

Glen Innes Severn Ordinary Council Meeting

22 MAY 2025

Minutes



SEVERN COUNCIL
ORDINARY MEETING OF COUNCIL

MINUTES

From the meeting held at the Glen Innes Severn Learning Centre,
William Gardner Conference Room, Grey Street, Glen Innes on:
Thursday, 22 May 2025 at 9:00 AM

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MINUTES

COMMUNITY CONSULTATION

No members of the community addressed Council.

PRESENT: Cr Margot Davis (Mayor), Cr Carol Sparks (Deputy Mayor), Cr Tim Alt, Cr Troy Arandale, Cr Max Elphick, Cr Andrew Parsons and Cr David Scott.

IN ATTENDANCE: Mr Bernard Smith (General Manager), Mr Sam Price (Acting Director of Infrastructure Services), Mrs Riarna Sheridan (Director of Place and Growth), Mr Lindsay Woodland (Director of Corporate and Community Services), Mr Shageer Mohammed (Chief Financial Officer), Mr Murray Davies (Acting Manager Governance), and Mrs Debbie Duffell (Executive Assistant (Mayor and General Manager)).

OPENED: 9.00am.

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

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

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

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

All speakers are requested to ensure their comments are relevant to the issue at hand and to refrain from making any defamatory statements.

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

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

I would also like to make note to some Councillors and Executive attending the Code of Conduct and Code of Meeting Practice training last week. Under the Model Code of Meeting Practice for NSW Local Government, the Chair is responsible for ensuring the Code is followed and that meetings are conducted in an orderly, respectful, and safe manner for all participants.

Councillors are reminded that they are bound by the Code of Meeting Practice and the Code of Conduct and should conduct themselves in alignment with these Codes and the rules of Debate.

Councillors are also reminded of their Oath or Affirmation of Office made under Section 233A of the *Local Government Act 1993*.

Thank you.”

1 ACKNOWLEDGEMENT OF COUNTRY

The Mayor read the following “Acknowledgement to Country”:

“I acknowledge the traditional owners on the land in which we meet today, the Ngarabul people and pay my respects to the Elders both past, present and emerging with recognition of their continuing connection to the land, waters and community.

I also extend that respect to Aboriginal and Torres Strait Islander people here today.”

2 OPENING WITH PRAYER

David Robinson opened the Meeting with a prayer.

3 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

No apologies were given as all Councillors were in attendance.

The General Manager advised that he has received an application for a leave of absence from Cr Alt for the June Ordinary Council Meeting.

4 MINUTES OF PREVIOUS ORDINARY MEETING - 24 APRIL 2025 TO BE CONFIRMED

Moved Cr A Parsons

Seconded Cr M Elphick

1.05/25 RESOLUTION

That the Minutes of the Ordinary Meeting of the Council held on 24 April 2025, copies of which were circulated, be taken as read and confirmed as a correct record of the proceedings of the Meeting.

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

For

Against

Cr M Davis
Cr C Sparks
Cr T Alt
Cr T Arandale
Cr M Elphick
Cr A Parsons
Cr D Scott

Nil

The division was declared carried by 7 votes to 0.

CARRIED

5 DISCLOSURES OF CONFLICT OF INTERESTS

Cr C Sparks declared a Significant Non-Pecuniary Conflict of Interest regarding Item Number 8.3 “Notice of Motion – Resolution Regarding Glen Innes and District Community Centre”, as she is the Vice Chairperson of the Glen Innes and District Community Centre Committee.

Cr Sparks intends to vacate the meeting, not participate in the debate and not vote on this item.

6 MAYORAL MINUTE

6.1 MANAGING PSYCHOSOCIAL SAFETY RISKS FOR COUNCILLORS AND UPHOLDING RESPECTFUL CONDUCT IN COUNCIL

Purpose

To recommend the development and implementation of a formal framework and supporting procedures to manage psychosocial hazards impacting councillors, in accordance with Council’s duties under the *Work Health and Safety Act 2011 (NSW)* and consistent with Council’s Code of Conduct and risk management obligations.

Background

Councillors are increasingly required to operate in high-pressure environments, including exposure to public criticism, online harassment, verbal abuse, and highly emotional community issues. These factors can create or contribute to **psychosocial hazards**—which under the WHS Regulation (as amended in 2022), must be appropriately managed by the person conducting a business or undertaking (PCBU).

While councillors are not classified as workers under the WHS Act, Council retains a duty of care to ensure the health and safety of all persons attending or engaging in the Council workplace. This includes elected members who carry out their duties on behalf of the community.

Creating a psychologically safe environment for councillors supports good governance, ethical conduct, and informed decision-making, and aligns with the principles of respectful leadership outlined in the Model Code of Conduct for Local Councils in NSW.

