

BUSINESS PAPER

Ordinary Council Meeting

To be held on

Thursday,

24 July 2025



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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:

Transparent:	Decisions are made in a way that is open and accountable.
Informed:	Decisions are made based on relevant, quality information.
Inclusive:	Decisions respect the diverse needs and interests of the local community.
Principled:	Decisions are informed by the principles prescribed under Chapter 3 of the Act.
Trusted:	The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
Respectful:	Councillors, staff and meeting attendees treat each other with respect.
Effective:	Meetings are well organised, effectively run and skilfully chaired.
Orderly:	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 July 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 JUNE
2025 TO BE CONFIRMED**
- 5 DISCLOSURE OF CONFLICT OF INTERESTS:
PECUNIARY AND NON-PECUNIARY INTERESTS**

6 MAYORAL MINUTE(S)

REPORT TITLE: 6.1 COST SHIFTING ONTO LOCAL GOVERNMENT

REPORT FROM: Councillors

MOTION

THAT Council:

- 1. *Note the findings of the LGNSW Cost Shifting report for the 2023/2024 financial year; and***
- 2. *Provides a copy of the cost shifting report on Council's website so that our communities can access it; and***
- 3. *Writes to the Premier, the NSW Treasurer and the NSW Minister for Local Government seeking that they urgently address these costs through a combination of regulatory reform and appropriate funding.***

I, Councillor Carol Sparks, give notice that at the next Ordinary Meeting of Council to be held on 24 July 2025, I intend to move the abovementioned motion:

RATIONALE

The pressure on councils to maintain services of appropriate standard that meet the needs of our communities has reached unprecedented levels.

The unrelenting growth of cost shifting to councils, coupled with rate pegging and insufficient state and federal funding, is increasingly eroding the possibility of financially sustainable local government and risking the capacity of councils to deliver the essential infrastructure and services required by their communities.

The latest research commissioned by Local Government NSW (LGNSW) shows that the increase in cost shifting has continued unabated by various State and Federal Government policies.

The cost shifting report, produced by independent consultants Morrison Low for the 2023/2024 financial year, reveals that \$1.5 billion of expense has been imposed on councils. This is an increase of approximately \$140 million (10 per cent) since the last report for the 2021/22 financial year, when the total cost shift was estimated at \$1.36 billion.

Item 6.1

On average, this also now represents an inflated cost of \$497.40 for each ratepayer, an increase of \$36.72 from 2021/22. It is unfair to our communities that such a large portion of their rates are being diverted away from local priorities.

(The full report is available online at www.lgnsw.org.au/costshifting)

With councils having to fund this ongoing subsidy primarily for the State Government each and every year, it means our communities get less or go without. They go without safer roads, they go without parks, and they go without important community services that only councils provide, while their communities are effectively paying hidden taxes to other levels of government.

Councillors, our communities deserve better. The decades-long practice of cost shifting is continuing to undermine the financial sustainability of the local government sector. This must stop. The November 2024 report of the parliamentary inquiry into the ability of councils to fund infrastructure and services called for the NSW Government to identify opportunities to reduce cost shifting to local government. This call must be heard and acted upon.

It is essential to councils and communities that the NSW Government urgently seek to address cost shifting through a combination of regulatory reform and appropriate funding.

I commend this Mayoral Minute to Council.

Cr Carol Sparks
Councillor
Date: 15 July 2025

ATTACHMENTS

There are no annexures to this report.

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 since the last report (**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 June 2025 Council Meeting	26
New actions assigned following June 2025 Council Meeting	14
Actions completed since the previous report	-16
Outstanding Actions as of Friday18 July 2025	24

Annexure A provides the most recent comments, from the responsible officers, as of Friday 18 July 2025.

Annexure B outlines the 16 Council Resolution actions that have been completed since the report presented to Council in June 2025.

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 18 July 2025
Annexure B	Completed Actions as between June 13 and July 18 2025

REPORT TITLE: 7.2 ADOPTION OF DRAFT TERMS OF REFERENCE FOR THE SALEYARDS ADVISORY COMMITTEE

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to present Council with the draft Terms of Reference, replacing the existing Constitution of the Saleyards Advisory Committee for approval and adoption.

RECOMMENDATION

THAT Council:

- 1. Reviews the attached draft Terms of Reference for the Saleyards Advisory Committee***
- 2. Approves and adopts these terms of reference, repealing the current Constitution of the Saleyards Advisory Committee***

REPORT

The attached Terms of Reference was prepared by the Governance Office in 2024, reviewed by the Advisory committee at its 13 November 2024 meeting, approved by the committee without further amendments. This agenda matter was reviewed by MANEX at its 24 June 2025 meeting and is now presented to Council for approval and adoption.

The Saleyards Advisory committee has been operating according to its current Constitution. That is currently due for review. All stakeholders concerned concur that its constitution would be better replaced by a new Terms of Reference.

KEY CONSIDERATIONS

Financial/Asset Management

The Saleyards Advisory Committee does not have any financial delegation and serves to represent the various stakeholders at the saleyards and provides advice to Council as warranted.

Policy

The attached Terms of Reference is more in keeping with common practice, reinforcing the main Committees policy.

Risk

The existing Constitution dates from 2018, updated 2020. Progressing the current Constitution to a Terms of Reference is considered more appropriate.

Consultation

ToR prepared by Governance office in April 2024 and presented to and endorsed by the Saleyards Advisory Committee 13 November 2024. The draft Terms of Reference has been reviewed by MANEX 24 June 2025.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report has no relevance to the Integrated Planning and Reporting Framework..

CONCLUSION

It is recommended that the outdated Constitution of the Saleyards Advisory Committee be withdrawn and replaced by the attached Terms of Reference.

ATTACHMENTS

Annexure A Draft Terms of Reference Saleyards Advisory Committee

**REPORT TITLE: 7.3 AUDIT, RISK AND IMPROVEMENT COMMITTEE
QUARTERLY UPDATE**

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to provide Council with the **Audit, Risk and Improvement Committee (ARIC)** quarterly update in the form of the Minutes from the 26 March 2025 ARIC meeting and the Draft Minutes from the 13 June 2025 ARIC Meeting.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

The *Risk Management and Internal Audit Guidelines for Local Government NSW* (the Guidelines) require that the Council and the ARIC decide in what form the quarterly updates are to be provided to Council. Council decided (Resolution 8.05/24) that the ARIC Quarterly Report will be made by way of presenting Council with the ARIC Meeting Minutes (*Confidential*).

The ARIC Committee consists of:

1. Independent Chair – Steve Coates
2. Independent Member – Bill Middleton
3. Independent Member – Mel Jacobs
4. Councillor Member (non-voting) – Cr Elphick

The ARIC held its quarterly meetings on 26 March 2025 with all members in attendance, however, an apology was received from Karen Litchfield (Shared Internal Auditor) and 13 June 2025 with all members in attendance.

At the 26 March 2025 meeting the ARIC dealt with the following topics of which details are included within the Minutes (***Annexure A - confidential***):

- Emerging risks,
- Review of the ARIC Terms of Reference,
- General Manager's update,
- Adequacy of Governance Framework,
- Capital Works Update,
- Operational Plan 2024-2025 Periodic Review (H1),
- Adequacy and Effectiveness of Council's IP&R,

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- Quarterly Budget Review – December 2024,
- Service Reviews,
- IT System Improvement and Stabilisation Program – Business Systems RoadMap,
- Internal Audit Quarterly Update,
- Work Health and Safety report,
- Audit Opinion Financial Year 2023-2024,
- Conflict of Interest – DPG, and
- ARIC Reporting Obligations.

At the 13 June 2025 meeting the ARIC dealt with the following topics of which details are included within the Draft Minutes (Annexure B- confidential):

- Emerging Risks
- General Manager's Update
- Management Letter for Financial Year Ending 30 June 2024
- Internal Audit Quarterly Update
- Internal Audit Review
- Business Systems Update
- Financial Management Update
- Capital Works Program Progress Report as at 30 April 2025
- Quarterly Budget Review – March 2025
- Governance Structure Update
- Governance Framework & Health Check
- Operational Plan 2024–2025 Periodic Review (Q3)
- Work Health and Safety Report
- ARIC Reporting Obligations to Council

In response to a recent comment regarding the reporting of ARIC Minutes to Council, it is noted that the Minutes of the ARIC Meeting held on 6 December 2024 were formally presented to Council at its Ordinary Meeting on 20 February 2025. Additionally, the Minutes of the ARIC Meeting held on 10 September 2024 were presented to Council at its Ordinary Meeting on 19 December 2024.

KEY CONSIDERATIONS

Financial/Asset Management

Nil.

Policy

• Risk Management and Internal Audit Guidelines

- Ongoing reporting by the audit, risk and improvement committee to the governing body (and general manager) is essential for accountability and will ensure that the governing body is kept informed of matters considered by the committee and any emerging issues that may influence the strategic direction of the council or the achievement of the council's goals and objectives.
 - Additionally, it will ensure strong linkages between the audit, risk and improvement committee, governing body and the general manager and lead to a better functioning assurance mechanism.
- The audit, risk and improvement committee must provide an update to the governing body of the council of its activities and opinions after every committee meeting.
- Further, the audit, risk and improvement committee must provide its quarterly update to the general manager to ensure they are kept informed of issues raised and can answer any questions the governing body may have about the committee's opinions and recommendations.
- The mayor can request to meet with the chairperson of the audit, risk and improvement committee at any time to discuss any issues relating to the work of the committee during the quarter.
- The chairperson of the audit, risk and improvement committee can also request to meet with the mayor at any time.

• The ARIC Terms of Reference

- Information and documents pertaining to the committee are confidential and are not to be made publicly available.

Risk

The ARIC keeps risk management under its appraisal and provides advice and levels of assurance to Council on all matters under its review.

Consultation

ARIC Chair and independent members and the Governance Officer (ARIC Secretary).

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Open and Collaborative Leadership Strategy O1.1.2 Support open, effective and transparent governance for the benefit of the community and in alignment with modern interpretations of community engagement strategies and policies.

CONCLUSION

The ARIC Meeting Minutes for 26 March 2025 are provided as a confidential annexure for Council's review and form the ARIC's quarterly update.

ATTACHMENTS

Annexure A	Minutes - ARIC Meeting - 26.3.25 (<i>Confidential</i>)
Annexure B	DRAFT ARIC Minutes 13 June 2025 (<i>Confidential</i>)

REPORT TITLE: 7.4 DRAFT RELATED PARTIES DISCLOSURE POLICY

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to present Council with the revised Related Parties Disclosure Policy (**Annexure A**) for its review and adoption.

RECOMMENDATION

That Council adopts the revised Related Parties Disclosure Policy.

REPORT

It was noted in the 2023-2024 external auditor's report that this policy had passed its review cycle. The policy has been reviewed and is presented to Council.

The Related Parties Disclosure policy is a critical Council policy, identifying parties who may demonstrate or potentially demonstrate a greater degree of control over the Council's financial, strategic and operational affairs than other officers or the general public. These individuals are described as **Key Management Personnel (KMP)** and are required to complete Related Party Transactions Notifications. Should there be a reportable matter, these are to be noted in the Notes to the Annual Financial reports.

KEY CONSIDERATIONS

Financial/Asset Management

Potentially KMPs demonstrate a direct and indirect control over the Council's assets and finances, either personally or through family or corporate structures. Australian Accounting Standard 124 and other standards specify the criteria and triggers for recording and reporting.

Policy

The current policy has been reviewed, reworded and reformatted as appropriate. It was also compared to that of another NSW Council for uniformity.

Risk

There is considerable risk to be mitigated through the appropriate implementation of this policy update, ensuring appropriate compliance with policy, through recording and reporting standards.

Consultation

Finance staff members.

Management Executive Team (MANEX)

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report has no relevance to the Integrated Planning and Reporting Framework.

CONCLUSION

The Related Parties Disclosure Policy has been reviewed by MANEX and is now presented to Council for its review and adoption.

ATTACHMENTS

Annexure A Draft Related Parties Disclosure Policy

REPORT TITLE: 7.5 DRAFT UPDATED GOVERNANCE FRAMEWORK

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to present the **Council** with the revised Governance Framework Policy (*Annexure 1*) for its review.

RECOMMENDATION

That Council approves and adopts the revised Governance Framework Policy.

REPORT

The Governance Framework Policy was last adopted by Council on 27 June 2024 and although it is due for review every four years, several factual errors or omissions were identified, corrected within this draft.

It is recommended to Council that the proposed changes be accepted and adopted.

KEY CONSIDERATIONS

Financial/Asset Management

The current version does not contain that the financial statements are to be reviewed by ARIC prior to going to a full Council meeting – added.

Policy

As above.

Risk

Corrects minor inconsistencies

Consultation

Reflects comments noted at the March 2025 ARIC meeting & its business papers.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

Item 7.5

This report links to Council's Delivery Program Open and Collaborative Leadership Strategy O1.1.2 Support open, effective and transparent governance for the benefit of the community and in alignment with modern interpretations of community engagement strategies and policies.

CONCLUSION

Council's Governance Framework Policy has been revised to include changes that have occurred since the current Policy was adopted on 27 June 2024 and corrects any omissions/errata. Amendments/corrections to the Governance Framework are highlighted as strikethroughs to be removed and additions noted in red. Changes are both minor and substantive and the revised Policy is now presented to Council MANEX for its review and approval.

ATTACHMENTS

Annexure A Updated Draft Governance Framework

REPORT TITLE: 7.6 INVESTMENTS REPORT - JUNE 2025

REPORT FROM: Corporate and Community Services

Item 7.6

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 30 June 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 \$14.5M 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.

Council currently holds two responsible investments: two \$1 million deposits with Westpac's Green Tailored Deposits. In addition, Council has \$1 million investment with Bendigo Bank, an institution that does not fund fossil fuels.

Item 7.6

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:

Bank Reconciliation Statement	
Balance as per General Ledger :	
Ledger Balance as at 30 Jun 2025	\$12,269,805.97
Balance as per Bank :	
Opening Balance 1 June 2025	\$6,556,138.62
June Movements	\$5,658,927.14
Closing Balance 30 Jun 2025	<u>\$12,215,065.76</u>
less : Unrepresented Receipts & Payments	-\$54,740.21
less : Timing Differences	\$0.00
Total:	<u>\$12,269,805.97</u>
Variance	\$0.00
	
Responsible Accounting Officer	
7 July 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 \$
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
A1+/AA-	22/05/2026	4.23%	ING	Yes	1,000,000	42,300
A1+/AA-	22/05/2026	4.05%	BOQ	Yes	1,000,000	40,389
A1+/AA-	05/02/2026	4.05%	CBA	Yes	1,000,000	\$26,630.14
A2/BBB+	10/06/2026	4.25%	AU	Yes	500,000	\$21,250.00
A2/A-	11/03/2026	4.28%	Rabobank	Yes	1,000,000	\$32,012.05
A2/BBB+	20/11/2025	4.30%	AMP	Yes	1,000,000	\$18,142.47
Expected Return FY25		4.64%	Total Investments		14,500,000	618,728
Avg. Headline Rate Return		4.63%	Cash on Hand		12,215,066	
			Total Cash and Investments		26,715,066	

** green deposit

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.

Interest received for the year to 30 June 2025	\$1,048,297
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The table below details the monthly movements of investments for the reporting month:

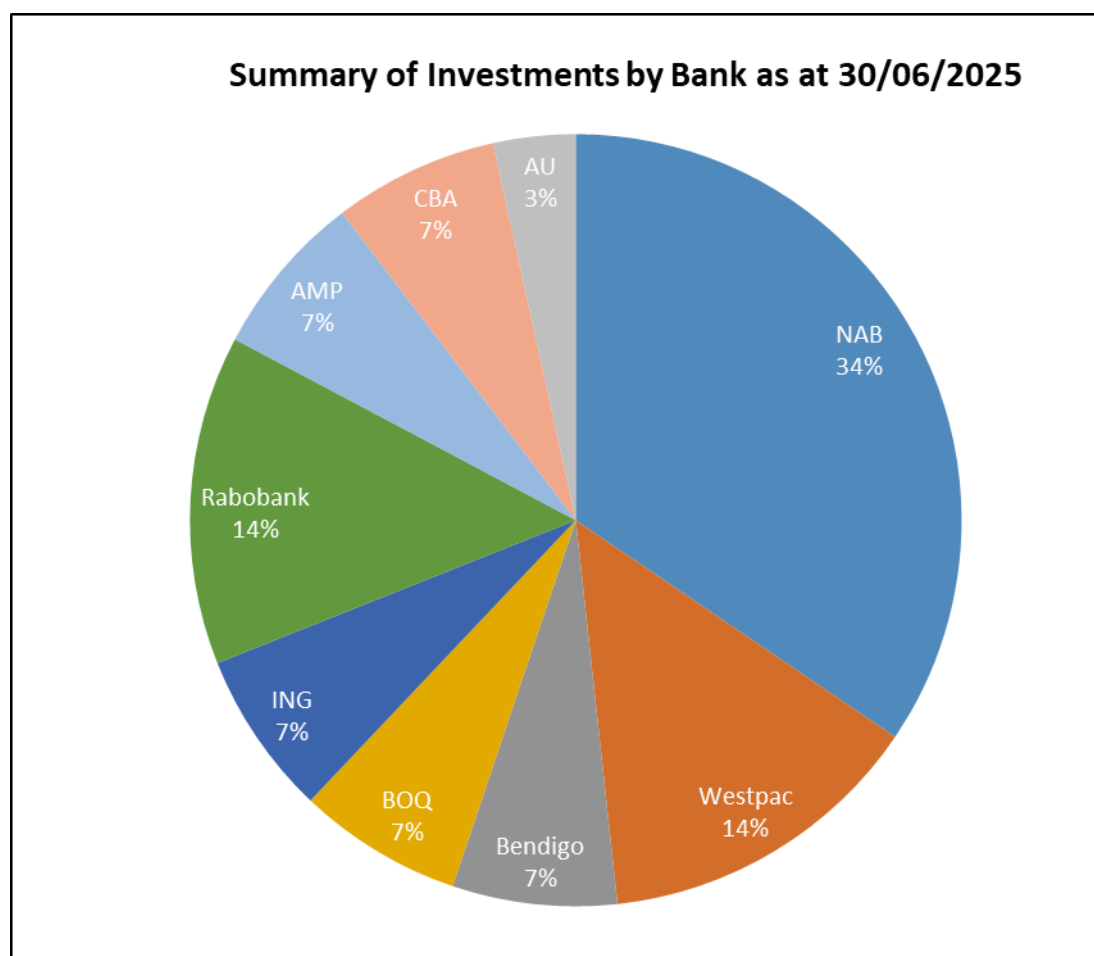
Investment Movements	
Opening Balance as at 1 June 2025	13,000,000
Less :	
Maturities (2)	2,000,000
Subtotal	11,000,000
Plus :	
Rollovers (2)	2,000,000
New Investments (2)	1,500,000
Current Balance as at 30 Jun 2025	14,500,000

During the reporting month, two term deposits of \$1 million each—held with Rabobank and AMP—matured and were subsequently rolled over. In addition, two new investments were made in accordance with Council's Investment Policy: \$1M with CBA and \$500,000 with Australian Unity.

