Glen Innes Severn Council Meeting

24 JULY 2025

Annexures

ANNEXURES

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19/06/2025	7.11	Working Capital Borrowings to be Drawn Down 30 June 2025	**13.06/25 RESOLUTION** That Council authorises the General Manager to negotiate and execute a fixed interest loan agreement on behalf of Glen Innes Severn Council for $5 million with drawdown scheduled for 30 June 2025. **CARRIED**	25/07/2025	Woodland, Lindsay	**18 Jul 2025 2:42pm Ford, Gregory - Reallocation** Action reassigned to Woodland, Lindsay by Ford, Gregory **18 Jul 2025 4:24pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 03 July 2025 to 25 July 2025 - An updated Council report is to be tabled at July OCM.
19/06/2025	7.8	Endorsement of the Draft Workforce Management Strategy 2025-2029	**10.06/25 RESOLUTION** That Council: 1. Endorses the revised Workforce Management Strategy 2025-2029. 2. Receives an annual workshop briefing on the implementation of the 2025–2029 Workforce Management Strategy, including progress against strategic workforce planning outcomes, and a summary of	31/07/2025	Sayers, Peter	**18 Jul 2025 12:03pm Sayers, Peter - Target Date Revision** Target date changed by Sayers, Peter from 03 July 2025 to 31 July 2025 - The timeline has been extended to allow the document to be finalised and filed / uploaded to the Intranet / Internet and other locatons.

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			achievements relating to the Strategy's goals, actions, and performance measures. **CARRIED**			
19/06/2025	7.7	Adoption of the 2025-2026 Operational Plan and Budget	**8.06/25 RESOLUTION** THAT: 1. Council adopts the Operational Plan and Revised Budget for the 2025/2026 Financial Year. 2. Council adopts the Rating and Revenue Policy Statement 2025/2026 Financial Year as part of Council's Operational Plan and Budget. The "Estimated Rate Differential and Income" for 2025/26 has been updated to reflect land valuation changes as per the NSW Valuer General. All rating categories Ad Valorem has been adjusted to ensure the	29/08/2025	Woodland, Lindsay	**30 Jun 2025 2:52pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 03 July 2025 to 25 July 2025 - Council Officers to bring back to Council a report to Council at its July OCM. **10 Jul 2025 11:53am Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 25 July 2025 to 29 August 2025 - Council officers require additional time to prepare the report to bring back to Council (due to other prioirities including Interim Audit)

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			increase in rates only reflects the rate peg of 4.4%. 3. Council adopts the Schedule of Fees and Charges for the 2025/2026 Financial Year as part of Council's Operational Plan and Budget. 4. Council adopts the Water Supply Charge Schedule for the 2025/2026 Financial Year as part of the Council's Operational Plan and Budget. The following charges are proposed to be levied in accordance with the provisions of Section 552 and Section 501(1) of the *Local Government Act 1993* on all land rateable to the Water Supply Charge for the year ending June 2026. 5. Council adopts the new Waste Pricing Strategy. 6. The Waste Management Facility Charge of $168 levied			

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			under the provisions of Section 501 of the *Local Government Act 1993* for the 2025/2026 Financial Year be adopted by Council as part of the Council's Operational Plan and Budget in accordance with the provisions of Section 405 of the *Local Government Act 1993*. 7. The Waste Collection Service Schedule for the 2025/2026 Financial Year be adopted by Council. The following charges are proposed to be levied in accordance with the provisions of Sections 496 and 502 of the *Local Government Act 1993* for the Waste Collection Services (with the understanding that one Waste Collection Service entitles a property owner to a 240 litre fortnightly recycling service and a 140 litre weekly garbage service per assessment – unless otherwise indicated): • Standard – one 140			

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			litre waste and one 240 litre recycling bin per assessment - $473 • Additional standard waste service per assessment - $240 • Large – one 240 litre waste and one 240 litre recycling bin per assessment - $647 • Additional Large Service per Assessment - $349 8. Council adopts the following fees for fire safety compliance that have been added to the Fees and Charges schedule: • Administration Processing Fee – Annual Fire Safety Statement -$100 • Audit Inspection of Fire Safety			

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			Measures in Building – By Quotation • Issue a new/replacement Fire Safety Schedule - $150 9. A report be brought back to Council on how we can provide Council with a clearer line of sight between operational plan items, their associated budget allocations, proportional allocation against strategic goals, and the corresponding sources of revenue. 10. Following the above, Council continue to prioritise the optimisation of operating and capital expenditure to support ongoing improvement in the Operating Performance Ratio, Own Source Revenue Ratio, and Asset Maintenance Ratio,			

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			with progress reported through the Quarterly Budget Reviews (QBRs). **CARRIED**			
19/06/2025	7.14	Aged and Disability Inclusion Strategy 2025-2035	Moved Cr C Sparks Seconded Cr M Elphick **17.06/25 RESOLUTION** THAT Council: 1. Endorses the draft Aged and Disability Strategy 2025-2035 for public exhibition for a period of 28 days, and 2. Subject to no significant adverse submissions being received during the exhibition period, adopts the Aged and Disability Strategy 2025-2035 at the conclusion of the exhibition period. **CARRIED**	31/07/2025	Brackenborough, Ellie	**18 Jul 2025 4:25pm Ford, Gregory - Target Date Revision** Target date changed by Ford, Gregory from 03 July 2025 to 31 July 2025 - 2 submissions received to be reviewed and considered.

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19/06/2025	8.1	Notice of Motion - Unlawful Sale of Tobacco from Tobacco Shops within the Glen Innes Severn Local Government Area and Greater Northern Tablelands	**21.06/25 RESOLUTION** THAT Council: 1. Provides a submission to the NSW Legislative Council's Portfolio Committee No. 5 – Justice and Communities inquiry into the illegal tobacco trade by August 1 2025, and that the submission is aligned with the inquiry terms of reference with supporting evidence from local impacted businesses. 2. Advocates to Northern Tablelands and New England councils to either provide their own submission to the inquiry referenced in point 1 or support the Glen Innes Severn Council submission. **CARRIED**	01/08/2025	Smith, Bernard	**01 Jul 2025 3:21pm Smith, Bernard - Target Date Revision** Target date changed by Smith, Bernard from 03 July 2025 to 01 August 2025
19/06/2025	7.16	Glen Innes Aboriginal Consultative Committee -	**19.06/25 RESOLUTION**	31/07/2025	Ford, Gregory	**18 Jul 2025 2:44pm Ford, Gregory - Target Date Revision**

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		Election of Committee	THAT Council: 1. Endorses the following six community representatives as the elected Glen Innes Aboriginal Consultative Committee: • Katie Spry • Elena Weatherall • Richard Fields • Jacqueline Byrne • Waabii Adele Chapman-Burgess • Belinda Tully (Alternate Debbie McCowen) 2. Endorses the Mayor (Councillor Margot Davis) as the Committee Chairperson of the newly elected Glen			Target date changed by Ford, Gregory from 03 July 2025 to 31 July 2025 - Letters to be sent to newly endorsed committee members

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			Innes Aboriginal Consultative Committee. **CARRIED**			
19/06/2025	7.15	Audit, Risk and Improvement Committee - Performance Assessment and Reappointment of Independent Member	**18.06/25 RESOLUTION** THAT Council: 1. Considers the assessment of William Middleton's performance as independent member of the Glen Innes Severn Council Audit Risk and Improvement Committee, and 2. Extends William Middleton's appointment as Independent Member of the Glen Innes Severn Council Audit, Risk and Improvement Committee from 30 June 2025 to 30 June 2028 (3 Year Term). **CARRIED**	31/07/2025	Ford, Gregory	**18 Jul 2025 2:44pm Ford, Gregory - Target Date Revision** Target date changed by Ford, Gregory from 03 July 2025 to 31 July 2025 - Letters to be sent to Appointed ARIC member and ARIC to be notified,

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22/05/2025	7.16	Glen Innes Severn Learning Centre - Plan of Management	**19.05/25 RESOLUTION** THAT Council: 1. Approves for the Glen Innes Severn Learning Centre – Plan of Management to be placed on public exhibition for 28 days from Thursday, 29 May 2025. 2. Displays the Glen Innes Severn Learning Centre – Plan of Management on Council's website, and that it be made available for viewing at the following locations: • Council's Town Hall Office, and • The Village Post Offices at Deepwater and Emmaville. 3. Requests the Manager of Asset Services to prepare a	31/08/2025	Hunt, David	**02 Jun 2025 10:04am Hunt, David - Target Date Revision** Target date changed by Hunt, David from 05 June 2025 to 31 August 2025 - Date revised to allow for Public Exhibition process to be completed. **02 Jun 2025 10:04am Hunt, David** Plan of Management is currently on public exhibition. **04 Jul 2025 10:33am Hunt, David** Plan of Management is currently on public exhibition.Plan of Management will also be required to go to Public Hearing. This will delay formal adoption by Council. Public Hearing details still to be finalised

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			further report to Council after the exhibition period in the event of Council receiving any substantial submissions regarding the Glen Innes Severn Learning Centre – Plan of Management; otherwise, that the Glen Innes Severn Learning Centre - Plan of Management be adopted by Council. **CARRIED**			
22/05/2025	7.2	Resolution Tracking Report	**5.05/25 RESOLUTION** THAT Council: 1. Notes the information in the report. 2. A monthly update of all current grant applications,	25/07/2025	Woodland, Lindsay	**10 Jun 2025 12:43pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 05 June 2025 to 25 July 2025 - The monthly updates to Council of all current grant applications, including whether a co-contribution is required, the payment schedule (whether funds are received before project commencement or after completion), and any associated implications for asset depreciation will be available from the new financial year and tabled at the July Ordinary Counvil Meeting..

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			including whether a co-contribution is required, the payment schedule (whether funds are received before project commencement or after completion), and any associated implications for asset depreciation. **CARRIED**			
22/05/2025	7.17	Headworks Charges Discount for Not-for-Profit Organisations	**20.05/25 RESOLUTION** THAT Council: 1. Approves the inclusion of a 50% discount on headworks charges for eligible not-for-profit organisations, as defined in this report including the Administrative Procedures, Application Form and the Checklist, within the Glen Innes Severn Council's Development Services Plan. 2. Undertakes a review of the	30/07/2025	Price, Sam	**10 Jun 2025 2:42pm Price, Sam - Target Date Revision** Target date changed by Price, Sam from 05 June 2025 to 30 June 2025 - Work has begun to get the process up and running successfully **01 Jul 2025 2:43pm Price, Sam - Target Date Revision** Target date changed by Price, Sam from 30 June 2025 to 30 July 2025 - Procedure and Policy adopted. Information being sort to assess Karinya against new procedure

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			financial impact of the discount after 12 months of implementation and reports back to Council with findings and recommendations. **CARRIED**			
22/05/2025	6.2	Reporting of Councillor Attendance in Annual Report and Update on Attendance Since October 2024	**3.05/25 RESOLUTION** THAT Council: 1. Includes in the 2024–2025 Annual Report a record of individual councillor attendance at: a. Ordinary and Extraordinary Meetings b. Councillor Workshops and Briefings c. Induction and Professional Development Training d. Code of Conduct	22/08/2025	Duffell, Debbie	**04 Jun 2025 11:02am Duffell, Debbie - Target Date Revision** Target date changed by Duffell, Debbie from 05 June 2025 to 22 August 2025 - Preparation of the Annual Report should commence during August.

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			and WHS-related training e. Any other structured sessions endorsed or required by Council 2. Requests a report to Council at the June 2025 Ordinary Meeting detailing councillor attendance at the above sessions since the commencement of the new Council term in October 2024. 3. Ensures that future attendance records are compiled and reported on a quarterly basis to support internal governance and public reporting. **CARRIED**			
22/05/2025	6.1	Managing Psychosocial Safety Risks for Councillors and Upholding Respectful Conduct in Council	**2.05/25 RESOLUTION** That Council:	29/08/2025	Smith, Bernard	**10 Jun 2025 3:43pm Smith, Bernard** A number of stakeholders have been contacted including LGNSW, LGPro, other Councils.

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			1. Endorses the development of a "Councillor Psychosocial Safety and Wellbeing Framework" to guide how Council identifies, manages and mitigates psychosocial hazards affecting elected members. 2. Requests the General Manager to prepare a draft Framework and present it to Council for endorsement by August 2025 with consideration given to: a. Access to Employee Assistance Program (EAP) or equivalent mental health support for councillors b. Induction and ongoing training on managing conflict, abuse, and difficult community			**13 Jun 2025 7:47am Smith, Bernard - Target Date Revision** Target date changed by Smith, Bernard from 05 June 2025 to 29 August 2025 - Aligns with resolution

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			interactions c. Clear procedures for incident reporting, debriefing, and referral after public meetings or distressing events d. Communication protocols and standards to minimise hostility, bullying, and misinformation in Council forums and community platforms e. Guidance for risk assessments related to public meetings, online interactions, or site visits involving elected officials 3. Includes psychosocial safety as a standing consideration in Council's			

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			quarterly WHS reporting and Risk Register reviews, including any identified councillor-specific incidents or risks. 4. Advocates through LGNSW and regional groupings for the development of state-wide resources and shared frameworks to support the mental health and psychosocial safety of elected representatives. **CARRIED**			
24/04/2025	7.13	Waste-to-Energy Technology - Costs, Benefits and Risks	**14.04/25 RESOLUTION** That Council: 1. Notes the contents of this report. 2. Creates a sub-committee of Council comprised of Councillors Davis, Scott, Arandale and Parsons, the General Manager, the	30/09/2025	Sheridan, Riarna	**08 May 2025 12:07pm Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 08 May 2025 to 30 September 2025 - Works are progressing in accordance with item 1 of the resolution. Draft Terms of Reference for the sub-committee are currently being developed, with the first meeting scheduled to be held prior to 30 June 2025. The $75,000 allocation endorsed under item 3 will not be released until necessary information is received regarding the trial. Further updates will be provided as the sub-committee progresses its work.

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			Director of Place and Growth, John Winter and 3 SEATA directors to undertake further investigations and discussions regarding a potential Public Private Partnership (PPP), and to obtain legal advice to inform this process. 3. Endorses a $75,000 budget allocation from the Sewer and Waste Funds Reserve to support a local feedstock trial with SEATA. 4. Receives a further report detailing the outcomes of the feedstock trial once complete and PPP investigations, including legal considerations, and estimated costs and returns to potentially progress the proposed agreement towards the ownership and means of operation of a SEATA plant by GISC, to also			**06 Jun 2025 9:29am Sheridan, Riarna** Works continue to progress in accordance with item 1 of the resolution. Draft Terms of Reference for the sub-committee have been developed and are being reviewed, with the first meeting still scheduled to be held prior to 30 June 2025, with invites to be sent out within the coming week. The $75,000 allocation endorsed under item 3 will not be released until necessary information is received regarding the trial. Further updates will be provided as the sub-committee progresses its work. **10 Jul 2025 8:42pm Sheridan, Riarna** Works continue to progress in accordance with item 1 of the resolution. A sub-committee meeting has been scheduled for 4 August 2025 and will inform future progression of the project and allocation of $75k for feedstock trial.

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			enable GISC to become a power producer and retailer. 5. Makes recommendation for the amendment of the Draft Community Strategic Plan, Delivery Program and the Operational Plan to ensure there are no potential impediments for submissions to OLG. 6. Identifies a potential site bearing in mind geography, geology, transport corridors and road and site works. **CARRIED**			
24/04/2025	11.1	Illegal Trade of Tobacco in Glen Innes	**11.1 ILLEGAL TRADE OF TOBACCO IN GLEN INNES** **25.04/25 RESOLUTION** That That this council must act to hinder if not close the illegal trade of tobacco in Glen Innes. By,	30/08/2025	Sheridan, Riarna	**08 May 2025 12:13pm Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 08 May 2025 to 30 June 2025 - Council officers have completed initial investigations. Updated 'No Smoking' signage is being ordered and installed in the CBD to support enforcement under Council's Smoke Free Outdoor Environment Policy. Compliance action has commenced with tobacco retailers, and concerns have been referred to NSW Health. Council is also working with Police on illegal tobacco sales and advocating to other levels of government. **06 Jun 2025 9:34am Sheridan, Riarna** Progress continues to be made. Updated 'No Smoking' signage is on track for installation in the CBD by 30 June, supporting enforcement

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			1. Enforcing no smoking rules within our Main Street. 2. Ensuring the tobacco shops in Glen Innes Strictly adhere to our councils Development. Control Plan and remove the shop window facade blocking visibility into shopfronts. 3. Reporting the presence and effects of these shops and products to NSW Health and demand action. 4. Work with local police to eliminate the sale of illegal tobacco products in our town. And, 5. Demand action by state and federal governments to stop these products ending up in the hands of our children. **CARRIED**			under Council's Smoke Free Outdoor Environment Policy. Compliance action with local tobacco retailers is ongoing. As of the date of this update, the NSW Public Health Inspector has not yet attended Glen Innes, although, as previously reported, the town remains on their inspection schedule. **10 Jul 2025 8:46pm Sheridan, Riarna** Progress continues to be made. Updated 'No Smoking' signage has been ordered and is still awaiting production. Date of installation extended to 30 August to allow for production and delivery to Council. Compliance action with local tobacco retailers is ongoing. As of the date of this update, the NSW Public Health Inspector has not yet attended Glen Innes, although, as previously reported, the town remains on their inspection schedule. **10 Jul 2025 8:49pm Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 30 June 2025 to 30 August 2025 - To allow for signage to be produced and installed and compliance action with tobacco retailers to be finalised.

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19/03/2025	7.2	Operational Management and Improvement of the Glen Innes Highlands Hub	**8.03/25 RESOLUTION** THAT Council: 1. Notes the contents of this report on the operational management and performance of the Highlands Hub. 2. Endorses the implementation of immediate short-term improvements, including: (a) A temporary marketing and engagement plan to increase awareness and facility usage. (b) Engagement with key stakeholders, including local businesses, universities, community organisations and funding bodies to explore additional revenue opportunities and partnerships to	30/09/2025	Sheridan, Riarna	**25 Mar 2025 11:48am Smith, Bernard - Reallocation** Action reassigned to Sheridan, Riarna by Smith, Bernard **02 Apr 2025 5:17pm Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 02 April 2025 to 30 September 2025 - Works are now underway in line with the short-term improvements outlined in the resolution. The completion date has been extended to the end of September in accordance with point 3 of the resolution, which requires a report to be presented to Council's Ordinary Meeting in September 2025 on the progress of short-term improvements and strategic planning efforts. **08 May 2025 11:50am Sheridan, Riarna** Works are progressing in line with the short-term improvements identified in the resolution, with a dedicated staff member now allocated two days per week to support their delivery. **12 Jun 2025 6:36am Sheridan, Riarna** Given the dedication of a staff member 2 days per week, works are progressing swiftly in line with the short-term improvements identified in the resolution. This includes, a temporary marketing and engagement plan on track to be completed and implemented by 30 June. Proactive engagement with key stakeholders has commenced including UNE, Regional Business NSW, TAFE NSW, Business NSW, Glen Innes Health Hub, Regional Development Australia Northern Inland, and Destination NSW. A staffing, financial and facility maintenance review to identify cost-saving measures and address ongoing operational inefficiencies is on track for completion by 30 July. **10 Jul 2025 8:36pm Sheridan, Riarna** Works continue to progress in line with the resolution. The temporary marketing and engagement plan is now being implemented and results will be provided to Council's September 2025 Ordinary Meeting. The staffing, financial and facility maintenance review to identify cost-saving measures and address ongoing operational inefficiencies is still on track for completion by 30 July.

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			enhance the Hub's financial sustainability. (c) A review of staffing and resource allocation to assess the need for dedicated on-site support. (d) A financial and facility maintenance review to identify cost-saving measures and address ongoing operational inefficiencies. 3. Requests a report on the progress of short-term improvements and strategic planning efforts for Council's consideration at its September 2025 Ordinary Meeting (six months from the date of this resolution). **CARRIED**			
07/03/2025	4.1	Expression of Interest - Sale of 146 and 148 Church	**2.03/25 RESOLUTION**	31/07/2025	Sheridan, Riarna	**07 Apr 2025 9:21am Hunt, David** Tenterfield Surveying engaged to prepare subdivision documents. APJ

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		Street	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			Law engaged to draft lease conditions and contract of sale. **07 Apr 2025 9:22am Hunt, David - Target Date Revision** Target date changed by Hunt, David from 21 March 2025 to 06 April 2025 - To allow further time to complete actions. **08 Apr 2025 1:55pm Hunt, David - Target Date Revision** Target date changed by Hunt, David from 06 April 2025 to 30 June 2025 - Date revised to allow for subdivision to be prepared and lodged. **07 May 2025 9:33am Hunt, David** Tenterfield Surveying engaged to proceed with subdivision requirements. Lease documents created and provided to lessee. **02 Jun 2025 9:59am Hunt, David** Tenterfield Surveying continuing with requirements for subdivision. Lease has been executed wtih New England CT. **02 Jun 2025 10:22am Hunt, David - Reallocation** Action reassigned to Sheridan, Riarna by Hunt, David - As requested by Director Sheridan. Actions assigned to MAS have been completed at stage. **06 Jun 2025 8:54am Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 30 June 2025 to 31 July 2025 - Progress to date includes finalisation and execution of the lease and lodgement of Development Applications for both subdivision and change of use to a Medical Centre (including associated alterations and additions). These applications are currently under assessment in accordance with Council's Conflict of Interest Policy (Dealing with Council-Related Development). The sale contract will be prepared closer to the date of sale, being 12 months post-subdivision in line with the resolution. A report is on track to be presented to the July 2025 Council Meeting, outlining potential future uses for the rear portion of 148 Church Street, which is to be retained by Council.

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			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			**10 Jul 2025 8:27pm Sheridan, Riarna** Further progress made in line with the resolution includes, a report for the Development Application for the change of use to a medical centre, including associated alterations and additions has been prepared for Council's consideration at the July 2025 Ordinary Meeting in accordance with Council's Conflict of Interest Policy – Dealing with Council-Related Development. The Development Application for subdivision is expected to be considered at the September 2025 Council Meeting. This was delayed to allow for a reconfiguration of the proposed lots, which now includes the existing dwelling site (146 Church Street) forming part of the front portion of the land to be subdivided at 148 Church Street. To meet item 6 of the resolution, a separate report has been prepared for the July 2025 Meeting, outlining potential future uses for the rear portion of 148 Church Street, which is to be retained by Council.