Councillors recently had the opportunity to attend Councillor training on the Code of Conduct and the Code of Meeting Practice which also included discussion around Psychosocial safety and hazards.

Under the **Work Health and Safety Act 2011 (NSW)**, councillors have specific responsibilities to ensure workplace health and safety, even though they are not classified as "officers" or "workers" under the Act.

While councillors are not considered "officers" under the WHS Act, they still have duties to:

- **Take reasonable care** for their own health and safety.
- **Ensure their actions or omissions** do not adversely affect the health and safety of others.
- **Comply, as far as reasonably able**, with any reasonable instructions, policies, or procedures relating to health and safety provided by the council.

These responsibilities are outlined in the Glen Innes Severn Council's Code of Conduct, which states:

"All Council officials, including councillors, owe statutory duties under the Work Health and Safety Act 2011 (WHS Act). You must comply with your duties under the WHS Act and your responsibilities under any policies or procedures adopted by Council to ensure workplace health and safety."

In New South Wales, under the Work Health and Safety Act 2011 (NSW), the General Manager of a local council holds significant responsibilities to ensure the health and safety of all individuals in the workplace, including councillors.

General Manager's Duties Regarding Councillors' WHS:

- **Ensuring a Safe Work Environment:** The General Manager must ensure, as far as reasonably practicable, that the workplace is safe and without risks to health. This includes environments where councillors perform their duties, such as council chambers and meeting rooms.
- **Implementing WHS Policies and Procedures:** Developing, implementing, and maintaining effective WHS policies and procedures that encompass the roles and activities of councillors.

- Providing Information, Training, and Supervision: Ensuring councillors receive appropriate information and training to perform their roles safely and understand their WHS responsibilities.
- Consultation and Communication: Engaging in effective consultation with councillors on WHS matters, allowing them to contribute to decisions affecting their health and safety.
- Monitoring and Reviewing WHS Performance: Regularly assessing the effectiveness of WHS measures in place for councillors and making necessary adjustments to improve safety outcomes.

By fulfilling these responsibilities, the General Manager plays a crucial role in fostering a safe and healthy environment for councillors to perform their duties effectively.

Moved Cr M Davis

2.05/25 RESOLUTION

That Council:

1. Endorses the development of a “Councillor Psychosocial Safety and Wellbeing Framework” to guide how Council identifies, manages and mitigates psychosocial hazards affecting elected members.
2. Requests the General Manager to prepare a draft Framework and present it to Council for endorsement by August 2025 with consideration given to:
 - a. Access to Employee Assistance Program (EAP) or equivalent mental health support for councillors
 - b. Induction and ongoing training on managing conflict, abuse, and difficult community interactions
 - c. Clear procedures for incident reporting, debriefing, and referral after public meetings or distressing events
 - d. Communication protocols and standards to minimise hostility, bullying, and misinformation in Council forums and community platforms
 - e. Guidance for risk assessments related to public meetings, online interactions, or site visits involving elected officials
3. Includes psychosocial safety as a standing consideration in Council’s quarterly WHS reporting and Risk Register reviews, including any identified councillor-specific incidents or risks.
4. Advocates through LGNSW and regional groupings for the development of state-wide resources and shared frameworks to support the mental health and psychosocial safety of elected representatives.

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

For

Cr M Davis
Cr C Sparks
Cr T Alt
Cr M Elphick

Against

Cr T Arandale
Cr A Parsons
Cr D Scott

The division was declared carried by 4 votes to 3.

CARRIED

6.2 REPORTING OF COUNCILLOR ATTENDANCE IN ANNUAL REPORT AND UPDATE ON ATTENDANCE SINCE OCTOBER 2024

Purpose

To request that Council formally includes councillor attendance at Ordinary and Extraordinary Meetings, Councillor Workshops, Induction Programs, and Mandatory or Voluntary Training Sessions in its Annual Report, and to provide a status report on councillor attendance since the commencement of the current Council term in October 2024.

Background

Under the *Local Government Act 1993 (NSW)* and the *Office of Local Government's Guidelines for the Preparation of Annual Reports*, councils are encouraged to maintain transparency and accountability in reporting on councillor participation and engagement.

While attendance at Ordinary and Extraordinary Meetings is a legislated reporting requirement, there is increasing community and sector expectation that councillor attendance at **workshops, briefings, training, and inductions**—which are essential to informed and ethical decision-making—also be made publicly available.

Such reporting promotes transparency, supports continuous improvement in governance, and provides the community with insight into the engagement and contribution of their elected representatives.

In summary - transparent reporting of councillor attendance reflects Council's commitment to good governance, accountability, and professional leadership. It also ensures the community is informed about the participation of their elected representatives in the key processes that shape decision-making and service delivery.