A summary of maturities is set out below:

Period	No. of Term	Value
Jul-25	2	2,000,000
Aug-25	2	2,000,000
Sep-25	2	2,000,000
Nov-25	1	1,000,000
Dec-25	2	2,000,000
Feb-26	1	1,000,000
Mar-26	2	2,000,000
May-26	2	2,000,000
Jun-26	1	500,000
Total	15	\$14,500,000

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.

Council has been working with ReadyTech, its Finance system Vendor, over several months to rectify the Interfund script that is related to the reporting of the water and sewer fund reserves, being externally restricted. The interfund script correction has now been completed to address a \$1.7 million understatement in the Water Fund, which is now reflected in the restricted balance, which originated from the system go-live on 1 July 2022. This fix has improved the accuracy of reporting for the unrestricted cash position. Ongoing monitoring of future reports is in place, and Council is actively working to restore the unrestricted cash position going forward.

The table below is reporting restricted funds balances as at 30 June 2025.

Externally restricted cash, cash equivalents and investments as at 30 June 2025		
	\$'000	
Trust Funds	-	as at 30 June 2024
Included in Grant related contract liabilities	9,653	27-Jun-25
Developer contributions - Rangers Valley Feedlot S7.11	1,094	as at 30 June 2024
Water Fund	4,481	as at 31 May 2025
Sewer Fund	6,159	as at 31 May 2025
Waste management	4,151	as at 30 June 2024
Drainage	827	as at 30 June 2024
Council Committees	406	as at 31 May 2025
Specific purpose unexpended grants (general funds)	3,621	as at 31 May 2025
Total external restrictions	30,393	
Total Cash & investments as at 30 June 2025	26,715	
Unrestricted cash position (i.e. available after the above restrictions)	-	3,678

The Contract Assets balance as at 27 June 2025

7,046

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.

Measures implemented as part of the QBR3 and other projects are as follows:

- A real-time cash flow forecasting model has been developed to track cash needs for major capital projects,
- An increased focus on debt recovery for overdue rates and sundry debtors,
- Phasing of grant related contract assets to support the cash flow model,
- A project is being 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 the Water and Sewer Funds 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 **5.14%**. In comparison, the current average return for the 2024/2025 financial year stands at **4.63%**, representing a **0.51% decrease**, consistent with the broader trend of declining interest rates. In response to emerging economic challenges, the Reserve Bank of Australia (RBA) adopted a more accommodative monetary policy, beginning to reduce the official cash rate in early 2025. As of June, 2025, the Reserve Bank of Australia's (RBA) official cash rate stands at **3.85%**, following a 25 basis point reduction on May 20, 2025.

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

Investment Balances	This Year	Last Year
Opening Balance 1 June	13,000,000	17,200,000
Closing Balance 30 Jun	14,500,000	15,200,000

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:

Compliant	Credit Rating	Invested	Invested \$	Policy Limit	Available \$
Yes	AAA	0.0%	-	100%	14,500,000
Yes	AA	55.2%	8,000,000	100%	6,500,000
Yes	A	31.0%	4,500,000	45%	2,025,000
Yes	BBB	13.8%	2,000,000	25%	1,625,000
Yes	Government	0.0%	-	100%	14,500,000
		100.0%	14,500,000		

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	14,500,000	100%
Total			14,500,000	100%

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 Open and Collaborative Leadership Strategy O1.3.2 Manage public resources (financial and assets) responsibly and efficiently by implementing leading practices, systems and technologies.

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: 7.7 CAPITAL WORKS PROGRAM PROGRESS REPORT AS AT 30 JUNE 2025

REPORT FROM: Corporate and Community Services

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.

FIXING COUNTRY BRIDGES ROUND 2B – COX’S RD

The Cox’s Road bridge replacement project has progressed significantly during May and June with the precast abutments and planks being installed in late May. Each abutment weighed 35 tonnes and was manufactured here in Glen Innes by Weir Built. Reaching this point in the bridge construction meant the team were now far less susceptible to impacts from flooding and wet weather delays, and as such they installed the formwork and reinforcing steel for the concrete deck in a matter of weeks and are now ready for a deck pour.



TRAFFIC FACILITIES 24/25

Council has been catching up on-line marking in the past month, with several kilometres of new construction and reseal projects on Bald Nob Road and Emmaville Road that were completed during the summer months having the centre-line reinstated. Councils line marking equipment is not suitable for large scale, rural road line marking work so this weeks line marking is being delivered by TFNSW Rural Line marking Services who were the successful contractor in the RFQ process.



GRANTS UPDATE:

Current grant applications submitted and awaiting assessment and decision from funding bodies:

Grant	Allocation	Co Contribution	Comments
NSW Govt - Regional Drought Resilience Planning Program Round 2 (RDRP2) – Implementation Stage – Glen Innes Severn Council (as lead applicant), Tenterfield Shire Council consortia	Allocation Request: \$250K Total funding of \$305K: \$250K + \$55k underspend carried over from “Plan” stage	NIL	This application has been provisionally approved and awaiting official notification, as of 11 July 2025.
Aust Govt - Support at Home - Thin Markets (rural, remote, and specialised). Community Services.	Allocation Request: \$31,864	NIL	
NSW Govt – Good Neighbours Program – Biodiversity control of Serrated Tussock project.	Allocation Request: \$60,000	NIL	
NSW Govt – Regional Economic Development and Community Investment Program (REDCIP) – New England Rail Trail .	Allocation Request: \$5M	\$1M	Stated in grant application that “Council will seek to cover its co-contribution with any available federal grant”.
NSW Govt - Regional Precincts and Partnerships Program New England Rail Trail, Glen Innes to Ben Lomond	Allocation Request: \$11.9M	\$170,000 this has already been allocated in FY24/25 Budget under Job 7357C25	Submitted 15/07/25 Currently under assessment

Grant	Allocation	Co Contribution	Comments
Safer Local Roads and Infrastructure Program – Highland Home Bridge Renewal	Allocation Request: \$415,244	\$103,811 to be funded by R2R grant in a future year	Submitted 30/06/25 and currently under assessment
Safer Local Roads and Infrastructure Program – Oliver Street Upgrade	Allocation Request: \$1,182,878	\$295,719 to be funded by Roads to Recovery grant in a future year	Submitted 30/06/25 and currently under assessment
NSW Govt - Community War Memorial Fund - ANZAC Park Cenotaph Dias Upgrade.	Allocation Request: \$15,000.	NIL	
NSW Govt – Stronger Together Festival and Events Grants – Multicultural – 2026 Harmony Day.	Allocation Request: \$10,000	\$1,000 (budgeted)	

Grant payments – upfront, milestone, or upon project completion:

Grant payment schedule (percentage milestone payment, execution, milestone progress payments and end of project final payments and due dates) are communicated in the Deed Agreement that is received by Council only when the grant application is approved by Funding Body and generally not beforehand. At that time, Council reviews the deed agreement conditions, considers and accepts/rejects the offer of funding, factoring in the funding schedule and possible impacts on cash flow. If Council accepts the offer, we then proceed to signing and execution of the Deed Agreement.

CONSIDERATIONS

Financial/Asset Management

The following table provides a summary of the adopted budget, the actual and committed amounts as of 30 June 2025, along with the percentage of the actual and committed expenditure when compared to adopted budgets.

Project Type	Projects Count	FY25-QBR3 Budget	Total Spent	Expenditures %
Aerodome	3	\$3,423,391.00	\$2,693,460.13	78.68%
Bridge	6	\$4,645,540.23	\$4,025,332.70	86.65%
Building	3	\$95,000.00	\$119,697.00	126.00%
Community Halls	1	\$131,651.00	\$114,304.45	86.82%
Drainage	1	\$150,000.00	\$22,019.70	14.68%
Economic Development	7	\$893,446.00	\$489,152.94	54.75%
Flood Recovery & Natural Disasters	2	\$1,425,225.00	\$1,105,828.61	77.59%
IT	1	\$80,000.00	\$53,000.00	66.25%
Library	1	\$10,750.93	\$9,454.55	87.94%
Life Choices	5	\$187,153.00	\$168,421.48	89.99%
Open Office	1	\$785,825.00	\$507,206.39	64.54%
Open Spaces & Recreational	23	\$3,870,674.71	\$2,128,566.03	54.99%
Plant	31	\$1,511,461.73	\$1,401,819.09	92.75%
Quarry	5	\$836,119.32	\$166,769.82	19.95%
Roads	21	\$26,575,008.48	\$14,641,642.38	55.10%
Sewer	4	\$639,318.00	\$648,229.49	101.39%
Waste	7	\$1,751,701.50	\$331,503.63	18.92%
Water	6	\$1,429,941.67	\$905,424.51	63.32%
Grand Total	128	\$48,442,207.57	\$29,531,832.90	60.96%

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 has no relevance to the Integrated Planning and Reporting Framework.

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 Capital Projects as at 30 June 2025

REPORT TITLE: 7.8 UPDATED AGENCY INFORMATION GUIDE

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to present Council with the revised Agency Information Guide for its review and adoption.

RECOMMENDATION

That Council adopts the revised Agency Information Guide.

REPORT

The Agency Information Guide was last adopted by Council on 25 July 2024 and is due for review as required, generally each year. The document has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for Council's review and adoption.

The Agency Information Guide serves as a snap shot of the Council as one of the primary Public Information publications, for benefit of the community. The document has been updated to reflect the current Councillors, the updated Integrated Planning and Reporting documents, the latest Organisational Chart and other minor corrections.

KEY CONSIDERATIONS

Financial/Asset Management

Nil identified

Policy

Provides an overview of the strategic priorities, Council structure and functions, and public rights to information and directions for obtaining public access to Council records according to the Public Information (Government Agencies) Act

Risk

Council is required to maintain and keep current its Agency Information Guide. As required, a copy of the updated Guide has been provided to the Information and Privacy Commission.

Consultation

Reviewed by MANEX.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program *Open and Collaborative Leadership Strategy O1.1.1* Inform, engage and involve the community to participate in positive change that unifies the region and empowers community-driven initiatives. SRV

CONCLUSION

Council's Agency Information Guide has been revised to include changes that have occurred since the current Policy was adopted in July 2024. Changes are considered to be material, and the revised Policy is now presented to Council for its review and adoption.

ATTACHMENTS

Annexure A Updated Agency Information Guide

REPORT TITLE: 7.9 CAPITAL PROJECT REVOTES AS AT 30 JUNE 2025**REPORT FROM: Corporate and Community Services****PURPOSE**

The purpose of this report is to recommend to Council the revoting of Capital Projects, which were originally budgeted or approved to be completed in the 2024/2025 Financial Year. If adopted by Council, these revotes will form part of the Operational Plan and Budget for the 2024/2025 Financial Year. The projects, which are also listed in the Capital Works Program Progress Report as at 30 June 2025, have not yet commenced and do not have any spend recorded against them.

RECOMMENDATION

That Council endorses the following Capital projects to be revoted from the 2024/2025 Financial Year into the 2025/2026 Financial Year:

No.	Project No.	Project Name	Budget
1	7237C24	Transfer pump trailer – Water Services	\$30,000
2	7310C25	Off Leash Dog Park Area	\$37,686
3	7311C25	LED Sign at the Visitor Information Centre	\$20,000
4	7346C25	Quarry pit water pump	\$55,000
5	7351C25	Fencing and CCTV at all 4 landfills	\$100,000
6	7367C25	ANZAC Park Stage 2 (grant Funded)	\$600,000
TOTAL REVOTES 2024-25			\$842,686

REPORT**(a) Background**

Officers have reviewed projects which were budgeted for in the 2024/2025 Financial Year and not yet commenced. These projects are required to be revoted by Council to be completed in the 2025/2026 Financial Year.

(b) Discussion

Revotes consist of projects that were not commenced in the year they were originally budgeted for. Any projects that are grant funded and are yet to commence have the funds placed in the externally restricted unspent grants restriction and the projects are revoted to enable Council to complete the works

in accordance with the conditions that were agreed upon when the funding was obtained.

The revote projects included in this report have been requested by the relevant responsible officers as at 30 June 2025.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Grant funded projects that are not revoted are in breach of funding agreements and Council would be required to return any unspent funds.

(b) Policy/Legislation

Not applicable.

(c) Risk

Should the revote projects not be approved by Council, they will not proceed and the funding for grant funded projects will be returned to the respective funding bodies.

(d) Consultation

This report has been prepared with input from Managers and Manex.

CONCLUSION

There were six projects that were not completed in the 2024/2025 Financial Year. Approval is now sought from Council to revote these projects into the Operational Plan and Budget for the 2025/2026 Financial Year.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.10 QUARTERLY BORROWINGS REPORT AS AT 30 JUNE 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	08/12/2036	\$ 467,353.87
2	GIMC Debt at Amalgamation	6.69%	31/10/2002	01/11/2027	\$ 973,634.01
11-01	Business Acquisition: Quarry	7.69%	28/07/2011	28/07/2036	\$ 472,500.00
16	Glen Innes & Emmaville Swim Centre	4.70%	6/03/2015	28/02/2035	\$ 904,152.44
Total General Fund Liability					\$ 2,817,640.32

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	\$ 1,264,500.00
Total Water Supply Fund Liability					\$ 1,264,500.00

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	\$ 238,507.70
Total Sewer Fund Liability					\$ 238,507.70

Quarry Fund					
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date	Balance
1	TCORP Wattle Vale Loan	3.95%	12/12/2016	08/12/2036	\$ 901,178.68
Total Quarry Fund Liability					\$ 901,178.68

TOTAL LOANS LIABILITY					\$ 5,221,826.70
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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 **\$5,221,826.70** 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 *Open and Collaborative Leadership Strategy* O1.3.2 Manage public resources (financial and assets) responsibly and efficiently by implementing leading practices, systems and technologies. .

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: 7.11 OPERATIONAL PLAN 2024-2025 PERIODIC REVIEW (Q4)

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to inform Council of the progress made in achieving actions in the Operational Plan 2024-2025 as measured against the principal activities in the Delivery Program (2022-2025), for the period 31 March 2025 to 30 June 2025.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

The *Integrated Planning and Reporting Guidelines for Local Government in NSW 2021 (the Guidelines)* require the General Manager to provide progress reports to Council, with respect to the principal activities detailed in the Delivery Program, at least every six months.

The last report provided to Council was at the 22 May 2025 Ordinary Meeting of Council for the period 1 December 2024 to 31 March 2025 in the form of the Progress Report.

This Operational Plan Quarterly Periodic Review Report (***Annexure A***) provides Council and the Community with information measuring Council's performance.

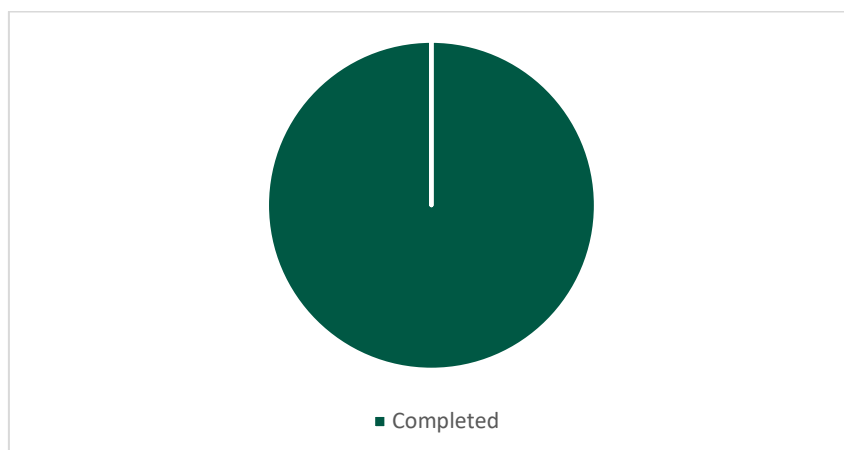
Actions listed as *not due to start* are actions that are required to be completed at certain periods of the year, such as creating an operational plan, annual report or insurance renewal.

For actions that are progressing, the report provides a percentage to allow Council to understand how much progress has been made.

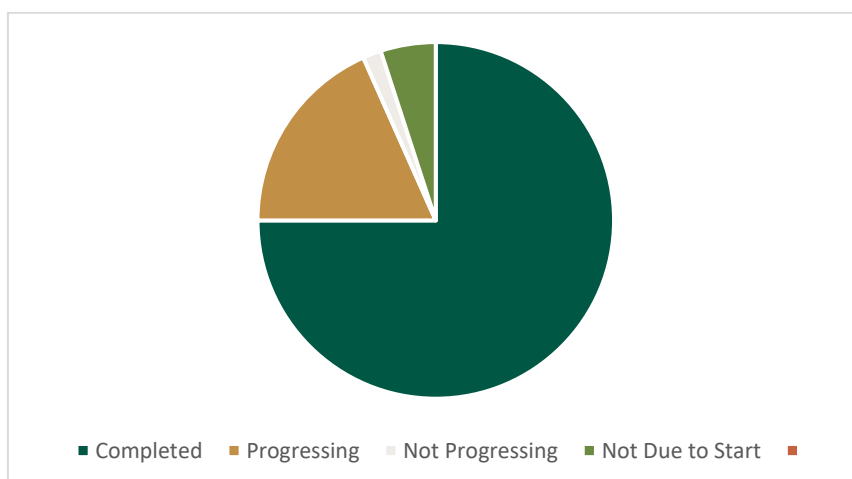
The following charts provide a synopsis of progress made in each area, towards completing this year's operational targets, and broken down into the status of *progressing, completed, not due to start* or *not progressing*.

For actions that are progressing, the report provides a percentage completed to allow Council to understand how much progress has been made towards completing the action.

