested \$</b>	<b>Policy Limit</b>	<b>Available \$</b>
Yes	AAA	0.0%	-	100%	14,700,000
Yes	AA	47.6%	7,000,000	100%	7,700,000
Yes	A	45.6%	6,700,000	45%	- 85,000
Yes	BBB	6.8%	1,000,000	25%	2,675,000
Yes	Government	0.0%	-	100%	14,700,000
		<b>100.0%</b>	<b>14,700,000</b>		

\* Investments were within limits at the time of investment

A credit rating is an evaluation of the credit risk of a prospective financial institution, predicting its ability to pay back the investment and interest maturity and an implicit forecast of the likelihood of the institution defaulting. The credit ratings are an opinion based on the creditworthiness of the company issuing the security and are assigned by Australian Ratings based on publicly available information at a point in time.

All investments continue to be made in accordance with the requirements of the Act and the Policy.

Section 625 of the Act states the following:

**How may Councils invest?**

- (1) *A Council may invest money that is not, for the time being, required by the Council for any other purpose.*
- (2) *Money may be invested only in a form of investment notified by order of the Minister published in the Gazette.*
- (3) *An order of the Minister notifying a form of investment for the purposes of this section must not be made without the approval of the Treasurer.*
- (4) *The acquisition, in accordance with section 358, of a controlling interest in a corporation or an entity within the meaning of that section is not an investment for the purposes of this section.*

Section 212 of the Regulation states the following:

**Report on Council's Investments**

- (1) *The responsible accounting officer of a council:*
  - (a) *must provide the council with a written report (setting out details of all money that the council has invested under section 625 of the Act) to be presented:*
    - (i) *if only one ordinary meeting of the council is held in a month, at that meeting, or*
    - (ii) *if more than one such meeting is held in a month, at whichever of those meetings the council by resolution determines, and*
  - (b) *must include in the report a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and the council's investment policies.*
- (2) *The report must be made up to the last day of the month immediately preceding the meeting.*



## Risk

The following table provides information on investment types including a risk assessment and the amount and percentage invested compared to the total investment portfolio:

### RISK ASSESSMENT OF INVESTMENT PORTFOLIO

Investment Type	Risk Assessment		Amount \$	% of Portfolio
	Capital	Interest		
Term Deposits	Low	Low	14,700,000	100%
<b>Total</b>			<b>14,700,000</b>	<b>100%</b>

The Policy defines the principal objective of the investment portfolio as the preservation of capital. There is a risk that the investment portfolio does not perform on par with or greater than the **Consumer Price Index (CPI)**. It is possible therefore that Council does not meet the principal objective of the Policy. In addition, consideration must be given to the potential that the investment restrictions provided in the Policy (both legislatively and by Council) may increase this risk.

Council is currently only investing in fixed term deposits which are similar to or below the CPI. To gain returns higher than CPI, long term investments are needed that are not fixed term deposits and may pose a higher risk. Given the total cash position and no clear oversight of the restricted and unrestricted cash positions at this stage, it is prudent to continue with the fixed term deposits that are risk free. With investments maturing every month, this allows the ability to not reinvest if funds need to be directed to major projects.

A review of the aggregate performance on Council investments, comparative to the CPI, over a significant period (greater than five years) may ascertain if the investment strategy has been meeting the Policy's principal objective. This may then advise if changes are required to Council's investment strategy.

## Consultation

Council makes investments through Curve Securities and deals directly with the Commonwealth Bank and the Westpac Bank. During the month, all three advisors were contacted to gain advice on daily interest rates.

### LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.4.2: Ensure Council's Investment and Borrowings Policies and practices meet the requirements of STC 5.4 Responsible custodianship of the community's assets.

### **CONCLUSION**

Funds have been restricted to ensure all areas of Council continue to operate in accordance with both the annual Operational Plan and Budget and the Long-Term Financial Plan. Further, all investments continue to be made in accordance with the requirements of the Act, the Regulation, and the Policy.

### **ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.11 QUARTERLY BORROWINGS REPORT AS AT 31 MARCH 2025****REPORT FROM: Corporate and Community Services****PURPOSE**

The purpose of this report is to provide Council with a reconciliation of borrowings as at the end of the reporting quarter.

**RECOMMENDATION**

*That Council notes the information contained in this report.*

**REPORT**

This report is provided to inform Council of the reconciliation of borrowings. The summary of borrowings set out below details each of Council's borrowings.

The following tables detail the interest rate, loan completion date and balance as at the end of the reporting quarter for each of Council's borrowings, in each of the respective funds.

General Fund					
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date	Balance
1	TCORP RFS Loan	3.95%	12/12/2016	8/12/2036	\$ 483,288.61
2	GIMC Debt at Amalgamation	6.69%	31/10/2002	1/11/2027	\$1,062,093.07
3	Learning Centre	7.35%	19/06/2009	19/06/2025	\$ 6,102.69
11-01	Business Acquisition: Quarry	7.69%	28/07/2011	28/07/2036	\$ 483,000.00
16	Glen Innes & Emmaville Swim Centre	4.70%	6/03/2015	28/02/2035	\$ 922,266.08
<b>Total General Fund Liability</b>					<b>\$2,956,750.45</b>

Water Fund					
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date	Balance
11-02	Land Acquisition: Future Storage	7.69%	28/07/2011	28/07/2036	\$1,292,600.00
Total Water Supply Fund Liability					\$1,292,600.00

Sewer Fund					
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date	Balance
10	Sewer Augmentation Loan	6.51%	9/05/2006	11/05/2026	\$ 349,633.82
Total Sewer Fund Liability					\$ 349,633.82

Quarry Fund					
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date	Balance
1	TCORP Wattle Vale Loan	3.95%	12/12/2016	8/12/2036	\$ 931,904.98
Total Quarry Fund Liability					\$ 931,904.98

TOTAL LOANS LIABILITY					\$5,530,889.25
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## Certification

I, Shageer Mohammed, Chief Financial Officer, do hereby certify that the above borrowings have been made in accordance with the requirements of the **Local Government Act 1993 (the Act)** (Chapter 15, Part 12 – sections 621 to 624) and the **Local Government (General) Regulation 2021 (the Regulation)** (Section 230).

## KEY CONSIDERATIONS

### Financial/Asset Management

Council has Loan Liabilities totalling **\$5,530,889.25** as at the end of the reporting quarter.

### Policy

Council is responsible for the prudent management of community resources and adheres to the NSW Office of Local Government Capital Expenditure Guidelines.

### Risk

Council must manage risk and practice due diligence when borrowing funds. Council is required to abide by the contractual requirements of the loan providers.

## **Consultation**

The Manager of Governance, Risk and Corporate Planning was consulted previously regarding the risk implications section contained in this report.

## **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.4.2: Ensure Council's Investment and Borrowings Policies and practices meet the requirements of STC 5.4 Responsible custodianship of the community's assets.

## **CONCLUSION**

Council's loans continue to be made in accordance with the requirements of the Act and the Regulation.

## **ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.12 CAPITAL WORKS PROGRAM PROGRESS REPORT AS AT 31 MARCH 2025**

**REPORT FROM: Corporate and Community Services**

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**PURPOSE**

The purpose of this report is for Council to review the progress of its Capital Works Program for the 2024/2025 Financial Year and the progress of Capital Works Projects carried over from previous financial years or revoted from previous financial years, all of which were adopted in October 2024.

**RECOMMENDATION**

*That Council notes the information contained in this report.*

**REPORT**

Council adopts its Capital Works Program annually as part of the adoption of the Operational Plan and Budget.

The Capital Works Program report includes all currently active projects, confirming that each aligns with its approved budget. Refer to the attached report titled “Capital Projects Details” (**Annexure A**).

Projects have been categorised into relevant areas. With the grants register now fully established and rolled over into the 2024-25 fiscal year, monitoring grant-related capital projects has become a priority to ensure alignment with funding requirements. This enhanced oversight will include monthly reviews of capital projects associated with the contract assets/liabilities balance, aiming to ensure timely receipt of grant funds. Such timely inflows will help manage and relieve pressure on the unrestricted cash position, ensuring better management of working capital and cashflow.

This report has been prepared with input from the staff who have ownership of the various projects to ensure that there is up-to-date commentary on all the projects. It provides a holistic overview of Council’s progress regarding completed projects, works in progress, or expected project commencement dates.

The Annexure provides detailed information on all the open Capital Works projects for the 2024/2025 Financial Year and reviews progress on Capital Works projects that were carried over or revoted from previous financial years.

### **Airport Runway Renewal**

The rehabilitation project for Runway 14/32 at Glen Innes Airport has been successfully finalised. This initiative encompassed the application of over 50,000 square meters of airport-grade bitumen sealing, executed in partnership with the Council's spray sealing contractor, RPQ Spray Seal. Additionally, 1,000 tonnes of 7mm and 10mm aggregate were provided by Glen Innes Aggregates. The project was completed under budget.



*Image 1: Rolling bitumen*



*Image 2: Marking of new lines.*



### **Fixing Country Bridges Round 2B – Cox's Road**

The bridge replacement project on Cox's Road has faced significant delays due to storms and flooding over the past four weeks, resulting in the side track and foundations of the new bridge remaining submerged. The Council has successfully completed the majority of the earthworks for the abutments and is currently awaiting a rock drilling contractor to create the necessary rock anchor holes. This work can only proceed once water levels decrease and access is restored.



*Image 3: Current Flooding at Cox's Road*

### **LRCI – Town Centre Beautification Project**

A permanent water source has now been connected to all the raised garden beds on Grey Street.

Most garden beds have been filled with soil, irrigation installation and planting is ongoing.

The fibreglass rectangular planters and the concrete bench bollards have now been installed.

The light poles in Bourke Street and Meade Street roundabouts are currently dismantled and being repainted, and the street light orbs are being replaced.





*Image 4: Garden Bed Corner of Grey and Bourke Street.*



*Image 5: Laying of watering system*



Image 6: Planting around centre parking tree.

## KEY CONSIDERATIONS

### Financial/Asset Management

The table on the following page provides a summary of the adopted budget, the actual and committed amounts as of 31 March 2025, along with the percentage of the actual and committed expenditure when compared to adopted budgets.