Moved Cr M Davis

3.05/25 RESOLUTION

THAT Council:

1. Includes in the 2024–2025 Annual Report a record of individual councillor attendance at:
 - a. Ordinary and Extraordinary Meetings
 - b. Councillor Workshops and Briefings
 - c. Induction and Professional Development Training
 - d. Code of Conduct and WHS-related training
 - e. Any other structured sessions endorsed or required by Council
2. Requests a report to Council at the June 2025 Ordinary Meeting detailing councillor attendance at the above sessions since the commencement of the new Council term in October 2024.
3. Ensures that future attendance records are compiled and reported on a quarterly basis to support internal governance and public reporting.

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

For

Cr M Davis
Cr C Sparks
Cr T Alt
Cr M Elphick

Against

Cr T Arandale
Cr A Parsons
Cr D Scott

The division was declared carried by 4 votes to 3.

CARRIED

7 REPORTS TO COUNCIL

7.1 REQUEST TO ATTEND COUNCIL MEETING BY AUDIO-VISUAL LINK - CR T ALT

REPORT FROM: General Manager's Office

Moved Cr C Sparks

Seconded Cr A Parsons

4.05/25 RESOLUTION

That Council approves for Councillor Tim Alt to attend the 22 May 2025 Ordinary Council Meeting by audio-visual link on the grounds that he will be attending the NSW Apiarists Conference in Ballina and is unable to attend the meeting in person.

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

For	Against
Cr M Davis	Nil
Cr C Sparks	
Cr T Alt	
Cr T Arandale	
Cr M Elphick	
Cr A Parsons	
Cr D Scott	

The division was declared carried by 7 votes to 0.

CARRIED

7.2 RESOLUTION TRACKING REPORT

REPORT FROM: General Manager's Office

Moved Cr D Scott Seconded Cr T Arandale

5.05/25 RESOLUTION

THAT Council:

1. Notes the information in the report.
2. A monthly update of all current grant applications, including whether a co-contribution is required, the payment schedule (whether funds are received before project commencement or after completion), and any associated implications for asset depreciation.

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

For	Against
Cr M Davis	Nil
Cr C Sparks	
Cr T Alt	
Cr T Arandale	
Cr M Elphick	
Cr A Parsons	
Cr D Scott	

The division was declared carried by 7 votes to 0.

CARRIED

7.3 EXCLUSION OF TWO NOTICES OF MOTION FROM APRIL 2025 ORDINARY COUNCIL MEETING

REPORT FROM: General Manager's Office

Moved Cr M Elphick Seconded Cr C Sparks

6.05/25 RESOLUTION

That Council notes the information contained in this report.

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

For

Cr M Davis
Cr C Sparks
Cr T Alt
Cr M Elphick
Cr A Parsons
Cr D Scott

Against

Cr T Arandale

The division was declared carried by 6 votes to 1.

CARRIED

7.4 DELEGATION OF AUTHORITY FROM THE COUNCIL TO THE MAYOR - UPDATED

REPORT FROM: Corporate and Community Services

Moved Cr C Sparks Seconded Cr M Elphick

That Council receives, notes and approves the updated Mayoral Delegations.

Amendment Moved Cr T Arandale Seconded Cr A Parsons

That the suggested removal of the Mayoral Delegation to negotiate, as per page 41 of the Annexures is retained.

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

For

Cr T Arandale
Cr D Scott

Against

Cr M Davis
Cr C Sparks
Cr T Alt
Cr M Elphick
Cr A Parsons

The division was declared LOST by 5 votes to 2.

Moved Cr M Elphick

Seconded Cr A Parsons

7.05/25 RESOLUTION

That Council receives, notes and approves the updated Mayoral Delegations.

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

For

Against

Cr M Davis
Cr C Sparks
Cr T Alt
Cr M Elphick
Cr A Parsons
Cr D Scott

Cr T Arandale

The division was declared carried by 6 votes to 1.

CARRIED

7.5 INTERNAL AUDIT CHARTER

REPORT FROM: Corporate and Community Services

Moved Cr T Arandale

Seconded Cr A Parsons

8.05/25 RESOLUTION

That Council endorses the updated Internal Audit Charter previously endorsed by the Audit Risk and Improvement Committee.

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

For

Against

Cr M Davis
Cr C Sparks
Cr T Alt
Cr T Arandale
Cr M Elphick
Cr A Parsons
Cr D Scott

Nil

The division was declared carried by 7 votes to 0.

CARRIED

7.6 OPERATIONAL PLAN 2024-2025 PERIODIC REVIEW (Q3)

REPORT FROM: Corporate and Community Services

Moved Cr D Scott

Seconded Cr A Parsons

9.05/25 RESOLUTION

That Council notes the information contained in this report.