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			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. **CARRIED**			
28/11/2024	9.5	Petition for Street Surveillance in the Central Business District	**21.11/24 RESOLUTION** THAT Council: 1. Receives and notes the petition. 2. Notes the allocation in the	29/08/2025	Sheridan, Riarna	**02 Dec 2024 3:52pm Smith, Bernard - Reallocation** Action reassigned to Burley, Gayleen by Smith, Bernard - Leave it to you Gayleen to refer. Suggest a staged approach with a report to the February Workshop **10 Dec 2024 4:34pm Burley, Gayleen - Reallocation** Action reassigned to Lawes, Tess by Burley, Gayleen - Manager responsible for CCTV **12 Dec 2024 2:17pm Burley, Gayleen - Target Date Revision**

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			current budget for CCTV for Council assets. 3. Continues to apply for external funding. 4. Works with the community to encourage property owners to install CCTV on their own premises. 5. Develops a Public Safety and Asset Protection CCTV Strategy incorporating Council installed cameras, mobile cameras, lighting, and property owner installed cameras. 6. Expresses its extreme concern regarding the impact on the community of crime particularly in public areas and makes a commitment to address the issue as much as possible, and that the General Manager be requested to bring back a comprehensive report to			Target date changed by Burley, Gayleen from 12 December 2024 to 27 June 2025 - Development of strategy will require specifications, budget and expertise. **15 May 2025 8:52am Duffell, Debbie - Reallocation** Action reassigned to Sheridan, Riarna by Duffell, Debbie **16 May 2025 11:23am Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 27 June 2025 to 29 August 2025 - Progress is continuing in line with the resolution, with significant upgrades to Council's CCTV network scheduled to commence between late May and early June 2025. These works are being delivered within the allocated $50,000 budget for the current financial year and include the installation of 16 new cameras in the CBD between Bourke and Meade Streets, 13 new cameras and system upgrades at the Town Hall, and the first-ever installation of CCTV at ANZAC Park. Development of the Public Safety and Asset Protection Strategy is also progressing internally, with initial scoping underway. A draft strategy is expected to be prepared for review by 29 August 2025. **06 Jun 2025 8:35am Sheridan, Riarna** Progress continues in accordance with the Council resolution. Four cameras have now been installed in Anzac Park and the contractor is currently upgrading the system. The installation of a further 16 cameras in the CBD (between Bourke and Meade Streets), and 13 new cameras along with system upgrades at the Town Hall are on track to be installed by 30 June 2025. The Public Safety and Asset Protection Strategy also remains on track for preparation and review by 29 August 2025. **10 Jul 2025 8:17pm Sheridan, Riarna** Progress continues in accordance with the Council resolution. Four cameras have now been installed in Anzac Park and the contractor is currently upgrading the system. The installation of a further 16 cameras in the CBD (between Bourke and Meade Streets) and 13 new cameras along with system upgrades at the Town Hall are expected to be completed by 30 July. The Public Safety and Asset Protection Strategy remains on track for preparation and review by 29 August

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			Council regarding the matter. 7. Notes the information presented to the meeting by Cr D Scott. **CARRIED**			2025.
28/11/2024	12.1	Purchase of Property	**24.11/24 RESOLUTION** THAT Council: 1. Authorises for the Common Seal of the Glen Innes Severn Council to be affixed to the Contract for the sale and purchase of the building and land as indicated on Plans A and B between the Glen Innes Severn Council and the Glen Innes Mackenzie Mall Pty Ltd ATF Glen Innes Mackenzie Mall Unit Trust and in accordance with the terms outlined in the report. 2. Authorises for the Mayor and	31/12/2026	Smith, Bernard	**11 Dec 2024 1:09pm Smith, Bernard - Target Date Revision** Target date changed by Smith, Bernard from 12 December 2024 to 01 June 2025 - Matter will take time to resolve. **15 May 2025 2:35pm Smith, Bernard - Target Date Revision** Target date changed by Smith, Bernard from 01 June 2025 to 31 December 2026 - Resolution includes raising the borrowings for the total project, this will occur in 2 loans and the second will not be raised until mid 2026. **15 May 2025 2:40pm Smith, Bernard** Sale contract finalised within 4 weeks, includes provisions relating to carpark design, works funded by vendor, other works to be undertaken by vendor., Brief for internal fitout design to be issued with 4 week., Draft plan of subdivision being prepared. **10 Jun 2025 3:40pm Smith, Bernard** Negotiations complete regarding apportionment of civil works costs, terms sheet for contract finalised.

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			the General Manager to execute all documents relating to the purchase of the building and land. 3. Authorises the expenditure plus GST if applicable, as outlined in the report for the purchase of the building and land plus all associated and necessary disbursements, fees and duties. 4. Raises the total loan borrowings of $6,000,000 staged as required over a 2-year period commencing in the current financial year to fund the purchase and the necessary works to complete the project. 5. Gives public notice of its intentions to classify the land as Operational Land in accordance with the provisions of Section 34 of the *Local Government Act 1993* and that submissions be received for a			

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			minimum period of 28 days closing at 4:00pm on 24 January 2025. 6. That, if no objecting submissions are received, Council classifies the property being land owned by the Council that is shown as Lot 1 on Plan B as Operational Land in accordance with Section 31 of the *Local Government Act 1993*. 7. Notes that the land currently used for carparking is to continue in that form. **CARRIED**			
15/08/2024	L.1	Expressions of Interest - Council Depot Cool Rooms	**13.08/24 RESOLUTION** That Council authorises the General Manager to enter into an agreement for the use of the Council Depot cool room area with the original interested party in the event that the Expression of	31/12/2025	Hunt, David	**30 Aug 2024 10:00am Appleby, Keith - Reallocation** Action reassigned to Hunt, David by Appleby, Keith - . **17 Oct 2024 8:42am Hunt, David** Expression of Interest for the lease / use of the Cool rooms was completed. One EOI was received. Negotiations underway with the interested party. For the lease to proceed, physical works including electrical will need to be completed. These are currently being investigated. **17 Oct 2024 9:22am Hunt, David - Target Date Revision**

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			Interest process reveals no other interest, noting any agreement is subject to the expected reclassification of the land as Operational land. **CARRIED**			Target date changed by Hunt, David from 29 August 2024 to 31 January 2025 - Target date changed to allow negotiations to occur and physical works required to be determined. **05 Nov 2024 3:54pm Hunt, David** Expression of Interest for the lease / use of the Cool rooms was completed. One EOI was received. Negotiations underway with the interested party. For the lease to proceed, physical works including electrical will need to be completed. These are currently being investigated. **04 Feb 2025 12:38pm Hunt, David - Target Date Revision** Target date changed by Hunt, David from 31 January 2025 to 30 June 2025 - To allow for land to be reclassified from Community to Operational. **04 Feb 2025 12:38pm Hunt, David** Land must be reclassified from Community to Operational before lease can be negotiated. Estimated value of works required by Council to be completed before lease can be taken up is $150,000. A budget must be created for this. **07 Apr 2025 9:14am Hunt, David** Discussions still ongoing with interested party regarding space necessary and traffic movements. Expected to take occupation in late June, pending delivery of equipment. Lease details to be finalised. **07 May 2025 9:32am Hunt, David** A draft license has been provided to River Gum Eggs, the successful interested party, for the use of the Council Depot cool rooms. The license is for one year as a lease cannot be facilitated until the land is reclassified from community land to operational land. This process will take approximately 6 months. To facilitate River Gum Eggs occupying the space, an Electrician has been engaged to complete necessary electrical works and Council's Infrastructure Delivery teams have commenced works on Lang Street, to facilitate truck movements by River Gum eggs and eliminate unnecessary interference to Council crews. River Gum eggs is expected to take occupation in late June however this is pending any planning conditions placed on River Gum eggs from Council.

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						02 Jun 2025 9:56am Hunt, David - Target Date Revision Target date changed by Hunt, David from 31 December 2025 to 31 December 2025 - To allow for finalisation of lease. **02 Jun 2025 9:56am Hunt, David** No further details can be provided since the last action update. Item still progressing. **04 Jul 2025 11:22am Hunt, David** Lease is still to be finalised with River Gum eggs. Council has completed works outside of the cool rooms to faciliate truck access. Council crews have also completed an internal clean-up of the cool rooms.
27/06/2024	7.13	Dwelling Opportunities Map Review	**14.06/24 RESOLUTION** THAT Council: 1. Permits 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,	30/07/2025	Sheridan, Riarna	**18 Jul 2024 12:11pm Neil, Andrew** Advertising material currently being finalised for publication. Target 9/8/24 **18 Jul 2024 2:42pm Duffell, Debbie - Target Date Revision** Target date changed by Duffell, Debbie from 11 July 2024 to 02 August 2024 **06 Aug 2024 12:04pm Neil, Andrew** Advertising material currently being finalised for publication. Target 9/8/24 **06 Aug 2024 12:06pm Neil, Andrew - Target Date Revision** Target date changed by Neil, Andrew from 02 August 2024 to 09 August 2024 **06 Aug 2024 1:08pm Neil, Andrew - Target Date Revision** Target date changed by Neil, Andrew from 09 August 2024 to 29 November 2024 - Allow for report back to Council **11 Dec 2024 10:32am Neil, Andrew - Target Date Revision** Target date changed by Neil, Andrew from 29 November 2024 to 21 March 2025 - EOI process completed. Reviewing and preparing Council report.

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			Housing and Infrastructure. **CARRIED**			**21 Mar 2025 9:14am Duffell, Debbie - Reallocation** Action reassigned to Sheridan, Riarna by Duffell, Debbie - Ceased employment with Council. **29 Mar 2025 9:01am Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 21 March 2025 to 30 May 2025 - RFQ process completed and the services of a contract Strategic Planner secured to finalise the dwelling opportunities map review. Consultant will prepare the report confirming number of Dwelling Opportunity map submissions received and next steps to the Ordinary Meeting of Council scheduled for May 2025. **08 May 2025 11:41am Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 30 May 2025 to 30 June 2025 - The revised date reflects the expected timeframe for completion by the Strategic Planning Consultant, taking into account scheduling impacts during April, including multiple public holidays. **16 May 2025 2:03pm Duffell, Debbie - Target Date Revision** Target date changed by Duffell, Debbie from 30 May 2025 to 30 June 2025 **06 Jun 2025 8:21am Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 30 June 2025 to 30 July 2025 - Works are progressing well. A report is expected to be presented to Council's July Ordinary Meeting, detailing the outcome of the public exhibition, assessment of submissions and recommendations regarding properties to be added to the Dwelling Opportunity Map. To accommodate this, the completion date has been extended to the end of July to align with the scheduled reporting timeframe. **10 Jul 2025 8:14pm Sheridan, Riarna** A report outlining the results of the Dwelling Opportunity Map submissions received as a result of the public exhibition, assessment of submissions and recommendations regarding properties to be added to the Dwelling Opportunity Map via a Planning Proposal and next steps has been prepared for Council's consideration at the July 2025 Ordinary Meeting.

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27/06/2024	7.14	Derry Place Road Closure	**15.06/24 RESOLUTION** THAT Council: 1. Proceeds to close the road corridor that holds Derry Place. 2. Determines the area of land needed within Lot 7 Deposited Plan 1008237 to enable a cul-de-sac head in Penzance Street. 3. Confirms its intention to exchange land from the closed Derry Place for a partial widening of Penzance Street, subject to a further report that sets appropriate compensation, having regard to valuation of both parcels by an independent registered property valuer. **CARRIED**	31/12/2025	Hunt, David	**16 Jul 2024 2:16pm Reid, Adam** Due to illness of Property Officer, this has not progressed. Notification to service providers to be issued **16 Jul 2024 2:18pm Reid, Adam - Target Date Revision** Target date changed by Reid, Adam from 11 July 2024 to 31 January 2025 - Time required for process of road closure **07 Aug 2024 11:24am Reid, Adam** Notification period set for 15 August 2024 to 12 September 2024 **15 Aug 2024 2:54pm Reid, Adam** Notification sent to all notifiable authorities, adjoining land holders, local newspapers, and Council website on 15 August 2024 for a period of 28 days **18 Oct 2024 1:52pm Reid, Adam** New England Surveying and Engineering have been engaged to complete the road closure on behalf of Council in tandem with the land owners subdivision plans. Negotiations surrounding the payment to Council for the land to be acquired and exchanged will be held at the time of subdivision **04 Nov 2024 3:02pm Reid, Adam** Property Officer awaiting quote for closure of road corridor to on bill to Land owners **03 Jan 2025 1:53pm Reid, Adam** Property Officer waiting on confirmation of payment for the oncost for survey works **21 Jan 2025 3:33pm Reid, Adam** Received payment from Allcrete on 20/01/2025. Notification sent to New England Surveying and Engineering to begin process. **21 Jan 2025 4:03pm Reid, Adam - Target Date Revision** Target date changed by Reid, Adam from 31 January 2025 to 30 June 2025 - Payment received to start survey work received 20/01/2025

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						10 Feb 2025 8:36am Duffell, Debbie - Reallocation Action reassigned to Hunt, David by Duffell, Debbie - Resignation of Officer. **07 Apr 2025 9:12am Hunt, David** New England Surveying and Engineering engaged to prepare Compiled Plan, Liaise with Crown Lands Office, Lodge plan with Glen Innes Severn Council and lodge documentation with NSW Land Registry Service. **07 May 2025 9:28am Hunt, David** New England Surveying and Engineering are still progressing through the requirements required to close the road corridor that holds Derry Place. This will involve liaising with Crown Lands, Glen Innes Severn Council and the NSW Land Registry Service. It is anticipated that the work required by New England Surveying and Engineering will be completed by the end of August 2025. **02 Jun 2025 9:50am Hunt, David - Target Date Revision** Target date changed by Hunt, David from 30 June 2025 to 31 December 2025 - Date revised to allow for surveying and land valuations to occur. **04 Jul 2025 11:15am Hunt, David** New England Surveying & Engineering have confirmed that a title has now been created for the land, known as Derry Place, which confirms the road has been closed. Next steps are to work through selling / transferring the land to Allcrete. Due to vacant Property Officer position not being filled, this will take longer than originally expected.
27/06/2024	12.4	Sale of 23 Bourke Street, Deepwater	**24.06/24 RESOLUTION** THAT Council: 1. Rescinds Council Resolution 19.12/23, noting the withdrawal of the associated offer.	31/12/2025	Hunt, David	**18 Jul 2024 2:40pm Duffell, Debbie - Target Date Revision** Target date changed by Duffell, Debbie from 11 July 2024 to 26 July 2024 **08 Aug 2024 8:56am Hunt, David - Target Date Revision** Target date changed by Hunt, David from 26 July 2024 to 31 December 2024 - Date changed to allow for negotiation and exchange of contracts with new Purchaser. Council proceeding to engage a Surveyor to ensure block of land for sale does not encroach on existing

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			2. Accepts the alternate offer as received for the sale of land at 23 Bourke Street, Deepwater in the amount of $90,000. 3. Authorises for the Common Seal of Glen Innes Severn Council to be affixed to the Contract for the Sale of Land between the Glen Innes Severn Council and Zanemax Pty Ltd as Trustee for Bradrach Super, at a sale price of $90,000. 4. Adds the proceeds of sale to the internal reserve for co-location of Council offices. **CARRIED**			SES shed on adjacent block of land. **17 Oct 2024 8:41am Hunt, David** Contract negotiation still underway with interested party. **05 Nov 2024 3:54pm Hunt, David** Contract negotiation still underway with interested party. **04 Feb 2025 12:35pm Hunt, David - Target Date Revision** Target date changed by Hunt, David from 31 December 2024 to 30 June 2025 - Initial real estate agent provided with notice to terminate agreement due to sale not occurring. Date changed to allow for engagement of new agent. **04 Feb 2025 12:35pm Hunt, David** Real Estate Agent provided with notice of termination of contract. New agent to be engaged. Expected engagement in March 2025. **21 Mar 2025 12:18pm Hunt, David** Expression of Interests released to 4 x real estate agents for analysis and selection to list block of land for sale. **07 Apr 2025 9:13am Hunt, David** Expressions of Interest received from 3 x Real Estate Agents. Real Estate Agent to be selected and proceed to sell vacant land. **07 May 2025 9:29am Hunt, David** Real Estate Agent selected to seek expressions of interest for the land. Advertising currently underway seeking expressions of interest. **12 May 2025 11:48am Hunt, David** Country Wide Property engaged to list the lots for sale via Expressions of Interest. **02 Jun 2025 9:52am Hunt, David - Target Date Revision** Target date changed by Hunt, David from 30 June 2025 to 31 December 2025 - Target date changed by Hunt, David from 30 June 2025 to 31 December 2025 - Date revised to allow for expressions of interest to be received by Country Wide Property and the subsequent timings of Council meeting to accept of decline and contract of sale to

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						be settled. **04 Jul 2025 11:20am Hunt, David** Vacant land is currently listed with Country Wide Property. Once the Expression of Interest process concludes, and if any interest, a report will be presented to Council.
22/02/2024	7.13	Reclassification of Council Owned Land	**15.02/24 RESOLUTION** THAT Council: 1. Endorses the submission of the attached planning proposal for Gateway Determination to the Department of Planning, Housing and Infrastructure. 2. Notes that a subsequent report detailing the outcomes of public exhibition and public hearing will be reported back to Council. **CARRIED**	30/08/2025	Sheridan, Riarna	**28 Feb 2024 10:00am Neil, Andrew** Planning Proposal Submitted for Gateway Determination 28/2/24 **19 Mar 2024 9:48am Neil, Andrew - Target Date Revision** Target date changed by Neil, Andrew from 07 March 2024 to 07 September 2024 - The timeframe for receiving Gateway Determination, undertaking Public Hearings and reporting back to Council will be a minimum of six months from the resolution of Council. **19 Mar 2024 9:54am Neil, Andrew** Request for amended maps to align with Department template received from Department of Planning 12/3/24. Currently amending maps for resubmission by 22/3/24 **17 Apr 2024 12:03pm Neil, Andrew** Revised PP sent to Department of Planning **18 Jul 2024 12:11pm Neil, Andrew** Gateway Determination anticpated week ending 23/08/2024 **06 Aug 2024 11:16am Neil, Andrew** Request for additional information from Department recieved. 9/8/24 target for sending back. **15 Oct 2024 4:12pm Neil, Andrew - Target Date Revision** Target date changed by Neil, Andrew from 07 September 2024 to 20 December 2024 - Awaiting finalisation. **11 Dec 2024 10:31am Neil, Andrew - Target Date Revision** Target date changed by Neil, Andrew from 20 December 2024 to 31 January 2025 - Allow for DPE to complete taking into account

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						Christmas shutdown **12 Feb 2025 11:33am Neil, Andrew - Target Date Revision** Target date changed by Neil, Andrew from 31 January 2025 to 28 February 2025 - Comments from DOP currently being made to finalise **14 Mar 2025 12:51pm Ford, Gregory - Reallocation** Action reassigned to Sheridan, Riarna by Ford, Gregory - Andrew Neil has Left Council **02 Apr 2025 4:26pm Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 30 April 2025 to 30 May 2025 - Gateway Determination received from Department 28/03/25. Strategic Planning Consultant engaged to complete remainder of process including conducting public hearings. Process anticipated to be completed by 30 May 2025. **08 May 2025 11:38am Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 30 May 2025 to 30 June 2025 - The revised date reflects the expected timeframe for completion by the Strategic Planning Consultant, taking into account scheduling impacts during April, including multiple public holidays. **06 Jun 2025 8:15am Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 30 June 2025 to 30 August 2025 - Works are progressing well. The Planning Proposal has been updated in accordance with the Gateway Determination conditions and uploaded to the NSW Planning Portal. Public exhibition is scheduled to occur throughout June and July, followed by a public hearing scheduled to occur in early August, in accordance with legislative requirements. Following the exhibition and hearing, a report will be presented to Council's August Ordinary Meeting. **10 Jul 2025 8:11pm Sheridan, Riarna** Reclassification of land Planning Proposal remains on public exhibition until 18 July 2025, which will be followed by a public hearing scheduled to occur in early August. Following the exhibition and hearing, a report will be presented to Council's August Ordinary Meeting.

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21/12/2023	12.2	Proposed Sale of 181 Bourke Street, Glen Innes	**20.12/23 RESOLUTION** THAT Council: 1. Notes the requirement to reclassify the land as operational and endorses the commencement of that process. 2. Accepts, in principle, the expression of interest received for the sale of the property at 181 Bourke Street, Glen Innes in the amount of $301,500 plus GST. 3. Authorises the General Manager to negotiate the terms and conditions. 4. Receives a further report to consider the final contract of sale. **CARRIED**	31/03/2026	Hunt, David	**31 Jan 2024 12:14pm Hunt, David** Work is underway to reclassify property as Operational which will allow sale to continue. All Operational and Community assets are being reviewed and reclassified if necessary. This will involve community consultation and will take approximately 6 months. **31 Jan 2024 12:16pm Hunt, David - Target Date Revision** Target date changed by Hunt, David from 04 January 2024 to 31 August 2024 - Date revised to allow for reclassification to Operational land to occur. This involves community consultation and is expected to take 6 months to complete. **06 Mar 2024 4:59pm Hunt, David** Work is underway to reclassify property as Operational which will allow sale to continue. All Operational and Community assets are being reviewed and reclassified if necessary. This will involve community consultation and will take approximately 6 months. **09 Apr 2024 8:25am Hunt, David** Work is underway to reclassify property as Operational which will allow sale to continue. All Operational and Community assets are being reviewed and reclassified if necessary. This will involve community consultation and will take approximately 6 months. **08 May 2024 8:10am Hunt, David** Work is underway to reclassify property as Operational which will allow sale to continue. All Operational and Community assets are being reviewed and reclassified if necessary. This will involve community consultation and will take approximately 6 months. **11 Jun 2024 11:53am Hunt, David** Work is underway to reclassify property as Operational which will allow sale to continue. All Operational and Community assets are being reviewed and reclassified if necessary. This will involve community consultation and will take approximately 6 months. **08 Aug 2024 8:52am Hunt, David - Target Date Revision** Target date changed by Hunt, David from 31 August 2024 to 28 February 2025 - Date changed to allow for land to be reclassified to Operational from Community and Expressions of Interest to be

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						received. **17 Oct 2024 8:37am Hunt, David** Reclassification of land from Community to Operational is still underway. Sale can't progress until the land is reclassified. **05 Nov 2024 3:50pm Hunt, David** Reclassification of land from Community to Operational is still underway. Sale can't progress until the land is reclassified. **04 Feb 2025 12:32pm Hunt, David - Target Date Revision** Target date changed by Hunt, David from 28 February 2025 to 30 June 2025 - To allow for land to be reclassified from Community to Operational. **04 Feb 2025 12:32pm Hunt, David** Reclassification of land from Community to Operational is still underway. Sale can't progress until the land is reclassified. **07 Apr 2025 9:10am Hunt, David** Reclassification of land from Community to Operational is still underway. Sale can't progress until the land is reclassified. **07 May 2025 9:28am Hunt, David** The sale of 181 Bourke Street can not occur until the land is classified from community to operational. This process has been underway for some time and is being progressed Council's Directorate of Place and Growth. Due to the departure of Council's Manager of Growth and Development, an external consultant has been engaged to take over the process. Early indications indicate that the process will take another 6 months. The Department of Planning, Housing and Infrastructure provided a Gateway Determination on the 31st of March that an amendment to the Glen Innes Severn Local Environmental Plan 2012 to reclassify certain community land to operational land should proceed subject to conditions. The first condition was, "prior to agency and community consultation, the planning proposal is to be updated to outline how the funds from the sale of Lots 5-6, Section A, DP 193319, 181 Bourke Street, Glen Innes will be used". Public exhibition and a public hearing is also required for the reclassification to occur in accordance with the requirements of

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						section 3.34(2)(e) of the Local Government Act 1993. **02 Jun 2025 9:49am Hunt, David - Target Date Revision** Target date changed by Hunt, David from 30 June 2025 to 31 March 2026 - Date revised to allow for reclassification to be completed. Expected ETA of reclassification is December 2025. Addtional time added to advertise property after reclassification occurs. **02 Jun 2025 9:49am Hunt, David** The sale of 181 Bourke Street can not occur until the land is classified from community to operational. This process has been underway for some time and is being progressed Council's Directorate of Place and Growth. Due to the departure of Council's Manager of Growth and Development, an external consultant has been engaged to take over the process. Early indications indicate that the process will take another 6 months. The Department of Planning, Housing and Infrastructure provided a Gateway Determination on the 31st of March that an amendment to the Glen Innes Severn Local Environmental Plan 2012 to reclassify certain community land to operational land should proceed subject to conditions. The first condition was, "prior to agency and community consultation, the planning proposal is to be updated to outline how the funds from the sale of Lots 5-6, Section A, DP 193319, 181 Bourke Street, Glen Innes will be used". Public exhibition and a public hearing is also required for the reclassification to occur in accordance with the requirements of section 3.34(2)(e) of the Local Government Act 1993. **04 Jul 2025 11:18am Hunt, David** The sale of 181 Bourke Street can not occur until the land is classified from community to operational. This process has been underway for some time and is being progressed Council's Directorate of Place and Growth. Due to the departure of Council's Manager of Growth and Development, an external consultant has been engaged to take over the process. The Department of Planning, Housing and Infrastructure provided a Gateway Determination on the 31st of March that an amendment to the Glen Innes Severn Local Environmental Plan 2012 to reclassify certain community land to operational land should proceed subject to conditions. The first condition was, "prior to agency and community consultation, the planning proposal is to be updated to outline how the funds from the sale of Lots 5-6, Section A, DP 193319, 181 Bourke Street, Glen Innes will be used". Public exhibition and a

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						public hearing is also required for the reclassification to occur in accordance with the requirements of section 3.34(2)(e) of the Local Government Act 1993. A Public Hearing is scheduled for early August 2025 with finalisation expected prior to the end of 2025.