Project Type	Projects Count	FY25-QBR2 Budget	Total Spent	Expenditures %
Aerodome	3	\$3,303,178.00	\$2,445,432.83	74.03%
Bridge	7	\$4,637,878.72	\$3,932,770.51	84.80%
Building	3	\$95,000.00	\$81,212.07	85.49%
Community Halls	1	\$131,651.00	\$106,780.37	81.11%
Drainage	1	\$150,000.00	\$22,019.70	14.68%
Economic Development	7	\$893,446.00	\$491,460.26	55.01%
Flood Recovery & Natural Disasters	2	\$1,425,225.00	\$975,068.43	68.42%
IT	1	\$80,000.00	\$25,000.00	31.25%
Library	1	\$10,750.93	\$9,454.55	87.94%
Life Choices	5	\$187,153.00	\$172,791.26	92.33%
Open Office	1	\$785,825.00	\$507,206.39	64.54%
Open Spaces & Recreational	23	\$3,870,674.71	\$2,049,375.80	52.95%
Plant	31	\$1,177,408.39	\$1,402,545.95	119.12%
Quarry	5	\$836,119.32	\$655,732.56	78.43%
Roads	27	\$26,584,696.37	\$13,545,912.34	50.95%
Sewer	4	\$639,318.00	\$102,258.75	15.99%
Waste	7	\$1,759,065.00	\$1,089,201.40	61.92%
Water	6	\$1,429,941.67	\$450,020.90	31.47%
<b>Grand Total</b>	<b>135</b>	<b>\$47,997,331.11</b>	<b>\$28,064,244.07</b>	<b>58.47%</b>

N.B. Project #7231C24 has been assigned a negative budget of \$342k hence causing the expenditure percentage to be over 100% for the Plant category. This will be corrected during QBR3.

The extent to which the Capital Works program is completed determines the Infrastructure Asset Renewal ratio, which is a measure of the financial sustainability of Council's assets. This ratio is crucial in determining the future cash requirements and Council will need to ensure that asset renewals are at the required levels and the funding source of asset renewals are thoroughly understood and forecasted. The asset revaluations and depreciation expense also play a pivotal role in ensuring all these factors are allowed for in Council's Long Term Financial Plan.

Ongoing projects currently marked as "Capitalised" are now included in this report. The remaining budgets for these projects have been brought forward after capitalisations have been completed.

### **Policy**

Maintenance of Council's infrastructure assets is in accordance with Council's Risk Management policies, Procurement Policy and Asset Management Plans.

### **Risk**

Maintaining Council's assets minimises legal and risk exposure. Council faces project management risks in managing timelines and budgets, particularly relating to grant funded projects.

Developing a project risk management assessment and plan, using Council's Enterprise Risk Management system, will assist in mitigating risk.

### **Consultation**

This report has been prepared with input from staff who have ownership of the various projects to ensure that the report includes up-to-date commentary.

### **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council's Delivery Program Infrastructure Management Principal Activity IM 3.2.1: Implement Maintenance infrastructure works according to adopted service levels.

### **CONCLUSION**

Council adopts its Capital Works Program annually as part of its Operational Plan and Budget. This report provides updated information on the projects within each of the Capital Works Programs, the spend to date as well as updated commentary. Projects for the 2024/2025 year will be updated into the Capital Report as they are commenced.

### **ATTACHMENTS**

Annexure A     Details of Capital Projects as at 31 March 2025 [⇒](#)

**REPORT TITLE: 7.13 WASTE-TO-ENERGY TECHNOLOGY - COSTS, BENEFITS AND RISKS**

**REPORT FROM: Place and Growth**

### **PURPOSE**

The purpose of this report is to respond to Council Resolution 18.02/25 by outlining the potential costs, benefits and risks associated with supporting SEATA Group and its pyrolysis technology. This includes consideration of a potential business plan, a public-private partnership (PPP), and a pathway for establishing local pyrolysis operations within the Glen Innes Severn Local Government Area (LGA).

The report also provides an update on recent discussions with SEATA, seeks a budget allocation to support a regional feedstock trial, and identifies potential grant funding opportunities to support future stages of the project.

### **RECOMMENDATION**

***THAT Council:***

- 1. Notes the contents of this report.***
- 2. Authorises the General Manager to undertake further investigations and discussions with SEATA Group regarding a potential Public Private Partnership (PPP), and to obtain legal advice to inform this process.***
- 3. Endorses a \$75,000 budget allocation from the Sewer and Waste Funds Reserve to support a feedstock trial with SEATA.***
- 4. Receives a further report detailing the outcomes of the feedstock trial once complete and PPP investigations, including legal considerations, and estimated costs to progress the proposed agreement.***

### **REPORT**

At its Ordinary Meeting held 20 February 2025, Council resolved (18.02/25) to request a report outlining the potential costs, benefits and risks associated with a range of actions to support SEATA Pty Ltd in the commercialisation of its pyrolysis technology.



## 18.02/25 RESOLUTION

That Council requests council officers to prepare a report to the Council Ordinary Meeting to be held on Thursday, 24 April 2025 to advise Council of the potential costs, benefits and risks involved in delivering the following:

1. Creation of a Business Plan to:
  - a. Assist SEATA in the commercialisation of their proprietary technology.
  - b. Establish a retail Energy Supply business for the benefit of residents and Council.
2. A public private partnership agreement with SEATA for the use of the Business Plan to raise both awareness, in the community, and capital.
3. A pathway which upon completion of the Business Plan and the receipt of a both a positive Cost Benefit Ratio (CBR) and positive Environmental Protection Authority (EPA) test results and licence, due to be available in July 2025, enables Council:
  - a. To negotiate the purchase of the first commercial unit to be used to treat both local Glen Innes and regional carbonaceous waste.
  - b. To negotiate with SEATA a commercial agreement to establish the manufacture of pyrolysis units in Glen Innes.
  - c. To support SEATA with an agreement to provide industrial land to facilitate the manufacture of units as per point 3b.
4. Advice to Council on possible budget allocation to progress this initiative.

To inform the preparation of this report, Council officers met with three SEATA Directors in March 2025 to discuss their views on the resolution's content.

This section of the report includes the following:

- An overview of the current market landscape in the pyrolysis / biochar / syngas space to demonstrate a fair and informed approach.
- Direct response to each element of the Council resolution. Where relevant, the position of SEATA Group, based on discussions held with three of its Directors in March 2025 is included to provide further context and insight into potential local partnership opportunities.
- A list of potential grant funding opportunities that could be explored.

## TECHNOLOGY REVIEW – AUSTRALIAN MARKET CONTEXT

To ensure a comprehensive understanding of the current market and to support informed decision-making, Council officers have undertaken a review of pyrolysis facilities operating across Australia. A range of operators were identified, including:

- **Pyrocal** – Offers continuous carbonisation systems for biomass-to-biochar conversion. Does not produce usable syngas for energy generation (Pyrocal, 2025).

- **Green Man Char** – Specialises in slow pyrolysis for premium biochar products but is not focused on syngas applications (Green Man Char, 2025).
- **Renergi** – Operates a demonstration-scale energy-from-waste plant in Collie WA using grinding pyrolysis to produce bio-oil, wood vinegar and biochar. Its process does not generate usable syngas (Renergi, 2025).
- **Energy Farmers Australia** – Designs small-scale mobile pyrolysis units focused on agricultural applications. Not suitable for grid-scale syngas energy generation (Energy Farmers, 2025).
- **SEATA** – Council is already familiar with the SEATA Group due to its R&D pilot plant being located within the Glen Innes LGA. SEATA stands out as the only known Australian company producing both biochar and a high-calorific, storable syngas suitable for electricity generation from a single modular pyrolysis unit. Their proprietary design delivers clean syngas free from nitrogen dilution, making it compatible with gas turbines without requiring intensive processing (SEATA Group, 2025; Productivity Commission, 2025). Notably, SEATA's directors have expressed a strong interest in constructing their first commercial unit in Glen Innes.

## COUNCIL RESOLUTION DISCUSSION:

### Council Resolution Point #1:

#### *The creation of a Business Plan to:*

- Assist SEATA in the commercialisation of their proprietary technology.*
- Establish a retail Energy Supply business for the benefit of residents and Council.*

While Council resolved to support the development of a business plan, investigations revealed it cannot prepare or co-develop a business plan on behalf of SEATA, or any private entity. Doing so would constitute a conflict of interest under both the Glen Innes Severn Council Code of Conduct and the *NSW Local Government Act 1993*, which requires that councils act impartially and in the public interest when carrying out their functions.

Specifically, Section 8B(1)(b) of the *Local Government Act 1993* states that:

*“Councils must act fairly, ethically and without bias in the interests of the local community.”*

Preparing a business plan for SEATA would compromise Council's ability to remain an impartial decision-maker should SEATA seek land, funding, approvals or a formal partnership with Council.

Further, during discussions held in March 2025, SEATA Directors confirmed they do not require assistance with a business plan and do not wish to establish or operate a retail energy supply business at this time, however, they are open to discussions should Council wish to purchase power from SEATA subject to agreement.

With this in mind, there may be future opportunities to explore a Power Purchase Agreement (PPA) to secure local energy supply benefits from SEATA.

A PPA is a long-term contract between an electricity generator and a customer (such as a Council) for the supply of electricity at an agreed price over a fixed term, often between five and 20 years (EnergyCo NSW, 2025). PPAs are commonly used to enable the development of renewable energy projects by providing revenue certainty to the generator, while allowing customers to lock in energy pricing and reduce exposure to market volatility.

In New South Wales (NSW), local councils have the authority to enter into PPAs with renewable energy providers. These agreements offer councils the opportunity to reduce energy costs, support local renewable energy projects, and contribute to community sustainability goals.

If SEATA can establish a syngas facility capable of exporting electricity to the grid in a reliable and measurable way, the energy produced could form the basis of a PPA between SEATA and Council. This would enable Council to support local innovation while securing renewable or low-emissions electricity under a structured contract.

Given that SEATA's syngas electricity generation capabilities are still being refined, it is recommended that Council revisit this opportunity once further clarity and confirmation are provided.

#### **Council Resolution Point #2:**

***A Public Private Partnership agreement with SEATA for the use of the Business Plan to raise both awareness, in the community and capital.***

As outlined in the Office of Local Government's (OLG) Public Private Partnerships (PPP) Guidelines (January 2022) and in accordance with section 400B of the *Local Government Act 1993*, a PPP is an arrangement whereby a council joins with a private person or entity to provide public infrastructure, a facility and/or a service where the council retains an interest, liability or responsibility.

#### **Potential PPP with SEATA:**

While it is important to emphasise that no agreement or arrangement has been entered into with SEATA, hypothetically, a potential PPP with SEATA could include as a minimum:

- Council managing the site and carbonaceous waste stockpiles, including receiving and supplying feedstock from both inside and outside the region through a gate fee model that generates income for Council.

- SEATA would be responsible for installing and operating the pyrolysis plant, retaining the commercial benefits from the sale of biochar and syngas. In return, Council's waste feedstocks would be processed at no cost, reducing waste management expenses and supporting circular economy outcomes.