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

For

Against

Cr M Davis

Nil

Cr C Sparks

Cr T Alt

Cr T Arandale

Cr M Elphick

Cr A Parsons

Cr D Scott

The division was declared carried by 7 votes to 0.

CARRIED

7.7 REVIEW OF FINANCIAL HARDSHIP POLICY, PENSIONER CONCESSION POLICY AND DEBT RECOVERY POLICY

REPORT FROM: Corporate and Community Services

Moved Cr M Davis

Seconded Cr C Sparks

10.05/25 RESOLUTION

THAT Council:

1. Adopts the revised Financial Hardship, Debt Recovery, Pension Concession policies.
2. Undertakes an additional review of the Financial Hardship, Debt Recovery, Pension Concession policies after the conclusion of the public consultation period for the proposed Special Rate Variation (SRV) to consider additional mechanisms to reduce the impact of the SRV on pensioners and low-income ratepayers including but not limited to:
 - a. Introduction of a Council-Funded Supplementary Rebate for Pensioners,
 - b. Creation of a Pensioner SRV Hardship Offset Fund,
 - c. Expansion of Eligibility Criteria for Concessions,
 - d. Enhanced Payment Flexibility,

e. Targeted Communication and Education.

3. Ensures that the draft policy updates:

- a. Clearly articulate support measures related to the SRV period, including timelines and eligibility criteria,
- b. Align with Council's long-term financial planning and risk management strategies,
- c. Reflect community feedback received through the SRV public consultation process,
- d. Considers the outcomes of the Capacity to pay report,
- e. Are more user friendly, empathetic and compassionate and incorporate ways of assisting those suffering hardship through the minimum requirement as legislated, exercising discretion on the burdens of proof.

4. Places the updated policies on public exhibition for 28 days with a report being provided to Council on all submissions received during the public exhibition period prior to voting on the matter.

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

For

Cr M Davis
Cr C Sparks
Cr T Alt
Cr T Arandale
Cr M Elphick
Cr A Parsons
Cr D Scott

Against

Nil

The division was declared carried by 7 votes to 0.

CARRIED

7.8 ELECTION OF COMMITTEE AND OFFICE BEARERS: EMMAVILLE MINING MUSEUM COMMITTEE

REPORT FROM: Corporate and Community Services

Moved Cr A Parsons

Seconded Cr T Arandale

11.05/25 RESOLUTION

THAT Council:

1. Receives and notes the minutes of the Annual General meeting.
2. Approves the office bearers and committee members for the current year.

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

For

Against

Cr M Davis
Cr C Sparks
Cr T Alt
Cr T Arandale
Cr M Elphick
Cr A Parsons
Cr D Scott

Nil

The division was declared carried by 7 votes to 0.

CARRIED

7.9 CASHFLOW MANAGEMENT AND FORECASTS

REPORT FROM: Corporate and Community Services

Moved Cr M Elphick

Seconded Cr C Sparks

THAT Council:

1. Notes the information contained in the Cashflow forecast.
2. Endorses the conversion of two equipment purchases to a lease.
3. Approves the drawdown of up to the maximum limit of \$5M from the overdraft facility on 26 June 2025, that will be reversed on 1 July 2025.

Amendment Moved Cr M Davis Seconded Cr C Sparks

THAT Council:

1. Notes the information contained in the Cashflow forecast.
2. Endorses the conversion of two equipment purchases to a lease.
3. Approves the drawdown of up to the maximum limit of \$5M from the overdraft facility on 26 June 2025, if required at the discretion of the General Manager, that will be reversed on 1 July 2025.

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

For

Against

Cr M Davis
Cr C Sparks
Cr T Alt
Cr M Elphick
Cr A Parsons
Cr D Scott

Cr T Arandale

The division was declared CARRIED by 6 votes to 1.

The Amendment became the Motion.

Moved Cr M Davis

Seconded Cr C Sparks

12.05/25 RESOLUTION

THAT Council:

1. Notes the information contained in the Cashflow forecast.
2. Endorses the conversion of two equipment purchases to a lease.
3. Approves the drawdown of up to the maximum limit of \$5M from the overdraft facility on 26 June 2025, if required at the discretion of the General Manager, that will be reversed on 1 July 2025.

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

For

Against

Cr M Davis
Cr C Sparks
Cr T Alt
Cr M Elphick

Cr T Arandale
Cr A Parsons
Cr D Scott

The division was declared carried by 4 votes to 3.

CARRIED

7.10 QUARTERLY BUDGET REVIEW - MARCH 2025

REPORT FROM: Corporate and Community Services

Moved Cr M Elphick

Seconded Cr C Sparks

13.05/25 RESOLUTION

That Council notes and adopts the March 2025 Quarterly Budget Review.