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19/06/2025	7.6	Adoption of the Delivery Program 2025-2029	**7.06/25 RESOLUTION** That Council adopts the 2025-2029 Delivery Program. **CARRIED**	03/07/2025	Woodland, Lindsay	**30 Jun 2025 2:50pm Woodland, Lindsay - Completion** Completed by Woodland, Lindsay (action officer) on 30 June 2025 at 2:50:07 PM - Cuncil endorsed the Delivery Program at its June OCM.
19/06/2025	7.5	Adoption of the Community Strategic Plan 2025-2035	**6.06/25 RESOLUTION** That Council adopts the new Community Strategic Plan 2025/2035. **CARRIED**	03/07/2025	Woodland, Lindsay	**30 Jun 2025 2:56pm Woodland, Lindsay - Completion** Completed by Woodland, Lindsay (action officer) on 30 June 2025 at 2:56:09 PM - The CSP was endorsed by Council at its June OCM.
19/06/2025	7.4	Adoption of the Revised Long Term Financial Plan 2025-2035	**5.06/25 RESOLUTION** THAT Council: 1. Adopts the revised Long Term Financial Plan 2025-2035. 2. Adopts the Sustainability Revised scenario as Council's scenario and makes a Special Rate Variation application to	03/07/2025	Woodland, Lindsay	**01 Jul 2025 10:01am Woodland, Lindsay - Completion** Completed by Woodland, Lindsay (action officer) on 01 July 2025 at 10:01:02 AM - The revised Long Term Financial Plan and Sustainability Revised SRV application was endorsed by Counvil at its June Ordinary Counvil Meeting. Prepartions for the application for a special rate variation will progress over the months ahead.

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			the NSW Independent Pricing and Regulatory Tribunal (IPART) in 2026 for a permanent 48.3% (cumulative, including the rate peg) SRV over three years as follows; 21.5% in 2026/27, 12.0% in 27/28 and 9.0% in 28/29. **CARRIED**			
19/06/2025	7.9	Determination of the Local Government Remuneration Tribunal	**11.06/25 RESOLUTION** That Council: 1. Sets the minimum annual fee 2025/2026 fee, being: • Councillor fee $10,530, • Additional fee for Mayor $11,210. 2. Donates the difference between the maximum and minimum fees to the Glen Innes & District Community Centre (GIDCC) as a monthly	03/07/2025	Davies, Murray	**20 Jun 2025 1:41pm Duffell, Debbie** NOTE THAT THIS RESOLUTION WAS RESCINDED AT THE END OF THE MEETING - SEE NEW RESOLUTION 34.06/25 **20 Jun 2025 3:02pm Davies, Murray - Completion** Completed by Davies, Murray (action officer) on 20 June 2025 at 3:02:11 PM - replaced with 11.1; no further action

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			donation of $3,581.67 for use for the disadvantaged in our community. This is limited to the 2025/2026 financial year whilst the GIDCC continues to seek external funding. **CARRIED**			
19/06/2025	11.1	Rescission Motion - Item 7.9 Determination of the Local Government Remuneration Tribunal (19.6.25)	**34.06/25 RESOLUTION** That Council rescinds its decision made at today's meeting on Item number 7.9 "Determination of the Local Government Remuneration Tribunal" and that the original recommendation be adopted: THAT Council sets the maximum annual 2025/2026 fee, being: 1. Councillors Fee of $13,930 2. An Additional Fee of $30,390 for the Mayor. **CARRIED**	03/07/2025	Davies, Murray	**20 Jun 2025 3:02pm Davies, Murray - Completion** Completed by Davies, Murray (action officer) on 20 June 2025 at 3:02:48 PM - Finance advised of new fee structure

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19/06/2025	12.1	T25-02 Glen Innes Water Treatment Plant CCP Instrumentation Integration Upgrade	**29.06/25 RESOLUTION** That Council accepts the tender submitted from SAFEgroup Automation (SGA) for RFT T25-02 – Glen Innes WTP CCP Instrumentation Integration Upgrade, for a total lump sum of $360,788.00 (exc. GST). **CARRIED**	03/07/2025	Price, Sam	**01 Jul 2025 2:43pm Price, Sam - Completion** Completed by Price, Sam (action officer) on 01 July 2025 at 2:43:50 PM - Agreement signed, Purchase Order raised. Work commencing in July
19/06/2025	7.10	Draft Lobbying of Councillors Policy	**12.06/25 RESOLUTION** That Council adopts the revised Lobbying of Councillors Policy. **CARRIED**	03/07/2025	Davies, Murray	**20 Jun 2025 3:02pm Davies, Murray - Completion** Completed by Davies, Murray (action officer) on 20 June 2025 at 3:02:30 PM - policy updated in ECM, Website, ReliansSys
22/05/2025	7.15	Biosecurity Weeds Management Policy	**18.05/25 RESOLUTION** That Council: 1. Places on exhibition, the	30/06/2025	Sheridan, Riarna	**06 Jun 2025 9:38am Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 05 June 2025 to 30 June 2025 - Draft policy currently on exhibition in line with the resolution. **10 Jul 2025 8:50pm Sheridan, Riarna - Completion**

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			draft Biosecurity Weeds Management Policy for 28 days from Thursday 29 May 2025. 2. Displays the draft Biosecurity Weeds Management Policy on Council's website, and makes it available for viewing at the following locations: • Council's Town Hall Office, and • The Village Post Offices of Deepwater and Emmaville. 3. Requests a further report to Council after the exhibition period in the event of Council receiving any substantial submissions regarding the draft Biosecurity Weeds Management Policy; otherwise, that the draft Biosecurity Weeds			Completed by Sheridan, Riarna (action officer) on 10 July 2025 at 8:50:35 PM - As no submissions were received during the exhibition period, the Policy was adopted in-line with Council's resolution and is now available on Council's website.

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			Management Policy be adopted by Council. **CARRIED**			
22/05/2025	7.9	Cashflow Management and Forecasts	**12.05/25 RESOLUTION** THAT Council: 1. Notes the information contained in the Cashflow forecast. 2. Endorses the conversion of two equipment purchases to a lease. 3. Approves the drawdown of up to the maximum limit of $5M from the overdraft facility on 26 June 2025, if required at the discretion of the General Manager, that will be reversed on 1 July 2025. **CARRIED**	20/06/2025	Woodland, Lindsay	**12 Jun 2025 3:01pm Mohammed, Shageer - Target Date Revision** Target date changed by Mohammed, Shageer from 05 June 2025 to 20 June 2025 - Will need to reasess after the council nmeeting in regards to the $5M drawdown of the overdraft. **18 Jul 2025 2:43pm Ford, Gregory - Reallocation** Action reassigned to Woodland, Lindsay by Ford, Gregory **18 Jul 2025 4:25pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 20 June 2025 to 20 June 2025 - Action no longer required due to application for loan to replace overdraft **18 Jul 2025 4:28pm Woodland, Lindsay - Completion** Completed by Woodland, Lindsay (action officer) on 18 July 2025 at 4:28:43 PM - Action no longer required as overdraft will be replaced by loan.

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24/04/2025	7.4	Endorsement of the Revised 2025 to 2035 Long Term Financial Plan to be placed on Public Exhibition	**5.04/25 RESOLUTION** THAT Council: 1. Approves the Revised Long Term Financial Plan 2025-2035 to be placed on public exhibition, inviting submissions from 28 April 2025 until 6 June 2025. 2. Displays the Revised Long Term Financial Plan 2025-2035 on Council's website, and that it be made available for viewing at the following locations: • Council's Town Hall Office, • Glen Innes Severn Public and TAFE Library, and • The Village Post Offices at Deepwater and Emmaville.	19/06/2025	Woodland, Lindsay	**02 May 2025 3:12pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 08 May 2025 to 19 June 2025 - the final Draft Long Term Financial Plan requires approval of Council at the June Ordinary Council Meeting following public exhibition closure date of 6th June 2025. **30 Jun 2025 2:54pm Woodland, Lindsay - Completion** Completed by Woodland, Lindsay (action officer) on 30 June 2025 at 2:54:10 PM - The Revised LTFP was endorsed by Council at its June OCM.

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			3. Undertakes a comprehensive Community Engagement Program – Shaping Tomorrow, regarding a proposed application to the NSW Independent Pricing and Regulatory Tribunal for a Special Rate Variation (SRV) to apply in 2026-2027 as outlined in Revised 2025-2035 Long Term Financial Plan. 4. Requests the General Manager (or his delegate) to prepare a further report to Council after the exhibition period in the event of Council receiving any submissions regarding the Revised Long Term Financial Plan 2025-2035. **CARRIED**			
24/04/2025	7.3	Endorsement of the Draft 2025-2026 Operational Plan and 2025-2026 Budget for Public Exhibition	**4.04/25 RESOLUTION** THAT Council endorse for public	19/06/2025	Woodland, Lindsay	**02 May 2025 3:09pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 08 May 2025 to 19 June 2025 - The final Draft Operational Plan and Budget requires approval of Council at the June Ordinary Council Meeting following

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			exhibition from 28 April 2025 until 6 June 2025, in line with the Shaping Tomorrow Community Engagement Program, the following Draft 2025-2026 Operational Plan documents: 1. The Draft Operational Plan 2025-2026 (Parts 1 and 2). 2. The Draft 2025-2026 Financial Year Operating Budget (Part 3). 3. The Draft Rating and Revenue Policy Statement for the 2025-2026 Financial Year (Part 3). 4. The Draft Schedule of Fees and Charges for the 2024-2025 Financial Year (Part 3). 5. Requests the General Manager to conduct a Councillor Workshop in June 2025 for Councillors to review public submissions and provide detailed feedback for the inclusion in the final draft of the 2025-			public exhibition closure date of 6th June 2025. **30 Jun 2025 2:48pm Woodland, Lindsay - Completion** Completed by Woodland, Lindsay (action officer) on 30 June 2025 at 2:48:07 PM - Council endorsed the Operational Plan and BUdget at its June OCM.

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			2026 Operational Plan and Budget. **CARRIED**			
24/04/2025	7.2	Endorsement of the Draft Community Strategic Plan 2025-2035 and Draft Delivery Program 2025-2029 for Public Exhibition	**3.04/25 RESOLUTION** THAT Council: 1. Approves the Draft 2025-2035 Community Strategic Plan and Draft 2025-2029 Delivery Program to be placed on public exhibition for 6 weeks, inviting submissions from 28 April 2025 until 6 June 2025. 2. Implements Council's Community Engagement Plan – Shaping Tomorrow, in line with Council's Community Engagement Strategy and Displays the Draft 2025-2035 Community Strategic Plan and Draft 2025-2029 Delivery Plan on Council's website, and that it be made available for viewing at the following locations:	19/06/2025	Woodland, Lindsay	**02 May 2025 3:11pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 08 May 2025 to 19 June 2025 - Final Draft Community Strategy Plan and Delivery Program requires approval of Council at the June Ordinary Council Meeting following public exhibition closure date of 6th June 2025. **30 Jun 2025 2:47pm Woodland, Lindsay - Completion** Completed by Woodland, Lindsay (action officer) on 30 June 2025 at 2:47:04 PM - Action completed. Draft IP&R was endorsed by Council at its June OCM.

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			• Council's Town Hall Office, • The Glen Innes Severn Public and TAFE Library, and • The Village Post Offices at Deepwater and Emmaville. 3. Requests the General Manager (or his delegate) to prepare a further report to Council after the exhibition period in the event of Council receiving any submissions regarding the Draft 2025-2035 Community Strategic Plan; otherwise, that the Draft 2025-2035 Community Strategic Plan and Draft 2025-2029 Delivery Program be adopted by Council. **CARRIED**			

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24/04/2025	7.18	Lex Ritchie Park - Plan of Management	**20.04/25 RESOLUTION** THAT Council: 1. Rescinds the existing Plan of Management – Lex Ritchie Park. 2. Approves for the revised Lex Ritchie Park – Plan of Management to be placed on public exhibition for 28 days from Thursday, 24 April until Wednesday, 4 June 2025, with submissions to be made within 42 days from Thursday, 24 April 2025. 3. Displays the revised Lex Ritchie Park – Plan of Management on Council's website, and that it be made available for viewing at the following locations: • Council's Town Hall Office; • Council's Church Street Office; and	30/06/2025	Hunt, David	**07 May 2025 9:36am Hunt, David** Plan of Management has been placed on Public Exhibition. **07 May 2025 9:38am Hunt, David - Target Date Revision** Target date changed by Hunt, David from 08 May 2025 to 30 June 2025 - To allow for Public Exhibition comments to be received and reviewed. **02 Jun 2025 10:03am Hunt, David** Plan of Management is currently on Public Exhibition **04 Jul 2025 10:26am Hunt, David - Completion** Completed by Hunt, David (action officer) on 04 July 2025 at 10:26:20 AM - Lex Ritchie Park Plan of Management has been formally adopted by Council. Two submissions were received with no change in the submitted Plan of Management. Plan has been finalised with Crown Lands and uploaded to Council's website.

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			• The Village Post Offices at Deepwater and Emmaville. 4. Requests the Manager of Asset Services to prepare a further report to Council after the exhibition and submission period in the event of Council receiving any substantial submissions regarding the Lex Ritchie Park – Plan of Management; otherwise, that the Lex Ritchie Park – Plan of Management be adopted by Council. 5. Endorses the construction of a truckers' memorial at Lex Ritchie Park by the Glen Innes Local Truck Committee, subject to the full adoption of the Plan of Management and the Committee obtaining all necessary development and building approvals prior to works commencing. It is			

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			further noted that the ongoing maintenance of the memorial, once constructed, will be the responsibility of the Glen Innes Local Truck Committee. **CARRIED**			
24/04/2025	12.2	Taronga Mines Heads of Agreement Letter	**28.04/25 RESOLUTION** THAT Council: 1. Endorses the proposed terms from Taronga Mines as the basis for a binding Heads of Agreement, with the exception of the lease amount which is to be negotiated. 2. Ensures the following economic development opportunities are included in the heads of agreement: a. Local Procurement and Supply Chain Commitments to Prioritise local	01/08/2025	Sheridan, Riarna	**05 May 2025 9:09am Price, Sam - Reallocation** Action reassigned to Kamphorst, Anthony by Price, Sam **05 May 2025 9:50am Kamphorst, Anthony - Email** Action Item - Taronga Mines Heads of Agreement Letter **14 May 2025 2:37pm Kamphorst, Anthony - Email** Action Item - Taronga Mines Heads of Agreement Letter **16 May 2025 9:14am Kamphorst, Anthony - Target Date Revision** Target date changed by Kamphorst, Anthony from 08 May 2025 to 13 June 2025 - A meting is to be scheduled with Rob Kidd (Taronga Mines) and DIS, DPG and GM to discuss lease figure and proposed conditions of Heads Of Agreement as per the Coiuncil resolution. **12 Jun 2025 10:35am Kamphorst, Anthony - Target Date Revision** Target date changed by Kamphorst, Anthony from 13 June 2025 to 01 August 2025 - The representative for Taronga Mines, Robb Kid, has been contacted and has agreed to a meeting to discuss lease terms and to update the Council and the Councillors on the status of the project. Council is waiting on Taronga Mines to provide an available meeting date. **24 Jun 2025 9:29am Kamphorst, Anthony - Reallocation** Action reassigned to Sheridan, Riarna by Kamphorst, Anthony - Riarna has been the main point of contact with Taronga and has been

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			suppliers and contractors including adequate reporting as part of the future lease terms; b. Facilitation of Local Business Inclusion in Camp Operations including but not limited to service contracts be opened to local tender or partnership with local operators; c. Requirements to enable Local Spending by FIFO/DIDO Workers including providing transport or shuttle services into Glen Innes township on weekends or RDOs to support local hospitality, retail,			negotiating the terms. **10 Jul 2025 8:46pm Sheridan, Riarna - Completion** Completed by Sheridan, Riarna (action officer) on 10 July 2025 at 8:46:04 PM - All items of the resoultion now complete. A final terms sheet to form a binding Heads of Agreement has been negotiated with Taronga in line with the resolution and a report prepared for Council's consideration included in the July 2025 Ordinary Meeting Agenda (Confidential Item).

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			and recreation; d. Link Camp Development to Skills and Employment Pathways including a requirement for Taronga to offer local traineeships or apprenticeships during construction or operation as well as TAFE partnerships to run pre-employment programs; e. Tie Economic Benefit to Performance Reporting and Planning Reviews to ensure ongoing transparency and accountability; 3. Brings the final heads of agreement to a future Council meeting for endorsement.			

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			CARRIED			
24/04/2025	7.5	Endorsement of the Draft Workforce Strategy 2025-2029	**6.04/25 RESOLUTION** That Council defers the report to thoroughly review and revise the Workforce Management Strategy 2025-2029 to align it with progressive workforce planning considerations, General Manager Priorities, Delivery Program Strategies, and modern strategic workforce outcomes. **CARRIED**	20/06/2025	Woodland, Lindsay	**12 May 2025 10:27am Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 08 May 2025 to 20 June 2025 - Align with other related IP&R reports being tabled at Council for approval. **15 May 2025 4:21pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 20 June 2025 to 20 June 2025 - The revised draft Workforce Management Strategy will be tabled at the June Ordinary Council Meeting in line with other IP&R documentation. **30 Jun 2025 2:57pm Woodland, Lindsay - Completion** Completed by Woodland, Lindsay (action officer) on 30 June 2025 at 2:57:08 PM - Council endorsed the revised Workforce Management Plan at its June OCM.
28/11/2024	6.1	New England Rail Trail	**3.11/24 RESOLUTION** THAT Council: 1. Continues to support the delivery of the New England Rail Trail (NERT) through advocating to State and Federal Government to	31/07/2025	Kamphorst, Anthony	**05 Dec 2024 9:43am Smith, Bernard - Reallocation** Action reassigned to Appleby, Keith by Smith, Bernard - I will call re this Keith **12 Dec 2024 4:31pm Appleby, Keith - Target Date Revision** Target date changed by Appleby, Keith from 12 December 2024 to 30 March 2025 - . **12 Dec 2024 4:31pm Appleby, Keith** A report regarding the TfNSW Integrated Strategic Plan is included in the December ordinary Council meeting. **04 Feb 2025 12:46pm Hunt, David** Due to departure of DIS, no further work has been completed on this action. Guidance to be sought from GM on next steps.

Item 7.1

Annexure B

	Division:	**Date From:**
	Committee: Council	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** **Friday, 18 July 2025 4:38:35 PM**

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
			reverse the decision to withdraw the BLER Funding; 2. Continues to utilise the previously committed $170,000 for survey, design and environmental assessment of NERT to meet the NSW Rail Trails Framework requirements; 3. Requests the General Manager to submit a grant application to the Federal Government's Regional Precincts and Partnerships Program (RPPP) – Stream Two: Precinct delivery to fund Stage 1 of the NERT - Glen Innes to Ben Lomond; 4. Requests the General Manager to initiate and partner with Friends of New England Rail Trail and Armidale Regional Council on a robust engagement			**06 Feb 2025 3:24pm Duffell, Debbie - Reallocation** Action reassigned to Hunt, David by Duffell, Debbie - Acting DIS **06 Mar 2025 1:40pm Hunt, David - Reallocation** Action reassigned to Price, Sam by Hunt, David - Change of Acting Director Position. **03 Apr 2025 11:28am Price, Sam - Target Date Revision** Target date changed by Price, Sam from 30 March 2025 to 30 April 2025 - Grant application has been submitted in Feb **05 May 2025 9:12am Price, Sam - Reallocation** Action reassigned to Kamphorst, Anthony by Price, Sam - Reassigned to Acting Director Kamphorst **14 May 2025 2:28pm Kamphorst, Anthony - Target Date Revision** Target date changed by Kamphorst, Anthony from 30 April 2025 to 30 June 2025 - Council is awaiting the outcome of the Regional Economic and Community Investment Program grant, anticipated after the 26th of May. Survey and design investigation is ongoing. **12 Jun 2025 10:42am Kamphorst, Anthony - Target Date Revision** Target date changed by Kamphorst, Anthony from 30 June 2025 to 31 July 2025 - Councils design team have completed an inspection of the project between Glen Innes and Glencoe and are reviewing the structures against Public Works estimate of the project, and have started work on the NE Higwhay crossing design. The grant submission for the RPPP is under developement. **14 Jul 2025 12:55pm Kamphorst, Anthony - Completion** Completed by Kamphorst, Anthony (action officer) on 14 July 2025 at 12:55:02 PM - The Regional Precincints and Partnerships Program grant application has been submitted on the 14/07/2025, for the construction of the NERT between Glen Innes and Ben Lomond.