Although SEATA would retain ownership of the pyrolysis facility and generate commercial income from its operation, Council would retain an interest by:

- Coordinating and generating income from the supply of feedstock from Council-managed and regional waste streams, and
- Potentially contributing land and / or site management functions.

As Council would remain actively involved in enabling and benefiting from the facility, the proposal meets the legislative definition of a PPP.

The tables provided both below and on the following page, contain the perceived benefits, risks and costs associated with exploring a PPP.

#### BENEFITS

Category	Benefit
Innovation	Encourages clean-tech industry and circular economy development in the Glen Innes LGA.
Economic	Potential for local employment, R&D expansion, and regional waste-to-energy industry creation.
Environmental	Reduces waste to landfill; supports carbon sequestration and emissions reduction.
Financial	Council may generate income from receiving and supplying feedstocks via gate fees.
Risk Sharing	PPP model enables clear allocation of technical, operational, and financial risk.

#### RISKS

Category	Risk	Mitigation
Legal / Governance	Non-compliance with PPP guidelines or procurement probity requirements.	Early consultation with OLG and establishment of a PPP Governance Framework.
Financial	Costs associated with legal, technical and commercial advisory support.	Use of NSW vendor panels and clear budget allocation.
Reputational	Perception of supporting a private entity without transparency.	Transparent reporting to Council and community; inclusion of performance monitoring.
Operational	Project fails to deliver forecast outcomes or feedstock supply underperforms.	Stage-gated approach with data from the \$75k trial informing future commitments.



**COSTS**

Phase	Description	Estimated Cost
Stage 1 – Preliminary Assessment	Initial investigations including legal and commercial advice, risk identification, and preparation of documentation required for submission to the OLG.	\$20,000 (approx.)
Stage 2 – Governance & Planning	Development of a proposed PPP structure in accordance with the OLG Guidelines, including establishment of a governance framework, draft documentation, and public interest evaluation	\$50,000 (approx.)
Stage 3 – Execution (Subject to future decision)	If endorsed, finalisation of legal agreements, land tenure arrangements, and completion of any outstanding business case or probity requirements.	Subject to future Council resolution.

**Note: These are indicative estimates only. Council would need to engage legal and commercial advisors to provide more specific costings based on the proposed PPP structure.**

**Process to Progress a PPP**

The OLG Guidelines (Section 11) require that all PPPs follow a formal assessment process before any arrangement or agreement is made. A summary of the key steps Council must follow should an arrangement or agreement with SEATA be entered into include the following:

**1. Council Resolution**

**Council must formally resolve to:**

- Proceed with the project as a potential PPP,
- Endorse the project's outcomes and deliverables, and
- Authorise the General Manager to submit the proposal to the OLG for assessment.

These resolutions must be included in the submission to OLG.

**2. Initial Submission to OLG**

Council must submit the following documents for initial assessment to the OLG:

- Self-Assessment Questionnaire (Form 1),
- Council Resolutions and General Manager Certification,
- Statement of Outcomes and Deliverables,
- Linkage to IPR (Integrated Planning and Reporting) documents, such as the Community Strategic Plan, Delivery Program, and Operational Plan, and

- Governance Structure for the project (e.g. Steering Committee, Probity Advisor, Evaluation Panel).

At this stage, a clear outline of expected project dimensions, funding sources, and Council's role is required. Council must not enter into any agreement or call for tenders before this step is complete.

### 3. Full Assessment (if required)

If the project is considered significant (over \$50M or 25% of Council's annual revenue) or high risk, it must undergo full assessment by the Project Review Committee (PRC). This requires submission of:

- Business Case and Economic Appraisal, including cost-benefit analysis,
- Detailed Risk Assessment and Management Plan,
- Governance and Probity Plan,
- Community Consultation Process,
- EOI (Expression of Interest) Documentation (if applicable),
- Final draft contracts and project specifications, and
- OLG or the PRC may request independent expert reports at Council's cost.

#### What if a full assessment is *not* required?

If the PPP proposal is not considered significant or high risk, the PRC process is not triggered. In this case:

- OLG completes an initial assessment (based on Form 1 and accompanying documents submitted by Council).
- If satisfied, OLG will issue written advice confirming that the project may proceed under a simplified assessment pathway.

Council can then:

- Continue with project planning,
- Finalise probity and governance arrangements,
- Prepare a basic business case and risk analysis, and
- Bring a further report to Council for formal decision-making.

After Council's formal approval, contracts may be signed, and the project can proceed – subject to any ongoing OLG reporting requirements (e.g. if project scope or risk changes).

#### 4. OLG Assessment Outcome

- OLG or the PRC reviews the submission to determine compliance with the Guidelines.
- Council must not enter into any arrangement until a positive assessment is received in writing.
- If feedback is provided, Council may revise and resubmit the project for further review.

#### 5. Contract Signing and Ongoing Obligations

- Once approved, Council may proceed to sign contracts.
- Council must notify OLG of any major variations to the project (e.g. scope, cost, partner, risk profile).
- If significant changes occur, the revised project may need to be reassessed.

#### Conclusion – PPP

The proposed pyrolysis facility, if delivered in partnership with SEATA, qualifies as a PPP under the *Local Government Act 1993* and the OLG PPP Guidelines. While SEATA could retain commercial control of the infrastructure, Council's prospective role in land use, waste coordination and service oversight establishes an ongoing interest. This report does not seek to commit Council to a PPP, but recommends that formal investigations commence in accordance with the statutory process set out by the OLG.

#### **Council Resolution Point #3:**

***A pathway which upon completion of the Business Plan and the receipt of both a positive Cost Benefit Ratio (CBR) and positive Environmental Protection Authority (EPA) test results and licence, due to be available in July 2025, enables Council:***

- To negotiate the purchase of the first commercial unit to be used to treat both local Glen Innes and regional carbonaceous waste.***
- To negotiate with SEATA a commercial agreement to establish the manufacture of pyrolysis units in Glen Innes.***
- To support SEATA with an agreement to provide industrial land to facilitate the manufacture of commercial units as per point 3b.***

#### Commercial Pyrolysis Unit for Local and Regional Waste

At the meeting held in March 2025 between Council officers and SEATA, the Directors confirmed SEATA's strong interest in establishing its first commercial-scale pyrolysis unit within the Glen Innes Severn LGA, however, they conveyed a preference for a partnership-based model, rather than the direct sale of a commercial pyrolysis unit to

Council. In this structure, Council (as a minimum), could generate income through gate fees and benefit from the free processing of carbonaceous waste, while SEATA retains the commercial benefits from the sale of syngas and biochar. This aligns with a Public Private Partnership (PPP) approach and represents a low-risk, value-for-money opportunity for Council.

### **Request for Budget Allocation to Trial Feedstock Processing**

To assist Council to determine the feasibility of the technology and confirm if a PPP should be explored in detail, it is necessary to undertake a preliminary trial of feedstocks. This would support SEATA's conceptual design prior to proceeding to detailed testing design.

Council's contribution to this trial is proposed at \$75,000 which will provide four days of operation of the plant running up to 200kg - 300kg per hour of feedstocks, being green waste and biosolids. Note, a number of other Council's and entities are also anticipating to undertake this process which could result in the testing period extending to approximately 2 weeks (however the \$75,000 budget allocation would cover this).

**Benefit:** If successful, future revenue opportunities from gate fees, regional waste reduction, data-driven investment decisions could arise.

**Cost:** \$75,000 (no grant funding sought). Proposed to be funded from Council's waste and sewer fund reserves.

**Risk:** Trial may not yield economically viable results.

### **Manufacture of Pyrolysis Units in Glen Innes & Expansion of R&D Facility**

SEATA Directors have advised that they do not intend to undertake commercial manufacturing of their pyrolysis units in Glen Innes. Instead, manufacturing operations, including assembly and fabrication will be located based on the specific project location, cost efficiencies and the availability of skilled labour. However, the Directors affirmed their commitment to maintaining and expanding their existing Glen Innes-based Research and Development (R&D) operations, which are central to advancing feedstock processing technologies and improving system performance. Prospective expansion activities may include the construction of an additional plant to process 'dirty' feedstocks (such as, contaminated green waste, food organics, liquid trade waste, cardboard, plastics – all subject to future EPA approval).

### **Provision of Industrial Land for Manufacturing**

As SEATA has confirmed that it does not intend to manufacture its pyrolysis units in Glen Innes, industrial land for this purpose is not required. However, the Directors have expressed strong interest in establishing their first commercial-scale pyrolysis unit within the Glen Innes Severn LGA, and appropriate land will be needed to accommodate the construction and operation of that facility.

To this effect, the Wattlevale Quarry site, which is Council-owned, was identified as a potentially suitable location for the commercial plant to be constructed and operate from and which could potentially form part of a PPP agreement with SEATA. Further environmental and logistical feasibility assessments are required to confirm its viability.

**Benefit:** Regional investment, job creation, reduction in landfill, reduced emissions, and alignment with circular economy and Net Zero principles.

**Cost:** Approximately \$20,000 for an initial site feasibility assessment.

**Risk:** Potential environmental and planning approval hurdles, as well as community expectations that must be managed proactively.

### **Grant Opportunities and External Funding**

As part of investigations, Council officers also undertook a scan of current grants that may serve this project.

While the recommended budget allocation of \$75,000 for the feedstock trial and \$5,000 for PPP investigations are not intended to be grant funded, several potential funding streams may support future commercial deployment. These include:

- Powering the Regions Fund – Industry Development Grant, which supports emissions reduction in industrial settings and aligns closely with SEATA's objectives.
- **Australian Renewable Energy Agency (ARENA)** – funding available for clean energy projects with innovation in bioenergy and carbon sequestration.
- NSW Net Zero Industry and Innovation Program – which may support commercial-scale deployment, subject to the success of pilot activities.

It is recommended that should Council pursue a PPP with SEATA, that early engagement with relevant funding bodies to assess eligibility, alignment with grant criteria, and overall project readiness occurs.

### **Council Resolution Point #4:**

#### ***Advice to Council on possible budget allocation to progress this initiative.***

From the details provided within this report, the following budget allocations are proposed to progress this initiative:

- Feedstock Trial - \$75,000.

The budget is proposed to be funded equally from the Sewer and Waste Fund Reserves, with a 50/50 split.

### **KEY CONSIDERATIONS**

#### **Financial/Asset Management**

- \$75,000 allocation from sewer and waste fund reserves,
- Potential revenue from future feedstock gate fees (subject to PPP agreement),
- If a PPP is established, Council would not carry any asset management responsibilities or retain associated financial risks for the commercial plant, as these would be fully managed and borne by SEATA.

#### **Policy**

- PPP would require adherence to the Office of Local Government's (OLG) Public Private Partnerships (PPP) Guidelines (January 2022).