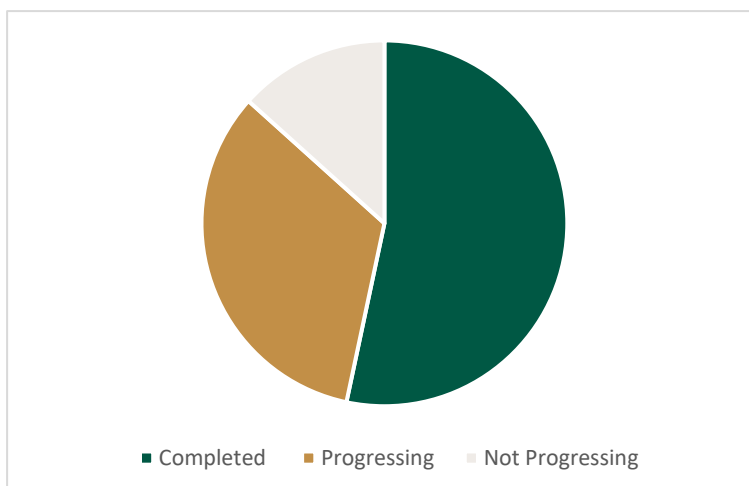
1. General Manager's Office



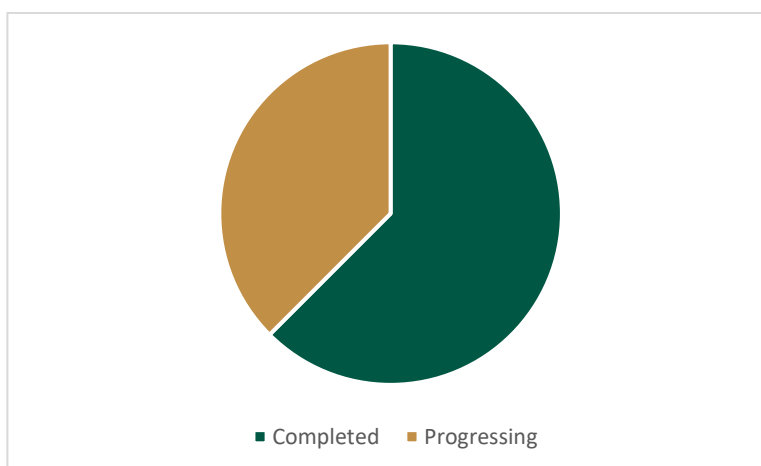
2. Corporate and Community Services



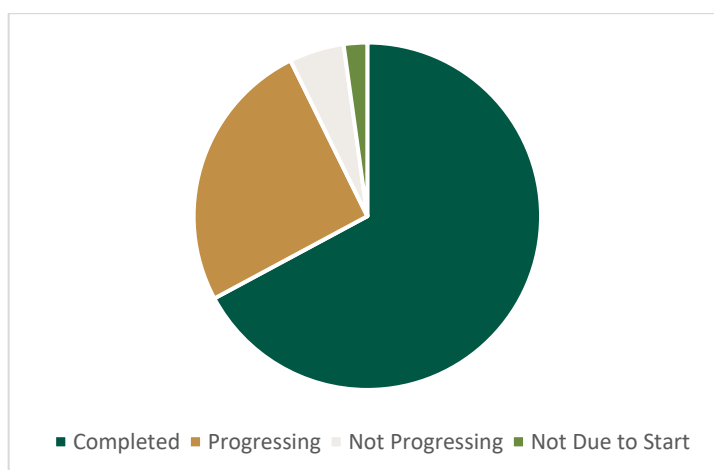
3. Place and Growth



4. Infrastructure Services



5. All actions



The Q4 report showed that 92 actions have been completed, with 35 progressing, 3 not due to start, and 7 not progressing. The reasons for the six actions that have not progressed as of 30 June 2025 are summarised in the table below:

Action Number	Action Details	Percentage Complete	Reason for not progressing
CS 1.1.1.1	<p>Undertake a 5-year review of the Sports Facilities Master Plan and re-prioritise actions. Apply for funding to deliver outstanding actions as opportunities become available.</p> <p>Provide and maintain suitable sporting fields for community use including the delivery of relevant aspects and review of the Glen Innes Sporting facilities Master Plan.</p>	0%	<p>This has been deferred for 2025-2026 operational year.</p> <p>Continuation of the implementation of the Master Plan is occurring throughout 2024/25 as evidenced by budget allocation for new cricket nets to be implemented in Glen Innes and sign-off the grant expenditure at Mead Park and the internal lining at the Glen Innes Stadium which is currently being undertaken.</p> <p>However, a full review or update of the Master Plan will not occur until 2025/26 due to:</p> <ul style="list-style-type: none"> • No budget allocation in 2024/25; and • The temporary reduction in resources due to Manager transition to retirement and difficulty to fulfill the position.
CS 1.1.1.2	<p>Action: Develop detailed design plans for the establishment of a pump track and skate park extension and amenities.</p> <p>Provide and maintain suitable sporting fields for community use including the delivery of relevant aspects and review of the Glen Innes Sporting facilities Master Plan.</p>	0%	Not occurring due to no funding being allocated in the 2024-2025 Operational Plan and at this point no suitable grant funding available.
ED 2.1.1.2	<p>Action: Deliver an Agri-Innovation Action Plan in consultation with GLENRAC and Industry.</p> <p>Deliver the key actions and initiatives from the Economic Development Strategy 2020-2040 and Action Plan 2020-2025 relating to ED 2.1 Support Agricultural Diversification and Resilience.</p>	0%	As per H2 2023 - 2024, due to insufficient resources and no budget, this project is currently not progressing.

Action Number	Action Details	Percentage Complete	Reason for not progressing
IM 3.2.16.1	Action: Finalise and implement a Recreation and Open Space Strategic plan including maintenance. Develop and implement a plan for Open Spaces and Parks and Gardens assets maintenance.	0%	Has been deferred for the 2025-2026 Operational Plan. Due to the absence of a budget allocation in 2024/25 the Recreation & Open Spaces Strategic Plan will not progress until 2025/26. However, Council is progressing with the Master Plans for the four Glen Innes Heritage Parks which will be undertaken in the latter half of 2024/25.
EH 4.2.1.2	Action: Digital mapping of Glen Innes Cemetery. Apply for Heritage grant funding to support the maintenance and upgrade of heritage buildings.	0%	This will not occur due to no budget being approved in the 2024-2025 Operational Plan. Watch will be kept for any possible grant funded pathways.
STC 5.7.1.5	Review and further develop a retention strategy for the 35 - 54-year cohort of employees.	0%	This action was not completed in 2024/2025 and will need to be rolled over to the following year.
EH 4.9.5.1	Develop memorandums of understanding with key animal welfare agencies to assist with the control and rehoming of companion animals.	0%	Memorandums with the re-homing organisation's have been discussed internally and determined to not proceed at this time.

Resolution 9.11/24 at the Ordinary Council Meeting held on 28 November 2024, endorsed the motion to change the review frequency of the Operational Plan progress from half yearly to quarterly in conjunction with the Quarterly Budget Review.

Operational Plan progress reports will be presented to Council at the February (Q2), May (Q3), August (Q4) and November (Q1) meetings each year. In addition, the Operational Plan annual report is included in Council's official Annual Report, to be presented to Council prior to 30 November each year.

KEY CONSIDERATIONS

Financial/Asset Management

Nil.

Policy

The *Integrated Planning and Reporting Guidelines for Local Government in NSW 2021* require the General Manager to provide progress reports to Council, with respect to the principal activities detailed in the Delivery Program, at least every six months.

Risk

Ensuring progress reports are provided to Council mitigates the risk of non-compliance with legislation. Further, it provides Council an opportunity to assess how Council is tracking towards achieving the Delivery Program principal activities.

Consultation

Managers, Manex and other responsible officers all had input into the drafting of the Report.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Open and Collaborative Leadership Strategy O1.1.2 Support open, effective and transparent governance for the benefit of the community and in alignment with modern interpretations of community engagement strategies and policies.

CONCLUSION

Council has undertaken many activities towards completion of the Delivery Program (2022-2025). The report for the period 31 March 2025 to 30 June 2025 has been reviewed by Manex and is provided to Council for its information and review.

ATTACHMENTS

Annexure A Operational Plan Quarterly Periodic Review Report Q4

REPORT TITLE: 7.12 DRAFT COMMON SEAL POLICY

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to present Council with the Draft Common Seal Policy (**Annexure A**) for its endorsement and adoption.

RECOMMENDATION

That Council adopts the Common Seal Policy.

REPORT

Glen Innes Severn Council does not currently have a policy that provides for the utilisation of the Common Seal and related procedures.

The usage of Common Seals is historic, going back to ancient times, used in government and trade, authenticating the origination and authority of a legal, statutory or business document. Many companies have Common Seals, which are used in the execution of strategic statutory or business transactions.

In Australia, Statutory Authorities are required to possess a Common Seal, which represents the authorised signature of the organisation. Local Councils are Statutory Authorities – the Interpretation Act 1987 provides the mandate for the Council to possess a Common Seal and clause 400 of the NSW Local Government (General) Regulations stipulates the occasions and processes for affixing the Common Seal; the Seal is only to be affixed to documents relating to the business of the Council, such as the General Manager's contract, real estate transactions, Commonwealth grants (when requested), and some banking transactions (if requested).

This draft policy addresses these issues, providing clarity on when and when not to use the Common Seal, and is recommended to Council for adoption.

KEY CONSIDERATIONS

Financial/Asset Management

The Common Seal would mostly be affixed to significant contracts, such as real estate and financial documentation, as required, or when requested by another party such as a financial institution or agency of Government.

Policy

Applicable legislation:

- *Local Government Act 1993 (the Act) - Sections 377 & 683*

- *Local Government (General) Regulation 2005 (the Regulation) - Clause 400*
- *Interpretation Act 1987 - Part 8, Section 50*

Risk

The failure to have an applicable policy may incur the risk of the Seal not being utilised when it is required, or its use when not specifically required. The procedures for affixing the Seal must be adhered to.

Consultation

Discussed with the Director Corporate and Community Services, endorsed by MANEX to be progressed to the Council.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report has no relevance to the Integrated Planning and Reporting Framework.

CONCLUSION

Council's initial Common Seal Policy has been drafted in comparison with legislation and those of two other Councils. This is a new policy and is submitted to Council for review and adoption.

ATTACHMENTS

Annexure A draft Common Seal policy

REPORT TITLE: 7.13 DRAFT INVESTMENT POLICY

**REPORT FROM: Corporate and Community Services
Corporate and Community Services**

PURPOSE

The purpose of this report is to present Council with the revised Investment Policy (*Annexure A*) for review and approval.

RECOMMENDATION

That Council adopts the revised Investment Policy.

REPORT

The Investment Policy was last adopted by Council on 23 June 2022 and is due for review every year.

The Investment Policy has been revised to provide greater flexibility with investments and moderately increase the level of Council's ability to invest in AAA and AA investments (ie with a single AAA or AA institution).

It is proposed to: increase the existing cap on AAA and AA investments with a single institution; revise the policy to be reviewed every two years (currently every year); correct the name of one of the approved banks; and migrate the Policy to the current policy template.

KEY CONSIDERATIONS

Financial/Asset Management

Interest on investments represents a significant contribution to the total income of Council with interest received over the 2024/25 Financial Year exceeding \$1M. Investments are expected to achieve a rate of return in line with Council's risk tolerance.

Policy

This policy incorporates the provisions of Section 625 of the *Local Government Act 1993*, Clause 212 of the *Local Government (General) Regulations 2021*, the Investment Policy Guidelines and the current Ministerial Investment Order enacted on 11 February 2011.

The policy sets the framework for Council's investments, determining the types, percentage allocation and fundamental principles applicable to the Council entertaining and implementing various investments with surplus Council funds.

Risk

Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguard the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters. In setting these limits Council is determining the general level of risk that is acceptable for public monies managed for the Glen Innes Severn Council community.

Council seeks to invest its surplus funds through prime investment funds which offer low risk. There are currently no AAA investment opportunities in Australia, and Australia's four major banks are rated AA- by S&P. All investments are fixed term deposits which pose minimal risk and AA rated banks have a very strong capacity to meet their financial commitments.

Consultation

- Chief Financial Officer
- Manager of Governance
- Manex

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program *Open and Collaborative Leadership Strategy* O1.3.2 Manage public resources (financial and assets) responsibly and efficiently by implementing leading practices, systems and technologies.

CONCLUSION

Council's Investment Policy has been revised to include changes that have occurred since the current Policy was adopted in June 2022 and provide for increased flexibility in investing with a single institution in the AAA and AA categories. Changes are considered material and the revised Policy is now presented to Council for review and approval.

ATTACHMENTS

Annexure A Draft Investment Policy

REPORT TITLE: 7.14 UPDATED CODE OF MEETING PRACTICE POLICY, FOR PUBLIC EXHIBITION

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to present Council with the revised Code of Meeting Practice Policy, for exhibition (*Annexure A*).

RECOMMENDATION

THAT Council:

- 1. Approves for the revised Code of Meeting Practice Policy to be placed on public exhibition for 28 days from Thursday 24 July 2025 until Wednesday 20 August 2025.**
- 2. Displays the revised Code of Meeting Practice Policy 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 Governance to prepare a further report to Council after the exhibition period in the event of Council receiving any substantial submissions regarding the Code of Meeting Practice Policy; otherwise, that the Code of Meeting Practice Policy be adopted by Council.**

REPORT

The Code of Meeting Practice Policy was last adopted by Council on 26 October 2023. The policy is required to be reviewed within the first year of each Council's term.

As the Office of Local Government has been preparing an updated Model Code, the planned presentation to Council of an updated Code of Meeting Practice policy was deferred pending receipt of the new Model Code. However, as each Council is required to endorse the Code of Meeting Practice within the first year of its term, a reformatted version of the current policy is presented for approval and public display. Amendments are minor and most are related to spelling or changes to terminology.

It is envisaged that the Office of Local Government will release the new Meeting Code in the next few months and will advise on transitional arrangements.

It should be noted that whilst the exhibition period is 28 days, submissions can be received up to 42 days after the exhibition period commences.

KEY CONSIDERATIONS

Financial/Asset Management

N/A

Policy

The Code of Meeting Practice is determined by the Local Government Act and the Local Government Act Regulations.

Risk

Council is required to have a Code of Meeting Practice.

Consultation

General Manager.
Office of Local Government

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program *Open and Collaborative Leadership Strategy* O1.1.1 Inform, engage and involve the community to participate in positive change that unifies the region and empowers community-driven initiatives. SRV

This updated version of the Code of Meeting practice is presented to Council for endorsement and placement of public display for 28 days with submissions to be received for 42 days prior to formal approval.

ATTACHMENTS

Annexure A Draft Code of Meeting Practice

REPORT TITLE: 7.15 NSW BENEFIT-SHARING GUIDELINE FOR LARGE-SCALE RENEWABLE ENERGY PROJECTS

REPORT FROM: Place and Growth

PURPOSE

To inform Council of the NSW Department of Planning, Housing and Infrastructure’s Benefit-Sharing Guideline document (**Annexure A**) and outline next steps for establishing a local framework to manage community benefits from large-scale renewable energy developments.

RECOMMENDATION

THAT Council:

- 1. Notes and endorses the NSW Department of Planning, Housing and Infrastructure’s Benefit-Sharing Guideline (November 2024) for large-scale renewable energy projects and acknowledges it as the guiding document for future community benefit negotiations.**
- 2. Requests a further report be presented to Council outlining recommended governance, structure and administration options for a local community benefit fund to receive and manage contributions from large-scale renewable energy proponents.**

REPORT

NSW is transitioning to a renewable energy future, with most new generation and storage projects being developed in regional areas. While the whole state benefits, local communities often face the greatest impacts. To address this, the NSW Department of Planning, Housing and Infrastructure (DPHI) has released a Benefit-Sharing Guideline (the Guideline) to ensure host or affected communities receive consistent, transparent and long-term benefits from large-scale renewable energy projects.

The Guideline (**Annexure A**) sets out standard contribution rates for solar, wind and battery developments and encourages councils to lead the administration of local benefit programs. It also provides direction on distributing benefits, particularly where projects cross LGA boundaries or impact communities in neighbouring LGAs.

Advice from DPHI confirmed that Council is not required to adopt a formal framework and can rely on the Benefit-Sharing Guideline as the guiding policy. However, it is appropriate to formally acknowledged the Guideline and to consider how contributions should be received, administered and distributed locally. To this effect, a further report is proposed to be presented to Council’s outlining recommended governance structures for a local fund and fund administration mechanisms.

A summary of the Guideline is provided on the following page.

Purpose and Application

The guideline provides a consistent approach to benefit-sharing for large-scale renewable projects (solar, wind and battery storage on rural land) classified as State Significant Development (SSD) or Critical State Significant Infrastructure (CSSI). It supports councils and communities to negotiate benefits tailored to local needs.

Benefit-Sharing Principles

The guideline outlines six key principles for effective benefit-sharing:

- Standard practice – expected for all large-scale renewable projects
- Collaborative – designed in partnership with councils and communities
- Transparent – arrangements and outcomes should be publicly reported
- Community focused – tailored to local needs and priorities
- Proportionate – benefits should reflect project scale and impact
- Positive outcomes – must deliver lasting social, economic or environmental value

Types of Benefit-Sharing

Three tiers of benefits are identified:

- **Neighbourhood:**
For those living closest to the project e.g. solar rebates, facility upgrades, or local sponsorships. These benefits are typically offered directly by the developer. Importantly, this is not considered to be a form of benefit-sharing and would be separate to a fund managed by Council.
- **Local Community:**
Broader programs at the LGA level, recommended to be administered by councils while also considering opportunities for different community groups, particularly local Aboriginal communities. These benefits could support community grants, infrastructure upgrades, training, and cultural or environmental initiatives.
- **Regional (REZ-wide):**
Predominantly managed by EnergyCo through the REZ Community and Employment Benefit Program, these benefits span multiple LGAs. Eligibility depends on the project type, its location within a REZ and whether it secures network access through the competitive tender process. These regional benefits are separate from local or neighbourhood programs.

Funding Values

The Guideline's recommended minimum annual contributions are:

- \$850/Megawatt (MW) per annum for solar
- \$1,050/MW per annum for wind
- \$150/Megawatt Hour (MWh) per annum for stand-alone battery storage on rural land

These are to be paid annually over the life of the project and indexed to CPI.

Administration and Reporting

Where Council manages benefit-sharing, the Guideline advises that it must maintain a public register showing governance arrangements, funding received, project sources, funded initiatives and any community input.

Case Studies / Examples

The Guideline includes case studies / examples which illustrate the application of its principles and guidance in a variety of scenarios. These case studies highlight the flexibility of the guideline and how benefit-sharing arrangements can be tailored to the specific needs and priorities of each community.

KEY CONSIDERATIONS**Financial/Asset Management**

Establishing a local fund would allow Council to accept and allocate benefit-sharing contributions to community priorities over time. It is important that the fund be established in a way which complies with the guidelines and also ensures the any projects funded by contributions reflect Council's Community Strategic Plan and Delivery Plan and deliver long term and enduring outcomes for the community.

Policy

The NSW Benefit-Sharing Guideline (November 2024), issued by the DPHI, provides the policy framework for delivering consistent and transparent community benefits from large-scale renewable energy projects. While councils are not required to adopt a local framework, the guideline exists to provide clear guidance to councils to administer local benefit-sharing programs and negotiate planning agreements in line with the principles and funding rates set out in the document.

Risk

This Framework minimises risk to the community from renewable energy developments through ensuring adequate investment in community infrastructure.

Consultation

Community and stakeholder input will be sought where relevant for specific future projects that attract benefit-sharing under the guideline.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program *Prosperous and Diverse Economy* Strategy P1.1.1 Enable sustainable and regenerative economic practices through investment in circular economy models, renewable energy projects, local supply chains, and ethical business practices to future-proof the economy. SRV

This report links to Council's Delivery Program *Open and Collaborative Leadership* Strategy O1.2.3 Leverage alternative sources of capital for investment and delivery of Council and community assets that improve amenity.

CONCLUSION

The Benefit-Sharing Guideline provides a clear policy foundation for Council to work with large-scale renewable energy developers in securing long-term community benefits. Glen Innes Severn Council has participated in the Coalition of Renewable Energy Mayors for the last 3 years. Its purpose has been to ensure Councils within the Renewable Energy Zones work together to ensure fair and equitable outcomes for communities impacted by the energy transition.