	Division:	**Date From:**
	Committee: Council	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** **Friday, 18 July 2025 4:38:35 PM**

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
			strategy for the NERT project to address community concerns and miss-information on the return of trains to the Northern Line and to continue community engagement to support future funding applications; 5. Requests the General Manager to bring a report to 19 December Ordinary Council Meeting on a plan and the availability of funds to conduct a robust and representative review of local community and public transport needs in preparation for a submission to the New England and North West Strategic Regional Integrated Transport Plan 'Have your say' portal. **CARRIED**			

Item 7.1

Annexure B

	Division:	**Date From:**
	Committee: Council	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** **Friday, 18 July 2025 4:38:35 PM**

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS

GLEN INNES SEVERN COUNCIL

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Glen Innes Saleyards Advisory Committee

Terms of Reference

Constitution

1 The Glen Innes Saleyards Advisory Committee (SAC) is constituted by provisions under section 355 (c) and s 377 or s 378 of the Local Government Act 1993.

2 The SAC will be bound by the *General Terms of Constitution*, Part 1 of the *Community Committees of Council Manual* (the Manual)[1] as adopted by Council on 21 December 2023 (or any revised versions).

Terms of Reference

Scope and objectives

Scope

3 The Committee has no delegated power and functions as a *wholly Advisory* Committee to Council. [2]

4 The Committee will endeavour to reach consensus on issues/recommendations before it is referred to Council for consideration.

5 In the instance of the Committee not being able to reach a consensus decision, the Council will consider the matter noting the various opinions of the committee

Objectives

6 The purpose of the SAC is to:

(a) Provide advice to Glen Innes Severn Council (Council) on the operations of the Glen Innes Saleyards (Saleyards) and to make recommendations on potential improvements regarding the operation of the facility;

(b) Provide recommendations to Council on the future development of the Saleyards;

(c) Make recommendations to Council on the setting of fees;

(d) Consider the requirements of all users of the Saleyards, including buyers, vendors, agents, suppliers and staff;

(e) Provide strategic advice to Council on matters affecting the operations of the Saleyards noting that the SAC will have no authority to direct operational activities, Council staff, employees or customers at the Saleyards; and

(f) Actively promote the Saleyards within the region.

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[1] The Community Committees of Council Manual (the Manual) may be found on Council's website (www.gisc.nsw.gov.au) or by contacting Council.
[2] See section 7 of the Manual.

7 A Community Committee of Council must not act outside of its Terms of Reference and any specific delegations of authority which Council has empowered it to perform on behalf of Council.

Conduct

8 Members of the SAC must not conduct themselves in a manner that:

(a) is likely to bring Council or other Council officials into disrepute,

(b) is contrary to statutory requirements or Council's administrative requirements or policies,

(c) is improper or unethical,

(d) is an abuse of power,

(e) causes, comprises or involves intimidation or verbal abuse,

(f) involves the misuse of position to obtain a private benefit, or

(g) constitutes harassment or bullying behaviour or is unlawfully discriminatory.

9 The Committee and Committee Members must comply with all applicable Council policies, procedures and requirements.[3]

Membership

10 Membership will be in accordance with section 13 of the Manual except where varied herein.

11 The Committee shall comprise of the following membership:

(a) Three Councillor representatives;

(b) Three landholder representatives;

(c) Two transport/carrier representatives;

(d) One representative from each of the selling agents who use the Saleyards; and

(e) Council staff (non-voting members) who may include the General Manager, Director of Place and Growth, and the Saleyards Manager.

Office bearers

12 The election of Chair will be in accordance with section 14 of the Manual.

13 The SAC will not have a treasurer.

[3] These are available on Council's Website at www.gisc.nsw.gov.au or by contacting Council.

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14 The Executive Assistant to the Director of Place and Growth will fill the role of secretary.

Meeting Practice

15 Meetings shall be held in accordance with Chapter Four (4) of the Manual except where varied herein.

16 The Committee shall meet quarterly and meeting times for the forthcoming year will be decided each year at the annual general meeting (AGM).

Legislation and Supporting Documents

Local Government Act 1993

17 Community committees of Council are constituted under the *Local Government Act 1993* (section 355 and sections 377-78).

Community Committees of Council Manual

18 The SAC Terms of Reference **must** be read in conjunction with the Community Committees of Council Manual. The Manual sets out the requirements for the functioning of the Committee and except where varied by these Terms of Reference is to be adhered to.

19 For reference, the Manual contains the following chapters:

1. Introduction
2. General Terms of Reference (for Committees who do not have an adopted Terms of Reference)
3. General Terms of Constitution
4. Meeting Practice
5. Financial Management
6. Risk Management and Insurance
7. Contributions and Ownership
8. Council Policies
9. Management of Grounds and Facilities
10. Planning an Event/Activity

20 The appendices in the Manual provide managerial support including relevant forms and templates.

Variation And Review

21 The SAC Terms of Reference will be reviewed every term of Council (four years), or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the document does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

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22 Any amendments to the Terms of Reference must be made in consultation and approval of Council. If the amendments proposed are significant, the revised document is to go before Council for endorsement.

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Appendix A

Document Control/Authorisation

Responsible Officer		Manager Governance (MG)			
Reviewed By		Glen Innes Saleyards Advisory Committee (SAC), Management Executive Committee (Manex)			
Review Due Date		May 2028			
Version Number		2			
Versions	**Date**	**Resolution Number**	**Description of Amendments**	**Author / Editor**	**Approved / Adopted By**
3	dd/mm/yyyy	nn.nn/nn	Amendments are to bring the document in alignment with the revised Community Committees of Council Manual and have the document formerly endorsed by Council.	MG	Council
2	20/12/ 2018	1.12/18	Amend the number of transport carrier members from one to two.	NA	Council
1	NA	NA	No *document control* section was included on the previous version.	NA	NA

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Chair

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Date

……
General Manager

……
Date

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Annexure A

GLEN INNES SEVERN COUNCIL

Draft – Related Parties Disclosures Policy

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Background

From 1 July 2016, in accordance with the Accounting Standard *AASB 124*, Council is required to disclose Related Party Relationships and Transactions by identifying Key Management Personnel (KMP) and any related compensation in its Annual Financial Statements. The Standard AASB 124 came into effect from 1 July 2016 and the responsibilities of the KMP commence from this date.

Related Party Relationships are a normal feature of commerce and business and can affect the profit or loss and financial position of an entity. *AASB 124* contains disclosure requirements to enable users of financial statements to form a view about the effects of related party relationships on an entity's financial position, income statement and cash flows.

It is important to emphasise that AASB 124 Related Party Disclosures (AASB 124) are not designed to detect and report fraud.

Under *AASB 124* there are two types of related parties:
1. Key Management Personnel (KMP)
2. Other related parties

Purpose

~~One of Council's strategic objectives is to provide accountable and effective financial management. To adhere to these values and to ensure that Council fulfils this objective, this policy has been prepared.~~

~~The purpose of this policy is to:~~

~~ensure that Council's financial statements comply with the expanded disclosure requirements under the Australian Accounting Standard *AASB 124 Related Party Disclosures* to include not for-profit public-sector entities. These disclosures becaome effective for annual reporting periods beginning on or after 1 July 2016 and dreaw attention to the possibility that Council's financial position and profit or loss may have been affected by the existence of transactions with a related party and outstanding balances with such parties.~~

The purpose of this Policy is to ensure that Council's financial statements contain the necessary related party disclosures to ensure transparency in dealings and the effect on Council's financial reports. It explains the related party concept, and how materiality applies to related party transactions, and provides guidance on determining whether or how a related party transaction should be disclosed in Council's financial statements.

Determining the appropriate related party disclosures depends on the specific facts and circumstances and requires professional judgement.

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Applicability

This policy applies to:

- ~~Related parties (Key Management Personnel) of Glen Innes Severn Council (GISC), and related parties of KMP of GISC and their close family members.~~

- all KMP's and other related parties and their related party transactions, whether those transactions are material or not.

This Policy does not replace or meet the obligation for Councillors and staff to disclose a conflict of interest under Council's Code of Conduct.

Scope

This policy shall be applied when:

1. Identifying related party relationships; related party transactions, and ordinary citizen transactions concerning key management personnel, their close family members and entities controlled or jointly controlled by any of them;
2. Identifying information about the related party transactions for disclosure (including outstanding balances and commitments between GISC and its related parties);
3. Establishing systems to capture and record related party transactions and information about those transactions;
4. Identifying the circumstances in which disclosure of the items in points (1) and (2) are required;
5. Determining the disclosures to be made about those items in the general-purpose financial statements for the purpose of complying with AASB 124.

Roles and Responsibilities

~~This policy will be administered and controlled by the Chief Financial Officer (CFO) on behalf of the General Manager. The CFO and Finance team shall ensure that this policy is adhered to and communicated across the organisation, to Councillors, staff, contractors and any other applicable roles.~~

~~Council will commit to training in this policy ensuring compliance and good governance.~~

Council is committed to responsible corporate governance, including compliance with laws and regulations governing Related Party Transactions.

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KMP, including Councillors, General Manager, Directors, and other specified Council Officers, are responsible for ensuring that this Policy is understood and complied with and are responsible for identifying Related Parties and notifying Council of any Related Party Transactions.

Council will prepare and report related party disclosures in accordance with *AASB 124* and *The Local Government Code of Accounting Practice and Financial Reporting* and provide a system to identify and capture all related party relationships and transactions with Related Parties of Council.

Council's Manager Governance is responsible for maintaining related party information in a Register and the Financial Accountant is responsible for maintaining relevant disclosures to comply with AASB 124, as required for financial reporting.

Definitions

AASB 10	the Australian Accounting Standards Board – Consolidated Financial Statements – details the criteria for determining whether Council has significant influence over an entity.
AASB 11	the Australian Accounting Standards Board – Joint Arrangements – details the criteria for determining whether Council has significant joint influence over an entity.
AASB 19	The Australian Accounting Standards Board – Employee Benefits – details general recognition criteria for employee benefits.
AASB 124	The Australian Accounting Standards Board – Related Party Disclosures Standard under Section 334 of the Corporations Act 2001; is a disclosure standard which contains several disclosure requirements with the objective of ensuring that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and performance may have been affected by related party transactions.
AASB 128	The Australian Accounting Standards Boards – Investments in Associates and Joint Ventures – details the criteria for determining whether Council has significant influence over an entity.
arm's length terms	~~Terms between parties that are reasonable in the circumstances of the transaction that would result from:~~ ~~(a) neither party bearing the other any special duty or obligation; and~~ ~~(b) the parties being unrelated and uninfluenced by the other; and~~

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	~~(c) each party having acted in its own interest.~~ A transaction between two related parties that is conducted as if they were unrelated, so that there is no question of conflict of interest. The idea of an 'arm's length' transaction allows the market to ensure that both parties in the transaction are acting in their own self-interest and are not subject to any pressure or duress from the other party.
associate	In relation to an entity ***(the first entity)***, an entity over which the first entity has significant influence.
close family members or **close members of the family**	In relation to a key management personnel, family members who may be expected to influence, or be influenced by, that key management person in their dealings with Council and include: (a) that person's children and spouse or domestic partner; (b) children of that person's spouse or domestic partner; and (c) dependents of that person or that person's spouse or domestic partner. For the purpose of AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) *if* they could be expected to influence, or be influenced by, the key management person in their dealings with Council.
Compensation	Compensation includes employee benefits (as defined in AASB 119 *Employee Benefits*. Employee benefits are all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered to the entity. Compensation includes: • Short term benefits such as wages and salaries, paid annual and sick leave and non-monetary benefits (such as cars) for current employees, • Post-employment benefits such as pensions and other retirement benefits, • Other long-term benefits including long service leave and other long service benefits if they are payable wholly within twelve months after the end of the period, • Termination benefits, and • Share based payments.
control	Control of an entity is present when there is: (a) power over the entity; and (b) exposure or rights to variable returns from

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	involvement with the entity; and (c) the ability to use power over the entity to affect the amount of returns received, as determined in accordance with AASB 10 *Consolidated Financial Statements, paragraphs 5 to 18, and Appendices A (Defined Terms) and B (Application Guidance).*
Director	A reference to "Director" in the Related Party Disclosure Register is a reference to the Head of a Directorate and not to any other position with the word "Director" in its title.
Higher Duty	The Local Government (State) Award 2014 Clause I0 (i) and (ii) Use of Skills states an employee who is required by management to relieve in a position which is at a higher grade in Council's Salary System, shall be paid for all time spent relieving in that position. This Policy requires staff acting in higher duties for at least one week (five days consecutively) or more, to comply with the Related Party Disclosure Policy.
joint control	The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
joint venture	An arrangement of which two (2) or more parties have joint control and have right to the net assets of the arrangement.
joint venturer	A party to a joint venture that has joint control of that joint venture.
key management personnel or key management person or KMP	Person(s) having authority and responsibility for planning, directing and controlling the activities of Council. Specifically, key management personnel of Council are: (a) The Mayor; (b) Councillors; (c) General Manager; (d) Directors of each Directorate; (e) Chief Financial Officer (CFO); (f) Manager, Asset Services; (g) Quarry Manager; (h) Manager of Infrastructure Delivery; (i) Manager of Integrated Water Services.
Local Government Code of Accounting Practice and Financial reporting	The Code issued by the Office of the Local Government annually prescribing and guiding the content of Council's general purpose financial statements.
Material (materiality)	The assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating could influence decisions that users make on the basis of the entity's financial statements. For the purpose of this Policy, it is considered appropriate to set

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	a dollar value to determine materiality. This value is set each year by the External Auditor.
ordinary citizen transactions	~~Transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the ordinary course of carrying out Council's functions and activities.~~ ~~Examples of ordinary citizen transactions assessed to be not material in nature are:~~ ~~(a) paying rates and utility charges;~~ ~~using Council's public facilities after paying the corresponding fees.~~ A transaction that an ordinary citizen of the community would undertake in the ordinary course of business with Council.
related party	A person or entity that is related to Council pursuant to the definition contained in AASB 124, paragraph 9. Examples of related parties of Council are: (a) Council subsidiaries; (b) key management personnel; (c) close family members of key management personnel; (d) entities that are controlled or jointly controlled by key management personnel or their close family members.
related party transaction	A transfer of resources, services or obligations between the Council and a related party, regardless of whether a price is charged. Examples of related party transactions are: (a) purchases or sales of goods; (b) purchases or sales of property and other assets; (c) rendering or receiving of services; (d) rendering or receiving of goods; (e) leases; (f) transfers under licence agreements; (g) transfers under finance arrangements (example, loans); (h) provision of guarantees (given or received); (i) commitments to do something if a particular event occurs or does not occur in the future; (j) settlement of liabilities on behalf of Council or by Council on behalf of that related party.
related party transactions	A document entitled *Related Party Transactions Notification provided by Key Management Personnel* ~~in the form set out in Attachment A.~~

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notification or RPT Notification	
Remuneration	Remuneration package including any money, consideration or benefit received or receivable by the person but excludes reimbursement of out-of-pocket expenses, including any amount received or receivable from a Related Party Transaction.
Responsible Accounting Officer	The member of Council staff designated by the General Manager to fulfil the duties of the position *(cl.196 Local Government (General) Regulation 2021)* Council's Responsible Accounting Officer being the Chief Finance Officer.
significant influence	Likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/taxpayer relationship. ~~*The power to participate in the financial and operating policy decisions of another entity but is not control or joint control of those policies, as determined in accordance with Australian Accounting Standard AASB 128 Investments in Associates and Joint Ventures, paragraphs 3, 5 and 6.*~~

Policy Statement

GISC is committed to responsible corporate governance, including compliance with laws and regulations governing Related Party Transactions.

Related Party Relationships are a normal feature of commerce and business. For example, entities frequently carry on parts of their activities through subsidiaries, joint ventures, and associates. In those circumstances, there is the possibility of the entity having the ability to affect influence the financial and operating policies of GISC through the presence of control, joint control, or significant influence.

KMP's are responsible for identifying and disclosing any existing or potential related party transactions between Council and any of their related parties during a financial year and any changes to related party relationships.

Information provided will be reviewed in accordance with the Council's operational requirements and held on a centralised register managed by Governance.

In order to comply with AASB 124, all KMP must complete the Related Party Relationship Disclosure Form notifying Governance of any existing or potential related party relationships between Council and any related parties of the KMP, as per:

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- AASB 124 came into effect from 1 July 2016 and the responsibilities of KMP and the entity are retrospective and ongoing,
- 30 Days after a KMP commences their term of employment with Council, or not exceeding the financial year due date, and/or

When a person is acting in a KMP position for at least one week (or five working days). During the financial year, KMP must proactively notify Governance of any new or potential related party partnerships that they know of or any changes to previously notified relationships, by no later than 30 days after the KMP knows of the relationship or change.

KMP must also provide Governance with a Related Party Transaction Disclosure Form notifying any existing or likely related party transactions between Council and themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members. This is required by July 14 for the prior financial year, or as requested.

"NIL" returns are required to be made when a KMP has no related party relationships or related party transactions to disclose.

When assessing whether a KMP or Close Family Member controls, or jointly controls an entity, Council will need to refer to ASSB 10 and ASSB 11.

AASB 124 provides that Council must disclose all material and significant Related Party Transactions and outstanding balances, including commitments in its Annual Financial Statements. Generally, disclosure will only be made where a transaction has occurred between Council and a related part of Council. In addition, the transaction must be material in nature or size when considered individually or collectively.

Relevant information about the transactions include:
- the amount of the transaction,
- the amount of outstanding balances, including commitments,
- their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement,
- details of any guarantee given or received,
- provision for doubtful debts related to the amount of outstanding balances, and
- the expense recognised during the period in respect of bad or doubtful debts due from related parties.

All transactions involving Related Parties will be captured and reviewed by the Financial Accountant and/or CFO to determine:

- Materiality or otherwise of such transactions,
- If the transactions are Ordinary Citizen Transactions, and
- The significance of each of the transactions.

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Generally, transactions with amounts receivable from and payable to a KMP or their related parties that occur within normal employee, customer or supplier relationships and at arm's length and are not material or significant. These shall be excluded from detailed disclosures and they will be disclosed in the financial statements by general description. Disclosures that Related Party Transactions were made on terms equivalent to an arm's length transaction can only be made if such terms can be substantiated.

In the event where there are contentious issues in the determination of Related Party Disclosures Council should seek advice from the External Auditor.

Materiality

AASB 124 requires management judgement in determining whether a transaction is material for disclosure in its financial statements. A transaction can be material by either size or nature.

For example, a transaction at a nominal amount (such as a peppercorn lease) may be insignificant in amount but is likely to be material by nature (non-arms length transaction) and therefore requires disclosure.

The Financial Accountant and CFO will apply AASB 101 Presentation of Financial Statements and AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors when assessing materiality for disclosure purposes.

Transactions that are in common with the general public in the course of delivering an entity's public service objectives and that are entered into under the same terms and conditions as a public citizen are unlikely to require disclosure. Examples include:

- Paying taxes, stamp duty, levies, fines or any other statutory charges,
- Receiving tax refunds or rebates,
- Using public services (such as public swimming pools, schools, hospitals, transport etc),
- Payments for electricity, water and other utility services, and
- Renewing licences and registrations.

Further, AASB 124 paragraph 27 provides a list of factors that may also assist an entity in determining materiality. Due to the nature of related party transactions, more weight is given to qualitative factors of the transactions such as the closeness of the related party relationship in establishing the level of significance of the transaction.

Related Party and KMP Disclosure

Related Party and KMP Disclosure and the types of disclosures required:

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• Relationships between a parent entity and its subsidiaries, irrespective of whether there have been transactions between them,

• KMP' compensation (remuneration) relates to all forms of consideration paid, payable, or provided in exchange for services provided in total,

• Short-term employee benefits, such as wages, salaries, paid annual leave and paid sick leave, profit sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free and subsidised goods or services) for current employees,

• Post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care,

• Other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit sharing, bonuses and deferred compensation, and

• Termination benefits.

Higher Duties

Staff acting in KMP positions are responsible for disclosing related parties transactions for the duration of the higher duties period, including completing the Related Party Relationships Disclosure Form and Related Party Transactions Disclosure Form at the same time as signing off the Higher Duty Form. They are also responsible to provide this information to Governance before the commencement of the higher duties period. This Policy requires staff acting in higher duties for a period of at least one week to comply with the Related Party Disclosures Policy by providing the information at the same time as the Higher Duty Form is provided to Governance. One week is five days carried out consecutively in the acting position. The declaration is for the time of the acting period only.

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~~**AASB 124 DISCLOSURE REQUIREMENTS**~~

~~(1) ***(Disclosures)*** Relevant to this policy, to comply with AASB 124, for annual periods beginning on or after 1 July 2016, Council will disclose in its general-purpose financial statements the information specified for related party transactions with, amongst others, the following persons during the periods covered by the financial statement:~~

~~a. Council's key management personnel (KMP);~~

b. other related parties, comprising:

c. a close family member of a key management person of Council;

d. entities controlled or jointly controlled by a key management person of Council;

e. entities controlled or jointly controlled by a close family member of a key management person of Council,

(2) ***(Disclosed Information)*** For each category of related party transactions specified in section 1(1), Council will disclose the following information in Councils' general purpose financial statements:

a. the nature of the related party relationship;

b. the amount of the transactions;

c. the amount of outstanding balances, including commitments, and:

(i) their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and

(ii) details of any guarantees given or received;

d. provisions for doubtful debts related to the amount of outstanding balances; and

e. the expense recognised during the period in respect of bad or doubtful debts due from related parties.

(3) ***(In Aggregate or Separate)*** For each related party category specified in section
(1) above, Council will disclose information specified in section (2) for related party transactions of a similar nature in aggregate except when separate disclosure is necessary for an understanding of the effects of related party transactions on the financial statements of Council, having regard to the following criteria:

a. the nature of the related party relationship;

b. the significance of the transaction (individually or collectively) in terms of size or value (including where the materiality arises due to the fact that no consideration for the transaction is given or received by Council);

c. whether the transaction is carried out on non-arm's length terms;

d. whether the nature of the transaction is outside normal day-to-day business operations,

based on the factors and thresholds determined by the Financial Accountant in consultation with the CFO, the Director Corporate and Community Services and the General Manager.

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~~IDENTIFYING RELATED PARTY TRANSACTIONS (RPT) WITH KEY MANAGEMENT PERSONNEL (KMP) AND THEIR CLOSE FAMILY MEMBERS~~

(1) ~~***(RPT Notifications)*** Key management personnel ***(KMP)*** must provide a Related Party Transactions Notification ***(RPT Notification),*** in the form set out in Attachment A, notifying any existing or potential related party transactions between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members, subject to section 6(6), to the General Manager by no later than the following periods during a financial year (***specified notification period*****):**~~

a. ~~30 days after a KMP commences their term or employment with Council;~~

b. ~~30 June except if an RTP Notification has already been received as a result of sub paragraph (a) above.~~

(2) ~~***(RPT Notification Form)*** At least 30 days before a specified notification period, the Financial Accountant will provide KMPs with a RPT Notification form.~~

(3) ~~***(Additional RPT Notifications)*** Also, during a financial year, if a KMP knows of:~~

a. ~~any new or potential related party transaction that is required or likely to be required to be disclosed in Council's financial statements; or~~

b. ~~any change to a previously notified related party transaction (including a change to a related party relationship),~~

~~the KMP must provide additional RPT Notifications notifying of the new or potential related party transactions or changes, by no later than 30 days after the KMP knows of the transaction or change.~~

(4) ~~***(Suspected Related Party Transaction)*** If a KMP suspects that a transaction may constitute a related party transaction, the KMP should provide a RPT Notification to the General Manager for consideration and determination.~~

(5) ~~***(Other Notifications)*** The notification requirements in this section are in addition to the notifications a KMP must make to comply with:~~

a. ~~for councillors, issues dealing with conflict of interest or pecuniary interest;~~

b. ~~for the General Manager and other senior officers who are KMPs, the Code of Conduct for Council Staff; and~~

(6) ~~***(Exclusions)****The* notification requirements in this section do not apply to:~~

a. ~~related party transactions that are ordinary citizen transactions not assessed as being material as determined under section (8) below; and~~

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b. for councillors, expenses incurred and facilities provided to a Councillor during the financial year, under Council's Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy.