#### **Risk**

- The technology is yet to be proven at a commercial scale and may not perform as expected (benchtop trials however have shown favourable results),
- Failure to explore potential partnerships may result in the loss of a valuable opportunity to harness renewable energy, reduce waste, and support local innovation,
- Long-term access to suitable feedstocks is not guaranteed,
- Environmental and planning approvals may be complex or delayed.

#### **Consultation**

- Three (3) Directors of SEATA,
- GISC Acting Director of Infrastructure,
- GISC Waste and Environment Officer.

### **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council's Delivery Program Principal Activity EH 4.6.4: Implement initiatives to decrease contamination levels in recycling, increase recycling diversion rates to minimise waste going into the landfill, and to promote a waste education and recycling program.

### **CONCLUSION**

The investigation into SEATA's pyrolysis technology has confirmed the viability of progressing a low-risk, partnership-based approach that aligns with Council's strategic waste, environmental and economic development goals. While SEATA has ruled out selling a unit directly or establishing a manufacturing operation in Glen Innes, the company has confirmed strong interest in partnering with Council to locate a

commercial pyrolysis unit within the LGA and expand its local research and development activities.

The proposed feedstock trial will provide essential data to inform future decisions and reduce project risk. A simplified public-private partnership, guided by the OLG's NSW PPP framework, presents a feasible and innovative pathway for Council to support clean technology, reduce landfill, and create local economic opportunities without direct capital investment in infrastructure.

A total budget allocation of \$75,000 is proposed to progress these early-stage investigations and trial activities. Subject to the outcomes of the feedstock trial and further PPP feasibility work, Council will be positioned to consider a formal PPP proposal in due course.

#### References:

ARENA (2025). *Renergi's Collie Resource Recovery Project*. Australian Renewable Energy Agency. Retrieved from: <https://arena.gov.au/projects/collie-resource-recovery-project/>

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Office of Local Government. (2022). *Public Private Partnerships (PPP) Guidelines*. NSW Government. Retrieved from: <https://www.olg.nsw.gov.au/wp-content/uploads/2022/02/ppp.pdf>

Productivity Commission (2025). *Inquiry into the Circular Economy: Submission 145 – SEATA Group*. Australian Government. Retrieved from: [https://www.pc.gov.au/\\_data/assets/pdf\\_file/0009/387648/sub145-circular-economy.pdf](https://www.pc.gov.au/_data/assets/pdf_file/0009/387648/sub145-circular-economy.pdf)

Pyrocal (2025). *Continuous Carbonisation Technology – FAQs*. Retrieved from: <https://www.pyrocal.com.au/faqs>

SEATA Group (2025). *Our Products – Thermal Carbonisation Units*. Retrieved from: <https://www.seatagroup.com.au/our-products>

#### **ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE:        7.14 DEVELOPMENT ASSESSMENT REPORT - DA 43/24-25 -  
                                     76 BLACKS ROAD, GLEN INNES**

**REPORT FROM:        Place and Growth**

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**PURPOSE**

The purpose of this report is to recommend that Council approve Development Application 43/24-25 for the construction of a single storey dwelling house. This report has been prepared to fulfill the requirements of the Conflicts of Interest Policy (In Dealing with Council-related Development) endorsed by Council.

The attached report details the town planning considerations. No variations to standards are proposed and no objections received to the proposed development.

**RECOMMENDATION**

***That Council approves Development Application 43/24-25 for the construction of a single storey dwelling house at 76 Blacks Road Glen Innes, be approved in accordance with the conditions of consent and attached report prepared by Council's Consulting Town Planner.***

**REPORT**

Under the endorsed Conflicts of Interest Policy (In Dealing with Council-related Development) Council is required to determine any Development Application (DA) with an estimated development cost of over \$200,000 where a member of MANEX is involved in the application.

A DA has been received and assessed for a single storey dwelling. The applicant for this development is the current Director of Place and Growth, lodged at a time when they were a town planning consultant, under their former town planning business. As such, the appropriate procedures have been followed as outlined in the Policy.

Council has received and assessed an application for the construction of a single storey dwelling house. The assessment report recommends approval of the development subject to recommended conditions of consent. As such, under the endorsed Conflict of Interest Policy, Council is required to determine the application as the applicant is a current member of MANEX. In accordance with the policy, the assessing officer has declared that all processes undertaken during the assessment of the application are in accordance with Council's policies, procedures and legislative requirements. No special or preferential treatment has been requested nor given, nor has the applicant been discriminated against.



Under Appendix A of the policy, the development is best categorised as:

*Where MANEX members, Place and Growth and Infrastructure Services staff are involved in a development assessment process and are applicants and / or owners (residential development).*

The assessment of such applications is to be by “an external, independent qualified town planner”. The assessing officer is an external independent planning consultant. Under Appendix A, all applications involving the Director of Place and Growth are to be determined by Council at an Ordinary Meeting of Council.

The assessment has been carried out in accordance with the principles set out in Section 10 of this Policy.

Section 10 states:

10.1 The following principles will be adhered to:

- a) *If a Council staff member is the Authorised Staff Member to act as an applicant for a Council-related development, any discussion with other Council staff in relation to the development application must be undertaken by appointment and in a public location (the same as for any other Council customer). Records of meetings must be kept and retained on the relevant application register in ECM.*

Not applicable.

- b) *If a Council staff member is the applicant and/or landowner for a personal development application, any discussion with other Council staff in relation to the development application must be undertaken in the staff member's (applicant/owner's) own time, by appointment and in a public location (the same as for any other Council customer). Records of meetings must be kept and retained on the relevant application register in ECM.*

No meeting has been held with the applicant regarding this development.

- c) *If a Councillor, Council staff member, delegate of Council, adviser of Council or Council committee member is the applicant and/or landowner, the Councillor, staff member, delegate, adviser or committee member must not use his or her position to influence the Assessing Officer in the processing of the application.*

The assessing officer is an external contractor who has extensive experience in independently assessing DAs for councils under conflict of interest or probity policies.

- d) *The Assessing Officer is to ensure that all processes undertaken during the assessment of any development application are in accordance with Council's policies, procedures and legislative requirements. The applicant is not to be given any special, preferential treatment nor discriminated against.*

The assessment report includes information regarding compliance with this policy. No special treatment has been given, nor any discriminatory treatment. There has been a delay in approving this DA due to limited resources / staff departure and time available to onboard a new planning consultant.

- e) *Relevant security controls will be put in place on all record management registers where Council staff have an identified conflict of interest as outlined in section 9.1.*

The current Director of Place and Growth is unable to access the files associated with this application due to security measures being applied to Council's Electronic Document Management System and no access to Council's NSW Planning Portal has been provided. Further, hard copies of the application are not printed / available for viewing.

- f) *Development applications will be assessed in accordance with usual processes and will be reported to Council for determination if required in accordance with Annexure A.*

The assessment of the application has been undertaken in accordance with standard Council processes.

### **KEY CONSIDERATIONS**

#### **Financial/Asset Management**

Nil.

#### **Policy**

The process undertaken for the assessment of a development application lodged by the Director of Place and Growth has been consistent with Council's endorsed Conflicts of Interest Policy.

#### **Risk**

Organisational risk has been reduced through strict adherence with the endorsed Conflicts of Interest Policy.

#### **Consultation**

Nil.

### **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council's Delivery Program Environment Heritage Principal Activity EH 4.9.4: Provide Town Planning services to adopted customer service standards.

### **CONCLUSION**

This report outlines the steps taken by Council staff and contractor in assessing an application for a single storey dwelling house and recommends approval of the application subject to the recommended conditions of consent. This is consistent with the adopted Council policy.

## **ATTACHMENTS**

Annexure A      Assessment Report - DA 43/24-25 - 76 Blacks Road, Glen Innes [↗](#)

**Item 7.14**

**REPORT TITLE: 7.15 DEVELOPMENT ASSESSMENT REPORT - DA 50/24-25 - 450 EMMAVILLE ROAD, GLEN INNES**

**REPORT FROM: Place and Growth**

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### **PURPOSE**

The purpose of this report is to recommend that Council approve Development Application 50/24-25 for the construction of a single storey dwelling house. This report has been prepared to fulfill the requirements of the Conflicts of Interest Policy (In Dealing with Council-related Development) endorsed by Council.

The attached report details the town planning considerations.

### **RECOMMENDATION**

*That Council approves Development Application 50/24-25 for the construction of a single storey dwelling house at 450 Emmaville Road, Glen Innes, in accordance with the conditions of consent and the attached report prepared by Council's Consulting Town Planner.*

### **REPORT**

Under the endorsed Conflicts of Interest Policy (In Dealing with Council-related Development) Council is required to determine any Development Application (DA) with an estimated development cost of over \$200,000 where a member of MANEX is involved in the application.

A DA has been received and assessed for a single storey dwelling. The applicant for this development was the current Director of Place and Growth, lodged at a time when they were a town planning consultant, under their former town planning business. As such, the appropriate procedures have been followed as outlined in the Policy.

Council has received and assessed an application for the construction of a single storey dwelling house. The assessment report recommends approval of the development subject to recommended conditions of consent. As such, under the endorsed Conflict of Interest Policy, Council is required to determine the application as the applicant is a current member of MANEX. In accordance with the policy, the assessing officer has declared that all processes undertaken during the assessment of the application are in accordance with Council's policies, procedures and legislative requirements. No special or preferential treatment has been requested nor given, nor has the applicant been discriminated against.

Under Appendix A of the policy, the development is best categorised as:

*Where MANEX members, Place and Growth and Infrastructure Services staff are involved in a development assessment process and are applicants and / or owners (residential development).*

The assessment of such applications is to be by “an external, independent qualified town planner”. The assessing officer is an external independent planning consultant. Under Appendix A, all applications involving the Director of Place and Growth are to be determined by Council at an Ordinary Meeting of Council.

The assessment has been carried out in accordance with the principles set out in Section 10 of this Policy.

Section 10 states:

*10.1 The following principles will be adhered to:*

- a) If a Council staff member is the Authorised Staff Member to act as an applicant for a Council-related development, any discussion with other Council staff in relation to the development application must be undertaken by appointment and in a public location (the same as for any other Council customer). Records of meetings must be kept and retained on the relevant application register in ECM.*

Not applicable.

- b) If a Council staff member is the applicant and/or landowner for a personal development application, any discussion with other Council staff in relation to the development application must be undertaken in the staff member's (applicant/owner's) own time, by appointment and in a public location (the same as for any other Council customer). Records of meetings must be kept and retained on the relevant application register in ECM.*

No meeting has been held with the applicant regarding this development.