The Coalition had key input into the development of the Benefit Sharing Guideline.

A follow-up report will be prepared for Council's September meeting outlining governance options and next steps for establishing a local community benefit fund.

ATTACHMENTS

Annexure A NSW DPHI Benefit-Sharing Guideline (November 2024)

REPORT TITLE: 7.16 FUTURE USE OPTIONS - REAR OF 148 CHURCH STREET, GLEN INNES

REPORT FROM: Place and Growth

PURPOSE

To respond to Point 6 of Resolution 2.03/25 by presenting potential future use themes for the retained rear portion of 148 Church Street, Glen Innes. Council endorsement is sought to proceed with community engagement to test these themes and invite ideas from the public.

RECOMMENDATION

THAT Council:

1. *Notes the contents of this report outlining potential future use themes for the retained rear portion of 148 Church Street, in response to Resolution 2.03/25.*
2. *Endorses the proposed community engagement process to be conducted throughout August and September 2025 to gather public feedback and ideas on future uses for the site, based on the key themes outlined in this report.*
3. *Receives a further report in October 2025 summarising community feedback and outlining recommended next steps for the site's future use.*

REPORT

Background

At its Extraordinary Meeting held 7 March 2025, Council resolved (2.03/25) to accept a \$250,000 offer from New England CT Pty Ltd for 146 and 148 Church Street to establish a CT scanning facility and medical worker accommodation.

Council agreed to subdivide the land, retaining the rear portion of 148 Church Street (approx. 2,335m²), which includes the heritage-listed power station and sealed carpark. The front portion (approx. 760m²), including a non-heritage commercial building and 146 Church Street, containing a dilapidated former dwelling, is to be leased to New England CT with an option to purchase.

A Development Application for the medical facility has been lodged and is on the July 2025 agenda. The lease has been executed, with the subdivision DA expected to be put to Council's September 2025 Ordinary Meeting.

This report responds to Item 6 of the resolution, which requested options for the future use of the retained rear site. A copy of the resolution follows overpage.

2.03/25 RESOLUTION

THAT Council:

1. Accepts the offer of \$250,000 from New England CT Pty Ltd and proceeds with the sale of 146 and 148 Church Street, incorporating the below items into the contract as applicable, and
2. Creates a budget of \$10,000 to complete a subdivision of the rear area of 148 Church Street, allowing the front office area to be sold while retaining the historical elements of the building, and
3. Includes as part of the subdivision, a realignment of the rear boundary of 146 Church Street (the dwelling site) to ensure adequate separation between the dwelling and retained rear section of 148 Church Street is provided, and
4. Authorises the General Manager (or delegate) to negotiate lease terms with New England CT Pty Ltd for both properties for an 18-month period while the subdivision process is completed, ensuring the inclusion of the following:
 - ☐ A clause requiring the Lessee to secure all the necessary approvals and licenses for the permitted use within three months of signing the lease,
 - ☐ A clause requiring the Lessee commence operation of the CT business within six months of obtaining the required approvals,
 - ☐ An option for the Lessee to purchase the properties 12 months after the subdivision is completed.
5. Authorises the General Manager to execute all necessary documentation to effect the lease and the Contract for the Sale of Land, and
6. Requests that a report be brought back to the July 2025 Council Meeting outlining potential future uses for the rear section of 148 Church Street, which will be retained by Council.

SITE ANALYSIS AND STRATEGIC OPPORTUNITY

SITE ANALYSIS

The retained portion of 148 Church Street, Glen Innes, outlined in **Figure 1** overpage (the site), will comprise approximately 2,335m² following the subdivision.

- **Zoning** E1 Local Centre – allows commercial, educational, cultural and tourism uses (subject to consent).
- **Access** Dual access via Fitzhardinge Lane (Church Street) and Sommerlad Lane (rear carpark).
- **Services** Fully serviced with water, sewer and electricity.
- **Orientation:** Excellent solar access and flat topography.
- **Built Form:** Brick power station building with operable early 20th-century machinery, surrounded by a sealed carpark and fencing.
- **Contamination:** A previous investigation carried out for the previous owners of the site (Essential Energy) identified localised soil contamination near the north-west corner of the site, adjacent to the powerhouse building. Elevated contaminants were also noted in surface water within internal sumps, however

these were considered an operational WHS matter rather than a broader site contamination issue. Importantly, no soil or groundwater concentrations were found to exceed commercial or industrial land use guidelines and the site was deemed suitable for ongoing use of that nature. Should future extensive redevelopment or excavation be proposed, an updated site investigation report is recommended to be obtained to ensure all potential contamination risks are appropriately managed.

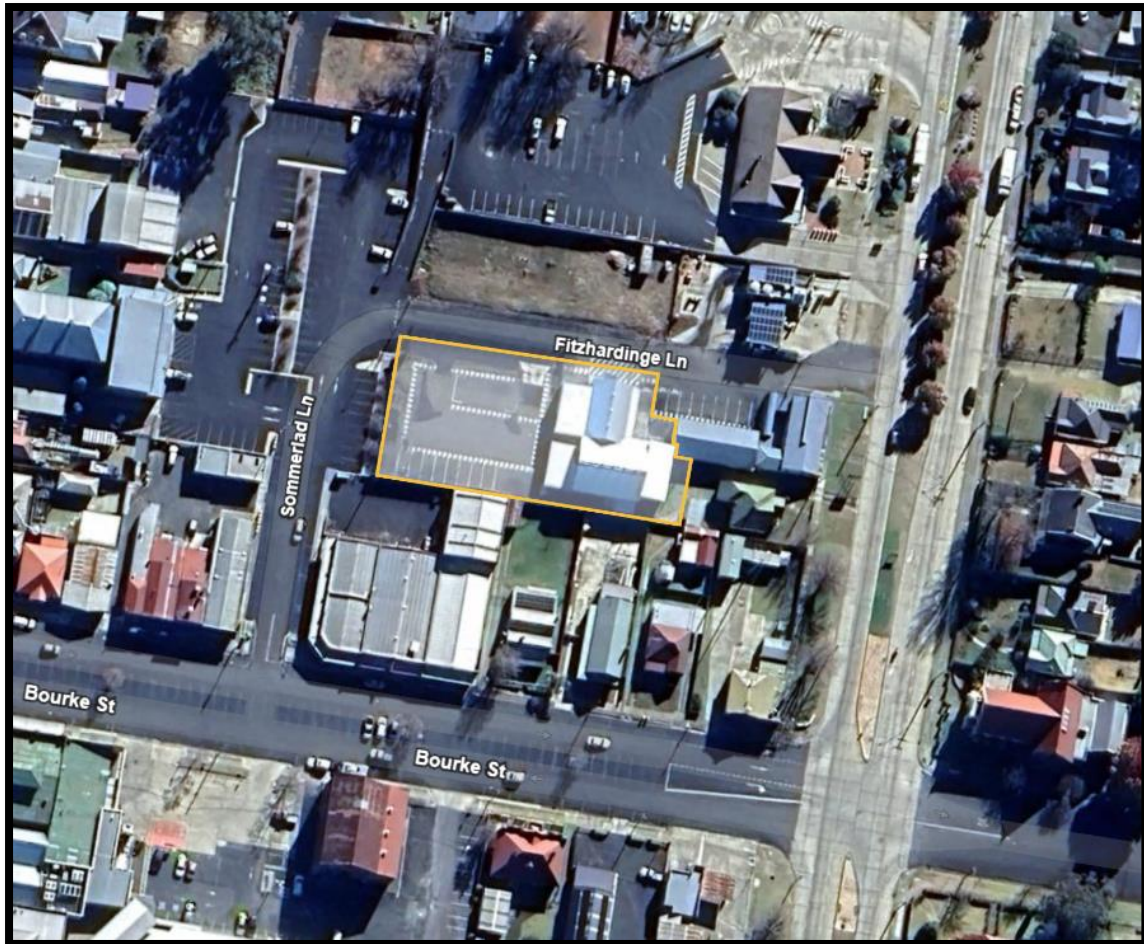


Figure 1: Aerial Photographic Map showing portion of 148 Church Street Council will retain following subdivision of land outlined in yellow with white shading. Source: Google Earth

Heritage:

At the core of the site's value is its heritage identity. It contains the former Glen Innes Power Station, a locally listed heritage item (Item I053) under Schedule 5 of the Glen Innes Severn Local Environmental Plan 2012. Understood to have provided electricity to Glen Innes from 1922 until its decommissioning in 1956, the structure and engine inside is valued for its historical, aesthetic, social and technical characteristics. It features:

- Original brick construction using Glen Innes-made bricks
- Early 20th-century industrial form with arched windows and corrugated iron annexes
- Rare intact machinery still partially operable, including:
 - Crossley-Premier Heavy Oil Engine
 - Bellis 600 BHP Diesel Engine
 - British Thomson-Houston alternators

- Operational travelling cranes

Its listing in the LEP highlights the need for sensitive, adaptive reuse that retains the heritage character and enables interpretive public access. **Figure 2** below and **Figure 3** overpage illustrate the existing building and the engine, respectively.



Figure 2 – Drone photograph showing rear building and carpark Council will be retaining.
Source: Country Wide Property

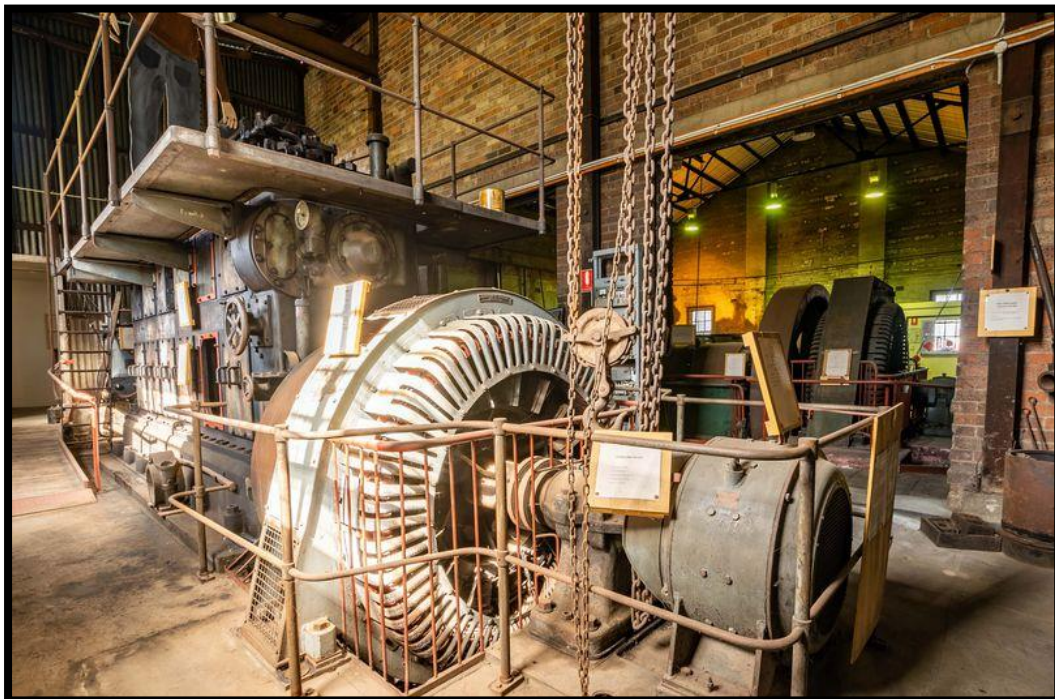


Figure 3 – Internal photograph showing existing heritage significant electricity generating engine
Source: Country Wide Property

STRATEGIC CONTEXT

The site's heritage identity and location within the New England Renewable Energy Zone present unique opportunities for connecting Glen Innes' energy past with its clean energy future. REMPLAN data confirms strong tourism potential, particularly in the education, family and short-stay segments.

POTENTIAL USES & COMMUNITY ENGAGEMENT PROPOSAL

Rather than proposing a single concept, it is recommended that the following use themes be tested with the community to determine the most valued future direction. These themes are not exhaustive and may be adapted based on community feedback.

1. Cultural and Creative Use

- Adaptive reuse for galleries, maker studios, community art spaces.
- Incorporation of heritage storytelling and public exhibitions.
- Potential integration with local schools, arts groups and festivals.

2. Education and Interpretation

- Heritage museum, technology demonstration space, or energy-focused interpretive centre.
- STEM-focused workshops or visiting exhibitions.
- Partnering with universities, TAFE or REZ stakeholders.

3. Hospitality and Events

- Venue for small-scale hospitality (e.g. themed café, food truck courtyard).
- Flexible event space for weddings, conferences or workshops.
- Outdoor activation using carpark and landscaped areas.

4. Commercial or Lease Use

- Leasing to a compatible private tenant (e.g. tourism operator, REZ provider, creative business, shop, education or wellness provider).
- Expressions of Interest process could identify viable third-party partners.
- Ensures activation while reducing ongoing management responsibilities.

5. Hybrid or Staged Use

- A phased approach combining two or more of the above themes.
- Themes could be staged / introduced over time.
- Initial low-cost activation followed by more permanent installations.

COMMUNITY ENGAGEMENT

Community consultation will explore public interest in the above use themes and invite additional ideas. Engagement activities may include, but are not limited to:

- Online survey via Council's Have Your Say platform;
- Local pop-ups and business/stakeholder outreach;
- Community drop-in days;
- Creative input opportunities (e.g. naming or ideas competition).

Consultation is proposed to run throughout August and September 2025, with outcomes to be reported back to council in October 2025. This approach will ensure sufficient time to promote participation and analyse community feedback.

KEY CONSIDERATIONS

Financial/Asset Management

- Supports adaptive reuse of Council-owned land
- Future use may enable income through hire, lease or grants
- External funding opportunities available to support feasibility or delivery via grants or partnerships with education / REZ proponents.

Policy

- A future operational model will require planning, leasing or heritage management frameworks
- Any redevelopment must comply with planning and heritage controls

Risk

- Heritage conservation will guide any physical works and may limit scope of activities able to be provided from the site
- Community engagement mitigates reputational risk and builds local support
- Funding risk can be addressed through external partnerships and staged delivery

Consultation

- Consultation has occurred with MANEX and internal Council stakeholders.
- Further engagement is now proposed with the Glen Innes Severn community.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program *Open and Collaborative Leadership Strategy* O1.2.3 Leverage alternative sources of capital for investment and delivery of Council and community assets that improve amenity.

CONCLUSION

The retained rear portion of 148 Church Street presents a unique opportunity for adaptive reuse that honours the site's heritage while advancing Glen Innes' economic, cultural or tourism future, either individually or as a hybrid model. Council is not being asked to commit to a specific use at this stage. Instead, endorsement is sought to proceed with community consultation to test the identified use themes and gather local ideas, which will inform the next stage of planning and delivery.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.17 DEVELOPMENT ASSESSMENT REPORT: APRIL 2025 - JUNE 2025

REPORT FROM: Place and Growth

PURPOSE

The purpose of this report is to provide information on the Development Assessment and Building Certification activities assessed by Council from 1 April 2025 – 30 June 2025.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

This quarterly report summarises Development Assessment (DA) and Building Certification activity for the period 1 April to 30 June 2025, including:

- DA, CDC and CC lodgements and determinations
- Average approval timeframes
- Comparisons with the previous quarter and financial year
- Development trends and commentary

Council will continue to present this information quarterly to support monitoring and performance tracking.

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

Applications Received and Determined	April 2025	May 2025	June 2025	Total for April - June Quarter 2025	Monthly Average for April - June Quarter 2025	Total for April - June Quarter 2024	Monthly Average for April - June Quarter 2024
DA Received	3	11	7	21	7	31	10
DA Determined	4	13	5	22	7	28	9
Average days for Determination	64	112	69		82		87
CDC Received	0	0	0	0	0	3	1
CDC Determined	0	0	0	0	0	3	1
Average days for Determination	0	0	0		0		21
CC Received	0	1	3	4	1	11	4
CC Determined	0	0	1	1	1	8	3
Private Certifier CC Issued	1	1	3	5		3	
Private Certifier CDC Issued	0	4	1	5		3	

Table 1

DA volumes decreased this quarter compared to the same period in 2024, along with a reduction in determinations and longer timeframes. These impacts stem from staffing gaps following the departure of key planning staff in the previous quarter, which led to a backlog of applications.

To address this, Council engaged a part-time contract Town Planner in March, followed by a full-time contract Town Planner in May. The full-time planner is now managing all new applications from Council's Church Street office, resulting in improved throughput

in May and significantly reduced timeframes in June. Determination times are expected to remain elevated while the more complex backlog is addressed.

Recruitment is underway to reduce reliance on consultants and restore in-house capacity.

Planning Performance Monitoring

Pursuant to previous quarterly assessment reports, from 1 July 2024, the Minister for Planning introduced the updated Environmental Planning and Assessment (Statement of Expectations) Order 2024. Council performance is now publicly tracked via the NSW Development League table.

Table 2 – DA Timeframes: Glen Innes vs Expectations and NSW Average

Expectation Assessment Days (GISC) (Order for 2024-2025)	Average Assessment Days (GISC) (1 July 2024 – 31 May 2025)	NSW Average Assessment Days (1 July 2024 – 31 May 2025)
85	75	102

As shown in Table 2, Glen Innes outperformed both the Minister’s expectation and the NSW average.

While determination timeframes for this quarter were high, Council’s cumulative performance remains within the target timeframe.

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.

Mandatory use of the NSW Planning Portal has also contributed to fewer pre-lodgement meetings, particularly for owner-lodged applications, often resulting in incomplete or inadequate documentation and delays.

CC and CDCs

Applications for CCs have decreased compared to the same period last year, largely due to the DA backlog delaying progression to the construction phase. Additionally, the number of CCs issued by private certifiers has increased.

CDC volumes remain low, with no applications received or determined by Council this quarter. The CDC process requires strict compliance, limiting eligibility. Ongoing competition from private certifiers continues to affect volumes. Council is implementing strategies to strengthen its market position.

Table 3 below provides an overall total and summary of the number of DAs determined, the value of the work, type of development and the average determination, for the 2024-2025 Financial Year, in comparison to the previous Financial Year.

	2024-2025	2023-2024
Total Number of DAs Determined	85	78
Average Determination Time (days)	78	86
Value of DAs	\$21,042,199.19	\$14,498,508
Number of Single New Dwellings	14	23
Number of Residential Alterations/Additions and Ancillary Developments	34	
Number of Subdivisions	15	7
Number of Multi Unit Dwellings	2	0
Number of Commercial Developments	5	12
Number of Commercial Alterations/Additions and Associated Developments	6	
Number of Community Facilities	3	
Number of Industrial Developments	5	3
Number of Infrastructure Developments	1	
Withdrawn	4	2

Table 3

This data shows that the overall number of DAs received by Council for the 2024-2025 Financial Year has increased upon the number of applications received for the previous Financial Year. It is also important to note that the average for DA determination days for the 2024-2025 Financial Year was 78 days, remaining under the allocated expectation timeframe order, whilst improving on the previous Financial Year average determination days. This is a commendable effort by the Planning and Development team considering challenges presented in the previous two quarters.