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

For

Against

Cr M Davis

Nil

Cr C Sparks

Cr T Alt

Cr T Arandale

Cr M Elphick

Cr A Parsons

Cr D Scott

The division was declared carried by 7 votes to 0.

CARRIED

7.11 BANK VARIANCE WRITE-OFF

REPORT FROM: Corporate and Community Services

Moved Cr M Elphick

Seconded Cr T Arandale

14.05/25 RESOLUTION

That Council approves the write-off of the unidentified bank variance of \$15,326.

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

For

Against

Cr M Davis

Nil

Cr C Sparks

Cr T Alt

Cr T Arandale

Cr M Elphick

Cr A Parsons

Cr D Scott

The division was declared carried by 7 votes to 0.

CARRIED

7.12 CAPITAL WORKS PROGRAM PROGRESS REPORT AS AT 30TH APRIL 2025

REPORT FROM: Corporate and Community Services

Moved Cr A Parsons Seconded Cr T Arandale

15.05/25 RESOLUTION

That Council notes the information contained in this report.

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

For	Against
Cr M Davis	Nil
Cr C Sparks	
Cr T Alt	
Cr T Arandale	
Cr M Elphick	
Cr A Parsons	
Cr D Scott	

The division was declared carried by 7 votes to 0.

CARRIED

7.13 INVESTMENTS REPORT - MARCH 2025

REPORT FROM: Corporate and Community Services

Moved Cr M Elphick Seconded Cr C Sparks

16.05/25 RESOLUTION

That Council notes the Investment Report as of 30 April 2025, including the certification by the Responsible Accounting Officer.

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

For	Against
Cr M Davis	Nil
Cr C Sparks	
Cr T Alt	
Cr T Arandale	
Cr M Elphick	
Cr A Parsons	
Cr D Scott	

The division was declared carried by 7 votes to 0.

CARRIED

7.14 GLEN INNES SEVERN LEARNING CENTRE ANNUAL REPORT 2024

REPORT FROM: Corporate and Community Services

Moved Cr C Sparks Seconded Cr M Elphick

17.05/25 RESOLUTION

That Council notes the information contained in the Glen Innes Severn Learning Centre Annual Report 2024.

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

For

Cr M Davis
Cr C Sparks
Cr T Alt
Cr T Arandale
Cr M Elphick
Cr A Parsons
Cr D Scott

Against

Nil

The division was declared carried by 7 votes to 0.

CARRIED

7.15 BIOSECURITY WEEDS MANAGEMENT POLICY

REPORT FROM: Place and Growth

Moved Cr M Elphick Seconded Cr T Alt

18.05/25 RESOLUTION

That Council:

1. Places on exhibition, the draft Biosecurity Weeds Management Policy for 28 days from Thursday 29 May 2025.
2. Displays the draft Biosecurity Weeds Management Policy on Council's website, and makes it available for viewing at the following locations:
 - Council's Town Hall Office, and
 - The Village Post Offices of Deepwater and Emmaville.
3. Requests a further report to Council after the exhibition period in the event of Council receiving any substantial submissions regarding the draft Biosecurity Weeds Management Policy; otherwise, that the draft Biosecurity Weeds Management Policy be adopted by Council.

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

For

Against

Cr M Davis
Cr C Sparks
Cr T Alt
Cr T Arandale
Cr M Elphick
Cr A Parsons
Cr D Scott

Nil

The division was declared carried by 7 votes to 0.

CARRIED

7.16 GLEN INNES SEVERN LEARNING CENTRE - PLAN OF MANAGEMENT REPORT FROM: Infrastructure Services

Moved Cr M Davis

Seconded Cr C Sparks

19.05/25 RESOLUTION

THAT Council:

1. Approves for the Glen Innes Severn Learning Centre – Plan of Management to be placed on public exhibition for 28 days from Thursday, 29 May 2025.
2. Displays the Glen Innes Severn Learning Centre – Plan of Management on Council's website, and that it be made available for viewing at the following locations:
 - Council's Town Hall Office, and
 - The Village Post Offices at Deepwater and Emmaville.
3. Requests the Manager of Asset Services to prepare a further report to Council after the exhibition period in the event of Council receiving any substantial submissions regarding the Glen Innes Severn Learning Centre – Plan of Management; otherwise, that the Glen Innes Severn Learning Centre - Plan of Management be adopted by Council.

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

For

Against

Cr M Davis
Cr C Sparks
Cr T Alt
Cr T Arandale
Cr M Elphick
Cr A Parsons
Cr D Scott

Nil

The division was declared carried by 7 votes to 0.