- c) If a Councillor, Council staff member, delegate of Council, adviser of Council or Council committee member is the applicant and/or landowner, the Councillor, staff member, delegate, adviser or committee member must not use his or her position to influence the Assessing Officer in the processing of the application.*

The assessing officer is an external contractor who has extensive experience in independently assessing DAs for councils under conflict of interest or probity policies.

- d) The Assessing Officer is to ensure that all processes undertaken during the assessment of any development application are in accordance with Council's policies, procedures and legislative requirements. The applicant is not to be given any special, preferential treatment nor discriminated against.*

The assessment report includes information regarding compliance with this policy. No special treatment has been given, nor any discriminatory treatment. There has been a delay in approving this DA due to limited resources / staff departure and time available to onboard a new planning consultant.

- e) Relevant security controls will be put in place on all record management registers where Council staff have an identified conflict of interest as outlined in section 9.1.*

The current Director of Place and Growth is unable to access the files associated with this application due to security measures being applied to Council's Electronic Document Management System and no access to Council's NSW Planning Portal has been provided. Further, hard copies of the application are not printed / available for viewing.

- f) Development applications will be assessed in accordance with usual processes and will be reported to Council for determination if required in accordance with Annexure A.*

The assessment of the application has been undertaken in accordance with standard Council process.

### **KEY CONSIDERATIONS**

#### **Financial/Asset Management**

Nil.

#### **Policy**

The process undertaken for the assessment of a development application lodged by the Director of Place and Growth has been consistent with Council's endorsed Conflicts of Interest Policy.

#### **Risk**

Organisational risk has been reduced through strict adherence with the endorsed Conflicts of Interest Policy.

#### **Consultation**

Nil.

### **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council's Delivery Program Environment Heritage Principal Activity EH 4.9.4: Provide Town Planning services to adopted customer service standards.

### **CONCLUSION**

This report outlines the steps taken by Council staff and contractor in assessing an application for a single storey dwelling house and recommends approval of the application subject to the recommended conditions of consent. This is consistent with the adopted Council policy.

## **ATTACHMENTS**

Annexure A      Assessment Report - DA 50/24-25 - 450 Emmaville Road, Glen Innes [⇒](#)

**Item 7.15**

**REPORT TITLE:        7.16 DEVELOPMENT ASSESSMENT REPORT: JANUARY 2025  
                                 - MARCH 2025**

**REPORT FROM:        Place and Growth**

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**PURPOSE**

The purpose of this report is to provide information on the Development Assessment and Building Certification activities assessed by Council from 1 January 2025 – 31 March 2025.

**RECOMMENDATION**

*That Council notes the information contained in this report.*

**REPORT**

This report provides a summary on the Development Assessment and Building Certification activities assessed by Council from 1 January 2025 – 31 March 2025. This includes data on the year-to-date number of **Development Applications (DA)** determined, number of **Complying Development Certificate (CDC)** determined, number of **Construction Certificates (CC)** determined, DA, CDC and CC lodged, average days taken to approve these applications, comparison to the previous financial year total and previous quarter total, together with commentary on building and development trends for the information of Council.

A report of statistical data and updates relating to DA, CDC and CC will be presented to Council each quarter for comparison purposes, showing the quarterly totals, and the year-to-date figures for the current year alongside respective previous year counterparts.



Table 1 below provides data on the volume of applications received and determined over the January 2025 to March 2025 quarter relative to the previous year:

Applications Received and Determined	Jan 2025	Feb 2025	Mar 2025	Total for Jan - Mar Quarter 2025	Monthly Average for Jan - Mar Quarter 2025	Total for Jan - Mar Quarter 2024	Monthly Average for Jan - Mar Quarter 2024
DA Received	10	8	6	24	8	18	6
DA Determined	2	4	3	9	3	13	4
Average days for Determination	69	171*	56		99		92
CDC Received	0	1	1	2	1	4	1
CDC Determined	0	1	1	2	1	2	1
Average days for Determination	0	3	12		6		12
CC Received	1	1	0	2	1	14	5
CC Determined	2	1	1	4	1	5	2
Private Certifier CC Issued	0	2	1	3		2	
Private Certifier CDC Issued	0	2	0	2		1	

Table 1

\*It is noted that in this quarter, a complex legacy DA that was determined in February, has had a considerable impact on the average assessment time. This DA took 505 days (gross) to approve as it took the applicant a significant amount of time to submit additional information for the unapproved works that had taken place on the site prior to the DA being lodged. When applying stop-the-clock provisions however, the DA took only 183 to approve.

CDCs require applicants to meet strict compliance standards, allowing for shorter processing times but resulting in fewer eligible applications. CDC applications have continued to decline this quarter compared to the same period last year, maintaining the downward trend observed previously. Contributing factors include rising construction and living costs, and ongoing competition from private certifiers. To provide further context, two new rows have been added to the above data table, showing the number of CCs and CDCs issued by private certifiers in the last quarter. Private certifiers are active in all local government areas (LGAs), influencing overall application volumes, however efforts to regain market share and strengthen Council’s position in the certification space are currently underway.

The number of DAs received by Council this quarter have increased when compared to their respective quarter last year, recording a 25% increase. However, the number of DAs determined by Council this quarter have decreased. Other contributing factors to the decline in determinations is a result of the departure of Council’s external planning consultant at the beginning of this quarter, along with the Manager of Growth and Development later in the quarter. Given these departures, the Planning and Development team has had to operate below normal resourcing levels with no full-time development assessment planner on staff. Whilst Council has successfully engaged with a contract Town Planner on a part-time basis at the end of March 2025, determination timeframes are expected to remain high whilst they undertake the backlog of submitted DAs.

Pursuant to the previous quarterly assessment report, commencing 1 July 2024, the Minister for Planning and Public Spaces updated their *Environmental Planning and Assessment (Statement of Expectations) Order 2024* to establish the expectations of Councils in **New South Wales (NSW)** in terms of planning assessment performance. As a result, this updated order is supported by the NSW Department of Planning, Housing and Infrastructure, with the Department publicly monitoring all Councils across NSW by the way of an interactive league table to monitor the timeframe expectations.

Table 2 below provides data from the NSW Development League table, outlining the assessment days expected from Glen Innes Council as per the order (which is based on the historical average of 85 days for the financial year 2022-2023), alongside Council’s cumulative average assessment days for the current financial year, in comparison to the rest of the state.

Expectation Assessment Days (GISC) (Order for 2024-2025)	Average Assessment Days (GISC) (1 July 2024 – 28 Feb 2025)	NSW Average Assessment Days (1 July 2024 – 28 Feb 2025)
85	65	103

Table 2

This data shows that Council is currently not only meeting and outperforming the expected timeframe as allocated by the Minister’s order, but also outperforming the state-wide average assessment days for all councils by 45%. Whilst Councils determination timeframes for this quarter are high, the cumulative determination timeframes are continuing to remain under the appointed expectation days.

It is important to note that the processing times provided in the previous tables are based on gross assessment days and do not consider time when applications are on “stop the clock” while officers are waiting for requested information to be provided by applicants. It is noted also that there is no ability to “stop the clock” while waiting for referral or concurrence responses from state agencies such as the Rural Fire Service or Transport for NSW.

Since the NSW Planning Portal became mandatory for all development types, Council has seen a significant decrease in potential developers and owners attending Council for formal pre-development application meetings. This can lead to delays in processing times as many applications – particularly those lodged by the owners rather than consultants – do not include all required information to the appropriate standard.

Applications for CCs received by Council this quarter have decreased significantly compared to their respective quarter last year, with the number of CCs determined also decreasing. The current backlog of development applications has contributed to the decline in construction certificates received this quarter, as developers and landowners await issuance of Development Consent. As noted in previous reports, Council continues to see an increase in number of CC’s issued by Private Certifiers, also contributing to the decline in applications received by Council.

Table 3 below provides a summary of the number of DAs determined, the value of the work, type of development and the average determination, **year-to-date (YTD)**, compared to the 2023-2024 Financial Year. After a recent re-evaluation of the table, additional headings have been included to provide a more comprehensive overview of the developments determined by Council.

	2024-2025 YTD	2023-2024
Total Number of DAs Determined	63	78
Average Determination Time (days)	74	86
Value of DAs	\$16,200,211.19	\$14,498,508
Number of Single New Dwellings	10	23
Number of Residential Alterations/Additions and Ancillary Developments	29	
Number of Subdivisions	9	7
Number of Multi Unit Dwellings	2	0
Number of Commercial Developments	5	12
Number of Commercial Alterations/Additions and Associated Developments	5	
Number of Community Facilities	1	
Number of Industrial Developments	3	3

	2024-2025 YTD	2023-2024
Number of Infrastructure Developments	1	
Withdrawn	4	2

Table 3

Table 4 below provides statistical information regarding the number of CDCs issued in the 2023-2024 Financial Year, compared to the number issued YTD for the current Financial Year.

	2024-2025 YTD	2023-2024
Total Number of CDCs Determined	2	10
Value of CDCs	\$123,000	\$751,100
Number of Single Dwellings	1 – R1 Zone	1 – RU1 Zone
Withdrawn	1	4

Table 4

Section 4.59 of the *Environmental Planning and Assessment Act 1979* (herein referred to as “the Act”), as amended, precludes a challenge to the validity of consent more than three months after the date of public notification of the consent. Consents are available for public inspection, free of charge, during ordinary office hours at Council’s Church Street office. In accordance with Section 4.59 of the Act and Clause 161 of the *Environmental Planning and Assessment Regulation 2021*, the following table lists the determinations issued between 1 January 2025 – 31 March 2025 to be publicly notified.

DA/CDC Number	Description	Location
#DA 36/24-25	Erect Shed	73 Derby Street, Glen Innes
DA 27/24-25	Subdivision (Boundary Adjustment)	6, 8-10 & 30 Rose Valley Road Emmaville & 95 Moore Street Emmaville
DA 66/22-23/A	2 Lot Subdivision	166 Macquarie Street, Glen Innes
CDC 2/24-25	Internal Demolition Works	283 Grey Street, Glen Innes
#DA 22/23-24	Eco-Tourist Facility	1583 Morven Road, Dundee
DA 35/24-25	Multi-Dwelling Housing	Confidential
DA 34/24-25	Community Facility	Confidential
DA 72/21-22/A	3 Lot Subdivision by way of Consolidation & Boundary Adjustment	254 Morgans Road and 270 Deloraine Road, Emmaville

DA/CDC Number	Description	Location
DA 38/24-25	Erect New Rural Dwelling & Shed	6 Ritchie Avenue, Glen Innes
DA 45/24-25	Erection of a Detached Shed	39 Derby Street, Glen Innes
CDC 3/24-25	Erection of a Single Dwelling House	46 Grovers Lane, Glen Innes

# The application was required to be notified in accordance with Table 2.1 of the Glen Innes Severn DCP 2014.

## **KEY CONSIDERATIONS**

### **Financial/Asset Management**

Nil.