(7) ***(Identification and Extraction of Information relating to RPT's)*** The General Manager will identify and extract information specified against each notified related party transaction in Council's financial system for the purpose of recording the related party transactions and associated information in the register of related party transactions.

(8) ***(Other Sources of Information)*** To ensure all related party transactions are captured and recorded, the Financial Accountant may review other sources of information held by Council including, without limitation:

a. a register of interests of a KMP and of persons related to the KMP;

b. minutes of Council and committee meetings.

(9) ***(Manual Investigation and Recording of Information)*** For notified related party transactions that are not captured by Council's finance system, the Financial Accountant will manually review the transactional documentation and record the information specified for the subject transaction in the register of related party transactions.

ORDINARY CITIZEN TRANSACTIONS (OCT)

(1) ***(Non-material in Nature)*** A KMP is not required to notify in a RPT Notification, and Council will not disclose in its financial statements, related party transactions that are ordinary citizen transactions assessed to be not material in nature (e.g., payment of rates and fees).

(2) ***(Material in Nature)*** A KMP is required to notify in a RPT Notification, and Council will disclose in its financial statements related party transactions that are ordinary citizen transactions assessed to be material in nature.

(3) ***(Materiality Assessment)*** The Financial Accountant will review and assess the materiality of related party transactions that are ordinary citizen transactions to determine whether the disclosure of such transactions is necessary for an understanding of the effects of the related party transactions on the financial statements.

(4) ***(Identification and Extraction of Information relating to OCT*** The Financial Accountant will identify and extract information against each notified related party transaction that is an ordinary citizen transaction assessed as being material in nature in Council's finance system for the purpose of recording the related party transactions and associated information in a register of related party transactions.

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REGISTER OF RELATED PARTY TRANSACTIONS

(1) ***(Maintain a Register)*** The Financial Accountant must maintain and keep up to date a register of related party transactions that captures and records the information specified for each existing or potential related party transaction (including ordinary citizen transaction assessed as being material in nature) during a financial year.

(2) (***Contents of Register)*** The contents of the register of related party transactions must detail for each related party transaction:

a. the description of the related party transaction;
b. the name of the related party;
c. the nature of the related party's relationship with Council;
d. whether the notified related party transaction is existing or potential;
e. a description of the transactional documents the subject of the related party transaction;
f. the disclosed information specified above.

The CFO is responsible for ensuring that the required information as per this policy is disclosed in Council's financial statements to the extent, and in the manner, stipulated by AASB 124.

IMPLEMENTATION AND COMMUNICATION

This Policy will be communicated to all Relevant Parties by the CFO.

Information Privacy

Information provided by the KMP and other related parties will be held for the purpose of compliance with Council's legal obligation and shall be disclosed where required for compliance or legal reasons only.
Any application seeking access to information either provided in a Related Party Transactions Disclosure Form or information contained in the Register of Related Party Transactions will be considered, assessed and determined in accordance with Council's *Information Guide* prepared in accordance with the *Government Information (Public Access) Act 2009*.

Legislation And Supporting Documents

Relevant Legislation, Regulations and Industry Standards include:

The sources of legal obligations behind this Policy include:

- Australian Accounting Standard AASB124 related party disclosures

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(AASB124);

- Australian Accounting Standard AASB10 consolidated financial statements (AASB10);
- *Local Government Act 1993;*
- *Local Government (General) Regulation 2005;*

Relevant Council Policies and Procedures include:

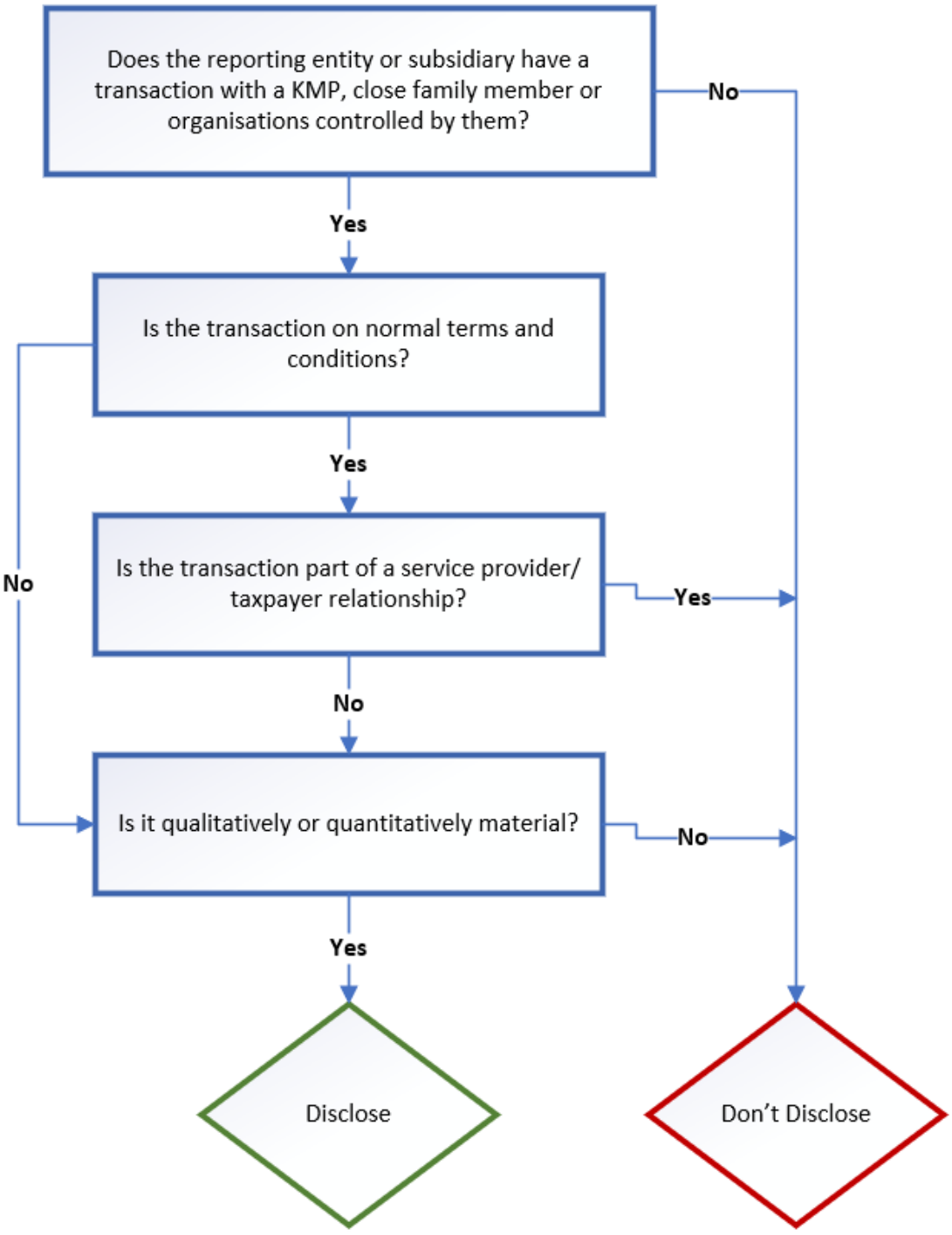
- Council's Code of Conduct for Councillors;
- Council's Code of Conduct for Council Staff;
- Council's Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers.

Variation And Review

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

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Appendix A


Does the reporting entity or subsidiary have a transaction with a KMP, close family member or organisations controlled by them?
No
Yes
Is the transaction on normal terms and conditions?
Yes
No
Is the transaction part of a service provider/ taxpayer relationship?
Yes
No
Is it qualitatively or quantitatively material?
No
Yes
Disclose
Don't Disclose

Document Control/Authorisation

Responsible Officer	Manager of Community Services
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2	22/3/2018	15.03/18	reviewed		
1	23/2/2017	13.02/17	Original document		

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Item 7.5

Annexure A

Draft- Governance Framework

Glen Innes Severn Council
July 2025

GOVERNANCE FRAMEWORK – JUNE 2024

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1. The Governance Framework

1.1 Governance Defined

Purpose

This Governance Framework has been prepared to ensure Council's compliance with all relevant legislation including the *Local Government Act 1993* (the Act) and the pursuit of best practice as a democratic local government.

This Framework is an overview of the Governance program that has been put in place so that Council officials can meet their Governance responsibilities. Further, it enables the community and other stakeholders to understand the Governance Framework and demonstrates how all people associated with Glen Innes Severn Council (Council) can participate.

What is Governance?

Governance is the framework in which an organisation operates; or the method or system of government or management. It encompasses all the relevant legislation, regulations, policies, procedures, guidance, systems, rules and processes for making and implementing decisions, ~~that~~ which define expectations, delegates and grants powers or outlines expectations of performance. In a nutshell, it is how Council will exercise its authority.

The Governance Framework details how Council ensures and enhances good Governance principles throughout the organisation, to maintain the trust and confidence of the community.

What is good Governance?

Good Governance relates to processes and behaviours essential for Council to achieve its intended purpose, and conforms by complying with all relevant laws, codes and directions whilst meeting community expectations of probity, accountability and transparency. It impacts on all sectors of our community and the practice of good Governance is considered critical in ensuring that:

- Council meets its ethical and legal obligations,
- Council establishes and maintains confidence and trust in carrying out its functions,
- Council makes decisions that are consultative and are in the best interests of all stakeholders,
- Council provides transparency and accountability for all its actions, and
- Council reviews and improves the services provided to the community.

It is defined by the following principles:

Accountability

Accountability is vital. Council has an obligation to report, explain and be answerable for the consequences of decisions it has made on behalf of the community.

Transparency

The Community and stakeholders should be able to follow and understand Council's decision-making process. This means they will be able to clearly see how and why a decision was made, what information, advice and consultation Council considered, and which legislative requirements (when relevant) Council followed.

Legislatively Compliant

This means that decisions are consistent with relevant legislation or common law and are within the powers of Council.

Responsive

Council should always try to serve the needs of the entire community whilst balancing conflicting interests in an appropriate, timely and responsive manner.

Equitable and Inclusive

The community's wellbeing derives from the community's satisfaction that Council has considered their interests in the decision-making process. This means that all groups, particularly the most vulnerable, should have opportunities to participate in the process.

Effective, efficient and sustainable

Council should implement decisions and follow processes that make the best use of available staff, resources and time, to ensure the best possible results for the community.

Participatory

Anyone affected by or interested in a decision, should have an opportunity to participate in the process for making that decision, whether this is by being provided with information, or consultation to provide them with opportunity to give their opinion or recommendations.

Why is good Governance important to Council?

- It underpins the confidence that the community has in Council and its services,
- It affects the quality of Council's outputs – goods, services and programs,
- It is a value adding activity in that it impacts the effectiveness and efficiency of goods, services, and programs,
- It ensures that Council meets its statutory obligations, and
- It is a strong reminder to Council that it is ultimately accountable to the community it serves.

Good governance must be accompanied by a good governance culture therefore making it necessary that the attitudes, values, beliefs and behaviours of Council's leaders must support good governance. This will result in Council, the General Manager, employees and the community being confident that Council is being run efficiently, is sustainable and is carrying out the objectives, policies and plans of Council.

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1.2 Introduction

Local governments are experiencing increasing scrutiny of their operations and activities, creating a need for full and open disclosure of their Governance systems. Council considers the principles of key stakeholder rights, enterprise risk management, corporate reporting and disclosure to develop suitable Governance frameworks that ensure effective, transparent and sustainable administration of Council's affairs.

The Audit Office of NSW Governance Framework

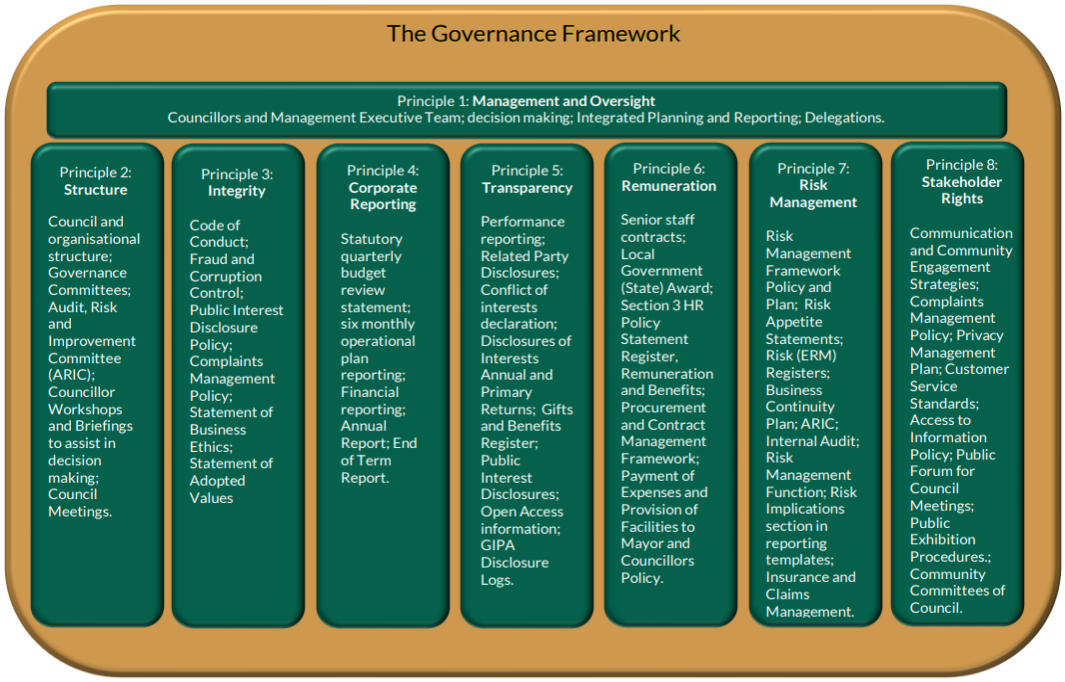
The Audit Office of NSW (Audit Office) has developed a governance guide and framework and it recommends Councils should adapt the eight best practice principles found in the guide to their governance arrangements and adopt all seventeen (17) elements. Council's Governance Framework has expanded on the elements in its Governance Health Check which was fittingly adapted from the eight principles contained within the ~~Audit Office framework~~ Australian Securities Exchange (ASX) Corporate Governance Principles.

2. The Governance Framework in Action

Council is a dynamic organisation providing many different services to residents of the Glen Innes Severn Local Government Area (LGA). It is important to view Council's day-to-day activities through the lens of good governance by recognising that different activities, policies, procedures and frameworks provide opportunity to demonstrate strong governance and leadership in facilitating good decision making and management.

Governance is recognised through the implementation of processes and procedures that demonstrate transparency and accountability. Governance is accompanied by a good governance culture whereby attitudes, values, beliefs and behaviours of leaders must set the standard and be reflected in roles and responsibilities. Council's Governance Framework is summarised in Figure 1.

Figure 1: The Governance Framework



2.1 Culture and Corporate Values

Good Governance is reflected in the values and behaviours of Council. Council's corporate values guide its behaviours. All staff are encouraged to keep these values "front of mind" in all dealings with customers, partners and their colleagues. Councils Values are detailed in Figure 2.

Figure 2: Council's Values



2.2 Glen Innes Severn Council Governance Framework

Council's Governance Framework aims to provide proper and democratic government, to the residents, ratepayers, commercial, business, visitors and workers who interact with the LGA.

The benefits to the organisation that derive from a robust governance framework in local government includes:

- Providing clear guidelines for the role of the Council, Councillors and the General Manager, ensuring that all responsibilities are properly allocated and performance expectations are understood,
- Assisting Council and the General Manager in delivering good governance;
- Ensuring Council's legislative compliance obligations are met,
- Setting robust and clear delegations of authority,
- Influencing processes that set clear guidelines for planning at all levels,
- Acting as a point of reference for disputes, and
- Providing a guide for inductions for newly elected members and employees.

The Framework provides guidance on processes associated with decision making by which Council is directed, controlled and held to account. For the organisation to demonstrate good Governance, there must be a clear understanding about responsibility and accountability.

Principle 1: Management and Oversight

Leadership

Council is governed by seven Councillors, including the Mayor that represent the LGA. The role of the Mayor is prescribed in section (s) 226 of the *Local Government Act 1993* (NSW) (the Act). The Mayor is elected by his/her peers and serves for a period of two years. The role of the Councillors is prescribed in s232 of the Act and Councillors hold office for a period of four years.

Section 335 of the Act recognises the functions and role of the General Manager. The General Manager is employed under a performance-based contract over an agreed period which ranges between 1 – 5 years. Council has three other senior managers, known as Directors, who report

directly to the General Manager, namely the Director of Corporate and Community Services, Director of Infrastructure Services and Director of Place and Growth. These positions make up the Management Executive Team (Manex). Further, Council has 12 managers who oversee the various business units at Council and meet monthly with Manex to form a leadership team.[1]

The principles of s8 of the Act provide guidance "to enable councils to carry out their functions in a way that facilitates local communities that are strong, healthy and prosperous". As provided in the Act, the Guiding Principles for Councils are as follows:

1. Exercise of General Functions

a) Councils should provide strong and effective representation, leadership, planning and decision making,

b) Council should ~~carry out~~ conduct its functions in a way that provides the best possible value for residents and ratepayers,

c) Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community,

d) Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements,

e) Council should work co-operatively with other councils and the State Government to achieve desired outcomes for the local community,

f) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way,

g) Councils should work with others to secure appropriate services for local community needs,

h) Councils should act fairly, ethically and without bias in the interests of the local community,

i) Councils should be responsible employers and provide a consultative and supportive working environment for staff.

2. Decision – making

a) Councils should engage in good decision making, with fair and reasonable decisions, in accordance with relevant legislation,

b) Councils should consider natural justice and procedural fairness principles,

c) Council decision-making should be transparent and decision-makers are to be accountable for decision and omissions,

d) Councils should recognise the range of relevant stakeholders and the diverse local community needs and interests,

e) Councils should consider social justice principles,

f) Councils should consider the long term and cumulative effects of actions on future generations,

[1] See Appendix B, Organisational Chart.

g) Councils should consider the principles of ecologically sustainable development.

3. Community Participation

Councils should actively engage with their local communities, through a diverse range of engagement strategies and the use of the integrated planning and reporting framework which requires all NSW Councils to develop a Community Participation or Engagement Strategy.

Strategic and Business Plans

Council implements the Management and Oversight Governance Principle through its various plans, policies and delegations.

The main suite of strategic planning is included within the Integrated Planning and Reporting Framework. This legislated framework is designed to bring long term financial sustainability, asset management, community engagement and organisational planning together to better inform decision making and achieve the Community's desired outcomes.

The Community Strategic Plan is the highest strategic plan, developed by Council on behalf of the Community and its stakeholders. In response to the Community Strategic Plan, Council implements a Delivery Program and Operational Plan that aligns with all programs, projects and services to meet the needs identified by the Community.

It is through the Delivery Program that Council identifies those activities Council is responsible for. Council's Delivery Program is supported by the Resourcing Strategy. The Resourcing Strategy includes the Long-Term Financial Plan, Asset Management Strategy, Information Communications Technology (ICT) Strategic Plan, and Workforce Management Strategy.

Further, Council has other Plans and Strategies used to assist in the decision-making process of Council including the Community Engagement Strategy, Youth Strategy, Waste Management Strategy, Communication Strategy, Work Health and Safety Management Plan, Drought Management Plan, Disability Inclusion Action Plan, Economic Development Strategy, Cultural Plan, Community Participation Plan, Renewable Energy Action Plan, and Development Control Plan. Copies of all documents are provided on Council's Website.[2]

Council endorses the Community Strategic Plan on behalf of the community and adopts the Delivery Program and Operational Plan. The General Manager, Manex and Management are responsible for the implementation of the programs, projects and services within these Strategies and Plans and are accountable to the Council and the Community. Business Units are responsible for addressing resourcing requirement for the Operational Plan reflected in their Business Plans and staff work plans to ensure that projects, services, activities and programs are completed within agreed timeframes and budget.

Regular reporting against plans

Council conducts regular reporting on the performance of its plans which are public documents and available on Council's website. Reporting includes quarterly reporting against the Budget, six monthly reporting against the Delivery Program, and the Annual Report which summarises both operational and statutory activities on a yearly basis. Further to this, at the end of each term of Council, the End of Term Report is tabled at the first meeting of the incoming Council; reporting on the outcomes of the Community Strategic Plan.

[2] www.gisc.nsw.gov.au

All these reporting documents are presented to the elected Council and are publicly available. Further, the General Manager undergoes performance reviews and there is a clear division of responsibilities between the General Manager and the Elected Council.

Clear accountability and delegations

Council's ~~has many~~ powers and duties ~~which~~ are governed by legislation. Council determines the Instrument of Delegation to the General Manager and these delegations are exercised within the framework of legislation, policy and procedures.

Council delegates to the General Manager those functions and powers it deems fit in accordance with s377 of the Act and reviews these delegations during the first 12 months of a newly elected Council.[3] In turn the General Manager then sub-delegates, in accordance with s378 of the Act, to specified positions to undertake various duties and exercise powers in accordance with legislation.

Instruments of ~~The~~ Delegation of Authority are ~~is~~ the mechanism by which Council enables officers to act on its behalf. The delegations register is used to ensure all delegations are relevant and up to date.[4]

Inductions and Equal Employment Opportunity

In accordance with s333 of the Act, Council reviews its organisational structure within its first 12 months in office. Following the review, the organisational structure is adopted in accordance with legislative requirements, which then guides the roles and responsibilities across the organisation.

Council has a robust induction and on-boarding framework that assists new starters transitioning into working with Council with a focus on standard operating policies, procedures and general knowledge areas. Staff are provided with ongoing education and training opportunities to support their role in Council. Council also offers career development and performance management through its performance management system.
Council has an Equal Employment Opportunity Policy and diversity is considered and reflected in all recruitment and selection processes amongst other areas of Council's business.

Principle 2: Structure and Key Governance Committees

Council implements the structure governance principle through its various meetings and decision-making forums including Council Meetings, Committee Meetings, Workshops and Briefings.

As elected members, Councillors attend Council Meetings monthly with a set agenda and business papers. The management of Council meetings is dictated by the Code of Meeting Practice which is reviewed, exhibited to the community and adopted by Council. The current Code provides guidelines on the meeting processes and rules for Council.