Table 4 below provides an overall total and summary of the number of CDCs issued in the 2024-2025 Financial Year, in comparison to the previous Financial Year.

	2024-2025	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, by way of a Property File enquiry search through Council communication channels. 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 April 2025 – 30 June 2025 to be publicly notified.

DA/CDC Number	Description	Location
DA 66/22-23/B	2 Lot Subdivision	166 Macquarie Street, Glen Innes
DA 42/24-25	Alterations & Additions to Existing Dwelling	154 Jenkins Road, Matheson
DA 43/24-25	Erection of a Single Storey Dwelling House	76 Blacks Road, Glen Innes
DA 50/24-25	Erection of a Single Storey Dwelling House	450 Emmaville Road, Glen Innes
DA 47/24-25	Demolition of Existing Concrete Slab and Construction of a New Shed	86 Wentworth Street, Glen Innes
DA 40/24-25	Change of Use to Health Services Facility (Medical Centre)	293 Grey Street, Glen Innes
DA 58/24-25	Outbuilding (Shed)	233 Meade Street, Glen Innes
DA 34/24-25/A	Community Facility	Confidential
DA 20/24-25	Replace Existing On-Site Caravan & Camping Spaces to Ten (10) On-Site Units, Alterations & Additions to an Existing Unit, Outdoor Dining Area	15-19 Church Street, Glen Innes
DA 71/23-24/A	Alterations & Additions to Existing Dwelling	19 Glen Legh Road, Glen Innes
DA 51/24-25	Continued use of Existing Industrial Building as Vehicle Repair Station	18 Carl Baer Circuit, Deepwater
DA 46/24-25	Subdivision - Boundary Realignment & Amalgamation	936 Yarraford Road, Rangers Valley
DA 55/24-25	New Dwelling & Outbuilding (Shed)	2 Archers Road, Glen Innes
DA 48/24-25	Three (3) Lot Subdivision & Demolition of Two (2) Outbuildings	75 Church Street, Glen Innes

DA/CDC Number	Description	Location
DA 59/24-25	Outbuilding (Shed) & Rainwater Tank	37 Sunnyview Drive, Shannon Vale
DA 52/24-25	2 Lot Boundary Realignment & Demolition (if required)	129 & 131 Macquarie Street, Glen Innes
DA 37/24-25	New Dwelling House & Detached Garage/Shed	Polhill Road, Wellingrove
DA 63/24-25	Subdivision – One (1) lot into Two (2)	414 Square Range Road, Red Range (Costellos Road)
DA 72/24-25	Outbuilding (Shed)	156 Glen Legh Road, Glen Innes
DA 66/24-25	Alterations & Additions to Existing Light Industrial Development	23 Kilkenny Place, Glen Innes
#DA 57/24-25	Outbuilding (Shed), Demolition & Rainwater Tank	168 Wentworth Street, Glen Innes
#DA 41/24-25	Subdivision – One (1) lot into Two (2)	102 Tenterfield Street, Deepwater

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 Support 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 has no relevance to the Integrated Planning and Reporting Framework.

CONCLUSION

DA numbers and overall development value have increased, despite staff shortages and backlog impacts. Council's assessment timeframes remain within the Minister's expectations. The Planning and Development team continues to work under pressure, but recruitment is progressing to restore capacity.

CC and CDC volumes remain low due to private sector competition. Strategies are underway to improve Council's market share in certification services.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.18 DEVELOPMENT ASSESSMENT REPORT - DA 68/24-25 - 148 CHURCH STREET, GLEN INNES

REPORT FROM: Place and Growth

PURPOSE

The purpose of this report is to recommend that Council approve Development Application 68/24-25 for the Change of Use to Medical Centre and associated alterations, signage and external works. 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 were received to the proposed development.

RECOMMENDATION

That Council approves Development Application 68/24-25 for the Change of Use to Medical Centre and associated alterations, signage and external works at 148 Church Street, Glen Innes, in accordance with the conditions of consent and attached report prepared by Council's Consulting Town Planner.

REPORT

Council received Development Application DA 68/24-25 for the change of use of part of the former Essential Energy office building at 148 Church Street, Glen Innes, to a medical centre, including associated internal alterations, external works and signage, on 26 May 2025.

Under Council's endorsed Conflicts of Interest Policy (In Dealing with Council-related Development), any Development Application (DA) involving Council-owned land that is proposed to be sold or developed by a party other than Council must be determined by the elected Council.

In accordance with Appendix A of the policy, the current proposal is categorised as:

"Council is the owner of land and the land is subject to sale or development other than by Council, and the developer requires consent for a sale to proceed."

As outlined in the policy, such applications must be:

- Assessed by an external, independent town planning consultant, and
- Determined at an Ordinary Meeting of Council.

In addition, a Conflict of Interest Management Statement must be prepared and publicly exhibited with the application documentation. Please refer to the attached Management Statement **Annexure A**, which has been prepared in accordance with these requirements.

The management and assessment of this application have followed the policy's requirements, specifically:

- Council is not the applicant. The DA was lodged by Octagon Planning in their role as applicant, having been directly engaged by New England CT Pty Ltd.
- The application was independently assessed by Stimson Advisory, ensuring a clear separation between Council's role as landowner and consent authority.
- A Management Statement was prepared and publicly exhibited alongside the application documentation.

No public submissions were received during the exhibition period. The independent Assessment Report, including recommended conditions of consent, is provided in **Annexure B**, and the proposed development plans are included in **Annexure C**.

KEY CONSIDERATIONS

Financial/Asset Management

The proposal complies with Council Resolution 2.03/25 which facilitates payments to Council being the current landowners including lease and future land purchase of a portion of the site.

Policy

The process undertaken for the assessment of a development application owned by Council has been consistent with Council's endorsed Conflicts of Interest Policy (In Dealing with Council-Related Development).

Risk

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

Consultation

The development application was placed on public exhibition in accordance with Council's Conflict of Interest Policy (In Dealing with Council-Related Development). No submissions were received during the exhibition period.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program *Thriving and Connected Community* Strategy T1.1.1 Strengthen access to healthcare and emergency services access through

the attraction and retention of professionals, expanded telehealth services, increased funding for local facilities and communityled initiatives.

This report links to Council's Delivery Program *Prosperous and Diverse Economy* Strategy P1.1.3 Facilitate strategic investment attraction through land use planning, development concierge services and promotion to investors and businesses as an attractive place for innovation, business expansion and lifestyle based employment. SRV

This report links to Council's Delivery Program *Fit for the Future Infrastructure* Strategy F1.2.3 Preserve and utilise local infrastructure and historical landmarks leveraging placemaking, community wealth building and place-based capital principles and solutions.

This report links to Council's Delivery Program *Open and Collaborative Leadership* Strategy O1.1.2 Support open, effective and transparent governance for the benefit of the community and in alignment with modern interpretations of community engagement strategies and policies.

CONCLUSION

This report outlines the steps undertaken by Council staff to manage and assess Development Application 68/24-25 for the change of use to a medical centre, including associated alterations, signage and external works. The assessment has been carried out in accordance with Council's adopted Conflicts of Interest Policy (In Dealing with Council-related Development) and recommends approval of the application, subject to the conditions of consent outlined in the assessment report.

ATTACHMENTS

Annexure A	Conflict of Interest Management Statement
Annexure B	Development Assessment Report
Annexure C	Plans of Development

REPORT TITLE: 7.19 DWELLING ENTITLEMENTS ON RURAL LAND

REPORT FROM: Place and Growth

PURPOSE

The purpose of this report is to update Council on the submissions received on the dwelling opportunities Expression of Interest process and to make recommendations as to next steps.

RECOMMENDATION

THAT Council:

- 1. Resolves to prepare a Planning Proposal to amend the Glen Innes Severn Local Environmental Plan 2012, recommending that dwelling opportunities be enabled on the RU1 Primary Production lots identified in Table 1 of this report and submit it to the Department of Planning, Housing and Infrastructure for Gateway Determination and subsequent public exhibition in accordance with the Environmental Planning and Assessment Act 1979.**
- 2. Requests a further report be presented to Council following completion of the public exhibition period, outlining the outcomes of community consultation and recommended next steps.**

REPORT

(a) Background

On 27th June 2024, Council unanimously resolved to:

- 1. Permit landowners to make a submission to Council for potential inclusion of properties to the Dwelling Opportunity Map.*
- 2. Notes that the properties submitted, as well as a recommendation for inclusion or exclusion, will be reported back to a future meeting of Council to enable a planning proposal to be submitted to the Department of Planning, Housing and Infrastructure*

During October and November 2024 Council staff issued an Expression of Interest (EOI) inviting landowners through the traditional Council media approach (print, website, social media channels and display at Council offices), to indicate their interest in their vacant lots being included in an amended Dwelling Opportunity Map under the *Glen Innes Severn Local Environmental Plan 2012* (LEP). The EOI was supported by a submission template to assist landowners in their submission and to facilitate consistent data collection.

The submission template required the owner to identify if their property they wished to be considered in the EOI had legal access to a public road. The template also included disclaimers that:

- *Submission of an EOI does not guarantee acceptance*
- *Council endorsement of the EOI is still subject to NSW Planning approval*
- *Dwelling Entitlement does not automatically mean a dwelling can be constructed – this may still be subject to development assessment approval.*

The EOI period closed on 6th November 2024.

(b) Discussion

A total of 22 submissions were received totalling 68 lots. Each lot was reviewed by Council staff that included site inspections during January 2025 to support preliminary desktop review and analysis.

In addition to requiring legal access, Council staff identified the following criteria to inform if a lot was suitable to be included in the dwelling opportunities review:

- Yes if the lot is zoned RU1
- Yes if there is not an existing dwelling on the lot;
- Yes if the lot is larger than ~10ha.
- No if the lot was adversely affected by Category 1 Bushfire Hazard mapping*
- No if the lot was mapped biophysical strategic agricultural land by the NSW government.

** Category 1 bushfire hazard mapping / vegetation refers to areas with the highest potential for fully developed fires and ember production, including forests, woodlands, and plantations. These areas are typically mapped in red on bush fire prone land maps and have a 100-meter buffer zone.*

Annexure A provides a summary table outlining the assessment of each lot against the criteria outlined above.

Many of the submissions did not specify if there was legal access to the nominated lot. Many of the lots appeared to have legal access via a 20m wide unformed road reserve and this was deemed to satisfy legal access. In some instances, such lots had frontage to an unformed road reserve, but the road reserve did not connect to a form road reserve. Accordingly, such lots were deemed to not have legal access.

A relatively large number of lots identified by landowners were below 10ha in size. 10ha was established as a criteria above which a dwelling could be located and of sufficient size for agricultural productivity, effluent management and rural character purposes.

If all criteria were met, then the lot was deemed to be suitable for inclusion in a future planning proposal. Many lots did not satisfy two or more criteria.

Analysis conducted in accordance with the above criteria identified 29 lots zoned RU1 as having potential for a dwelling opportunity (Table 1).

The lots in Table 1 which form the recommended planning proposal for the dwelling opportunities review, will be subject to review by the Gateway Determination and during public exhibition of the planning proposal when Council will consult with NSW Rural Fire Service, NSW Department Primary Industries and Department of Climate Change, Energy, the Environment and Water (as required).

All landowners and residents of Glen Innes Severn LGA will also have opportunities to make submissions to Council during the public exhibition. The results of this consultation will be reported to Council that involve changes to the land identified in Table 1.

Furthermore, when the LEP is amended and lots are mapped on the Dwelling Opportunity Map, then a Development Application (DA) for a dwelling can be submitted by the landowner to Council under *Clause 4.2A Erection of dwelling houses and dual occupancies (attached) on land in certain rural, residential and conservation zones* of the LEP. As the consent authority, Council is required to consider and be satisfied that all statutory planning matters under the *Environmental Planning and Assessment Act 1979* have been addressed when determining the DA.

Table 1 Lots identified with potential dwelling opportunity – 29 Lots Total.

No	Suburb	Lot	Lot Size	MLS	Zone	Access
1	Deepwater	Lot 11 DP1150784	194ha	300ha	RU1	Y
3	Dundee	Lot 2 DP719791	158ha	300ha	RU1	Y
5	Emmaville	Lot 102 DP753314	79ha	300ha	RU1	Y
6	Emmaville	Lot 20 DP753268	45ha	300ha	RU1	Y
		Lot 23 DP753268	36ha			Y
		Lot 25 DP753268	111ha			Y
		Lot 61 DP753317	55ha			Y
		Lot 64 DP753317	127ha			Y
		Lot 82 DP753317	65ha			Y
		Lot 137 DP257495	56ha			Y
7	Emmaville	Lot 59 DP753317	34ha	300ha	RU1	Y
8	Emmaville	Lot 100 DP753308	67ha	300ha	RU1	Y
		Lot 99 DP753308	21ha		RU1	Y
		Lot 187 DP753308	125ha		RU1	Y
9	Emmaville	Lot 94 DP753308	25ha	300ha	RU1	Y
		Lot 210 DP753308	15ha		RU1	
		Lot 95 DP753308	48ha		RU1	
		Lot 98 DP753308	69ha		RU1	
		Lot 211 DP753308	43ha		RU1	
10	Furracabad	Lot 1 DP1104285	31ha	150ha	RU1	Y
11	Glencoe	Lot 3 DP1125533	26ha	40ha	RU1	Y
		Lot 12 DP1290604	24ha		RU1	Y
13	Glen Innes	Lot 3 DP124007	17ha	300ha	RU1	Y
14	Glen Innes	Lot 8 DP578833	19ha	300ha	RU1	Y
15	Glen Innes	Lot 1 DP744758	3ha	40ha	RU1	Y
18	Rangers Valley	Lot 1 DP1106566	138ha	300ha	RU1	Y
		Lot 7 DP1106566	40ha			Y
		Lot 8 DP1106566	19ha			Y
20	Red Range	Lot 91 DP753265	61ha	300ha	RU1	Y

For the purposes of commencing the process to amend the LEP, each lot will be identified on a map to be included in a planning proposal to be prepared and submitted to the Department of Planning, Housing and Infrastructure.

KEY CONSIDERATIONS

Financial/Asset Management

While Council has incurred costs to engage a strategic planning consultant to prepare the planning proposal, this investment is expected to be offset over time through the creation of additional dwellings, which will attract new residents, stimulate local economic activity, support local businesses, and contribute to the long-term sustainability and vitality of the community.

Policy

The proposal will form part of the review of the *Glen Innes Severn Local Environmental Plan 2012*. Ongoing review of controls within the Local Environmental Plan is an important component of the strategic planning functions of Council.

Risk

The methodology proposed, including consultation that has been taken, and will be taken, with relevant State Government agencies, limits the potential risk.

Consultation

Council has consulted with rural landowners across the local government area via the EOI process. The results of this consultation are considered in this report.

If Council accepts the recommendation of this report to commence the process to amend the LEP (by way of preparing a planning proposal) and if Gateway Determination supports the planning proposal, then the planning proposal will be placed on public exhibition.

The results of the public exhibition will be reported to Council accordingly.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program *Prosperous and Diverse Economy Strategy* P1.3.2 Improve housing affordability through policy and incentives including fast-track approvals, land-use reforms and zoning adjustments, purpose-build rentals and community-led housing solutions. SRV

CONCLUSION

Council ran an Expression of Interest process during the last quarter of 2024 inviting owners of land zoned *RU1 Primary Production* under the *Glen Innes Severn Local Environmental Plan 2012* to make a submission requesting they would like council to consider including their land in Council's Dwelling Opportunities Map Review.

Twenty-two submissions were received identifying 68 lots. During January 2025, Council staff visited each lot identified in the submissions and then applied criteria to determine if the lot should be included in the review.

Twenty-nine lots have been identified that are zoned RU1, do not have an existing dwelling, have legal access to a public road, are above a nominated 10ha minimum (to maintain primary production capacity, accommodate effluent management and retain rural character), are not excessively affected by bushfire hazard and are not mapped as biophysical strategic agricultural land by the NSW government. Accordingly, these lots have been identified as having a potential dwelling opportunity.

These lots are recommended to be included in a planning proposal and commence the formal process of amending the Dwelling Opportunities Map in the LEP.

ATTACHMENTS

Annexure A	Summary Table - Dwelling Opportunity Submissions Assessment & Mapping
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REPORT TITLE: 7.20 REVIEW OF COUNCIL POLICY AND PROCEDURES – VEHICLE CROSSINGS AND NATURE STRIP POLICY, AND URBAN AND RURAL VEHICLE CROSSINGS DESIGN & CONSTRUCTION STANDARDS

REPORT FROM:

PURPOSE

The purpose of this report is to present Council with the revised Vehicle Crossings and Nature Strip Policy (**Annexure #**) for its review and adoption.

RECOMMENDATION

THAT Council:

- 1. Places on exhibition the draft Vehicle Crossings and Nature Strip Policy, as outlined in the report, from Thursday, 26 June until Wednesday 24 July 2025**
- 2. Displays the draft Vehicle Crossings and Nature Strip Policy on Council's website, and makes it available for viewing at the following locations:**
 - Council's Town Hall Office,**
 - Council's Church Street Office, and**
 - The Village Post Offices at Deepwater, Emmaville and Glencoe.**
- 3. A further report to Council be prepared after the exhibition period in the event of Council receiving any substantial submissions; otherwise, that the draft Vehicle Crossings and Nature Strip Policy be adopted by Council.**

REPORT

The previous Policy was last adopted by Council on 9 August 2022 (Resolution 26.07/22) and is due for review 26 July 2025. The document has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for Council's review and adoption.

The updated Vehicle Crossings and Nature Strip Policy will adopt a referenced Standard to the policy to provide clarity for applicants who wish to construct or amend a vehicle crossing to their property.

The amended policy has consistent definitions and is now integrated with both the DCP and Council's Development Construction Specifications.

KEY CONSIDERATIONS

Financial/Asset Management

Nil.

Policy

The Policy references a construction Standard that is based on the Development Control Plan (DCP) and Council's Development Construction Specifications to provide a more consistent approach to the installation of vehicle crossings and associated drainage structures.

Risk

With the Policy referencing a construction Standard the risk of mis-information is reduced and customer relations improved.

Consultation

Consultation was carried out with:
Director Infrastructure Services;
Director Place and Growth; and
MANEX

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report has no relevance to the Integrated Planning and Reporting Framework.

CONCLUSION

Council's Vehicle Crossings and Nature Strip Policy has been revised to include changes that have occurred since the current Policy was adopted 9 August 2022 (Council Resolution 26.07/22). Changes are minor and the revised Policy is now presented to Council for its review and adoption. Changes to the Urban and Rural Vehicle Crossings Design and Construction Standard are more significant, however provide a standard with more consistent definitions and clear standards of construction based on LEP zoning.