### **Policy**

Nil.

### **Risk**

Nil.

### **Consultation**

The information contained in this report has been collected in consultation with input from staff including the Director of Place and Growth, Building and Environmental Health Officer, and the Technical Services Officer.

Statistics such as the ones contained in this report are discussed internally as the key indicator of system performance.

## **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council's Delivery Program Environment Heritage Principal Activity EH 4.9.1: Provide Building Control services to adopted customer service standards and EH 4.9.4: Provide Town Planning services to adopted customer service standards.

## **CONCLUSION**

The data in this report demonstrates that the number of DAs received by Council continue to rise. Determination timeframes will continue to remain high, whilst Council works on processing the back log of DA's received in the last quarter.

Council's assessment times are continuing to outperform the expected timeframe set by the *NSW Environmental Planning and Assessment (Statement of Expectations) Order 2024*.

CC and CDC volumes continue to decline, driven in part by increasing competition from private certifiers and lead time in the issue of DA consents. Efforts to regain market

share and strengthen Council's position in the certification space are currently underway.

### **ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.17 HEADWORKS CHARGES DISCOUNT FOR NOT-FOR-PROFIT ORGANISATIONS****REPORT FROM: Infrastructure Services****PURPOSE**

The purpose of this report is to recommend the inclusion of a discount on headworks charges for eligible not-for-profit organisations within the Glen Innes Severn Council's **Development Services Plan (DSP)**. This aims to support community initiatives and reduce financial barriers for these organisations.

**RECOMMENDATION*****THAT Council:***

- 1. Approves the inclusion of a 50% discount on headworks charges for eligible not-for-profit organisations, as defined in this report, within the Glen Innes Severn Council's Development Services Plan.***
- 2. Undertakes a review of the financial impact of the discount after 12 months of implementation and reports back to Council with findings and recommendations.***

**REPORT**

Glen Innes Severn Council's DSP outlines the framework for infrastructure contributions required from developers to support growth and development within the local government area. Headworks charges are a component of these contributions, levied to fund the provision of essential infrastructure such as water, sewerage, and stormwater drainage.

Not-for-profit organisations play a vital role in providing essential services and community benefits within the Glen Innes Severn region. These organisations often face financial constraints, and headworks charges can represent a barrier to undertaking development projects that would benefit the community.

Introducing a discount on headworks charges for eligible not-for-profit organisations would provide much needed encouragement for the development of housing and accommodation. A 50% discount is proposed, balancing the need to support these organisations with the Council's responsibility to ensure adequate funding for infrastructure provision.

Eligibility criteria would need to be clearly defined to ensure the discount is targeted to genuine not-for-profit organisations that provide demonstrable community benefits. This could include organisations registered with the **Australian Charities and Not-for-profits Commission (ACNC)** and those providing services aligned with Council's strategic priorities.

An application process will be established to allow eligible organisations to apply for the discount, providing supporting documentation to demonstrate their not-for-profit status and the community benefit of their proposed development.

### **KEY CONSIDERATIONS**

#### **Financial/Asset Management**

The proposed discount will have an impact on Council revenue, and a review is proposed in 12 months to assess this.

The impacts on asset management can be managed with the remainder of the levied Headworks charge.

#### **Policy**

Council's existing policies regarding development contributions and financial assistance will be reviewed to ensure consistency with the proposed discount.

#### **Risk**

There is a risk that the discount could be exploited by organisations that do not genuinely meet the eligibility criteria. A robust application process and ongoing monitoring will be essential to mitigate this risk.

There is also a risk that the reduction in revenue from headworks charges could impact Council's ability to fund essential infrastructure projects. Regular review of the financial impact of the discount will be necessary to ensure its ongoing sustainability.

In addition, there is a risk that previous applicants may seek to retrospectively apply the discounted rates to developments that have already proceeded under the standard charging regime. To avoid confusion or inconsistent application, it must be clearly stated that the discount will apply from the date of adoption by Council. However, some allowances may be considered for applications submitted for developments that were approved during the current 2024/25 financial year.

#### **Consultation**

Director Growth and Place

### **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council's Delivery Program Infrastructure Management Principal Activity IM 3.4.1: Manage water functions according to adopted service levels.

### **CONCLUSION**

The introduction of a 50% discount on headworks charges for eligible not-for-profit organisations would provide significant benefits to the community by supporting the development of essential services and facilities. While there are financial and risk



considerations, these can be effectively managed through a robust application process, ongoing monitoring, and regular review. It is recommended that Council approve the inclusion of this discount within the Glen Innes Severn Council's DSP.

### **ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.18 LEX RITCHIE PARK - PLAN OF MANAGEMENT**

**REPORT FROM: Infrastructure Services**

### **PURPOSE**

The purpose of this report is to present Council with the revised Lex Ritchie Park – Plan of Management, for exhibition (**Annexure A**).

### **RECOMMENDATION**

**THAT Council:**

1. *Rescinds the existing Plan of Management – Lex Ritchie Park.*
2. *Approves for the revised Lex Ritchie Park – Plan of Management to be placed on public exhibition for 28 days from Thursday, 24 April until Wednesday, 4 June 2025, with submissions to be made within 42 days from Thursday, 24 April 2025.*
3. *Displays the revised Lex Ritchie Park – Plan of Management on Council’s website, and that it be made available for viewing at the following locations:*
  - *Council’s Town Hall Office;*
  - *Council’s Church Street Office; and*
  - *The Village Post Offices at Deepwater and Emmaville.*
4. *Requests the Manager of Asset Services to prepare a further report to Council after the exhibition and submission period in the event of Council receiving any substantial submissions regarding the Lex Ritchie Park – Plan of Management; otherwise, that the Lex Ritchie Park – Plan of Management be adopted by Council.*

### **REPORT**

The **Plan of Management (PoM) – Lex Ritchie Park (Annexure C)** was last adopted by Council in September 2021. During review, the PoM was found to not address all aspects required for a PoM and also had not received Ministerial approval for Council to adopt, as per relevant legislation. The revised Lex Ritchie Park – Plan of Management has been written to comply with relevant legislation has recently been reviewed by the Department of Planning, Housing and Infrastructure and approval has been granted to progress to public exhibition and has been provided Minister’s consent to adopt, after the necessary exhibition and submission process (**Annexure B**).

Council was appointed the Crown Land Manager for Lot 492, DP 753282, known as Lex Ritchie Park in 2019. Under the *Local Government Act 1993 (NSW)*, council-managed Crown land must be governed by a Plan of Management (PoM) that aligns with the requirements for community land. This obligation stems from the *Crown Land Management Act 2016 (NSW)*, which integrates Crown land management into the local government framework. A PoM must categorise the land based on its primary use, such as a park, natural area, or sportsground, and outline the permissible activities, objectives, and performance targets for its management. It must also include strategies to achieve these objectives and a process for measuring performance. Councils, as Crown land

managers, must develop, publicly exhibit, and adopt a PoM before making significant decisions regarding land use, including granting leases and licenses beyond short-term arrangements. The PoM ensures that Crown land is managed in a way that serves the public interest, protects environmental and cultural values, and provides for sustainable use.

The Lex Ritchie Park – Plan of Management has been reviewed by key stakeholders and the Department of Planning, Housing and Infrastructure and has received approval to progress to public exhibition and Minister’s consent to adopt after the necessary public exhibition and submission process. The public exhibition process for a PoM for council-managed Crown land requires the draft PoM to be publicly exhibited for at least 28 days, with a minimum 42-day period for public submissions. During this time, the council must advertise the exhibition through its website and public notices, ensuring the community has an opportunity to provide feedback. Once the consultation period closes, the council must review all submissions and consider necessary amendments to the PoM. If the feedback results in significant changes, such as modifications to land categorisation, management strategies, or leasing conditions, the PoM must be redrafted and re-exhibited for further public consultation. This ensures transparency and allows the community to comment on the revised version before the council ultimately adopts it.

### **KEY CONSIDERATIONS**

#### **Financial/Asset Management**

The Plan of Management references Development and Maintenance requirements. Maintenance of the area is captured in existing Council operational budgets. Future development of the area will be considered if grant funding becomes available.

#### **Policy**

Nil.

#### **Risk**

Nil.

#### **Consultation**

Director of Place and Growth,  
Manager of Recreation and Open Spaces,  
Department of Planning, Housing and Infrastructure.

### **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

No relevant link to the Operational Plan, Delivery Program or Community Strategic Plan exists. The Plan of Management is a legislative requirement for all Council-managed Crown Land classified as ‘community land’.

## **CONCLUSION**

The revised Lex Ritchie Park – Plan of Management has been provided approval to proceed to public exhibition and Minister’s consent to adopt after the necessary exhibition and reporting process is completed. The Plan of Management is required for all Council-managed Crown Land that is classified as ‘community land’ under the *Local Government Act 1993 (NSW)*, and the *Crown Land Management Act 2016 (NSW)*.

## **ATTACHMENTS**

- |            |  |
|------------|--|
| Annexure A | DRAFT - Lex Ritchie Park Plan of Management <a href="#">↗</a>                      |
| Annexure B | Approval to progress to public exhibition and Minister's consent <a href="#">↗</a> |
| Annexure C | Plan of Management - Lex Ritchie Park <a href="#">↗</a>                            |

## 8 NOTICE OF MOTIONS/RESCISSION/QUESTIONS WITH NOTICE

Clause 3.9 of Council's *Code of Meeting Practice* states the following:

*A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted six (6) business days before the meeting is to be held (by 12 noon on the Wednesday one (1) week prior to the council meeting).*

**REPORT TITLE: 8.1 NOTICE OF MOTION - LANG STREET DEPOT AMENITIES**

**REPORT FROM: Councillors**

### MOTION

***To reaffirm this council's commitment to ensuring all of council staff have the best basic facilities required to perform their duties. By,***

- 1. Confirming the budget set by council in the September Council Meeting resolution 13.09/22.***
- 2. Committing to having the project completed by the end of the 2025 calendar year and,***
- 3. To have the resolution included in the resolution tracking report for detailed progress updates of the project.***

I, Councillor Troy Arandale, give notice that at the next Ordinary Meeting of Council to be held on Thursday, 24 April 2025, I intend to move the following motion:

To reaffirm this council's commitment to ensuring all of council staff have the best basic facilities required to perform their duties. By,

1. Confirming the budget set by council in the September Council Meeting resolution 13.09/22.
2. Committing to having the project completed by the end of the 2025 calendar year and,
3. To have the resolution included in the resolution tracking report for detailed progress updates of the project.