Council facilitates several internal committees and Councillors are members of several internal and external committees.[5] All Committees have well-defined and clear terms of reference with identified Chairs who are independent of management. Council has adopted a Community Committees of Council Manual which provides general terms of constitution, and, *inter alia*,

[3] See s380 of the Act.
[4] Council publishes its instruments of delegation on its website, www.gisc.nsw.gov.au. These documents are also housed within Council's electronic data bases: ECM and ReliansSys files.
[5] Council's internal and external committees are detailed in Council's Agency Information Guide available on its website.

procedures for meeting practice, financial management, risk management, office bearer and building maintenance responsibilities.

Independent Assurance and Advice

Council's Audit, Risk and Improvement Committee (ARIC) is established to promote good corporate governance by providing independent objective assurance and advice to Council on compliance, risk management, fraud control, financial management, governance, implementation of community strategic plan, delivery program, service reviews and any other matters prescribed by the *Local Government (General) Regulations 2021* (the Regulations). The ARIC is independently Chaired and acts in accordance with its Terms of Reference, including review and endorsement of Council's internal audit program. The ARIC can speak directly with the Chief Audit Executive and can do so without management present if desired. The Committee has full access to the information it requires.

Council's External Auditors are the Audit Office of NSW.

Workshops and Briefings

Council holds workshops and briefings on different topics between Council meetings. These are designed to provide Council with information on matters of significant importance and interest that assist in decision making.

Management Meetings

Manex meets as an independent group to make strategic operational decisions to ensure that they are achieving organisational outcomes. The Leadership Team (Manex and Business Unit Managers) hold a monthly meeting as an extended team for the purpose of shared management of operational matters. Directors also hold cascade meetings with their Business Unit Managers in relation to organisational and directorate issues. It is then the responsibility of the Business Unit Managers to cascade information to their extended teams.

Principle 3: Integrity Framework

Council implements the ethics governance principle through the Integrity Framework.

All key policies are considered and resolved by the elected Council and in some instances, subject to public exhibition prior to approval.

The Integrity Framework includes:

- Code of Conduct (which includes declaration of Conflict of Interests and Annual Disclosures of Interests Return)
- The Procedures for the Administration of the Model Code of Conduct,
- Gifts and Benefits Declarations,
- Fraud and Corruption Control Policy,
- Complaints Management Policy,
- Councillor Access to Council Staff, Information and Premises Policy,
- Lobbying of Councillors Policy,

- Conflicts of Interest (in dealing with Council related development) Policy,
- Public Interest Disclosures Policy, and
- Statement of Business Ethics.

Other key policies include the Access to Information Policy, Privacy Management Plan, Data Breach Policy and Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy.

Any alleged breaches of these Policies are managed in accordance with the adopted Code of Conduct and the Procedures for the Administration of the Model Code of Conduct and the relevant Award Provisions.

Council's Corporate and Community Services Directorate *Governance* business unit provides an overarching range of services that help Council to maintain its compliance obligations.

Principle 4: Corporate Reporting

Council adapts the Corporate Reporting principle through several channels including Corporate Reporting and Financial Reporting which are tabled at relevant Council Meetings each year in line with the statutory requirements set down by the Office of Local Government (OLG). These provide information quarterly budget reviews and progress made on achieving the Operational Plan and Delivery Program. The General Manager and Chief Financial Officer sign off on the financial reports including the end of year financial statements. ~~All~~ These reports are reviewed by the Audit, Risk and Improvement Committee, subsequently presented to and adopted by Council and are provided to the Community via Councils Website.

Other Statutory Reporting includes the Annual Report which is provided to the OLG and the Information Commissioner each November and the End of Term Report, which is tabled at the first meeting of the incoming Council reporting on the outcomes of the Community Strategic Plan.

Principle 5: Transparency

Council implements the Transparency governance principle through its annual reporting as outlined in the Integrated Planning & Reporting Framework which is publicly available. Council is committed to disclosing performance information openly through its reporting structures to the elected members at Council meetings. These include six monthly reports aligned with the Delivery Program and Operational Plan and quarterly financial budget reviews.

Elected members and staff members must comply with the requirements for disclosure of interests as prescribed within the Act and the Code of Conduct. The responsibility rests on the individual to declare disclosures of interests including annual written returns, gifts and benefits, related party disclosures and conflicts of interest. Other registers kept and reported on include contracts register, secondary employment, investigations and privacy.

Council's Public Interest Disclosure Policy establishes an internal reporting system to encourage and facilitate the reporting of disclosures of corrupt conduct, maladministration, serious and substantial waste of public money, government information contravention or local government pecuniary interest contravention by Councillors and Staff. The policy lists the Public Interest Disclosure Officers, encourages staff to report wrongdoing and encourages Council to create an atmosphere where staff will be confident and comfortable to report any wrongdoing.

Further Council discloses information, known as *open access* information, in accordance with the Government Information (Public Access) 2009 Act on its website.

Principle 6: Remuneration

Councillors, as elected representatives, are remunerated for carrying out their official functions. The remuneration of the Mayor and Councillors is determined by the Local Government Remuneration Tribunal, reviewed on an annual basis.

Council implements the remuneration governance principle through a senior staff contract (for the General Manager); the Local Government State Award; and the Staff Consultative Committee. The General Manager's contract is a standard contract in accordance with the OLG requirements as outlined in the Act and the processes associated with reviews, including reviews of remuneration operate in accordance with those provisions.

The General Manager is subject to a performance-based contract. Other staff are paid in accordance with the Local Government (State) Award and Council's Salary Structure which aims to ensure that staff are appropriately remunerated and aware of the terms and conditions of their employment. Provisions for contractors and consultants are acquired through the procurement processes with end dates to contracts.

Principle 7: Risk Management

Council implements the risk management governance principle through Council's Risk Management Policy and Plan.[6] Risk is considered in context with the strategic objectives and Council's risk appetite statements. Council has a Risk Management Function which is a part of broader roles in the Governance business unit of the Corporate and Community Services Directorate. Council's Strategic Risks cascade into the Operational Risk Register. Council aligns its internal audit plan to the risk framework and updates the Audit, Risk and Improvement Committee (ARIC) on any significant risks. Council's Risk Register is a 'living' record and captures both primary and subset risks.

The ARIC provides assurance on Council's risk management activities through reports from the three lines of defence model:

1. Business Unit Manager assessment reports,
2. Risk Management Function review reports, and
3. Internal or other independent audits.

The Business Continuity Plan provides staff a plan to restore business operations in the event of an unscheduled business disruption to functions performed at Council. The plan provides strong guidance across key phases of a disaster including Emergency response, Crisis Management, Business Recovery and Business Resumption. Both Council Policies and Operational Policies are reviewed and endorsed by the Executive team prior to implementation.

Council participates in the annual Continuous Improvement Pathway through Statewide Mutual which benchmarks Council's risk management processes, for the three chosen elements, with other NSW Councils.

[6] Council's risk management framework conforms with AS 31000 Risk Management and the OLG -Risk Management and Internal Audit Guidelines for local government in NSW.

The General Manager provides an attestation statement that is provided in the Annual Report, which opines whether (or not) Council has complied with the core requirements of the Risk Management and Internal Audit Guidelines for local government in NSW.

Principle 8: Key Stakeholder Rights

Council implements the Key Stakeholder Rights governance principle through the Communications and Community Engagement Strategies, Public Exhibition Procedures, research and engagement across the organisation which includes workshops, physical pop-ups, digital and social media platforms, online panels and surveys. Council has developed a set of four principles that guide and shape its approach to all community and stakeholder engagement activities. These are outlined in Council's Engagement Strategy and are:

1. Equity: Everyone should experience fairness in decision making, prioritising and allocation of resources, particularly for those in need. Everyone should have a fair opportunity to participate in the future of the community. The planning process should take particular care to involve and protect the interests of people in vulnerable circumstances.

2. Access: Everyone should have fair access to services, resources and opportunities to maintain or improve quality of life through community activities.

3. Participation: Everyone should have the maximum opportunity to genuinely participate in decisions that affect their community.

4. Rights: Equal rights should be established and promoted, with opportunities provided for people from diverse linguistic, cultural and religious backgrounds to participate in community life.

Community members have access to the contact details of their elected representatives and all information is provided on Council's website and included in promotional materials distributed across the LGA.

The community can attend Council meetings either in person or via the live steaming telecast of Council meetings. Further, Council provides a Public Forum, held 15 minutes prior to Council meetings where members of the public may apply to speak for or against items included in the Business Paper of the Meeting.

Council has Customer Service Standards and a Complaints Management Policy which provide guidance to members of the public and the management of interactions with Council. Council's commitment to its customers is captured in the Customer Service Standards and includes:

Customers have a right to expect:

- Courtesy, respect, honesty and professionalism, and
- That the Council staff member will listen to their request or question, ask for clarification if necessary, and provide complete, knowledgeable, accurate and precise information regarding their enquiry, within the staff member's capacity to do so.

Further, customers who complain to Council are provided with the NSW Ombudsman's document, Individual Rights and Mutual Responsibilities of the Parties to a Complaint.

Assessment and Review

Review

The Governance Framework document will be reviewed every four years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

Assessment

There are forty-one (41) functional elements that make up the Governance Framework.[7] These will be assessed at least once each term of Council. The assessments will be conducted based on the Governance Health Check model contained in Appendix C.

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[7] The 41 elements are detailed in Appendix C.

Appendix A

Document Control/Authorisation

Responsible Officer		Manager Governance (MG)			
Reviewed By		Management Executive Team (Manex), Audit, Risk and Improvement Committee (ARIC)			
Review Due Date		June 2028			
Version Number		1			
Versions	**Date**	**Resolution Number**	**Description of Amendments**	**Author / Editor**	**Approved / Adopted By**
2	/4/2025		Minor amendments/corrections	MG	Council
1	27/06/2024	8.06/24	Creation of the document.	MG	Council

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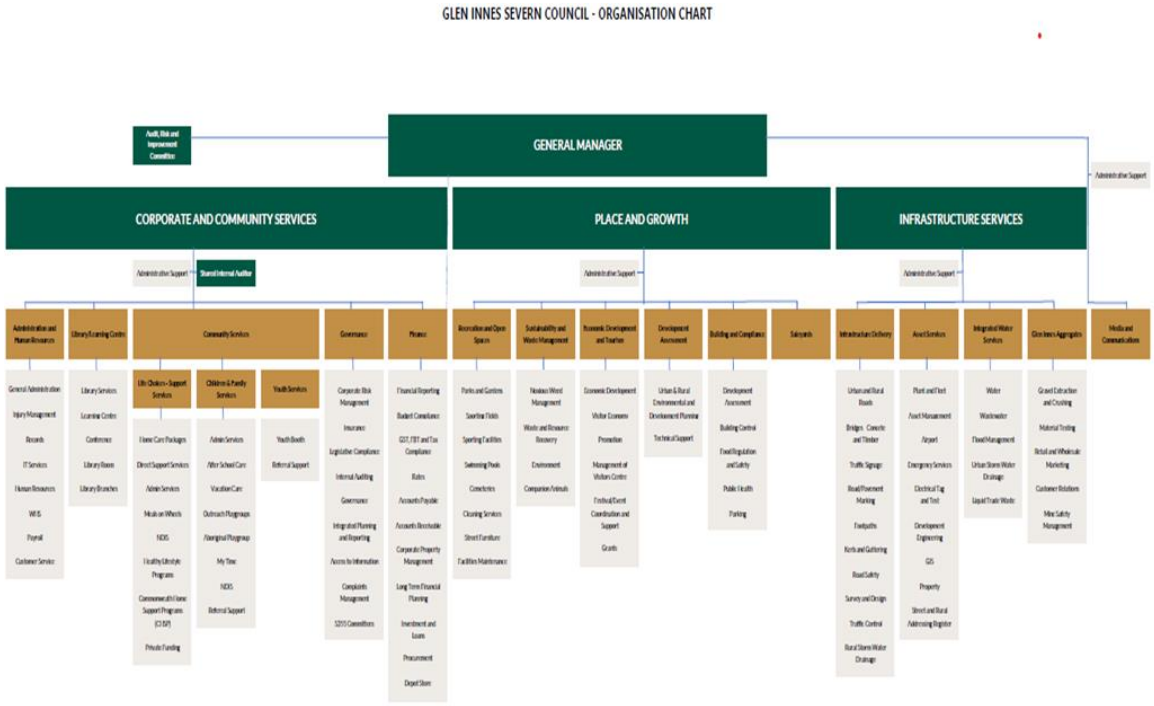
General Manager Date

Item 7.5

Annexure A

Appendix B

Organisational Chart



Appendix C

Governance Health Check

The Governance Health Check is an assessment tool to measure the maturity of individual elements in the Governance Framework. There are 41 elements spread over the eight principles. Each element is to be assessed at least once in a term of a Council.

Elements

1. ***Management and Oversight***

1.1 Community Strategic Plan

1.2 Resourcing Strategy

1.3 Elections (including election of mayor)

1.4 Delegations of Authority

1.5 Councillor Inductions and Professional Development

1.6 Organisational Structure

2. ***Structure***

2.1 Code of Meeting Practice

2.2 Committee Systems

2.3 ARIC

2.4 Councillor Workshops and Briefings

2.5 Policy Framework

2.6 Legislative Compliance Framework

3. ***Integrity Framework***

3.1 Code of Conduct (which includes The Procedures for the Administration of the Model Code of Conduct)

3.2 Gifts and Benefits Declarations

3.3 Fraud and Corruption Control

3.4 Lobbying of Councillors

3.5 Conflicts of Interest (in dealing with Council related development) Policy

3.6 Public Interest Disclosures

3.7 Statement of Business Ethics

3.8 Statement of Adopted Values

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4. Corporate Reporting

4.1 End of Term reporting

4.2 Delivery Program (Including six monthly reporting)

4.3 Operational Plan and Budget (Including quarterly budget reporting)

4.4 Annual Report

5. Transparency

5.1 Privacy Management

5.2 Access to Information and Agency Information Guide

5.3 Records Management and Governance of Data

6. Remuneration

6.1 Payment of Expenses and provision of Facilities to the Mayor and Councillors

6.2 General Manager Performance Committee

6.3 Council's Salary Framework

6.4 Performance Management

6.5 Recruitment

7. Risk Management

7.1 Enterprise Risk Management System (Internal Controls)

7.2 Audits – Internal and External

7.3 Risk Management Function

7.4 Insurance

7.5 Claims Management

7.6 Business Continuity

7.7 Information Communications Technology Governance

8. Stakeholder Rights

8.1 Complaints Management

8.2 Community Engagement

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Rating Scale

Governance Health Check Rating Scale

Rating	Level of Achievement
0	Council has no system or policy in place in relation to this element.
1	Council can demonstrate the existence of an informal system or policy that aims to address the element.
2	Council can demonstrate a basic formal policy or system which does not meet all legislative requirements, regulatory guidelines or Australian Standards.
3	Council can demonstrate a formal system or policy that meets the minimum Australian Standards or regulatory guidelines and all legislative requirements.
4	Meets all requirements of Rating 3, plus there is evidence that the system or policy has been implemented and communicated to relevant stakeholders, with necessary procedures, plans etc. developed along with some regular or as required training and awareness programs provided. Further evidence will show that the policy is generally understood and adhered to.
5	Meets all requirements of Rating 4, plus there is evidence that the effectiveness of the system or policy (and any associated procedures, plans etc.) is regularly measured and reviewed.

Capital Projects-Jun 2025

Project Type	Job No	Job Description	Comments	Proposed Completion Date	Budget	Total Spent (Incl. Open P.O)
Aerodome	7127C23	Airport runway renewal - AGRN 1012	Council has completed the approved airport scope pending payment of outstanding invoices. MAS is exploring options to expand the scope for the unspent funds.	30/06/2025	$1,000,000.00	$ 727,560.22
	7248C24	Runway rehabilitation - Betterment Program	The project is complete pending p[ayment of quarry invoices. Pavment strengthening and subsoil drainage works have been completed on Runway 14/32. The project is fully grant funded under the NSW Betterment Programs.		$1,322,332.00	$ 1,293,479.74
	7249C24	Runway rehabilitation - Regional Airports Program	The airport runway lighting upgrade is at 95% completion, with electrical commissioning and flight checking completed on the 7th of April. Some minor changes to the apron lighting and cubicle are required.	31/10/2025	$1,101,059.00	$ 672,420.17
Aerodome Total					**$3,423,391.00**	**$ 2,693,460.13**
Bridge	7008C22	Bridge 5220 Mt Mitchell Road, Yarrow Creek	This project is complete and has been capitalised. Please lock job card and remove.	20/12/2023	$0.00	$ 4,366.13
	7009C22	5215 Mt Mitchell Road, Mann River	The project has been successfully completed, and the final milestone for the grant payment has been submitted along with the completion report. A minor overspend will be funded through a budget transfer.	28/03/2025	$1,557,540.23	$ 1,557,540.23
	7108C23	Bridge 5340 Wentworth St over Rocky Ponds Creek	Project complete and final grant payment has been recieved.	1/11/2024	$1,068,000.00	$ 966,189.32
	7109C23	Bridge 5170 Furracabad Rd over Furracabad Creek	This project is complete and open to traffic. The final milestone claim has been submitted to the grant funding body.	31/03/2025	$1,000,000.00	$ 990,296.33
	7209C24	Fixing Country Bridges Round 2B-Sunset Rd	This project is complete and the final grant payment made. The project was completed under budget with a $15k underspend.	24/01/2025	$108,000.00	$ 92,853.39
	7210C24	Fixing Country Bridges Round 2B-Cox's Rd	The old bridge has been removed and a side track installed. Council has completed the installation of rock anchors, foundations and installled the precast abutments and planks.	28/08/2025	$912,000.00	$ 414,087.30
Bridge Total					**$4,645,540.23**	**$ 4,025,332.70**
Building	7312C25	Depot Improvements	Project underway. Depot Amenities block plans completed with further staff consultation occuring.	31/12/2025	$150,000.00	$ 88,742.42
	7358C25	Crofters Cottage Roof	All works now complete. Flue reinstalled and operational since May 2025.		$30,000.00	$ 30,596.91
	7897C24	Sale of 23 Bourke Street Deepwater	Sale underway. Expected settlement has been postponed until early 2025. Income will be $90,000. $5,000 buffer provided for conveyencing fees etc.		-$85,000.00	$ 357.67
Building Total					**$95,000.00**	**$ 119,697.00**
Community Halls	7132C23	Emmaville War Memorial Hall Upgrades	Project completed as previously reported. Project acquittal also complete.	31/03/2025	$131,651.00	$ 114,304.45
Community Halls Total					**$131,651.00**	**$ 114,304.45**

Capital Projects-Jun 2025

Project Type	Job No	Job Description	Comments	Proposed Completion Date	Budget	Total Spent (Incl. Open P.O)
Drainage	**7301C25**	Capital Renewal - Urban Stormwater	**The Church Street upgrade has been delayed due to staffing commitments. The project is now set to begin in late April.**	30/06/2025	$150,000.00	$ 22,019.70
		Drainage Total			**$150,000.00**	**$ 22,019.70**
Ecnomic Development	**7030C22**	Upgrade Dumaresq Street Industrial Estate	**Electrical design submitted to Essential Energy for approval. All development conditions have been compliued with to enable an application for subdivision certificate to be lodged.**		$283,446.00	$ 259,781.03
	7117C23	Signage Upgrades	**As per December 2024 report to Council - project combined with 7029C22**		$80,000.00	$ 3,307.00
	7118C23	Public Art Projects	**The Public Art Advisory Committee held its inaugural meeting on 5 June 2025. The committee discussed its role and responsibilities, as well as the need to develop a strategic plan to guide future initiatives. At the meeting, the committee endorsed Council officers to investigate pricing for outdoor lighting infrastructure at key landmarks such as the Standing Stones, Water Tower, and Town Hall. The group also supported the proposed donation of 'Roobot'—a striking public artwork offered by Taronga Mines—for installation in a public park in Emmaville. The proposed installation is now open for community feedback via Council's Have Your Say website for 28 days, commencing Friday 6 June. All public art budget is anticipated to roll over into next year, along with the additional $50k allocation. Photo supplied - Proposed 'Roobot' donation to Council from Taronga Mines.**		$100,000.00	$ 107.62
	7300C24	Sheep & Goat Electronic Identification System	**Project completed. Sheep and Goat EID system fully installed and operational.**	31/03/2025	$225,000.00	$ 187,871.11
	7311C25	LED Sign at the VIC	**Team continuing to review quotes received.**	30/06/2025	$20,000.00	$ -
	7314C25	TCP Signage upgrade for ACF	**Project complete - TCP signage received and used at ACF 2025.**	31/03/2025	$15,000.00	$ 10,102.91
	7357C25	New England Rail Trail	**(blank)**		$170,000.00	$ 27,983.27
		Ecnomic Development Total			**$893,446.00**	**$ 489,152.94**
Flood Recovery & Natural Disasters	**7128C23A**	Old Grafton Road slips EPAR	**The rectification works at the batter slip on Diehard Creek have been completed. Council is currently awaiting clarification regarding a scope change before proceeding with the remainder of the project.**	19/12/2025	$389,136.00	$ 155,937.25
	7243C24	Pinkett RD. AGRN 1012 Natural Disaster Recovery (EPAR)	**The Pinkett Road Essential Public Asset Restoration project is 80% complete with significant heavy patching works completed in December 2024. Contractors have remobilised to the site and intend to complete the work by July 2025**	30/06/2025	$1,036,089.00	$ 949,891.36
		Flood Recovery & Natural Disasters Total			**$1,425,225.00**	**$ 1,105,828.61**
IT	**7361C24**	Power App for Finance	**(blank)**		$80,000.00	$ 53,000.00

Capital Projects-Jun 2025

Project Type	Job No	Job Description	Comments	Proposed Completion Date	Budget	Total Spent (Incl. Open P.O)
		IT Total			**$80,000.00**	**$ 53,000.00**
Library	**7253C24**	Library - Air-condition refurbishment	**(blank)**		$10,750.93	$ 9,454.55
		Library Total			**$10,750.93**	**$ 9,454.55**
Life Choices	**7033C22**	Revote23 LCSS: Skillion Carport	**Waiting asset disposal.**		$12,763.00	$ 11,602.73
	7124C23	CAFS Sun Shade for playground equipment	**RFQ completed. Funding variation particulards to be finalised prior to commencement of works.**		$50,000.00	$ 28,760.00
	7181C23	Stronger Country Comm - OOSH Sund Shade	**Waiting asset disposal.**		$50,000.00	$ 18,670.00
	7182C23	Stronger Country Comm - Sensory Garden	**Works commenced 12/02/2025**		$50,000.00	$ 87,395.66
	7250C24	Life Choices - Retaining wall	**Construction underway**	8/09/2024	$24,390.00	$ 21,993.09
		Life Choices Total			**$187,153.00**	**$ 168,421.48**
Open Office	**7007C22**	Finance: Project Jigsaw Open Office Implementation	**Stage 1 80% completed as at December 24**		$785,825.00	$ 507,206.39
		Open Office Total			**$785,825.00**	**$ 507,206.39**
	7027C22	CBD Roundabout Landscaping	**As per December 2024 update to Council - project is complete.**	30/06/2024	$83,672.71	$ 12,092.00
	7119C23	Replacement of Emmaville Pool Covers	**This project was completed in 2024.**		$0.00	$ -
	7135C23	BSBR00382 Centennial Parklands - Amenities and Outdoor Area constructio	**Works complete, with project remaning within the Defects Liability Period (DLP) until 30 July 2025.**	31/07/2025	$1,441,616.00	$ 1,392,038.14
	7137C23	BSBR000316 Indoor Sports Stadium Stage Two	**"Following works have been completed Kitchen and Café Fit-out; Stadium curtain and Fire rated ceiling, doors and shelving in a required internal storeroom. The internal wall linings planned to be undertaken by end of 2024. Note: Netball Playground equipment has been installed. "**		$413,926.00	$ 478,433.72
	7166C23	SCCF Rd 5 Stage 1 - Anzac Park	**The Contractor is in the process of producing the latest design for the playground. Council expects to receive this in two weeks. From there and as the second round of grant funding deed has now been executed, the designs will be placed on community consultation via Council's 'Have Your Say' website for 21 days. Physical works are expected to commence in September 2025.**	10/02/2026	$600,000.00	$ 14,517.34