CARRIED

7.17 HEADWORKS CHARGES DISCOUNT FOR NOT-FOR-PROFIT ORGANISATIONS

REPORT FROM: Infrastructure Services

Moved Cr T Arandale Seconded Cr C Sparks

THAT Council:

1. Approves the inclusion of a 50% discount on headworks charges for eligible not-for-profit organisations, as defined in this report including the Administrative Procedures, Application Form and the Checklist, 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.

Amendment Moved Cr T Arandale

THAT:

1. Council approves the inclusion of a 50% discount on headworks charges for eligible not-for-profit organisations, as defined in this report including the Administrative Procedures, Application Form and the Checklist, within the Glen Innes Severn Council's Development Services Plan.
2. Council undertakes a review of the financial impact of the discount after 12 months of implementation and reports back to Council with findings and recommendations.
3. All applications for discounts are to be approved by Council.

The Amendment LAPSED for want of a seconder.

Moved Cr T Arandale

Seconded Cr C Sparks

20.05/25 RESOLUTION

THAT Council:

1. Approves the inclusion of a 50% discount on headworks charges for eligible not-for-profit organisations, as defined in this report including the Administrative Procedures, Application Form and the Checklist, 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.

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

For

Against

Cr M Davis
Cr C Sparks
Cr T Alt
Cr T Arandale
Cr M Elphick
Cr A Parsons
Cr D Scott

Nil

The division was declared carried by 7 votes to 0.

CARRIED

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

8.1 QUESTIONS WITH NOTICE

REPORT FROM: Councillors

1. Please provide a detailed overview of how much waste charges will be increased next year and the years proceeding?

Officer Response:

All proposed waste fees and charges for 2025/26 are included in Council's Draft Operational Plan, which has been on public exhibition since 24 April as part of the broader community consultation process and discussed at a number of Councillor budget workshops. Submissions are open until 6 June.

It is important to advise that, in response to community feedback received to date, Council officers will be reviewing the proposed waste charge increases at the conclusion of the exhibition period.

As currently included in the Draft Operational Plan though, increases to charges in rates for properties with a bin service from 2025/26 include the following:

- **Waste Management Facility Charge:** Proposed to increase from \$84 to \$168 in 2025/26 (a 100% rise). This is equivalent to \$3.23 per week. Annual CPI increases will apply from 2026/27.
- **Bin Collection Charges:** Proposed to increase by 100% over three years—35% in 2025/26, 32.5% in 2026/27, and 32.5% in 2027/28. Charges will return to CPI based increases after that. Please see below table outlining the proposed bin collection increases over the next 3 years.

PROPOSED INCREASES TO RATES - BIN COLLECTION CHARGES	25/26	26/27	27/28	28/29
Std 140L waste & 240L recycle	\$510	\$676	\$895	CPI
Large 240L Waste & 240 recycle	\$698	\$925	\$1,226	CPI
Additional Standard Service	\$259	\$343	\$454	CPI
Additional Large Service	\$377	\$499	\$661	CPI

2. How much total revenue will be created after the full implementation of the waste charge increases?

Officer Response:

Total waste annual charges revenue (2027-28) will be circa \$4.865M.

3. How does this extra revenue from waste charges translate into a percentage compared to the amount of rates the council currently charges?

Officer Response:

In 2027-28, the waste annual charges will represent, circa 54% of total general rates revenue. For 2024/25, this percentage is circa 23%.

4. What will be the cost of an entire rates notice after the implementation of a 68.5% rate increase in 2029 including the increased waste charges for a 3-bedroom home on 1000 square meters in Bourke Street Glen Innes.

Officer Response:

- The average rates on Bourke St, Glen Innes is \$1,013 hence the average rates published in the Infopack are shown below.
- Table below will answer question 5 as well.
- 2025-26 Connected residential sewer charge is proposed at \$698 (\$664 – 2024-25).
- 2025-26 – Water availability charge is proposed at \$421 (\$401 – 2024-25).
- 2025-26 – Drainage levy is proposed at \$125 (\$119 – 2024-25).