## **RATIONALE**

Council committed a total of \$240,029.00 to the project named “renovate amenities at the Lang Street depot”. In September of 2022. Since this resolution it has been mentioned several times within council meetings with little progress on the actual project. At a time where council has resolved to spend millions of dollars to ensure their internal staff have adequate facilities it is important not to neglect the workers on the coal face of our organisation working from the Lang Street Depot.

It has been reported to council on several occasions the deplorable state of the restroom and mess facilities of the Lang Street Depot. Having seen the facilities firsthand I find it hard to believe council allows or expects our external staff to continue to use these facilities. Although all staff within council are vital to the organisation it is the workers housed in the Lang Street Depot that work rain, hail, or shine to ensure our community can drive to work, play footy on the weekend, and flush their toilet. I don't think it is too much to ensure these workers have access to a hot shower, a clean toilet and, a clean kitchen to make a cuppa on a cold day.

The original motion of council should be adhered to regardless of what term it was made. It is not good enough to assign a nominal amount of money to the project for this budget. The funds have already been set aside and work should have been completed. I care about all our staff and expect them all to have the basic needs our council requires of any other business in Glen Innes.

I expect every councillor's support in this motion.

I commend this Notice of Motion to Council.

Cr Troy Arandale  
Councillor  
Date: 7 April 2025

## **OFFICER COMMENT**

Progress on the Lang Street Depot amenities project has been slow. While a number of actions have been undertaken, the overall delivery of the project has taken longer than originally anticipated.

The condition of the depot facilities has been a well-known issue, formally raised in April 2023 by the General Manager, who identified concerns relating to site safety, cleanliness, lack of on-site leadership and cultural impacts. In response, a depot working group was formed in mid-2023 to lead improvement planning. This group—comprising operational staff, supervisors and managers, has met throughout 2023, 2024 and 2025 to progress infrastructure, amenity upgrades, safety, and staff engagement.

Despite delays, several tangible improvements have been delivered to assist with improving the depot:

- \$60,000 of unused / surplus equipment sold at Auction, not including vehicle sales,

- Seventeen truckloads of miscellaneous items taken to landfill,
- Tree removal undertaken near emulsion tank and water stand-pipe,
- Agreement reached on key functional requirements for the upgraded amenities.

Initial design work commenced in early 2024, with concept plans delivered in April 2024. These were refined based on feedback from depot staff and MANEX, forming the basis for a formal RFQ issued in August 2024.

Hill Lockhart Architects were engaged in October 2024 following a competitive Request for Quote (RFQ) process and delivered all final design documentation in December. In April 2025, further feedback from the depot working group resulted in a design amendment request to improve bathroom access via the kitchen, which is now being explored with the architect.

An allocation of \$300,000 has been included in the draft 2025/26 Capital Works Budget to progress the construction phase once procurement is completed.

The project has also been added to Council's Resolution Tracking Report to ensure clear visibility and ongoing progress reporting through to delivery.

### **ATTACHMENTS**

There are no annexures to this report.

Clause 3.9 of Council's Code of Meeting Practice states the following:

*A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted six (6) business days before the meeting is to be held (by 12 noon on the Wednesday one (1) week prior to the council meeting).*

**REPORT TITLE: 8.2 NOTICE OF MOTION - OVERDRAFT FACILITY**

**REPORT FROM: Councillors**

### **MOTION**

**THAT Council:**

1. ***Investigates the process by which a \$5 million overdraft facility was established in February 2025.***
2. ***Confirms whether the establishment and operation of the overdraft facility complied with the Local Government Act 1993 (Sections 621–624), the Office of Local Government's Circular 09-21 and Council's adopted Bank Account Overdraft Facility Policy.***
3. ***Receives a full report from the General Manager including:***
  - (a) ***The contractual documentation and approvals relating to the establishment of the overdraft facility.***
  - (b) ***A detailed breakdown of all expenditures funded through the overdraft facility by accounting line item and general ledger code, from the time of activation in February 2025 to present.***
4. ***Reviews its financial delegations, borrowing policy, and internal controls to ensure compliance with statutory obligations and sound governance practices.***
5. ***Refers the matter to the Audit, Risk and Improvement Committee for review at its next scheduled meeting.***

I, Councillor David Scott, give notice that at the next Ordinary Meeting of Council to be held on Thursday, 24 April 2025, I intend to move the following motion:

**THAT Council:**

1. ***Investigates the process by which a \$5 million overdraft facility was established in February 2025.***



2. *Confirms whether the establishment and operation of the overdraft facility complied with the Local Government Act 1993 (Sections 621–624), the Office of Local Government’s Circular 09-21 and Council’s adopted Bank Account Overdraft Facility Policy.*
3. *Receives a full report from the General Manager including:*
  - (a) *The contractual documentation and approvals relating to the establishment of the overdraft facility.*
  - (b) *A detailed breakdown of all expenditures funded through the overdraft facility by accounting line item and general ledger code, from the time of activation in February 2025 to present.*
4. *Reviews its financial delegations, borrowing policy, and internal controls to ensure compliance with statutory obligations and sound governance practices.*
5. *Refers the matter to the Audit, Risk and Improvement Committee for review at its next scheduled meeting.*

## **RATIONALE**

In the Council meeting of 28 November 2024, Item 7.8, page 31, of the Business Paper it was noted that:

“Approval for an overdraft facility will be tabled to Council”

There was no documentation seeking authority of the Council to approve an overdraft in Council Business Papers and Confidential Business Papers of December 2024 or February 2025. Councillors are reminded that there is no Council Meeting held in January.

In the February 2025 Business Paper, Item 7.9, p33, it was noted that in a discussion on Unrestricted Cash Position that “Our current unrestricted cash balance stands at negative \$4.337 million (inclusive of the \$5M overdraft) at 3 February 2025. And further that “Other measures taken include: Overdraft facility of \$5M is in operation from February 2025”

**An Overdraft Facility has been created to the value of \$5million without Council approval.**

The Councillor Handbook, Office of Local Government, Dec 2021, p67 notes:

“Borrowings Section 621 of the Local Government Act 1993 allows council to borrow at any time for any purpose allowed. Borrowings can take the form of an overdraft or loan. Councils are required to adhere to the Ministerial Borrowing Order when borrowing. The borrowings are set by the governing body of the council each year through the approval of the revenue policy, contained in the operational plan and the long-term financial plan”

As noted above Sections 621-624 of the *Local Government Act* relate to Council borrowings and are detailed below:

**“621 When and for what may a council borrow?”**

A council may borrow at any time for any purpose allowed under this Act.

**622 What form may a council borrowing take?**

A council may borrow by way of overdraft or loan or by any other means approved by the Minister.

**623 Security for borrowings**

(1) A council may give security for any borrowing in such manner as may be prescribed by the regulations.

(2) All such securities rank on an equal footing, despite any other Act.

**624 Are there any restrictions on a council borrowing?**

The Minister may, from time to time, impose limitations or restrictions on borrowings by a particular council or councils generally despite the other provisions of this Part.”

<https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030#sec.621>

However, the Office of Local Government notes the following:

“Accordingly, councils must exercise reasonable care and diligence that a prudent person would exercise when borrowing funds. **The borrowing of money is not a function that council can delegate. It is expected that councillors would have a full understanding of the terms and conditions of borrowing arrangements before entering into any contract.**

Ross Woodward  
Acting Director General

REF: <https://www.olg.nsw.gov.au/https-www-olg-nsw-gov-au-category-https-www-olg-nsw-gov-au-category-council-circulars/09-21-revised-borrowing-order/>

I respectfully advise that under Section 377(1)(f) of the *Local Government Act 1993* <https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030#sec.377> copied hereunder (and highlighted) the General Manager cannot be delegated to raising borrowings of money.

**377 General power of the council to delegate**

- (1) A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council under this or any other Act, **other than** the following—
- (a) the appointment of a general manager,
  - (b) the making of a rate,
  - (c) a determination under section 549 as to the levying of a rate,
  - (d) the making of a charge,
  - (e) the fixing of a fee,

- (f) **the borrowing of money,**
- (g) the voting of money for expenditure on its works, services or operations,
- (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),
- (i) the acceptance of tenders to provide services currently provided by members of staff of the council,
- (j) the adoption of an operational plan under section 405,
- (k) the adoption of a financial statement included in an annual financial report,
- (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,
- (m) the fixing of an amount or rate for the carrying out by the council of work on private land,
- (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,
- (o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the [Environmental Planning and Assessment Act 1979](#),
- (p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,
- (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,
- (r) a decision under section 234 to grant leave of absence to the holder of a civic office,
- (s) the making of an application, or the giving of a notice, to the Governor or Minister,
- (t) this power of delegation,
- (u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.

GISC has a bank overdraft facility policy which has a pre-determined limit of \$200,000 available from Council's financial banking institution which is currently National Australia Bank. This overdraft is considered to be a cash management vehicle as it responds to seasonal, or temporary fluctuations in cash flow.

<https://www.gisc.nsw.gov.au/files/assets/public/v/1/council/documents/public-documents-and-polices/bank-account-overdraft-facility-policy.pdf>

**The key points are that:**

1. Council may borrow at any time for any purpose.
2. The borrowing of money is not a function that council can delegate. It is expected that councillors would have a full understanding of the terms and conditions of borrowing arrangements before entering into any contract.
3. No documentation has been provided by the General Manager to Council which would allow Councillors to have a full understanding of the terms and conditions of borrowing arrangements before entering into any contract for the raising of a loan of \$5 million. Extensive research cannot find a resolution

from Council or minute or Motion which allows the General Manager to seek an overdraft of anything greater than \$200,000.

I commend this Notice of Motion to Council.

Cr David Scott  
Councillor  
Date: 11 April 2025

**OFFICER COMMENTS:**

1. *Investigates the process by which a \$5 million overdraft facility was established in February 2025.*

**Officer Response:**

In response to the need to urgently address Council's negative unrestricted cash position, late in 2024 Management investigated the potential to increase its overdraft facility with National Australia Bank (NAB) from \$200,000 to \$5,000,000. Council was notified of this action at its Ordinary Council Meeting of 28 November 2024 and, following the increase in the facility's limit from \$200,000 to \$5,000,000 in February 2024, Council was again notified of the increase in the overdraft facility at its Ordinary Council Meeting of 20 February 2025 and again at its Ordinary Council Meeting of 19 March 2025, through the monthly Investments Report and related discussions.

The overdraft facility is a line of credit that can be used by Council in the event that its cash reserves are exhausted, and it can be called upon at short notice as and when required. As the Office of Local Government and the Audit Office have expressed significant concerns with Council's poor cash position, the increase in our overdraft facility will also help to demonstrate that we are taking appropriate steps to improve our management of cash.