Capital Projects-Jun 2025

Project Type	Job No	Job Description	Comments	Proposed Completion Date	Budget	Total Spent (Incl. Open P.O)
Open Spaces & Recreational	**7168C23**	SCCF Rd 5 - Aquatic Centre	**Successful Tenderer to prepare a report comparing upgrade options for heating the lap pool, learn-to-swim pool, and shower amenities. The report assesses installation, operational, and maintenance costs for each option. As part of their engagement, Successful Tenderer will also develop a scope of works to assist Council in procuring suppliers for the installation phase. Council is currently considering expanding the project scope to include heating for the toddler pool and replacement of the existing solar system.**	30/06/2025	$332,710.00	$ 91,683.78
	7173C23	Shade and Landscaping ISC	**The project has been rescheduled for completion next year to allow delivery by Council's Parks and Gardens team. This approach will ensure project funds are used as economically as possible while also providing the team with further valuable hands-on project experience, building on their recent work on the Main Street Beautification Project.**	27/02/2026	$50,000.00	$ 10,772.54
	7252C24	Learning Centre - 2 x glass sliding doors mechanical motor	**(blank)**		$20,000.00	$ 7,524.77
	7302C25	Acid Bulk Storage Tank for GI Aquatic Centre.	**Project complete. Acid tank installed at the the Glen Innes Acquatic Centre in March 2025.**	31/03/2025	$5,800.00	$ 4,750.00
	7303C25	Installation of two(2) Beams at GI Cemetery.	**2 x beams were installed at Glen Innes Cemetery December 2024 Investigation by New Manager Recreation and Open Space as to the requirement for another Beam.**	30/06/2025	$25,000.00	$ 15,185.46
	7304C25	Installation of new Cemetery Beam Emm. Cemetery	**Beams installed at Emmaville Cemetary in December 2024. Further investigation to confirm if any further beams required at Emmaville Cemetery currently underway by new Manager of Recreation and Open Space.**		$15,000.00	$ 4,058.18
	7305C25	Three (3) x Commercial Pool Cleaners	**As per December 2024 update to Council, project complete.**	19/12/2024	$21,314.10	$ 21,314.10
	7306C25	CCTV	**The CCTV has been installed at ANZAC Park, and the system at Town Hall building is currently under going upgrades. The cameras to be installed along Grey St, between Bourke St and Meade St intersections, are anticipated to be completed by 30th June.**	30/06/2025	$50,000.00	$ 48,641.82
	7307C25	Fencing Wilson Park	**Successful contractor selected after RFQ process. Materials are being obtained currently**	4/07/2025	$20,000.00	$ 20,080.92
	7308C25	Dishwasher Town Hall Coffee Shop.	**Works were completed in 23/24.**	6/05/2025	$0.00	$ -
	7310C25	Off Leash Dog Park Area	**Project expected to be completed early 25/26 subject to budget being carried over.**	31/07/2025	$37,685.90	$ -
	7313C25	Upgrade of electrical mains at Centennial Parklands	**Works / project now complete.**	31/03/2025	$20,000.00	$ 18,181.82

Capital Projects-Jun 2025

Project Type	Job No	Job Description	Comments	Proposed Completion Date	Budget	Total Spent (Incl. Open P.O)
	7359C25	Equestrian Park Fence and Gate			$25,000.00	$ 19,500.00
	7360C25	Cricket Nets	**Project completed in May 2025.**	31/03/2025	$58,950.00	$ 10,343.13
	7362C24	Indoor Stadium Dirt Removal	**Options for reusing the substantial stockpile of dirt located across the road from the Glen Innes Indoor Sports Centre are currently under investigation. This approach aims to be more economical than the alternative of hauling and disposing of the material at the landfill. An outcome from this investigation is anticipated by 30 June, 2025 (this time is estimated due to other competing projects taking priority). Works to remove / reuse the dirt are expected to extend into the 25/26 financial year.**	30/06/2025	$50,000.00	$ 3,137.00
	7367C25	ANZAC Park Stage 2	**The GRP Deed has now been executed and the project may continue. The Contractor is in the process of producing the latest design for the playground. Council expects to receive this in two weeks. From there, the design will go out to the community for 21 days. Physical works are expected to commence in September 2025.**	18/12/2025	$600,000.00	$ -
	7369C25	B6864 - Indoor Sports Centre Stage 4	**Project finalised.**		$0.00	$ -
	7365C25	LSCA708 - Centennial Parklands Picnic Shelter	**All tenders received exceeded the available funding for the shelter construction. As a result, the project scope was revised to include the purchase of a pre-fabricated commercial picnic shelter with similar design and dimensions to the original proposal. The updated tender now covers the installation of the pre-fabricated shelter and a stencil-paved slab, replacing the originally proposed crazy paving. The revised RFQ has been reissued to the same suppliers from the original process, with the tender now closing on 1 July 2025.**	1/11/2025	$0.00	-$ 43,688.69
Open Spaces & Recreational Total					**$3,870,674.71**	**$ 2,128,566.03**
	7228C24	Leaseback Category 3 vehicle - Manager Regulatory and Planning	**To be deferred to next FY.**		$0.00	$ -
	7230C24	Leaseback Category 3 vehicle - Manager Asset Services	**Project Completed**		$51,000.00	$ 49,450.90
	7231C24	Coordinator Life Choices Operational Vehicle	**Bus no longer required. Project can be closed.**	30/06/2026	$0.00	$ -

Capital Projects-Jun 2025

Project Type	Job No	Job Description	Comments	Proposed Completion Date	Budget	Total Spent (Incl. Open P.O)
Plant	7237C24	Transfer pump trailer - IWS	Quotes received. Plant not ordered as yet.		$30,000.00	$ -
	7238C24	Line marker - Aerodrome	Equipment will not be ordered. Equipment to be shared amongst teams.	30/06/2025	$0.00	$ -
	7240C24	Water truck	Plant delivered. Project Completed.		$305,265.86	$ 291,201.85
	7263C24	New LCSS support Vehicle	Plant delivered. Project Completed.		$30,809.09	$ 31,404.09
	7324C25	Plant 1106 Hino Ranger 10 Tipper -IWS	To be deferred to next FY.	30/06/2026	$0.00	$ -
	7325C25	Plant 1315 Outfront mower - 1	Plant ordered.		$130,000.00	$ 141,436.58
	7326C25	Plant 1505 Maint. Coordinator Operational Vehicle	Plant delivered. Project Completed.		$49,231.13	$ 49,009.58
	7327C25	Plant 1540 LCSS Direct Support worker vehicle-1	Vehicle delivered. Project completed.	31/01/2025	$31,404.09	$ 31,404.09
	7328C25	Plant 1553 - LCSS Commuter Bus	Initial conversations with Life Choices has taken place. Awaiting feedback on configuration choices.		$110,000.00	$ -
	7329C25	Plant 1557 Dual cab, 4WD utility - Bridge crew	Plant delivered. Project Completed.		$51,069.81	$ 51,069.81
	7330C25	Plant 1568 LCSS Direct Support Worker vehicle-2	Vehicle delivered. Project completed.	29/11/2024	$31,404.49	$ 31,404.09
	7331C25	Plant 1569 LCSS Direct Support Worker vehicle-3		30/12/2024	$31,404.09	$ 31,404.09
	7332C25	Plant 2215 8 Tonne Excavator - Drainage	Plant ordered.		$181,000.00	$ 179,497.27
	7333C25	Plant 2315 Outfront mower - 2	Equipment delivered. Project completed.	2/05/2025	$130,000.00	$ 129,495.45
	7334C25	Plant 2502 Single cab, 2WD, cab chassis utility - Cleaners	Vehicle delivered. Project completed.	27/11/2024	$32,703.35	$ 32,703.35
	7335C25	Plant 2507 Single cab, cab-chassis, 4WD utility - P & OS		31/12/2024	$47,382.02	$ 47,382.02
	7336C25	Plant 2511 4WD, cab-chassis utility - Airport		29/11/2024	$44,004.43	$ 44,004.43
	7337C25	Plant 2534 DIS Leaseback - Category 2	To be deferred to next FY.		$0.00	$ -
	7338C25	Plant 2543 LCSS - Direct Support Worker vehicle - 4	Vehicle ordered. Project Completed.		$32,000.00	$ 31,404.09
	7339C25	Plant 3505 Dual cab, 4WD utility - Construction	Vehicle delivered. Project completed.		$51,069.81	$ 51,069.81
	7340C25	Plant 9023 Workshop Pressure Cleaner	Equipment Ordered.		$8,000.00	$ 7,200.00
	7341C25	Flail Mower - Airport	Vehicle delivered. Project completed.	31/12/2024	$11,183.64	$ 11,183.64
	7342C25	Replacement of Crane on Sewer truck 2120	Equipment delivered. Project completed.		$13,000.00	$ 10,530.00
	7343C25	Leaseback Cat. 3 Vehicle - MED	Plant has been delivered. Project completed.		$52,378.24	$ 52,378.24
	7344C25	Leaseback Cat. 3 Vehicle - MComplianceSustainability	Plant no longer required. Budget deleted.		$0.00	$ -
	7363C24	Commercial Mower - Life Choices	Equipment delivered. Project Completed.	3/12/2024	$12,953.68	$ 12,953.68
	7366C25	TOPCON Surveyor Equipment	Equipment delivered. Project completed.	30/04/2025	$44,198.00	$ 44,198.00

Capital Projects-Jun 2025

Project Type	Job No	Job Description	Comments	Proposed Completion Date	Budget	Total Spent (Incl. Open P.O)
	7368C25	Hail Damaged replacement Vehicle	**Vehicle delivered. Budget created due to 4 x vehicles being hail affected and pay-outs being received. Total pay-outs recieved: $41,471.08**	17/04/2025	$0.00	$ 40,034.03
Plant Total					**$1,511,461.73**	**$ 1,401,819.09**
Quarry	**7054C22**	Revote23 Wattle Vale Establishment	**These funds will be used toward internal components of the Wattle Vale quarry project after the external intersection works are completed. Site office to be ordered**		$74,225.00	$ 2,891.64
	7211C24	Quarry Development -Wattle Vale Establishment	**Implement a two-coat seal over an area of approximately 200 meters by 5 meters, extending from the grid/gate into the TSR. This initiative aims to minimize truck tire damage, enhance safety, and mitigate contamination concerns.**	30/06/2025	$200,000.00	$ 163,531.92
	7212C24	Front End Loader - GIA	**Project Completed**	31/12/2024	$506,894.32	$ -
	7345C25	Skid steer loader - Quarry	**To be deferred to next FY.**		$0.00	$ 346.26
	7346C25	Quarry pit water pump	**The waterboard is currently conducting investigations into pump volumes to facilitate the shared use of this asset between the quarry and the waterboard.**	31/03/2025	$55,000.00	$ -
Quarry Total					**$836,119.32**	**$ 166,769.82**
	7002C23	Roads of Strategic Importance - Bald Nob Upgrade	**The upgrade for Segment 25-30 has been successfully completed. Rehabilitation work for 900 meters of Segment 20 is also complete, pending payment of invoices.**	30/05/2025	$5,600,000.00	$ 5,574,179.69
	7004C22	Revote23 Illparran Road LRCI	**This project has been completed.**	1/11/2024	$141,864.26	$ 141,864.26
	7005C22	Revote23 Jenkins Road LRCI	**The project has been successfully completed.**		$85,896.36	$ 85,896.86
	7110C23	Heavy Patching Program	**Council are focusing on expending grant funded heavy patching programs prior to this project.**	30/01/2026	$559,498.45	$ 280,866.22
	7113C23	Kerb & Gutter Installation - Hunter Street	**Project complete.**		$30,826.95	$ 30,826.95
	7143C23	Unsealed Roads Resheeting - Bullock Mountain Road	**Project complete**	2/12/2024	$437,360.00	$ 431,689.35
	7144C23	Unsealed Rds Resheet - Haymarket Rd		1/10/2024	$120,000.00	$ 118,458.28
	7146C23	New Bitumen Seals - Blue Hills/Rodgers Road	**Works are scheduled to commence in July 2025**	31/10/2025	$300,000.00	$ 9,770.94
	7200C24	HAYMARKET ROAD RESHEET=USE 7144C23	**Duplicate job card. Please delete. Costs to be journalled to 7258C24-RRTRP08**		$0.00	$ 19,595.76

Capital Projects-Jun 2025

Project Type	Job No	Job Description	Comments	Proposed Completion Date	Budget	Total Spent (Incl. Open P.O)
Roads	7202C24	LRCI Rnd 4 - Main Street Refurb/RAbout	Planting is now completed across the project with the exception of the grasses around the base of the centre trees on Grey Street. New street furniture has also been installed along the length of the project. To prevent further crumbling of the asphalt surrounding the centre street trees, composite planks are currently being installed around the border. Remaining activities include refurbishing the streetlights at the Bourke Street and Meade Street roundabout. This is expected to be completed by 30th June.	30/06/2025	$872,429.00	$ 891,069.56
	7207C24	RRTRP Reg. Roads Betterment	Rehabilitation of Emmaville Road Segment 40-50 is complete and the Wellington Vale Road rehabilitation is underway.	30/06/2026	$3,599,085.36	$ 936,760.28
	7244C24	RRTRP Local Roads - Pinkett Rd	Project to be reported under 7258C24 job card as per grant funding body requirements.		$0.00	$ 472.50
	7245C24	RRTRP Local Roads - Strathbogie Rd	Please journal all costs to 7258C24-RRTRP04 and close this job card.		$0.00	$ 1,051.28
	7254C24	Regional Emergency Road Repair Fund	Ongoing heavy patching activities are being conducted within the local road network. In May heavy patching has been completed on Herbert Street and Strathbogie Road	30/06/2027	$2,941,848.00	$ 1,381,286.07
	7258C24	RRTRP - Local Roads Betterment	Projects have been successfully completed on Shannonvale Road, Pinkett Road, Haymarket Road, and Furracabad Road.	30/05/2026	$9,957,773.10	$ 3,197,748.28
	7309C25	Urban street rehabilitation	Projects have been successfully completed on William Street and Glasson Street. The remaining budget will be used for the Bourke Street upgrade in FY25/26	30/04/2026	$500,000.00	$ 135,559.42
	7315C25	R2R Urban Roads Heavy Patching and Reseals	The 2024/2025 reseal program has been successfully completed, the underspend will be utilised in the 25/26 reseal program.	26/06/2025	$872,427.00	$ 841,468.63
	7319C25	RRTRP Regional Roads - Wellington Vale Road	Please journal all costs to 7207C24-RRTRP14 and close this job card. It is a redundant job card.		$0.00	$ 4,884.56
	7322C25	Regional Roads Block Grant - Heavy Patch and Reseal	Heavy patching and resealing has been completed on Coronation Avenue, Emmaville Road Segment 30, Emmaville Road Segment 60 and Bald Nob Road Segment 20	26/06/2025	$480,000.00	$ 484,750.47
	7323C25	Traffic Facilities 24/25	Linemarking on Emmaville Road has been successfully completed. A signage audit has been conducted, and advanced warning signage has been ordered for the newly sealed roads.	31/07/2025	$76,000.00	$ 73,443.02
	7364C25	FLR4 - Red Range Road heavy patching	Please remove this job. The budget has been moved to Job No 7180C24.		$0.00	$ -
		Roads Total			**$26,575,008.48**	**$ 14,641,642.38**
	7215C24	New Mains -Sewer Private Works DO NOT USE	(blank)		$10,000.00	$ -
	7347C25	New Mains - Sewer Private Works			$10,000.00	$ 6,767.09

Capital Projects-Jun 2025

Project Type	Job No	Job Description	Comments	Proposed Completion Date	Budget	Total Spent (Incl. Open P.O)
Sewer	7348C25	New Services - Sewer Private Works	Work has been completed as required.	30/06/2025	$15,000.00	$ 6,735.72
	7349C25	Capital Renewal - Sewer	The Request for Quotation (RFQ) is currently active for the relining program. Several manhole relines are scheduled for completion in June, while the remaining budget will be carried over as Work in Progress (WIP).		$604,318.00	$ 634,726.68
Sewer Total					**$639,318.00**	**$ 648,229.49**
Waste	7098C21	LANDFILL: Future Landfill Development	Project completed 2022-23 budget cycle - compensation paid for land adjacent to White Pit Quarry/Glen Innes Landfill for future landfill development. Lot 721 DP7532802 (PO 001508)	31/05/2025	$284,065.00	$ 111,376.48
	7235C24	Landfill Compactor - Glen Innes Landfill (Funded from Waste Reserve)	Plant delivered. Project Completed.		$940,000.00	$ -
	7261C24	landfill Upgrade - multiyear project	Order placed for landfill lids. Landfill lids enable EPL compliance daily coverage. A long-term solution that addresses regulatory requirements but also demonstrates our commitment to environmental responsibility and responsiveness to community amenity. •This product was assessed as the most effective form of daily cover for our site. The lids are durable, reusable over many years, and will significantly improve environmental performance. More information about the lids can be found on the supplier's website: https://www.landfilllids.com/about	31/07/2025	$200,000.00	$ 161,363.64
	7350C25	New Waste Transfer Station GI landfill	Survey and design underway for new entry and site layout. Preliminary design for site plan, construction design for access road to be completed by Council designers before 30/6/25. Neighbour notifications early FY2025-26. Constructions works to be scheduled 2025-26 by Infrastructure Services.	30/06/2026	$200,000.00	$ 1,665.90
	7351C25	fencing and CCTV at all 4 landfills	All 4 site visits completed. Schedule of works for each being prepared for onsite meetings with potential contractors to quote on work.	30/09/2025	$100,000.00	$ -
	7352C25	New Landfill weighbridge data	Project complete.	31/03/2025	$27,636.50	$ 57,097.61
	7356C25	GPS - New Landfill Compactor	To be deferred to next FY.		$0.00	$ -
Waste Total					**$1,751,701.50**	**$ 331,503.63**
	7105C22	Truck Wash Upgrade	A new pump has been acquired and is currently awaiting delivery. Upon its arrival, the project will be considered complete.	30/05/2025	$142,000.00	$ 150,014.04
	7217C24	Capital Renewal - Water	This is the SCADA project that will commence on the 1st of July	31/12/2025	$649,889.67	$ 388,630.19

Capital Projects-Jun 2025

Project Type	Job No	Job Description	Comments	Proposed Completion Date	Budget	Total Spent (Incl. Open P.O)
Water	**7218C24**	New Mains - Water Private Works	**No new mains have been necessary in this fiscal year to date.**		$10,000.00	-$ 0.00
	7353C25	New Service- Water Private Works	**Water meters have been installed in all garden beds for the CBD Upgrade**		$45,000.00	$ 53,095.79
	7354C25	New Mains - Water Private Works	**Work has been completed as required.**	30/06/2025	$10,000.00	$ 24,466.22
	7355C25	Capital Renewal - Water	**Work on the Bourke Street upgrade is scheduled for May and June.**		$573,052.00	$ 289,218.27
			Water Total		**$1,429,941.67**	**$ 905,424.51**
			Grand Total		**$48,442,207.57**	**$ 29,531,832.90**

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Annexure A

Draft-
Agency Information Guide



Acknowledgement of Country

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

Purpose

This Agency Information Guide (AIG) has been produced by Glen Innes Severn Council (Council) in accordance with Section 20 of the *Government Information (Public Access) Act 2009* (*GIPA Act*) and is reviewed annually.

The purpose of the document is to provide members of the community, Council staff, and the public with information concerning:

- The structure and functions of Council;
- The way in which the functions of Council affect members of the public;
- The avenues available to the public to participate in policy development and the exercise of Council functions; and
- The type of information available from Council and how this information is made available.

The AIG is available on Council's website (www.gisc.nsw.gov.au).

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Annexure A

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1 Structure and Functions of Council

1.1 Basis of Constitution

Glen Innes Severn Council was formed in September 2004 through the amalgamation of the Glen Innes Municipal and Severn Shire Councils and is a body politic of the State, constituted under the *Local Government Act 1993* (NSW) (the Act).[1]

1.2 Organisational Structure and Resources

Council is not divided into wards and is governed by the body of seven councillors (one of whom is the Mayor). The councillors are elected by the residents and ratepayers of the Glen Innes Severn Local Government Area (LGA) and the current Council ~~were~~ was declared elected on ~~21 December 2021 for a period of two years and nine months (normally four years but reduced due to the election postponement from 4 September 2020 until 4 December 2021)~~ 1 October 2024 for a period of four (4) years.

The Mayor is elected by the Councillors. The Mayor's role is defined in section 226 of the Act; the role of the governing body is defined in section 223 of the Act; and the role of a councillor is defined in section 232 of the Act.