ATTACHMENTS

Annexure A	Vehicle Crossing and Nature Strip Policy June 2025
Annexure B	Urban and Rural Vehicle Crossings Design & Construction Standard Version June 2025

**REPORT TITLE: 7.21 T25-03 SCHEDULE OF RATES (PLANT HIRE) TENDER
RECOMENDATION REPORT**

REPORT FROM: Infrastructure Services

PURPOSE

The purpose of this report is for Council to consider the tenders received for the wet hire of plant under Tender T25-03, to invite the successful contractors to enter into an agreement with Council as per the recommendation in the attached Tender Evaluation Report and form a Schedule of Rates panel.

RECOMMENDATION

That Council adopts all complying tenders from Tender T25-03 (Engagement of a Panel of Contractors for Wet Hire of Plant) onto an approved Panel of Contractors for a two-year term with priority order as per the evaluation report.

REPORT

On average Glen Innes Severn Council delivers in excess of \$10M of civil infrastructure works annually, this requires resources beyond Council’s internal fleet of plant and equipment. Plant hire on a schedule of rates basis is commonplace amongst both the private sector and Local Government, and has been successfully used by Council in recent years to deliver a large volume of projects, in addition to lump sum contracts and internal delivery. The current Wet Hire of Plant panel contract (T23-03) expired on 30th June 2025 after the nominated two year timeframe and was required to be renewed.

To adhere to Council’s Sustainable Procurement and Contracts Policy, Council went to tender to procure the necessary services. Council issued Request for Tender T25-03 – Schedule of Rates (Plant Hire) on the 12th of May 2025.

Twenty-four tender submissions were received by the closing date of the 12th of June 2025.

The tenders were opened by Council’s Records Supervisor and made available to the Manager for Infrastructure Delivery, to compile a panel and assess the tenders received.

The tender evaluation is attached to this report (***Confidential Annexure A***).

The tenders were assessed in accordance with the following weighted criteria.

Criteria	Weighting
(a) Criterion 1 Price	60%

(b) Criterion 2 Capability & Capacity	20%
(c) Criterion 3 Relevant Experience	20%

KEY CONSIDERATIONS

Financial/Asset Management

The successful contractors will be assigned to a variety of Capital and Operational projects where needed, and the volume of spend controlled by the appropriate Council officer responsible for that budget.

Policy

As the estimated contract spend to be delivered under this contract as a whole is in excess of \$250,000, as per the *Sustainable Procurement and Contracts Policy* Council went to a public tender to procure the services.

Tenderers that identified as local suppliers (situated within the LGA for more than 3 months) were eligible for a 3% concession on submitted prices for assessment purposes.

Council must comply with the provisions of the *Local Government Act 1993* and the *Local Government (General) Regulation 2021*, specifically Section 55 of the Act and Part 7, Clauses 163 to 179, of the Regulation which relate to tendering.

Risk

Contractors are required to include all risk documentation and insurances as part of the tender process. These documents have been reviewed as part of the evaluation process.

Procurement risk was managed by the use of the Tenderlink portal to conduct the tender process. This portal ensures that there can be no interaction between internal staff and potential tenderers with regard to inappropriate disclosures, as the submissions are not available to staff until tenders close.

There is an inherent financial risk to completing large scale projects on an un-capped schedule of rates basis. This is managed by the relevant project manager from Council, who should monitor contractor productivity and performance to ensure value-for money is being achieved. However, there is also opportunity for savings in delivering projects via wet hire of plant, as it removes the need for Contractors to factor in risk and contingency which is typically added to lump sum contract price submissions. Council has been the beneficiary of schedule of rates delivery in multiple projects in recent years, and through use of proven and vetted contractors and sound project management has delivered a variety of projects on and under budget.

Consultation

This report is compiled with input from departmental managers and staff including the Manager of Infrastructure Delivery, Manager of Integrated Water Services, and the DPG Causal Project Manager.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Councils Delivery Program Strategy F1.1.2 *“Construct, renew and maintain Council's infrastructure assets to enhance the region's connectivity, resilience and presentation of street network”*

CONCLUSION

The Schedule of Rates panel for Wet Hire of Plant has been a proven mechanism for Council to source mobile plant contractors over the past four years, and this tender facilitates competitive submission and fulfills Councils procurement obligations. Once adopted, it is up to the relevant responsible Council officer to manage any plant hire within their budgets and programs. In the first instance, it is the intent that the priority order of the panel is adhered to, however factors such as contractor availability and project specific requirements may result in lower priority contractors being engaged at the Council officer's discretion, on a best-for-project basis.

ATTACHMENTS

Annexure A	T25-03 Tender Evaluation Report - Schedule of Rates (Plant Hire)
Annexure B	T25-03 Tender Evaluation Matrix Table

REPORT TITLE: 7.22 COUNCIL MANAGED CROWN LAND - PLAN OF MANAGEMENT

REPORT FROM: Infrastructure Services

PURPOSE

The purpose of this report is to present Council with the Council Managed Crown Land – Plan of Management (PoM), for exhibition (**Annexure A**).

RECOMMENDATION

THAT Council:

1. ***Approves for the Council Managed Crown Land – Plan of Management to be placed on public exhibition for 42 days from Thursday 24 July 2025.***
2. ***Displays the revised Council Managed Crown Land – 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 Council Managed Crown Land – Plan of Management; otherwise, that the Council Managed Crown Land – Plan of Management be adopted by Council.***

REPORT

The Council Managed Crown Land – Plan of Management (PoM) is the first PoM for Council Managed Crown Land and is due for review every 10 years.

Glen Innes Severn Council is responsible for a range of Council and Crown-owned land throughout its Local Government Area (LGA). Under the *Local Government Act 1993*, Council-owned land is managed as either ‘Community’ or ‘Operational’ land, with a range of categories being applied to ‘Community’ land to guide its ongoing management. All ‘Community’ land is required to be captured within a Plan of Management, which provides the details of how that land will be managed.

These same management directions and principles also now apply to Crown Land reserves that are managed by Council under the *Crown Land Management Act 2016*. These Crown land reserves will have one (or more) public reservation or dedication ‘purpose’ that also gives direction to how this land may be used. The reservation or dedication purpose/s are to be captured through alignment with the relevant

‘Community’ land categories. The Categories that apply to Council managed Crown Land that is classified as ‘Community’ land in the Glen Innes Severn LGA are:

- General Community Use,
- Park,
- Sportsground, and
- Natural Area – Bushland and Watercourse.

This generic PoM applies to all Council managed Crown land that has been categorised as ‘Community’ land within the Glen Innes Severn LGA. Whilst remaining as Crown Land reserves, the *Crown Land Management Act 2016* establishes the process to facilitate the land essentially being managed by Glen Innes Severn Council as if it were Council’s own land. This means that the Crown land reserves are being ‘classified’ and ‘categorised’ for the first time.

The following 11 Reserves are captured within this PoM:

#	Name	Reserve	Location	Purpose	Category	Applicable Lot/s
1	Wilson Park	R78517	Glen Innes	Public Recreation	Sportsground, Park, Natural Area - Watercourse	Lot 701 DP94703 & Lot 702 DP96555
2	Unnamed Reserve (1)	R6352	Glen Innes	Public Recreation	Park, Natural Area - Watercourse, Natural Area - Bushland	Lot 701 DP96555 & Lot 1-2, Section 57, DP758447
3	Unnamed Reserve (2)	R6355	Glen Innes	Public Recreation	Natural Area - Bushland, Natural Area - Watercourse	Lot 701 DP1052192
4	Emmaville Caravan Park	R510006	Emmaville	Public Recreation	General Community Use, Sportsground	Lots 124 & 900 DP753314
5	Deepwater Recreation Ground	R510011	Deepwater	Public Recreation	Sportsground	Lots 7013 DP94030 & Lot 701 DP94031
6	Glencoe Recreation Reserve	R77006	Glencoe	Public Recreation	Natural Area - Bushland	Lot 112 DP753263
7	Red Range Mann River Reserve	R80774	Red Range	Public Recreation	Natural Area - Bushland	Lot 7302 DP1153337
8	Stonehenge Recreational Reserve Trust	R33301	Stonehenge	Public Recreation	Park, Sportsground	Lot 7004 DP93008
9	Yarrowford Recreational Facility	R83657	Yarrowford	Public Recreation	Park, Natural Area - Watercourse	Lot 18 DP753325
10	Unnamed Reserve (3)	R85387	Yarrowford	Resting Place	Park, Natural Area - Watercourse	Lot 7002 DP92736
11	Blair Hill Recreation Reserve	R70821	Lambs Valley	Access Public Recreation	Natural Area - Bushland	Lots 6 - 9 & 11 DP705166 & Lot 89 DP753311

The Council Managed Crown Land – Plan of Management has been drafted by Locale Consulting and has been reviewed by the Department of Planning, Housing and Infrastructure (**Annexure B**) 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 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, 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 PoM references maintenance requirements. Maintenance of the Reserves is captured in existing Council operational budgets.

Policy

Nil.

Risk

A Plan of Management is an important statutory document that provides information of the effective long-term management of public land. It also establishes directions for planning, resource management and maintenance of that land. The Plan of Management authorises Council to renew and enter into future leases and licences of the subject lands where certain conditions can be met. If a Plan of Management does not exist, and lease that pertains to subject lands would be in contradiction to the Local Government Act 1993.

Consultation

Steve Thompson, Locale Consulting,
Department of Planning, Housing and Infrastructure – Crown Lands and Public Spaces.
MANEX

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report has no relevance to the Integrated Planning and Reporting Framework.

CONCLUSION

The Council Managed Crown Land – 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 | Council Managed Crown Land - Plan of Management |
| Annexure B | Approval to progress to public exhibition and Minister's consent to adopt |

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 - GLEN INNES SEVERN COUNCIL PHILANTHROPIC TRUST

REPORT FROM: Councillors

MOTION

THAT Council:

1. ***Endorses in principle the establishment of a Glen Innes Severn Council Philanthropic Trust Fund (Trust Fund) to support community organisations and individuals across the Glen Innes Severn local government area.***
2. ***Agrees that the Trust Fund may accept voluntary donations, contributions, and bequests from the public and other entities and apply for grants to fulfill the Trust's goals. Bequests of real property or shares, or other income earning assets will be held for 30 years.***
3. ***Applies for charitable status for the Trust Fund, to enable voluntary private donations, contributions and bequests to benefit from any applicable taxation concessions.***
4. ***Resolves that grants from the Trust Fund may be made available to:***
 - a. Community organisations for projects or programs of local benefit;
 - b. Individuals or groups for travel, educational or personal development purposes aligned with the public interest;
 - c. Students, particularly of medicine, allied health, science and social science, agriculture, environmental studies and engineering undertaking tertiary studies (including TAFE) or placements within the New England and North West regions;
 - d. Sporting and cultural ambassadors;
 - e. Other eligible causes;

at the discretion of a full meeting of Council.

5. Requests the General Manager to prepare a draft Governance and Management Framework for the Trust Fund, including guidelines for:

- a. Eligibility and application processes,
- b. Assessment and reporting mechanisms,
- c. Conflict of interest management,
- d. Annual reporting to the community.

6. Receives a further report within 90 days for formal adoption of the Fund's structure, governance, and implementation timeline.

I, Councillor David Scott, give notice that at the next Ordinary Meeting of Council to be held on 24 July 2025, I intend to move the abovementioned motion.

RATIONALE

Council recognises and appreciates the ongoing work of our service organisations, community groups, existing individuals and trusts that have been providing support to groups and individuals. This proposed Glen Innes Severn Council Philanthropic Trust (the Trust) offers the opportunity to complement these endeavours. With our demographics indicating an aging population and the attending consequences of a reduction in available volunteers, the Trust will continue the legacy of the community in the past, the present and into the future providing support for our own community.

The elected body of Glen Innes Severn Council demonstrates a principled commitment to public service, ethical leadership, and community reinvestment. The Trust Fund will be able to support a wide array of individual, community, cultural, social, and educational purposes.

The Glen Innes Severn Council Philanthropic Trust Fund represents a forward-thinking initiative that allows Council to:

- Respond flexibly to local needs and emerging opportunities not always captured by traditional grant programs or government funding streams.
- Empower community organisations to deliver events, projects, and services that contribute to social cohesion, local identity, and resilience.
- Reduce the barriers faced by individuals seeking to advance their education, represent their region, or participate in leadership development or cultural exchange.
- Provide targeted support to tertiary students, especially those undertaking study or placements in critical disciplines such as medicine, allied health, social

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work, agriculture, engineering, and environmental management—many of which are essential to the sustainability of regional communities like Glen Innes.

- Recognise and encourage sporting and cultural ambassadors, who showcase Glen Innes Severn talent on broader stages and help build community pride.

The Trust Fund also allows for contributions and bequests from residents, alumni, councillors and former councillors, businesses, and philanthropic organisations, creating a permanent legacy and amplifying the collective capacity to invest in future generations in the LGA. Where a bequest involves the donation of income earning property, such as real property or a share portfolio, such donation will be held by the Trust for a minimum of 30 years. Land shall be determined as “Operational”.

Allocations from the Fund will be made only by resolution of the full Council, ensuring all decisions are:

- Transparent and documented in open meeting;
- Community-accountable, based on criteria established through public consultation;
- Strategic, aligning with Glen Innes Severn’s Community Strategic Plan and long-term objectives.

Importantly, a robust Governance and Management Framework will be developed to ensure:

- Clear eligibility and application processes;
- Consistent and fair assessment mechanisms;
- Avoidance of conflicts of interest;
- Annual reporting to provide transparency and maintain public confidence.

The establishment of the Trust Fund also sends a strong symbolic and practical message that our Council values generosity, civic-mindedness, and investment in people as drivers of community wellbeing. It aligns with principles of longtermism, localism, sustainability, intergenerational equity, and inclusive opportunity. It also recognises the contribution made by past and current residents and it is also compassionate and futuristic.

This initiative is low-risk, high-impact, and capable of growing over time—especially as it attracts additional donations and partnerships. It will set Glen Innes Severn Council apart as a leader in rural civic innovation and demonstrate a practical commitment to “giving back” to the community.

I commend this Notice of Motion to Council.

Cr David Scott
Councillor
Date: 15 July 2025

OFFICER COMMENTS:

Glen Innes Severn Council (GISC) currently conducts an annual donation round, contributing \$10,000 from Council funds and an additional \$5,000 from the Sapphire Wind Farm Community Fund to a broad range of community and local organisations. These donations are managed in accordance with GISC's Donations Policy (**Annexure A**) and overseen by the Community Donation Committee.

In addition to the \$15,000 allocated through the Annual Donation Round, Council also administers the annual White Rock Wind Farm Community Fund (~\$200K annually) which is allocated through a rigorous application process and supports many worthy community organisations, initiatives and events. These grants and donations programs are aligned with Council's Donations Policy and have well established governance mechanisms and processes including:

- Clear eligibility and application processes;
- Consistent, fair and equitable assessment mechanisms;
- Avoidance of conflicts of interest; and
- Sound acquittal processes to ensure that the funds are appropriately spent, and the community benefits are realised.

In establishing the *Glen Innes Severn Council Philanthropic Trust Fund*, consideration will need to be given to the additional administrative and resourcing requirements of Council; the alignment and/or integration with existing grants and donations funding programs and mechanisms; and the updating of the Donations Policy. This initiative should also be considered in relation to Council's recently approved Delivery Program and Operating Plan priorities.

ATTACHMENTS

Annexure A GISC DONATIONS POLICY

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 - GLEN INNES SEVERN COUNCIL
PROPOSED POLICY FOR THE DETERMINATION AND
REMEDiation OF FORMER SERVICE STATIONS AND
FUEL-CONTAMINATED LANDS**

REPORT FROM: Councillors

MOTION

THAT Council:

1. *Notes the information contained in this report.*
2. *Officers report back to Council within 90 days on the need for a Policy for the Determination and Remediation of Former Service Stations and Fuel-Contaminated Lands in consideration of the EPA Fact sheet.*
3. *Should a policy be adopted then Council:*
 - 3.1 Commits to proactively managing and remediating land within the LGA that is known, or suspected to be, contaminated by former fuel-related land uses, including former service stations and underground petroleum storage systems (UPSS), in accordance with relevant legislation and best practice environmental and planning standards.
 - 3.2 Incorporates the potential policy framework into Council's strategic land-use planning, development control procedures, and environmental management processes.
 - 3.3 Authorises the inclusion of identified contaminated sites in a public Contaminated Land Register maintained by Council and referenced on Section 10.7 Planning Certificates, where required.
 - 3.4 Commits to transparent community engagement and information sharing regarding contaminated land sites and Council's response, including remediation processes and outcomes.

I, Councillor Andrew Parsons, give notice that at the next Ordinary Meeting of Council to be held on 24 July 2025, I intend to move the abovementioned motion.

RATIONALE

The contamination of land due to former service stations, fuel leaks, and legacy petroleum infrastructure poses a significant risk to human health, the natural environment, and future land use.

Three Council owned properties **may** have non-functioning UPSS. These are:

- 148 Church Street, old Essential Energy
- 105 Lang Street, Council Works Depot and
- 189 Bourke Street, Cnr Church and Bourke Streets

It is **unclear** whether several old service stations which **were** located at:

- Cnr Edward and Glasson St
- Grey Street
 - Stocks Service Station



- Chaffey's Ford in Bourke St



- Glen Seven Holden (cnr Wentworth and Grey St)
- Emmaville



may have UPSS located on Council land, on footpaths, or partially on private land and footpaths.

Not only should this proposed policy recognise and apportion responsibility to previous and potential owners, where applicable, but it should also aim to:

- Establish a clear regulatory and procedural framework for the identification, assessment, management and remediation of contaminated land within the Glen Innes Severn LGA.

There is a requirement that underground petroleum storage systems (UPSS) to be removed or decommissioned after two years of non-use.

<https://www.epa.nsw.gov.au/sites/default/files/21p3279-decommissioning-underground-petroleum-storage.pdf>

- Ensure land is suitable for its intended or future use, protecting sensitive places such as residential dwellings, recreational areas, health services and facilities.
- Comply with relevant legislation, including the Contaminated Land Management Act 1997, Protection of the Environment Operations Act 1997, and the State Environmental Planning Policy (Resilience and Hazards) 2021.
- Support statutory planning functions and assist Council staff, developers, consultants, landowners, and the community in understanding responsibilities and expectations regarding contamination.
- Enable Council, as the Appropriate Regulatory Authority (ARA) under the UPSS Regulation, to issue clean-up notices, prevention notices, and preliminary investigation orders where contamination is reasonably suspected.
- Promote early-stage identification and proactive remediation by landowners and developers to reduce the incidence and cost of enforcement actions.
- Detail the use of scientifically validated remediation methods, including bioremediation and in-situ treatment, while prioritising the minimisation of emissions, waste transport, and community risk.

- Ensure that validation, monitoring, and site-specific reporting requirements are met following remediation.
- Maintain a publicly accessible Contaminated Land Register to ensure transparency and accurate disclosures in planning certificates under Section 10.7 of the Environmental Planning and Assessment Act 1979.
- Embed robust community engagement protocols, recognising that contamination events impact perceptions of place, property values, and community well-being.
- Support sustainable land use, environmental stewardship, and the long-term resilience of the local government area by restoring contaminated land to safe and productive use.