The current Overdraft Policy allows the General Manager to draw down up to \$200,000 before requiring Council approval. To date, the overdraft facility has not been utilised and for this reason Council approval has not yet been sought. Notwithstanding that, Management has previously advised Council at its Ordinary Council Meeting of 24 November 2024 that the approval for the increased overdraft facility would be tabled for Council's approval, and therefore a separate report has now been prepared and tabled for this (April) Council Meeting.

2. *Confirms whether the establishment and operation of the overdraft facility complied with the Local Government Act 1993 (Sections 621-624), the Office of Local Government's Circular 09-21 and Council's adopted Bank Account Overdraft Facility Policy.*

**Officer Response:**

The *Local Government Act 1993* provides the following:

**Part 12 Loans**

621 *When and for what may a council borrow?*

A council may borrow at any time for any purpose allowed under this Act.

622 *What form may a council borrowing take?*

A council may borrow by way of overdraft or loan or by any other means approved by the Minister.

623 *Security for borrowings*

(1) A council may give security for any borrowing in such manner as may be prescribed by the regulations.

(2) All such securities rank on an equal footing, despite any other Act.

624 *Are there any restrictions on a council borrowing?*

The Minister may, from time to time, impose limitations or restrictions on borrowings by a particular council or councils generally despite the other provisions of this Part

As Council has not drawn down on the overdraft, it is not in breach of any of the above provisions in the *Local Government Act*; nor is Council in breach of the Office of Local Government's Circular 09-21; or Council's adopted Bank Account Overdraft Facility Policy.

Furthermore, the Office of Local Government has been informed of Council's \$5M overdraft facility in our letters to the Deputy Secretary Brett Whitworth on 5<sup>th</sup> and 11<sup>th</sup> February 2025; and our Auditors, Audit Office and ARIC have also been advised of the \$5M overdraft facility via Management's responses to the Auditor's Management Letter – specifically relating to actions Council has taken to address its cash management issues identified through the audit.

3. *Receives a full report from the General Manager including:*

(a) *The contractual documentation and approvals relating to the establishment of the overdraft facility.*

(b) *A detailed breakdown of all expenditures funded through the overdraft facility by accounting line item and general ledger code, from the time of activation in February 2025 to present.*

**Officer Response:**

The contractual documentation and approvals relating to the establishment of the overdraft facility are attached.

As the overdraft facility has not yet been drawn down, no expenditure has been funded.

4. *Reviews its financial delegations, borrowing policy, and internal controls to ensure compliance with statutory obligations and sound governance practices.*

**Officer Response:**

Management is currently reviewing its financial delegations (coincidentally) and a report is planned to be tabled at the May Ordinary Council Meeting.

The Borrowing, Loans and Overdraft Policies will be reviewed in the coming weeks and tabled at a future Council Meeting prior to the end of the 24/25 financial year.

The current Overdrafts Policy provides for the General Manager to authorise overdraft draw downs up to \$200,000 and any amount above that limit requires Council approval.

5. *Refers the matter to the Audit, Risk and Improvement Committee for review at its next scheduled meeting.*

**Officer Response:**

This Council report will be tabled and considered at the forthcoming ARIC meeting to be held in June 2025.

ARIC has also been advised of the overdraft facility at the recent ARIC meeting held on 26 March 2025 – the Auditor’s Management Letter from the 23/24 Financial Year Audit (which includes Management’s responses to the unrestricted cash issues and advised of the \$5M overdraft facility) was tabled at the meeting.

**ATTACHMENTS**

Annexure A	Business Letter of Offer - NAB ( <i>Confidential</i> )
Annexure B	Letter of Application to NAB ( <i>Confidential</i> )

## 9 CORRESPONDENCE, MINUTES, PRESS RELEASES

**REPORT TITLE:** 9.1 CORRESPONDENCE AND PRESS RELEASES

**REPORT FROM:** Corporate and Community Services

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### PURPOSE

The purpose of this report is to list the documents and press releases that have been circulated to Councillors during March 2025.

### RECOMMENDATION

*That Council notes the information contained in this report.*

#### Correspondence

- Australian Local Government Association,
- Council Magazine,
- Councillor updates from the General Manager,
- Local Government NSW – newsletters,
- Office of Local Government (OLG) – newsletter, and
- Rotary Inspirational Women's Awards 2025.

#### Press Releases

- Member for Northern Tablelands, Mr Brendan Moylan MP,
- Country Mayors Association of NSW,
- New England Garden Festival Committee,
- Northern Tablelands Rural Fire Service, and
- Squadron Energy Grafton to Inverell Cycle Classic.

All the above documents and press releases were sent by email to each Councillor for their information as they were received.

**REPORT TITLE:        9.2   MINUTES OF COUNCIL COMMUNITY COMMITTEE  
                                 MEETINGS FOR INFORMATION**

**REPORT FROM:        Corporate and Community Services**

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**PURPOSE**

The minutes listed as annexures have been received from Committees of Council for the information of Council.

**RECOMMENDATION**

*That Council notes the information contained in this report.*

**ATTACHMENTS**

Annexure A	Australia Day Committee - 5/03/25 <a href="#">⇒</a>
Annexure B	Australian Standing Stones Management Board - 19/02/25 <a href="#">⇒</a>
Annexure C	Australian Standing Stones Management Board - 19/03/25 <a href="#">⇒</a>
Annexure D	Library Committee -18/02/25 <a href="#">⇒</a>



## **10 REPORTS FROM DELEGATES**

**REPORT TITLE: 10.1 REPORTS FROM DELEGATES**

**REPORT FROM: General Manager's Office**

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### **PURPOSE**

This report outlines recent meetings conducted by the Section 355 Community Committees and records Councillor attendance at these meetings.

### **RECOMMENDATION**

*That Council notes the information contained in this report.*

### **REPORT**

Council currently has the following number of Committees, Groups and Industry Structures on which it is represented:

- Councillor/Staff Committees of Council: 4,
- Community Committees of Council: 15,
- Delegates of Council: 1,
- County Councils: 1, and
- Community Committees NOT Committees of Council: 12.

Council delegates were assigned at the Ordinary Council Meeting held on Thursday, 10 October 2024. These delegates will remain in place until the September 2025 Ordinary Council Meeting.

In keeping with past practice, Council resolved the following (in part) at the Ordinary Council Meeting held on Thursday, 10 October 2024:

### **7.10/24 RESOLUTION**

3. All Councillors be required to provide the Executive Assistant to the Mayor and General Manager with all relevant information relating to their attendances at all Committee Meetings during the previous month, in a timely, professional and accurate manner, and that these records of attendance continue to be published for all Councillors under Section 10 "Reports from Delegates" in the following month's Business Paper.

During March 2025, the following meetings were held by Council Committees, Community Committees of Council, Regional Committees, and Non-Council Community Committees to which Councillors were appointed as delegates:

Date	Committee	Councillor Delegate	Attendance
3.3.25	Community Access Committee	Cr C Sparks	Yes
5.3.25	Australia Day Committee	Cr T Arandale Cr A Parsons	No response Yes
5.3.25	Glen Innes Saleyard Advisory Committee	Cr M Davis Cr T Arandale Cr T Alt	Apology No response Yes
19.3.25	Australian Standing Stones Management Board – <i>meeting not held as no quorum</i>	Cr M Davis	Apology
20.3.25	Glen Innes District Community Centre Inc.	Cr M Davis* Cr A Parsons Cr C Sparks	Yes Apology Yes
26.3.25	Audit Risk and Improvement Committee	Cr M Elphick	Yes

\*The Mayor is not a delegate to this committee.

## **KEY CONSIDERATIONS**

### **Financial/Asset Management**

Nil.

### **Policy**

Manual for Community Committees of Council.

### **Risk**

Nil.

### **Consultation**

The Governance Administration Officer provided the information regarding the meetings held by Community Committees of Council.

Individual Councillors provided the information regarding the meetings and functions that they attended.

### **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.2.2: Formalise the Governance Framework and deliver compliance across all governance areas.

### **CONCLUSION**

Council delegates were assigned at the Council Meeting held on Thursday, 10 October 2024. These delegates will remain in place until the September 2025 Ordinary Council Meeting.

### **ATTACHMENTS**

There are no annexures to this report.

## **11 MATTERS OF AN URGENT NATURE**

## 12 CONFIDENTIAL MATTERS

### CLOSED COUNCIL

#### To consider Confidential Reports

(Section 10A(2) of The Local Government Act 1993)

Where it is proposed to close part of the Meeting, the Chairperson will allow members of the public to make representations to or at the meeting, before any part of the meeting is closed to the public, as to whether or not that part of the meeting should be closed to the public.

The Chairperson will check with the General Manager whether any written public submissions or representations have been received as to whether or not that part of the meeting should be closed to the public.

The grounds on which part of the Council or Committee meeting may be closed to the public are listed in Section 10A(2) of the *Local Government Act 1993* and are as follows:

- (a) personnel matters concerning particular individuals other than Councillors,
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) during the receipt of information or discussion of information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of any code of conduct requirements applicable under section 440.

Section 10A(3) of the Act provides that Council, or a Committee of the Council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Section 10B(3) of the Act provides that if a meeting is closed during discussion of a motion to close another part of the meeting to the public (as referred to in section 10A(3) of the Act), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting (other than consideration of whether the matter concerned is a matter referred to in section 10A(2) of the Act).

Section 10B(1) of the Act provides that a meeting is not to remain closed to the public during the receipt of information or the discussion of matters referred to in section 10A(2):

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret - unless the Council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest section 10B(4) of the Act states it is irrelevant that:

- (a) a person may interpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
  - (i) cause embarrassment to the Council or committee concerned, or to councillors or to employees of the council, or
  - (ii) cause a loss of confidence in the Council or committee.

## **RECOMMENDATION**

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

<b><i>Item</i></b>	<b><i>Report</i></b>	<b><i>Reason</i></b>
<b><i>12.1</i></b>	<b><i>Life Choices - Support Services - Sustainability Strategy</i></b>	<b><i>(c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.</i></b>
<b><i>12.2</i></b>	<b><i>Taronga Mines Heads of Agreement Letter</i></b>	<b><i>(d) (ii) commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the Council.</i></b>
<b><i>12.3</i></b>	<b><i>Notice of Motion of Rescission - Resolution 2.03/25 Sale of 146 and 148 Church Street, Glen Innes</i></b>	<b><i>(a) personnel matters concerning particular individuals (other than councillors).</i></b> <b><i>(c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.</i></b> <b><i>(d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i></b>

The following two recommendations will also be put to the Closed Council:

## **RECOMMENDATION**

***That Council moves out of Closed Council into Open Council.***

## **RECOMMENDATION**

***That the Confidential Closed Council Resolutions be recommended for adoption to the Ordinary Meeting of Council.***