General Rates & Standard Waste Charge							Weekly cost
FY	2025-25	2025-26	2026-27	2027-28	2028-29	Cumulative increase	
General Rates proposed increase		4.4% rate peg	26.50%	20.00%	11.00%		
Growth & Prosperity - 3 year SRV		\$ 1,025.18	\$ 1,296.85	\$ 1,556.22	\$ 1,727.41	68.50%	
	Increase:		\$ 271.67	\$ 259.37	\$ 171.18	\$ 702.22	\$ 13.50
Minimum Rate	\$ 637.00	\$ 806.00	\$ 967.00	\$ 1,073.00			
Waste charge proposed increase		35.00%	32.50%	32.50%	CPI 5.0%	148.61%	
Standard 140 litre bin service	\$ 378	\$ 510	\$ 676	\$ 895	\$ 940		
	Increase	\$ 132.00	\$ 166.00	\$ 219.00	\$ 44.75	\$ 561.75	\$ 10.80
Pensioner concession for General Rates and Waste Management charges (based on eligibility)						(\$250.00)	(\$4.81)
Total Weekly cost before Pensioner concession							\$ 24.31
Total Weekly cost after Pensioner concession							\$ 19.50

5. What will be the cost of an entire rates notice after the implementation of a 68.5% rate increase in 2029 including the increased waste charges for a pensioner in a 3-bedroom home on 1000 square meters in Bourke Street Glen Innes.

Officer Response:

- 2025-26 Connected residential sewer charge is proposed at \$698 (\$664 – 2024-25).
- 2025-26 – Water availability charge is proposed at \$421 (\$401 – 2024-25). **Pensioner concession of \$87.50 is available.**
- 2025-26 – Drainage levy is proposed at \$125 (\$119 – 2024-25). **Pensioner concession of \$87.50 is available.**

9. How much money has Roberts and Morrow Technology been paid for the construction and subsequent running of the Highland Hub?

Officer Response:

In regard to the construction of the Highlands Hub, Roberts and Morrow Technology (RMT), were paid a total of \$68,974.49 exc. GST (\$75,871.94 inc. GST) for fixed equipment – technology supply & Installation. This included RMT supplying and installing all the technology currently in use at the Hub, including:

- TV screens,
- Computer monitors,
- Keyboards / mice,
- Desktop computers,
- Ports / Wi-Fi equipment,
- Security / firewall appliances,
- Windows software,
- Wall mounts,
- Headsets.

In regard to the subsequent on-going running of the Highlands Hub, RMT are paid via a fee for service arrangement (the Highlands Hub is not included in Council's service package). To date, RMT has provided services to the Hub valued at \$500-\$1000 per annum.

Cr C Sparks left the meeting room at 11:36 am.

Cr C Sparks returned to the meeting room at 11:38 am.

8.2 NOTICE OF MOTION - SPECIAL RATE VARIATION

REPORT FROM: Councillors

Moved Cr T Arandale Seconded Cr A Parsons

THAT:

1. Council separates the discussion between the Community Strategic Plan (CSP) and Special Rate Variation (SRV) to allow more time to consult the community about the impacts of the SRV.
2. Council uses that time to combine the current scenarios into one and models three extra scenarios for the SRV being:
 - a. A 0% rise and inform the community what services will need to be cut to achieve a balanced budget by 2030.

- b. A 15% rise modelling a business-as-usual approach with an estimated date to reach a balanced budget and projected savings over a 10-year period.
 - c. A 30% rise modelling a business-as-usual approach with 50% of the rise quarantined to borrow funds to enact a proposed “fast tracked infrastructure enhancement program”.
4. Once modelling is complete Council is to then deliver a comprehensive community consultation presenting all options in Emmaville, Deepwater, Red Range, Glencoe, Pinkett, Glen Elgin, Wyaliba and at least three sessions in Glen Innes held over different days and times.
5. Council prepares a comprehensive report to be tabled at the October meeting of 2025 with all the feedback received for councillors to make an informed decision.

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

For

Cr T Arandale
Cr A Parsons
Cr D Scott

Against

Cr M Davis
Cr C Sparks
Cr T Alt
Cr M Elphick

The division was declared LOST by 4 votes to 3.

Moved Cr T Arandale

Seconded Cr A Parsons

21.05/25 RESOLUTION

That the meeting be extended until 1pm.

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

For

Cr M Davis
Cr T Alt
Cr T Arandale
Cr M Elphick
Cr A Parsons
Cr D Scott

Against

Nil

The division was declared CARRIED by 6 votes to 0.

CARRIED

Cr C Sparks declared a Significant Non-Pecuniary Conflict of Interest regarding Item Number 8.3 “Notice of Motion – Resolution Regarding Glen Innes and District Community Centre”, as she is the Vice Chairperson of the Glen Innes and District Community Centre Committee.

Cr Sparks left the meeting at 11:57am and did not participate in the debate or vote on Item number 8.3.

8.3 NOTICE OF MOTION - RESOLUTION REGARDING GLEN INNES AND DISTRICT COMMUNITY CENTRE

REPORT FROM: Councillors

Moved Cr T Arandale Seconded Cr A Parsons

That Council prior to implementing resolution 9.04/25 of the April Council meeting conducts a full review of the financial statements of the Glen Innes Community Centre particularly, the omission of a balance sheet for the 2023/2024 financial year on the ACNC website.