This proposed policy shall reflect Council's duty of care, its statutory obligations, and the commitment to sustainable environmental management and public health protection. The adoption of this proposed policy will ensure Glen Innes Severn Council remains consistent with best practices across NSW and Australia in responding to land contamination risks.

Notes:

The above Motion and Rationale have been checked by Artificial Intelligence technologies, in relation to Council's Community Strategic Plan.

The result of this investigation is provided in the following paragraphs to Councillors for their information. This technology is advancing rapidly but is acknowledged as not yet been perfect.

The emphasis on Local Government embracing this technology at the recent ALGA Conference cannot be overlooked. Councillors and staff may wish to undertake their own investigations to ensure compatibility with the Community Strategic Plan 2025-2035.

The motion regarding the determination and remediation of former service stations and fuel-contaminated lands integrates significantly with the Glen Innes Severn Community Strategic Plan (CSP) 2025-2035, particularly by supporting its overarching vision and several key strategic objectives.

The CSP is the highest-level plan prepared by the Council, identifying the community's main priorities and aspirations for the future and outlining strategies to achieve them. The motion aligns with the CSP:

- **Overall Vision: "Transforming Today for a Thriving Tomorrow"**

The motion directly contributes to this vision by addressing a significant risk to human health, the natural environment, and future land use posed by contamination. By restoring contaminated land to safe and productive use, the policy helps to ensure the long-term resilience and prosperity of the local government area.

- **Protected & Enhanced Environment (Strategic Objective Four)**

This is the most direct alignment. The motion's commitment to **proactively managing and remediating contaminated land** directly supports the objective's aim to preserve, sustainably manage, and showcase natural resources, landscapes, and built heritage.

Specifically, it aligns with **Goal E1.1: "Foster a sustainable region by minimising environmental impacts and safeguarding ecosystems through conservation, innovation and environmental risk management"**. The policy's detailed approach to identification, assessment, management, and remediation, including the use of scientifically validated methods and minimisation of emissions and waste, is a direct action toward this goal.

The requirement for the policy to **comply with relevant legislation**, such as the Protection of the Environment Operations Act 1997, is also a measure of success for this objective.

- **Thriving & Connected Community (Strategic Objective One)**

The motion aims to **ensure land is suitable for its intended or future use, protecting sensitive places** such as residential dwellings, recreational areas, health services and facilities. This directly contributes to the CSP's vision for a community where residents have access to essential services, social connections, and a high quality of life, and where people feel safe and empowered.

The commitment to **transparent community engagement and information sharing** regarding contaminated land sites supports the objective's aim to strengthen social community networks and foster a sense of belonging and engagement.

- **Prosperous & Diverse Economy (Strategic Objective Two)**

By restoring contaminated land to safe and productive use, the policy supports **sustainable land use**, which can contribute to a diverse local economy. Addressing contamination can also remove barriers to future development and investment, enhancing economic opportunities. The rationale for the policy notes that contamination events can impact property values, and remediation can mitigate this.

- **Fit for the Future Infrastructure (Strategic Objective Three)**

While the motion doesn't directly address infrastructure development, ensuring land is clean and safe allows for **sustainable and economic infrastructure** development and long-term growth by removing potential hazards that could impede or increase the cost of future projects. The policy's integration into "strategic land-use planning" helps facilitate appropriate future infrastructure.

- **Open & Collaborative Leadership (Strategic Objective Five)**

The motion reflects Council's **duty of care, statutory obligations, and commitment to sustainable environmental management and public health protection**, embodying strong governance and strategic resource management.

The intent to **incorporate the policy framework into Council's strategic land-use planning and environmental management processes** demonstrates proactive and collaborative leadership.

Maintaining a **publicly accessible Contaminated Land Register** and implementing robust community engagement protocols directly aligns with encouraging active participation in decision-making processes and ensuring transparency.

Adopting this policy ensures Glen Innes Severn Council remains **consistent with best practices** across NSW and Australia, demonstrating effective leadership.

Conclusion: The motion's proactive approach to managing land contamination directly addresses community priorities and aspirations, aligning with the community engagement feedback cited in the CSP regarding infrastructure improvement, health care, and long-term economic planning. It reinforces the idea that the CSP is "not just a Council Plan" but a "Plan for the entire community," requiring shared responsibility to deliver its outcomes.

I commend this Notice of Motion to Council.

Cr Andrew Parsons
Councillor
Date: 15 July 2025

OFFICER COMMENT

Staff acknowledge the concerns raised in the Notice of Motion and the importance of ensuring contaminated land is appropriately identified and managed. However, the development of a standalone Council policy for the determination and remediation of contaminated land is not recommended at this time.

Contaminated sites, including those associated with former service stations or underground petroleum storage systems (UPSS), are already comprehensively regulated under NSW legislation, most notably the Contaminated Land Management Act 1997, Protection of the Environment Operations Act 1997 and State Environmental Planning Policy / SEPP (Resilience and Hazards) 2021. These frameworks clearly define the responsibilities of landowners, regulators and consent authorities, including Council.

In accordance with standard practice across NSW, potential contamination is assessed through existing planning and regulatory pathways:

Development Applications (DAs): Every DA trigger's Council's obligation to consider contamination risk under the SEPP. Where necessary, conditions can be imposed requiring site investigation or remediation.

Complaints: If contamination is suspected outside the DA process, a complaint can be lodged with Council. If warranted, Council will investigate, and responsibility for confirming and addressing any contamination rests with the landowner.

Introducing a local policy would duplicate existing legislation, create the potential for confusion about Council's role and offer limited additional value from a regulatory or operational perspective.

In summary, Council's current processes already meet legislative requirements and reflect best practice across NSW.

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: 8.3 NOTICE OF MOTION - AUSTRALIAN CELTIC FESTIVAL (ACF) – DIFFERENT MODELS TO ENSURE LONG TERM SUSTAINABILITY OF THE FESTIVAL AND BENEFITS FOR THE GLEN INNES COMMUNITY

REPORT FROM: Councillors

MOTION

THAT Council:

1. *Notes the content of this report, and*
2. *Requests Council Officers to draft a report to be brought back to Council detailing the entire budget for the Australian Celtic Festival (ACF) in 2025, the proposed budget for the 2026 ACF and the arguments, for and against, the adoption of the Whole-of-Town Activation Model for the ACF commencing May 2026*

I, Councillor David Scott, give notice that at the next Ordinary Meeting of Council to be held on 24 July 2025, I intend to move the abovementioned motion.

RATIONALE

Celtic festivals are a relatively frequent festival type in Australia. Other similar events are held at Aberdeen (upper hunter NSW <https://aberdeenhIGHLANDgames.com>), Maclean (Clarence Valley <https://www.macleanhIGHLANDgathering.com.au/>) Warwick (Queensland <https://www.celticfestqld.com.au>) Berry (Southern Tablelands NSW, <https://www.berryrotary.org.au/celtic-festival>) National Celtic Festival (Port Arlington, Victoria <https://www.nationalcelticfestival.com/>) and the Melbourne Celtic Festival (<https://www.melbournecelticfestival.com.au>). A comprehensive listing of events in Australia can be found at <https://www.transceltic.com/celtic-festivals-australia>.

Each of these festivals have one common bond: they celebrate and foster the Celtic heritage of the area in which they are held. The Australian Celtic Festival at Glen Innes is unique in that we are privileged with a structure, the Australian Standing Stones (ASS), around which the event is centred, and an intention to celebrate Celtic heritage of Australia as a whole. 'Australian Standing Stones' holds recent Geographical Names Board acknowledgement.

Currently the Glen Innes event has ceremonies at the Australian Standing Stones as well as the main Street, but by far the majority of the festival is held at the Australian Standing Stones.

Interestingly, as far back as 2004 in the GI Municipal Council ordinary council meeting of 22 June p38 it was noted that the ACF was drawing 4000 people. Exactly how this number was calculated was not recorded (The event drew approximately 4000 people in 2025).

In 2004 it was noted that the visitor experience to the Australian Standing Stones was an average of estimated 50 cars per day with the visitor experience said to be “limited to a walk around the stones, the map describing the array, picnic and toilet facilities, children’s playground and the Crofter’s cottage providing meals, refreshments and souvenirs.

Yet the Stones give visitors a feeling that has been described as “spiritual”, “mystic”, “tranquil” and “serene”. Significant funds were sought from Australian Government to an Interpretative Centre, then a long house, targeted marketing campaign substantially increasing visitation and increasing motel occupancy.

Major issues that have been encountered with having the event at the ASS include:

- **Weather.** The festival is held at the beginning of Autumn. Our weather, at this time, is notoriously unpredictable with wind chill factors and rain/sleet and even snow events being experienced in past events.
- **Parking.** There is insufficient parking on site for patrons necessitating the use of buses to bring patrons to the event site. There is barely enough parking for entertainers, stall vendors and the disabled.
- **Cost of hire.** Significant hiring costs are incurred with marquees- stages and seating, security fencing, ablution blocks and Council outdoors staff in setting up, monitoring and pulling down.
- **Cost of Production.** The ACF is a significant portion of Council’s Economic Development Budget. The current budget from the Operational Plan T1.2.1.2 2025/26 is \$421,433. A large proportion of the funding is to provide for venues which are, in reality, being utilised for only around 24hours (late Saturday morning to mid Sunday afternoon). The cost effectiveness of this model requires serious questioning and current arrangements are challenged. There has been considerable community discussion how the festival, in its current form, benefits accommodation providers but only a limited number of other businesses.
- **Expansion.** In its current format and configuration there is little chance of significantly increasing the size of the event and increasing the economic benefit to the town and surrounding area.

The Periodic Review of the 2024-2025 Operational Plan (Q3) notes on p88 for Ordinary Council Meeting 22 May 25 that the “Australian Celtic Festival Council signature events as per their Operational Plans and review and debrief will be completed in June 2025.” This discussion paper raises possibilities of another model which may be beneficial to the economy of the entire town.

Whole-of-Town Activation Model for the Australian Celtic Festival

1. Core Principles

- **Cultural Immersion:** Integrate Celtic heritage across multiple town locations for a seamless, immersive experience. Increased engagement with local residents.
- **Distributed Activation:** Spread events across the main street, parks, community halls, and other civic spaces, in addition to the Australian Standing Stones, to decentralise foot traffic and spread economic benefit.
- **Community Integration:** Involve and incentivise local businesses, artisans, and cultural groups to foster ownership and pride.
- **Economic Stimulation:** Activate dormant economic zones and increase exposure to local businesses outside the Centennial Parklands.

2. Key Elements

A. Central Node: The Australian Standing Stones

- Remains the ceremonial and symbolic heart of the festival.
- Hosts the official open and closing ceremonies, welcome to country, dawn gathering, flag raising and lowering. Enhancements could include a 'parade of the nations', interpretive/acting performances around the site including 'mythological and mystical-style' presentations, walking tours around the monument.
- Is reserved for premium, high-heritage significance events e.g. the Highlands Games.
- Carparks and other areas currently reserved for disabled, vendor or entertainer parking, around the Centennial Parklands, could be used for premium camping / caravanning space as a source of income for the festival.

B. Main Street Activation (Grey Street)

- **Parades and Pageantry:** Daily parades, pipe bands, and dance troupes on the main street, outside the Town Hall and in the town square.
- **Window Displays and Flag Flying:** Incentivise businesses to create Celtic-themed window art. Widespread displays of flags relevant to the year e.g. Scottish Flag for the Year of Scotland, purchase of bulk flags to fly from Council buildings and business awnings and domestic premises.
- **Street Performers:** Minstrels/buskers, storytellers and face/body painters, and re-enactments of Celtic legends.
- **Licensed Premises.** All sales of alcoholic drinks will be available at Licensed premises only e.g. Services Club, New England Club, Hotels, small bars and cafes in Grey Street – the Licensed premises are responsible for their own RSA compliance. Council could facilitate the licensed premises trading hour extensions. Proactively notify the venues to get their extended hour permissions well before the requirements of Office of Licensing and Gaming by

arranging paperwork and Council endorsement and encourage them consistently.

- **Accommodation Venues.** All venues are a maximum of three blocks from each other and from the major accommodation space – Glen Innes Showground. As the festival grows, moving forward, further alternatives should be assessed to ensure that the town can accommodate increasing numbers of motorhomes, caravans and campers. Other options which could be utilised may be part of King George Oval, Wilson Park/Rugby Park and areas from north of the Indoor Sports Centre on the eastern side of West Avenue, and Centennial Parklands parking areas.
- **Cafés, Bakeries, and Restaurants** – The majority of the Glen Innes food and beverage venues are concentrated within the main street precinct. This plan is designed to support and incentivise these vital local businesses during what is traditionally a quieter period in the annual trading calendar. This model presupposes that retailers would see a benefit of increased foot traffic and remain open for increased trading hours.
- **Map of Glen Innes showing some key features noted in this rationale with scale (SIX Maps)**



C. Satellite Parks & Grounds:

The parks associated with Rocky Ponds creek and their surrounds can host a wide range of stalls and activities that both complement and are located close to the main street

shops and venues. The parkland stalls can highlight the best of the New England. This is consistent with the increase in economic development for the entire region.

○ **Anzac Park**



- includes a secure children's playground and CCTV.
- It is a family friendly area, which could be lined with a range of stallholders from the local area and region. It is noted that Seasons of New England, held annually in March in Uralla, had in excess of 180 stalls in 2025, all based in New England region.
 - Food vendors serving Celtic inspired dishes, Food vendors to be sourced from the New England Tablelands region.
 - Beverage producers' tastings and closed bottle sales only. These stalls therefore only require a Producer Fair Notification and not an Event Licence, fencing off the area is not required under this Producer Fair Notification.
- Clans and Celtic Merchandise. These should be the only stall types permitted from outside the New England region, whether in the parklands or the ASS.

○ **King Edward Park and rotunda.**

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○

- Outside venue for “lesser known” musical performers, story telling, poetry and enactment of Celtic Legends.
- The rotunda and its immediate surrounds is an excellent venue for Highland Dancing competitions and displays of traditional Highland dance styles. This park is diagonally opposite the Annie Stephenson Guide Hall which could be used should weather conditions be unsuitable.

○ Veness Park.



- Potential site of the NEMAS village
- Stalls showing traditional handcrafts such as spinning, weaving, quilting, jewellery, baking, black smithing and woodworking. The Anglican Church Hall and the Cameron Memorial Hall are potential wet weather backup venues.

○ King George V Oval and Grandstand:



- Traditional sports featuring events like the caber toss, tug-o-war, hammer throw, shot put, weight throw and highland wrestling, often referred to as "heavy events" could be located here, or at the ASS.
- Jousting, knight's school, Celtic dog parade.
- Display of 'Celtic livestock' may include Highland Cattle, a petting zoo or Highland Cattle and Angus Show. The Australian Highland Cattle Association Inc. has an annual show held around May each year, potentially invite them to have their show at the Celtic Festival (<https://www.australianhighlandcattle.org/>). Angus Australia is based in Armidale, this breed has a strong following in the area (<https://www.angusaustralia.com.au/>).
- This area also has the capacity to allow camping for many visitors with a dividing fence separating the camping area and events area.
- **Wilson Park**
 - Potential overflow camping area, or better still
 - Grounds for Gaelic Football with an invitation to be made to local and regional AFL clubs to participate.

Town Hall, Services Club, Chapel Theatre, Masonic Lodge and Indoor Sports Centre:

Venues for major performers and entertainment, storytelling sessions, academic talks, Eisteddfod Finals and Celtic films etc. Paid entry by wristband.

Other Venues and Community Halls: Scout Hall, Guide Hall, Highlands Hub, Church Halls:

Hosting Celtic music workshops, craft sessions, genealogy Clan meet-ups.

D. Transport Loops & Wayfinding

- All parks and venues are within walking distance of each other. A limited loop shuttle bus system connecting all major nodes (Main Street, Parks, Halls) could be introduced for disabled. An excellent all weather pathway system links all parks and venues. There are many benches and seats available in the parks. Parking is available in East and West Avenue and Wentworth, Meade, Bourke and Ferguson Streets as well as spaces in designated car parks such as at the rear of the Town Hall. Toilets are available around parks, within easy walking distance of main facilities at the Town Hall, Bicentennial Walkway, Community Centre, Lions Park, Anzac Park, Indoor Sports Centre, Swimming Pool, Guide and Scout Halls and Services Club.
- Clearly branded Celtic wayfinding signage to guide visitors throughout the town.

E. Local Business Engagement

- **Hotels, Small Bars, Cafes**
 - Celtic-themed menus, drink specials, and décor in cafes and hotels. As the only Licensed premises for the ACF these businesses should see a significant increase in trade.
- **Other Retail**
 - Late-night trading in key zones during festival days.
 - Facilitate a discount programs or loyalty passes to encourage festival-goers to shop local.

F. Evening Events & Nightlife

- Celtic music nights at hotels and local venues. There are four large hotels within the main street precinct. Several local venues hold liquor licences.
- Light projections or displays in town parks or on key buildings e.g. Town Hall. Fairy light 'avenues' linking the showground with the CBD, parks and main venues.

3. Benefits of the Model

- **Economic Diversification:** More businesses benefit from increased foot traffic, especially hotels and clubs, cafes and restaurants.
- **Visitor Retention:** Spreading events across town encourages longer stays.
- **Cultural Enrichment:** Deeper engagement with Celtic culture via various modalities (arts gallery, food, stories, music).
- **Reduced Congestion:** Alleviates over-concentration at Centennial Parklands and difficulties with disabled parking.
- **Flexibility and Scalability:** Events can expand both in number and over a greater time frame without additional strain on one location.

- **Cost savings:** Reduction in costs especially hire of marquees/venues, ablution blocks, security fencing, staff and security and bus transport costs.
- **Increased capacity for campers:** Whilst the Showground typically has in excess of 300 camp sites available, the utilisation of King George V Oval can accommodate extra campers as can other areas such as Wilson Park and potential overflow into areas around the Indoor Recreation Centre. Camping sites can be charged, increasing festival income. The increase in accommodation facilities concomitantly increases patronage into the paid venues.

Comparative Reference to Other Festivals

- **Maclean & Aberdeen:** Integrate heritage into the town's infrastructure (e.g., tartan poles, murals), fostering year-round Celtic identity.
- **Port Arlington:** Uses a whole-town festival model effectively with multiple venues and community involvement.
- **Berry & Warwick:** Demonstrate the importance of street-level vibrancy and economic impact through local partnerships.

Conclusion

Transitioning to a Whole-of-Town model will allow Glen Innes to better capitalise on its unique Celtic heritage and physical assets. The goal is to not abandon the Australian Standing Stones but rather to **elevate the entire town** as a festival ground that offers a richer and more economically beneficial experience for locals and visitors alike.

I commend this Notice of Motion to Council.

Cr David Scott
Councillor
Date: 15 July 2025

OFFICER COMMENT

The intent of the Notice of Motion is acknowledged and Councillors' ongoing interest in enhancing the Australian Celtic Festival for the benefit of the wider community is always welcomed. We are pleased to confirm that many of the suggested elements of a Whole-of-Town Activation Model are already in place or are actively being expanded through the festival's existing operational framework.