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

For

Cr T Arandale
Cr A Parsons
Cr D Scott

Against

Cr M Davis
Cr T Alt
Cr M Elphick

The division was declared EQUAL.

The Mayor, in accordance with the provisions of Section 370(2) of the *Local Government Act 1993*, used her casting vote to vote against the motion.

The division was declared LOST by 4 votes to 3.

Cr Sparks returned to the meeting at 12:05pm.

Moved Cr A Parsons Seconded Cr T Arandale

22.05/25 RESOLUTION

That Council passes Item numbers 9.1, 9.2 and 10.1 in continuum.

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

For	Against
Cr M Davis	Nil
Cr C Sparks	
Cr T Alt	
Cr T Arandale	
Cr M Elphick	
Cr A Parsons	
Cr D Scott	

The division was declared CARRIED by 7 votes to 0.

CARRIED

Cr T Arandale left the meeting at 12:05pm.

9 CORRESPONDENCE, MINUTES, PRESS RELEASES

9.1 CORRESPONDENCE AND PRESS RELEASES

REPORT FROM: Corporate and Community Services

Moved Cr A Parsons Seconded Cr C Sparks

23.05/25 RESOLUTION

That Council notes the information contained in this report.

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

For	Against
Cr M Davis	Nil
Cr C Sparks	
Cr T Alt	
Cr M Elphick	
Cr A Parsons	
Cr D Scott	

The division was declared CARRIED by 6 votes to 0.

CARRIED

9.2 MINUTES OF COUNCIL COMMUNITY COMMITTEE MEETINGS FOR INFORMATION

REPORT FROM: Corporate and Community Services

Moved Cr A Parsons Seconded Cr C Sparks

24.05/25 RESOLUTION

That Council notes the information contained in this report.

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

For	Against
Cr M Davis	Nil
Cr C Sparks	
Cr T Alt	
Cr M Elphick	
Cr A Parsons	
Cr D Scott	

The division was declared CARRIED by 6 votes to 0.

CARRIED

10 REPORTS FROM DELEGATES

10.1 REPORTS FROM DELEGATES

REPORT FROM: General Manager's Office

Moved Cr A Parsons Seconded Cr C Sparks

25.05/25 RESOLUTION

That Council notes the information contained in this report.

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

For	Against
Cr M Davis	Nil
Cr C Sparks	
Cr T Alt	
Cr M Elphick	
Cr A Parsons	
Cr D Scott	

The division was declared CARRIED by 6 votes to 0.

CARRIED

11 MATTERS OF AN URGENT NATURE

There were no matters of an urgent nature.

12 CONFIDENTIAL MATTERS

Moved Cr A Parsons

Seconded Cr M Elphick

26.05/25 RESOLUTION

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

Item	Report	Reason
12.1	Proposal to Exercise Extension Clause – Domestic Kerbside Waste Management Contract	(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) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

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

For

Against

Cr M Davis
Cr C Sparks
Cr T Alt
Cr M Elphick
Cr A Parsons
Cr D Scott

Nil

The division was declared carried by 6 votes to 0.

CARRIED

The live streaming of the Meeting was paused at 12:07pm.

All members of the public left the room at 12:07pm.

12.1 PROPOSAL TO EXERCISE EXTENSION CLAUSE – DOMESTIC KERBSIDE WASTE MANAGEMENT CONTRACT

REPORT FROM: Place and Growth

Moved Cr C Sparks

Seconded Cr T Alt

27.05/25 RESOLUTION

THAT Council:

1. Endorses the extension of the Domestic Kerbside Waste Collection Contract with JR & EG Richards (NSW) Pty Ltd for a further two years, as provided for under the contract resolved by Council in February 2015.
2. Authorises the General Manager to issue formal notice of intention to JR & EG Richards (NSW) Pty Ltd confirming Council's intention to exercise the contract extension option, effective from 1 July 2025.

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

For

Against

Cr M Davis

Nil

Cr C Sparks

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

The division was declared carried by 6 votes to 0.

CARRIED

Moved Cr M Elphick

Seconded Cr C Sparks

28.05/25 RESOLUTION

That Council moves out of Closed Council into Open Council.

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

For

Against

Cr M Davis

Nil

Cr C Sparks

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

The division was declared carried by 6 votes to 0.

CARRIED

The live streaming of the meeting resumed at 12:17pm.

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

Moved Cr M Elphick

Seconded Cr A Parsons

29.05/25 RESOLUTION

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

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

For

Against

Cr M Davis
Cr C Sparks
Cr T Alt
Cr M Elphick
Cr A Parsons
Cr D Scott

Nil

The division was declared carried by 6 votes to 0.

CARRIED

The Meeting closed at 12:19pm.