The ACF has, since 2021, incorporated a town-wide activation approach that continues to grow each year. Existing and planned activations include:

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- The Celtic Food Trail, which brings visitors into the town centre and supports local businesses.
- Busking, open mic nights and community concerts held in venues such as the Chapel Theatre, Masonic Hall, Town Hall, and local clubs
- The Celtic Symposium at the Highlands Hub, library events, History House exhibitions and street ambience via the annual window dressing competition.
- Strong partnerships with the Glen Innes Business Chamber, local performers, artists, and cultural groups.
- Free shuttle buses connecting the Australian Standing Stones precinct with the town centre, improving flow and access.

Planning for the 2026 festival is already well underway and to pause this planning for the time it would take to investigate and develop any new scenarios including the need to consult with stakeholders and then get Council endorsement would seriously undermine next year's Festival. Significant changes to the delivery model at this stage would impact resourcing, stakeholder confidence and the event's operational stability.

Council staff are currently reviewing and developing the updated 5-Year Australian Celtic Festival Strategic Plan (2026–2030), which incorporates recent community and stakeholder feedback. The suggestions outlined in the Notice of Motion will also be considered as part of this strategic review. The plan aims to grow town-wide engagement in a structured, sustainable and resource-aware way whilst not diminishing the atmosphere which is created by Centennial Parklands being the focal point.

Council officers recommend continuing with the existing model, with ongoing enhancements delivered through the new Strategic Plan. This approach ensures Glen Innes builds on what already works well, while continuing to expand and evolve the festival in a way that balances community aspirations, cultural integrity and operational viability.

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: 8.4 NOTICE OF MOTION - USE OF RECORDINGS FOR TRANSCRIPTION AND SUPPORTING NOTES TO COUNCIL MINUTES

REPORT FROM: Councillors

MOTION

THAT Council:

- 1. Acknowledges that Council meetings are recorded and live-streamed in accordance with existing Council practice and in compliance with its adopted Code of Meeting Practice.***
- 2. Supports the preparation of transcribed notes from the official recordings of Council meetings for the purpose of assisting staff in compiling accurate and complete reports and that are available to the public for transparency.***
- 3. Clarifies that such transcriptions may be retained as supporting notes to the meeting, for internal use and verification, and do not replace or override the formal adopted minutes, which remain the official record.***
- 4. Reviews the Records Management Policy, due in March 2025, to align with this Motion.***
- 5. Amends the Glen Innes Severn Council Code of Meeting Practice by inserting the following clause under Part 19 – Minutes:***

Proposed Amendment to the Code of Meeting Practice

19.X Transcriptions and Supporting Notes

(1) Council staff prepare a transcription of all of the recorded proceedings of an Ordinary and Extraordinary Council or Committee meeting for the purpose of supporting the accurate preparation of reports;

(2) These transcriptions be retained as **supporting notes to the meeting** and referenced to confirm motions, amendments, procedural resolutions, and decisions of Council;

Item 8.4

(3) Supporting notes do not form part of the formal minutes and shall not replace the official minutes adopted by Council.

(4) Audio or video recordings used for transcription are to be securely stored and retained for a minimum of 12 months, or in accordance with Council's adopted Records Management Policy.

I, Councillor David Scott, give notice that at the next Ordinary Meeting of Council to be held on 24 July 2025, I intend to move the abovementioned motion.

RATIONALE

- The *NSW Model Code of Meeting Practice* does not prevent councils from determining how minutes are compiled.
- Glen Innes Severn Council already records meetings, creating a reliable source for reference and verification.
- This amendment:
 - Enhances the accuracy of Council minutes and the intent of Council decisions;
 - Reduces the risk of procedural or recording errors;
 - Maintains legal and procedural integrity by upholding the primacy of the adopted minutes;
 - Allows Councillors, staff and community members to study transcripts and ensure that questions on notice are addressed.
- Aligns with practices of other NSW councils, including Sydney, Inner West, and Blue Mountains.

I commend this Notice of Motion to Council.

Cr David Scott
Councillor

Date: 15 July 2025

Officer Comment

Councils live streaming provider can provide a transcript however cannot guarantee the accuracy. At the moment, they generate closed captions (subtitles) for our meetings. These are auto-generated by computer (similar to YouTube), so there are some errors.

For the transcripts, they can convert them from the subtitle format to a txt transcript file. The transcript would not be available until around a week following the meeting and hence would not be available to assist in preparing minutes. It should also be noted that

any transcript would simply reflect what is already available on Council's website being the closed captions.

The accuracy of the minutes are not currently in question as the basis for them is the resolution which is provided in writing on the screen, and the vote which is also very clear in its outcome.

Should Council be supportive of the notice of motion, it would be prudent to undertake some further investigation as to the quality of what can be generated as well as determine whether there is a cost involved.

It would also be important to determine the legal standing of the transcription noting the binding part of a Council meeting are the actual decisions for which there is a clear and transparent process. Comments made by meeting participants are secondary and do not contribute to the minutes.

Councils are required (under section 360 of the Local Government Act 1993) to adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code no later than 12 months after their elections following public exhibition and consultation.

The State Government will soon be releasing a new Code of Meeting Practice however the timing is unknown and hence it is necessary for the existing Code to be adopted so as to ensure Council complies with the statutory requirement as indicated in the report elsewhere on this agenda. When the government does release the new code, Council will have the opportunity to make further amendments including the incorporation of provisions relating to the provision of transcriptions of Council meetings.

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: 8.5 NOTICE OF MOTION - ADDRESSING HYGIENE INSECURITY: EQUITABLE ACCESS TO SHOWERS AND TOILETS FOR VULNERABLE RESIDENTS IN THE GLEN INNES SEVERN LOCAL GOVERNMENT AREA

REPORT FROM: Councillors

MOTION

THAT Council:

- 1. Notes the contents of this report; and**
- 2. Requests that a report be brought back to Council within 90 days via the Directorate of Corporate and Community Services that:**
 - a. Reviews the current provision of public toilet and showering facilities available for individuals' experiencing homelessness in the LGA.
 - b. Recommends the development of a formal Council policy to ensure equitable access to hygiene infrastructure for vulnerable populations.
 - c. Identifies opportunities to adapt existing public amenities for extended or 24/7 access.
 - d. Ensures that all Council-managed ablution facilities meet minimum standards for cleanliness, accessibility, and safety, in line with relevant Australian Standards, including AS1428.
 - e. Investigates the feasibility of repurposing the Youth Booth or other underutilised Council buildings for use outside of programmed hours to provide hygiene access, and
- 3. Authorises an audit of all Council-owned ablution facilities to:**
 - a. Assess their current condition, usage, accessibility, and compliance with public health and disability access standards, and
 - b. Inform the development of a Local Hygiene Access and Inclusion Policy.

I, Councillor David Scott, give notice that at the next Ordinary Meeting of Council to be held on 24 July 2025, I intend to move the abovementioned motion.

PURPOSE OF REPORT

To seek Council's support to investigate and develop a formal policy to improve equitable access to hygiene infrastructure—specifically public showers and toilets—for individuals experiencing homelessness or significant disadvantage within the Glen Innes Severn Local Government Area (LGA). This includes an audit of Council-owned ablution facilities, examination of underutilised assets such as the Youth Booth, and alignment with the Glen Innes Severn Community Strategic Plan (CSP) 2025–2035.

RATIONALE

Homelessness and hygiene poverty are interlinked social and public health issues increasingly observed at the local level. While responsibility for homelessness policy predominantly lies with state and federal governments, local government is often the first point of contact for vulnerable residents and bears a clear ethical responsibility to provide enabling infrastructure.

Key Issues:

- **Invisibility of Need:** While exact data on local homelessness is limited, anecdotal reports and frontline observations indicate a pressing and unmet need for access to hygiene infrastructure in the Glen Innes Severn LGA.
- **Public Health Risk:** Inadequate access to toilets and showers significantly increases the risk of disease transmission, including hepatitis and skin infections.
- **Psychosocial Impacts:** Hygiene insecurity can lead to social isolation, deteriorating mental health, and diminished self-worth. Evidence indicates that even modest improvements—such as reliable access to showers—can dramatically enhance individual wellbeing.
- **Employment and Housing Barriers:** Hygiene is a basic prerequisite for employment readiness and social reintegration. A lack of facilities perpetuates disadvantage.
- **Service Gaps:** Many public toilets in the LGA are locked after 6pm, creating additional hardship. Organisations report that homeless individuals often rely on private amenities at caravan parks due to lack of alternative.

Toiletmap.gov.au lists two facilities in the Glen Innes area that are open 24 hours a day

- Glen Innes Rest Area, 70 East Avenue, Glen Innes



Toilets



Door is wide and opens outward. Cubicle floor space is small and force to open door is light. Toilet seat height is low. Grab rails available.

Access



OPEN: 24 hours

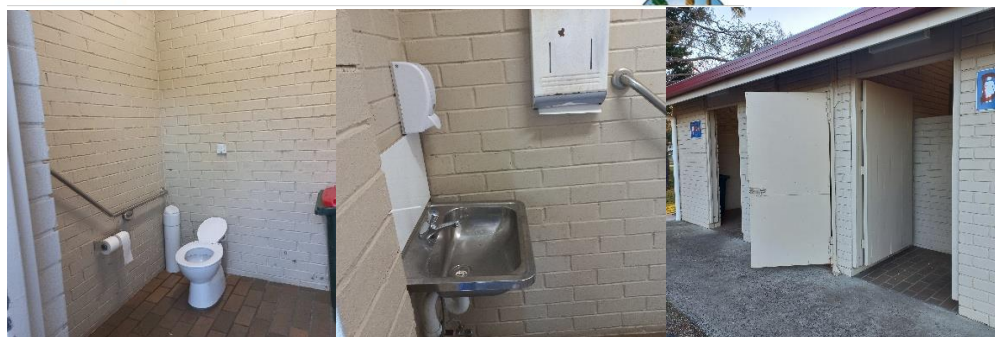
0.6km West of Glen Innes

Limited grab rails available. It is hard to access water basin from a wheelchair.

Amenities



Provided by



The main outside doors to the male and female conveniences do not have the ability to be locked. The central disabled toilet can be closed (for privacy) but can be locked from the outside. All spaces are lit, in a reasonable state of hygiene and have minor amounts of graffiti at time of inspection.

- and Standing Stones, 59 Watson Drive, Glen Innes. The following information from toiletmap.gov.au is outdated.



Toilets



Door is narrow and opens inward. Cubicle floor space is small and force to open door is light. Toilet seat height is low. Grab rails available.

Access



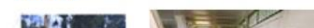
OPEN: 24 hours

Floor space: Small. Doorway: Narrow, inward opening, light. Seat height: Low. Grab rails and water basin available.

Amenities



Photos



The current facilities have a single disabled access toilet with a shower, shower seat, compliant grab rails, towel hooks, baby change table, mirror, wash basin, soap dispenser, paper, waste bins, shower curtain, easy access door 900mm (swings inwards) and lockable from both inside (engaged/not engaged) and outside.

The other toilets are unisex with doors opening outwards and lockable with exterior handwashing facilities.

The main problem with these facilities as it relates to homelessness is that of distance: they are located some distance from the shelter that the homeless require.



Item 8.5



- **Potential for Repurposing Assets:** Facilities such as the Youth Booth, which provides a much-needed facility for local youth, is currently used only between 3pm and 6pm on weekdays. School holiday programs are in place. Could this facility be made accessible during off-hours? Other underutilised Council buildings may also be suitable.
- **Standards and Compliance:** Resident and visitor complaints have highlighted deficiencies in Council-maintained toilets, some of which may fall below mandated accessibility and hygiene standards. Ensuring compliance with AS1428 and public health expectations is both a regulatory and ethical obligation.

ALIGNMENT WITH COMMUNITY STRATEGIC PLAN 2025–2035

This initiative directly supports multiple objectives within the CSP:

- **Strategic Objective 1: Thriving & Connected Community**
 - T1.1: Facilitate and support access to essential services with reliable healthcare.
 - T1.2: Facilitate and strengthen social community networks by fostering a sense of belonging including, engagement through events, cultural activities volunteer programs and support services.

- T1.3: Encourage active and healthy lifestyles through sport, fitness, healthy eating, mental health support and outdoor recreation ensuring overall wellbeing.
- **Strategic Objective 2: Prosperous & Diverse Economy**
 - P1.2: Support and facilitate workforce development and employment pathways aligned with industry best practice whilst retaining talent within the community.
- **Strategic Objective 3: Fit for the Future Infrastructure**
 - F1.3: Facilitate public and social infrastructure that supports the needs and diversity of the population now and into the future to ensure equitable access and protection of the community.
- **Strategic Objective 5: Open & Collaborative Leadership**
 - O1.3: Ensure strong governance, strategic resource management, and impactful advocacy to support the region's long-term sustainability and enhance quality of life.

FINANCIAL AND RESOURCE IMPLICATIONS

Resourcing for the audit and initial scoping can be accommodated within existing operational budgets of the Corporate and Community Services Directorate. Any financial implications arising from facility adaptations or capital works will be outlined in the follow-up report.

LEGAL AND RISK IMPLICATIONS

Failure to provide compliant and sanitary ablution facilities may expose Council to reputational and legal risks under public health and anti-discrimination frameworks. This motion proposes mitigating those risks through proactive policy development and infrastructure review.

COMMUNITY ENGAGEMENT AND PARTNERSHIPS

Local service organisations such as the Food Hub, Community Centre, Rotary, and faith-based charities are already supporting vulnerable residents. This proposal complements those efforts and opens pathways for coordinated service delivery, co-location of resources, and shared infrastructure use.

CONCLUSION

Providing access to clean, safe, and dignified hygiene facilities is foundational to human wellbeing and social participation. Through modest infrastructure investments and inclusive policy design, Glen Innes Severn Council has an opportunity to lead on an urgent community issue and affirm its commitment to equity, public health, and social inclusion.

I commend this Notice of Motion to Council.

Cr David Scott
Councillor

Date: 15 July 2025

OFFICER COMMENTS

Council Officers have performed a high-level assessment of the Notice of Motion addressing hygiene insecurity and provide the following comments:

- a) Glen Innes support agencies provide a number of different options for support through service agencies and referrals to appropriate (dependant on individual circumstances) services.

Whilst there is a conscious awareness of ensuring support is available for vulnerable community members, we do not believe there is sufficient evidence for Council to take on additional responsibilities in a space already being serviced by a number of other organisations whose objective is to connect people with the appropriate support. These organisations include,

- Glen Innes and District Community Centre
- Glen Innes Family and Youth Services
- Pathfinders
- Homes North
- Centacare
- Vinnies

Additionally, we understand (though not publicly advertised) that a local caravan park and local service station also provide emergency showers to families, women and children in need of these types of support services. This does indicate that there are already various options available for hygiene support to vulnerable communities in Glen Innes.

Discussions with Homes North indicate that Glen Innes is not currently experiencing increasing numbers of homelessness and the two community members who were included in the recent (February) count are known to service providers and we have been advised that they have previously not been accepting of assistance and support.

- b) NSW DCJ have released a protocol for homeless in public spaces which may negate the need for a Council Policy:
<https://www.nsw.gov.au/housing-and-construction/social-affordable/specialist-homelessness-services/protocol-for-homeless-people-public-places>
- c) We do need to keep in mind the Office of Children Guardian Child Safe Standards in this circumstance, as Council is required to have the appropriate Risk

Assessments and analysis to ensure all facilities are operated in accordance with the Child Safe Standards. Adapting public facilities for 24/7 access provides an increased risk to Council in this space.

- d) The Youth Booth provides a safe, vibrant space for young people to connect and grow through capacity building activities.
1. MOU's are currently in negotiation for additional third party utilisation of the space during non-operational hours with a focus on the delivery program and youth strategy. Utilising this space outside of these goals would impact the outcomes for Youth in Glen Innes.
 2. The Youth Booth offices are utilised by staff during non-operational hours to complete the required administrative, reporting and operational preparation for the delivery of youth services.
 3. The facility is open to youth Monday – Thursday 3.00PM – 5.30PM in winter months and 3.00PM – 6.00PM during summer months. The facility operates daily during school holiday periods which would negate the opportunity for the facility to be open to the public.
 4. With the recent media and public focus on child safety, enabling access to the public (other than youth) to the Youth Booth facilities would be viewed as high risk.

Council Officers have also considered Life Choices – Support Services (LCSS) facilities. LCSS is an accredited Aged Care and NDIS service provider. Given the nature of service delivery and extensive compliance requirements to operate the facility within legislative requirements, the facility would not be suitable to provide public showers.

ATTACHMENTS

There are no annexures to this report.

9 CORRESPONDENCE, MINUTES, PRESS RELEASES

REPORT TITLE: **9.1 MINUTES OF COUNCIL COMMUNITY COMMITTEE MEETINGS FOR INFORMATION**

REPORT FROM: **Corporate and Community Services**

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	Australian Standing Stones Management Board - 18/06/25
Annexure B	Public Art Advisory Group - 5/06/25
Annexure C	Roads Consultative Committee - 21/05/25

**REPORT TITLE: 9.2 MINUTES OF OTHER ORGANISATIONS FOR
INFORMATION**

REPORT FROM: Corporate and Community Services

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

Annexure A Country Mayors Association - 9/05/25

REPORT TITLE: 9.3 CORRESPONDENCE AND PRESS RELEASES

REPORT FROM: Corporate and Community Services

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

Correspondence

- Council Magazine,
- Councillor updates from the General Manager,
- Local Government NSW – newsletter, and
- Office of Local Government (OLG) – newsletter.

Press Releases

- Member for Northern Tablelands, Mr Brendan Moylan MP, and
- Country Mayors Association of NSW.

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

10 REPORTS FROM DELEGATES

REPORT TITLE: 10.1 REPORTS FROM DELEGATES

REPORT FROM: General Manager's Office

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 June 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
5.6.25	Public Arts Advisory Group	Cr Davis Cr Sparks	Yes
11.6.25	Community Services Interagency Committee	Cr Sparks	Yes
13.6.25	Audit Risk and Improvement Committee (ARIC)	Cr Elphick	Yes
17.6.25	Library Committee	Cr Davis	Yes
18.6.25	Australian Standing Stones Management Board	Cr Davis Cr Arandale	Apology No
18.6.25	Glen Innes & District Community Centre Inc.	Cr Sparks Cr Parsons	Yes No
27.6.25	GLENRAC	Cr Elphick	Yes

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:

Item	Report	Reason
12.1	NIRW TENDER P00824 - Scrap Metal and Optional Recyclable Materials	<p><i>(d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i></p> <p><i>(d) (ii) commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the Council.</i></p> <p><i>(d) (iii) commercial information of a confidential nature that would, if disclosed, reveal a trade secret.</i></p>
12.2	Taronga Mines - Mine Camp at Glen Innes Airport - Final Terms to form Binding Heads of Agreement	<i>(d) (ii) commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the Council.</i>
12.3	Authorisation to Seek Ministerial Approval for an Internal Loan Against the Water and Sewer Fund	<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>
12.4	Approval to Affix the Council Seal on Loan Documents	<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>

The following two (2) 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.