The principal officer of Council is the General Manager. The General Manager has the functions provided for in section 335 of the Act, which includes any other functions that are conferred or imposed on the general manager by or under the Act or any other Act.[2]

The General Manager is assisted in the exercise of these functions through the three directorates of Council. These are:

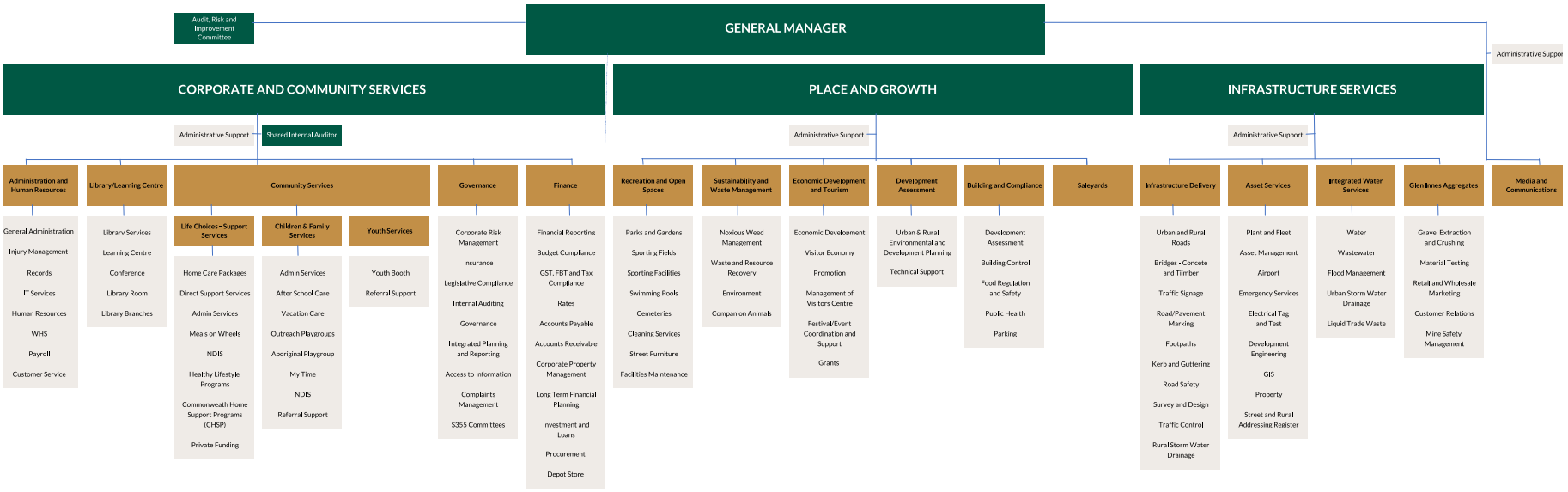
1. Corporate and Community Services,
2. Place and Growth, and
3. Infrastructure Services.

Each of the directorates is headed by a senior manager, called a Director. Directorates are further structured into several sections, or business units, which are headed by either a Manager or Coordinator.

[1] See *Local Government Act 1993* (the Act), ss 219-20.
[2] See ibid, s 335(k).

1.3 Organisational Structure

GLEN INNES SEVERN COUNCIL - ORGANISATION CHART



1.4 Functions of Council

Under the Act, Council's functions ~~can~~ may be grouped into the following categories:

1.4.1 Service Functions

Including:

- Provision of community health, recreation, education and information services;
- Environmental protection;
- Waste removal and disposal;
- Land and property, industry and tourism development and assistance;
- Civil infrastructure and planning~~;~~ and
- Civil infrastructure, maintenance and construction.

1.4.2 Regulatory Functions

Including:

- Approvals~~:~~;
- Orders~~;~~ and
- Building Certificates.

1.4.3 Ancillary Functions

Including:

- Resumption of land~~;~~ and
- Powers of entry and inspection.

1.4.4 Revenue Functions

Including:

- Rates;
- Charges;
- Fees;
- Borrowings~~;~~ and
- Investments.

1.4.5 Administrative and Corporate Functions

Including:

- Employment of staff;
- Management plans;
- Governance;
- Risk Management;
- Financial reports~~;~~ and
- Annual reports.

1.4.6 Enforcement Functions

Including:

- Proceedings for breaches of the Act and other legislation;
- Prosecution of offences~~;~~ and
- Recovery of rates and charges.

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As well as the Act, Council has powers under several other Acts.

Section 21 of the Act confers or imposes the following functions on Council:

- Non-regulatory or service functions (Chapter 6);
- Regulatory functions (Chapter 7);
- Ancillary functions (Chapter 8);
- Revenue functions (Chapter 15);
- Administrative functions (Chapters 11, 12 and 13); and
- Enforcement functions (Chapters 16 and 17).

In addition, Council has functions conferred or imposed on it by or under other Acts, which include:

- *Biodiversity Conservation Act 2016*;
- *Biosecurity Act 2015*;
- *Building Professionals Act 2005*;
- *Civil Liability Act 2002*;
- *Community Land Development Act 2021* – planning functions as consent authority;

- *Companion Animals Act 1998* – companion animal registration and control;
- *Contaminated Land Management Act 1997* – managing contaminated lands;
- *Conveyancing Act 1919* – placing covenants on Council land;
- *Crown Land Management Act 2016*;
- *Dividing Fences Act 1991;*
- *Environmental Planning and Assessment Act 1979*;
- *Firearms Act 1996*;
- *Fire and Rescue NSW Act 1989* – payment of contributions to fire brigade costs and furnishing of returns;
- *Fluoridation of Public Water Supplies Act 1957* – fluoridation of public water by Council;
- *Food Act 2003* – inspection of food and food premises;
- *Government Information (Public Access) Act 2009* – publication of certain information and granting of access to other information by Council;
- *Heritage Act 1977* – rating based on heritage valuation;
- *Impounding Act 1993* – impounding of animals and articles;
- *Library Act 1939* – library services;
- *Local Land Services Act 2013;*
- *National Parks and Wildlife Act 1974* – protection of native wildlife;
- *Pesticides Act 1999* – use of pesticides;
- *Plumbing and Drainage Act 2011*;
- *Privacy and Personal Information Protection Act 1998* – standards and requirements regarding the collection and processing of personal information;
- *Protection of the Environment Operations Act 1997* – pollution control;
- *Public Health Act 2010* – inspection of systems for purposes of microbial control;
- *Public Interest Disclosures Act* 2022 – protected complaints or disclosures about maladministration, corruption, substantial waste or failure to fulfil functions under *Government Information (Public Access) Act 2009*.
- *Recreation Vehicles Act 1983* – restricting use of recreation vehicles;
- *Road Transport Act 2013*;
- *Roads Act 1993* – Roads;
- *Smoke Free Environment Act 2000*;
- *State Emergency Rescue Management Act 1989* – Council is required to prepare for emergencies;
- *State Emergency Service Act 1989* – recommending appointment of local controller;
- *State Records Act 1998* – imposes requirements for record keeping and access to Council records;
- *Strata Schemes Development Act 2015* - approval of strata schemes;
- *Strata Schemes Management Act 2015*;
- *Swimming Pools Act 1992* – ensuring restriction of access to swimming pools;
- *Transport Administration Act 1988*;
- *Unclaimed Money Act 1995* - unclaimed money to be paid to the Chief Commissioner of Unclaimed Money;
- *Waste Avoidance and Resource Recovery Act 2001;*
- *Water Management Act 2000*;
- *Work Health and Safety Act 2011* – requirements for healthy and safe practices in the workplace; and
- *Workplace Injury Management and Workers Compensation Act 1998* – requirements for managing injury and return to work.

2 Impact of Council Functions on the Community

As a service organisation, most of the activities of Council have an impact on the public. The following is an outline of how the broad functions of Council affect the public.

2.1 Service Functions

Service functions include provision of human services such as Meals on Wheels, childcare, aged and disability services, libraries, halls and community centres, recreation facilities, infrastructure and removal of garbage.

2.2 Regulatory Functions

Regulatory functions place restrictions on developments and buildings that are erected to ensure that they meet certain requirements affecting the amenity of the community and that will not endanger the lives and safety of any person. Members of the public must be aware of and comply with such regulations.

2.3 Ancillary Functions

Ancillary functions affect only some members of the public. These functions include, for example, the resumption of land or the power for Council to enter onto a person's land. In these circumstances, only the owner of the property would be affected.

2.4 Revenue Functions

Revenue functions affect the public directly in that revenue from rates and other charges paid by the public are used to fund services and facilities that are provided to the community.

2.5 Administrative Functions

Administrative functions do not always affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided.

2.6 Enforcement Functions

Enforcement functions only affect those members of the public that are in breach of certain legislation, such as the non-payment of rates and charges, unregistered dogs and parking offences.

2.7 Community Planning and Development Functions

Community planning and development functions affect areas such as cultural development, social planning and community profile and involves:

- Advocating and planning for the needs of the community. This includes initiating partnerships; participating on Regional, State or Commonwealth working parties; and preparation and implementation of the Community Strategic Plan;
- Providing support to community and sporting organisations through provision of grants, training and information; and

Facilitating opportunities for people to participate in the life of the community through the conduct of a range of community events such as Seniors Week, NAIDOC Week, Youth Week, Children's Week, as well as promoting events of others.

3 Public Participation in Local Government

Council supports the principles of open government and encourages community involvement in policy development and general activities of Council. There are two broad ways in which the public may participate in the policy development and, indeed, the general activities of the Council. These are through representation and personal participation.

3.1 Representation

Local Government in Australia is based on the principle of representative democracy. This means that the people elect representatives to their local Council to make decisions on their behalf within a legislative framework. In New South Wales, local government elections are held every four years. The next election for Council will be held in September 2028.

At each election, voters elect seven Councillors for a four-year term. The Mayor is not popularly elected by the residents~~,~~ but is elected by the councillors. All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside of the area and rate paying lessees ~~can~~ may also vote but must register their intention to vote on the non-residential roll. Voting is compulsory for registered voters.

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3.1.1 Making Representations to Councillors

Councillors are the elected representatives of the community and make decisions having regard to the views of their constituents. Members of the public ~~can~~ may discuss issues affecting the LGA with any of the elected councillors.

Cr Margot Davis (Mayor) **Mobile:** **Email: mayor@gisc.nsw.gov.au**	**Cr Carol Sparks (Deputy Mayor)** **Mobile: 0427 709 686** **Email: csparks@gisc.nsw.gov.au**
Cr Tim Alt **Mobile: 0428 669 179** **Email: talt@gisc.nsw.gov.au**	**Cr Troy Arandale** **Mobile: 0429 162 791** **Email: tarandale@gisc.nsw.gov.au**
Cr Max Elphick **Mobile:** **Email: melphick@gisc.nsw.gov.au**	**Cr Andrew Parsons** **Phone: (02) 6732 5504** **Mobile: 0427 325 504** **Email: aparsons@gisc.nsw.gov.au**
Cr David Scott **Mobile:** **Email: dscott@gisc.nsw.gov.au**	

3.1.2 Mayoral Meetings

Members of the public may make an appointment with the Mayor to discuss issues. (Please view the Lobbying of Councillors Policy on Council's website www.gisc.nsw.gov.au).

3.2 Personal Participation

Ratepayers, residents and businesses are encouraged to have a say in what Council does. Community participation in Council is a major focus of the Act. The Act encourages councils to be open and accountable to the community. This is achieved by people having appropriate access to information, voting in polls and referendums, community consultation, making submissions to Council and by Council meetings being open to the public.

Council's website, at www.gisc.nsw.gov.au is regularly updated with notifications and information on Council's activities, meeting agendas and business papers. The website also publishes notices and exhibitions, tenders, news items, events and many Council documents and reports. The website is reviewed and updated on a regular basis to ensure information is accurate and timely. Council also provides information on Council activities, decisions and programs in the local newspaper, a resident newsletter and on social media.

3.2.1 Council and Committee Meetings

Council is required, and actively encourages, under the provisions of Section 10(1) of the Act, to open its full Council (Ordinary and Extraordinary) meetings and meetings of its Committees and Advisory Groups to the press and public in general.

Similarly, Council is required to give notice to the public of the times and places of its meetings and those of its committees. Copies of the business papers for all meetings are available for the public at Council offices and at each meeting venue. Business Papers are also published on Council's website, www.gisc.nsw.gov.au.

Whilst Council is committed to, and has fostered, the practice of open local government, some matters are of a sensitive nature and for that reason are dealt with in closed committee. Under these circumstances the minutes arising from such meetings are restricted to the resolutions and recommendations of the meeting.[3]

Council commenced live streaming and audio of Council meetings in October 2019 which provides further opportunity for members of the community to participate and view Council meetings, either on the day or later, through the Council website and webcast.gisc.nsw.gov.au link.

[3] See ibid, ss 10A-10D.

3.2.2 Open Community Consultation

The Code of Meeting Practice, Part 4 – Public Forums, located on Council's website, makes provisions for a Public Forum to be held prior to Council meetings. The purpose of Part 4 of the Code of Meeting Practice is to provide Council and members of the public with clear direction in relation to the requirements and expectations pertaining to the public forum held prior to Ordinary Council Meetings.

Council usually holds its Ordinary Meetings on the fourth Thursday of each month (Exceptions: no meeting in January; third Thursday in December). These meetings are held in the William Gardner Conference Room at the Glen Innes Severn Learning Centre, located at 71 Grey Street, Glen Innes, and are scheduled to commence at 9.00am. The duration of public forums will be fifteen (15) minutes, ~~and they~~ which will commence at 8.45am on the day of a set Council meeting.

3.2.3 Council Committees

Council does not have any Council committees, being committees that are made up solely of Councillors; however, there are several internal and external committees that deal with a range of matters associated with Council's functions and community issues. Committee membership may include Councillors, community groups, residents and stakeholders.

Councillors are associated with the following Committees:

Councillor/Staff Committees of Council:

- Annual Donations Review Committee;
- General Manager's Appraisal Committee;
- Glen Innes Severn Learning Centre Management Committee;

Independent Committees

- Audit, Risk and Improvement Committee. (A single councillor may be a non-voting member)

Community Committees of Council:[4]

- Aboriginal Consultative Committee;
- Australia Day Committee;
- Australian Standing Stones Management Board;
- Emmaville Mining Museum Committee;
- Emmaville War Memorial Hall Committee;
- Glencoe Hall Committee;
- Glen Elgin Federation Sports Committee;
- Glen Innes Community Access Committee;
- Glen Innes Saleyards Advisory Committee;
- Glen Innes Severn Library Committee;

[4] See ibid, s 355.

- Pinkett Recreation Reserve Management Committee;
- Public Arts Advisory Group;
- Recreation and Open Spaces Committee;
- Roads Consultative Committee; and
- Stonehenge Recreation Reserve Trust Committee.

Groups of Councils:

- Local Government NSW (LG NSW), an independent advocacy body Council is a member of;
- Northern Inland Regional Waste Group; and
- Northern Inland Risk Management Group.

~~**County Councils:**~~

- ~~New England County Council [Trading as New England Weeds Authority (NEWA)].~~

Delegates of the Council:

- Joint Regional Planning Panel; and
- North West Weight of Loads Committee.

Community Committees - Not Committees of Council:

- Arts North-West Strategic Advisory Committee;
- Attract, Connect, Stay;
- Community Safety Precinct Committee;
- Community Services Interagency Committee;
- Deepwater Progress Association;
- Glen Innes Business Chamber;
- Glen Innes and District Community Centre Inc;
- Glen Innes Correctional Centre Community Committee;
- Glen Innes Highlands Rail Trail Working Group;
- GLENRAC;
- Local Emergency Management Committee;
- Local Traffic Committee;
- New England High Country;
- Northern Tablelands Bush Fire Management Committee;
- Rural Fire District Liaison Committee;
- Sapphire Wind Farm Community Consultative Committee;
- White Rock Wind Farm Community Consultative Committee; and
- White Rock Wind Farm Community Fund Committee.

3.2.4 Community Workshops/Working Parties

Community Workshops and Working Parties are held to gain public input and understanding in respect of major studies, key issues, projects and initiatives that may affect the area and be of public interest or concern. A special committee or working party may be formed to guide Council in its deliberation of a matter. Opportunities for

members of the public to participate in these Community Workshops and/or Working Parties are generally advertised in the local newspaper and on Council's website.

3.2.5 Public Exhibition and Submissions

Major policies, planning matters and development applications are advertised, and submissions are invited during the exhibition periods. Submissions received in response to the public exhibition processes are considered prior to the adoption of recommendations.[5]

3.2.6 Submissions to Council on General Matters

The public ~~can~~ may either personally, or in writing address matters within the jurisdiction of the Council. Every attempt is made by Council to satisfy the concerns of the enquirer or explain the reasons why Council is undertaking certain actions.

4 Access to Government Information

Council is committed to the principle of open and transparent government. To facilitate public access to Council information, Council has adopted an Access to Information Policy. The object of this policy is to describe public and Councillor access to information and to facilitate the processing of requests for such access under the *Government Information Public Access Act 2009* (GIPA Act).

Under the provisions of the GIPA Act there is a right of access to certain information held by Council unless there is an overriding public interest against its disclosure.

Council holds information in various formats in respect of a wide range of functions undertaken by it and information which is pertinent to different issues relating to the LGA.

Council has an electronic file system which has been in place since 2005. The main types of "physical" files held by Council includes general subject files, development and building files, property files as well as street and park files.

Council makes a good deal of information available on its website, known as *Open Access Information* (as defined below), unless there is an overriding public interest against disclosure of the information.[6] Information not provided on the website may be made available free of charge, by informal release, or via a formal process known as an *Access Application*.[7]

[5] Submissions, summaries of submissions and/or names and addresses of people making submissions may be included in publicly available reports to Council and/or Committee Meetings. All submissions will be placed on the appropriate Council file and may be accessed by Councillors, Council Officers, consultants to Council, or members of the public.
[6] See *Government Information Public Access Act 2009* (the GIPA Act), s 14.
[7] See ibid, ss 7-9.

Members of the public who require an information release ~~can~~ may do so by contacting Council or visiting Council's website and locating the appropriate request or application forms.

There are four main ways in which Council may provide access to information:

4.1 Open Access Information (Mandatory Release)

Council must publish open access information on its website, free of charge. Where it is not practical for Council to provide open access information on the website, the information will be made available free of charge in at least one other format.

Council regularly updates its website and conducts a review annually of its Open Access data. The review is generally carried out in April/May of each year. The last review was completed on 17 April 2024. Open access information is added to the website as it becomes practicable to do so. Please contact Council on email: council@gisc.nsw.gov.au or phone 02 6730 2300 to access information that is not currently available on Council's website. Council maintains a Record of Open Access Information not currently available on its website. This Record may be viewed on Council's website.

Other information and data relevant to Council that is open access and not on Council's website may be located on the data.nsw.gov.au website.

The following documents are defined as "Open Access Information" under section 18 of the GIPA Act and will be released without the need for a Formal Access Application under this Act:

- Council's Agency Information Guide (available on Council's website);
- Information about Council contained in any document tabled in Parliament by or on behalf of Council, other than any document tabled by order of either House of Parliament;
- Council's policy documents (available on Council's website);
- Council's Disclosure Log of Formal Access Applications (available on Council's website);
- Council's Register of Government Contracts (available on Council's website);
- Council's record of the open access information (if any) that it does not make publicly available based on an overriding public interest against disclosure;
- Councillors' and Designated Persons' Disclosure of Interests Returns; and
- Such other government information as may be prescribed by the *Government Information Public Access Regulations 2009* as open access information.

4.2 Proactive Release of Information

In addition to open access information, Council will make as much other information as possible publicly available, unless there is an overriding public interest against disclosure.

Council is encouraged to take the initiative to release as much government information as possible, in an appropriate manner and free of charge (or at lowest reasonable cost).

Such information may include information frequently requested or information of public interest that has been released because of other requests.

The Public Officer, in consultation with other Council Officers, reviews Open Access information and Council's current approach to proactive release annually.

4.3 Informal Release of Information

Access to information which is not available as mandatory public release (open access) or proactive release may be provided through informal release. Council generally releases other information in response to an informal request subject to any reasonable conditions as Council thinks fit to impose.

As per proactive release methods, Council is authorised to release information unless there is a public interest against disclosure. To enable the release of as much information as possible, Council is also authorised to redact content from a copy of information to be released, if the inclusion of the redacted information would otherwise result in an overriding public interest against disclosure.

Council is encouraged to release information without the need for a formal application, unless there are good reasons to require one. Requests for personal information would usually fall into this category. Depending on the amount of work involved a fee may be charged as per Council's fees and charges within the Operational Plan. Under informal release, Council has the right to decide by what means information is to be released.

4.4 Formal Release of Information

Prior to lodging a formal *access application*, a person seeking information from Council should check if the information being sought is already available on Council's website or could easily be made available through an informal request application.

If information:

- is not available via Proactive or Informal Release; or
- involves a large volume of information, requires extensive research and accordingly will involve an unreasonable amount of time and resources to produce; or
- contains personal or confidential information about a third party which may require consultation; or
- ss of a sensitive nature that requires careful weighing of the consideration in favour of and against disclosure; then

Council requires a Formal Access to Information Application to be submitted. An application fee of $30 will apply and processing charges may apply as per the GIPA Act. Concessions may apply under certain circumstances.

Processing Charges

A processing charge of $30 per hour. The $30 application fee counts towards the first hour of processing.

The processing time for an application, as set out in section 64(2) of the GIPA Act, is the total amount of time that is necessary to be spent by any officer of the agency in:

1. Dealing efficiently with the application (including consideration of the application, searching for records, consultation, decision-making and any other function exercised in connection with deciding the application), or
2. Providing access in response to the application (based on the lowest reasonable estimate of the time that will need to be spent in providing that access).

When Council notifies an applicant of a decision to provide access to information, the applicant will also be notified of any processing charges that will apply and how they have been calculated. Under section 64(4) access to the information may be made conditional on the payment of the processing charge.

A processing charge must not be discounted under section 65 or 66 by more than 50% even if both sections apply.

Advance Deposit

An applicant may be asked to pay an advance deposit of up to 50 per cent of the estimated processing charge. Under section 68 of the GIPA Act, the notice requiring an advance deposit must:

- include a statement of the processing charges for work already undertaken by the agency in dealing with the application, and
- include a statement of the estimated processing charges for work that will need to be undertaken by the agency in dealing with the application, and
- specify a date by which the advance deposit must be paid (being a date at least four weeks after the date the notice is given), and
- include a statement that if the advance deposit is not paid by the due date, Council may refuse to deal further with the application and that this will result in any application fee and advance deposit already paid being forfeited.

Council ~~can~~ may extend the date for payment of an advance deposit and is required to give the applicant notice of any extension and indicating the new date by which the advance deposit must be paid. The applicant is entitled to a refund of any overpayment but is not entitled to have the deposit refunded if the application is withdrawn.

The period within which an agency must decide an application stops running when the decision to require an advance deposit is made. The time starts running again when the deposit is paid.

Please note, an application will be invalid if it seeks access to excluded information of Council or does not meet the requirements for a Formal Access application. An application must:

- Be in writing;
- Specify it is made under the GIPA Act;
- State an Australian Postal address;
- Be accompanied by the $30.00 fee; and

- Provide sufficient detail to enable Council to identify the information requested.

An appropriate form that may be used is located on Council's website.

Formal Access applications are a last resort as Council will endeavour to make its information available through the other three alternatives.

4.4.1 Rights of Review and Appeal

Where an applicant is refused access under a formal application, reasons for refusal will be provided in writing.

An applicant who has been refused access by Council to information requested under a formal request for access to information under the GIPA Act has three options of review available.

1. Applicants ~~can~~ may apply to Council for an internal review.
2. If an applicant is not satisfied with the internal review, or does not want one, they ~~can~~ may ask for a review by the Information Commissioner.
3. If an applicant is not satisfied with the decision of the Information Commissioner or the internal reviewer or if they do not want to take these options, they ~~can~~ may apply to the NSW Civil and Administrative Tribunal (NCAT).

Type of review	Days to request a review from when you were given the decision	Is there a fee involved?
Internal review by Council (by someone more senior than the original decision maker if possible)	20 working days	Yes - $40*
Review by NSW Information Commissioner	40 working days	No
NCAT	20 working days from review by Information Commissioner;	Yes
	40 working days from review by agency	See the NCAT website for more information

*No fee applies for an internal review if the decision is a 'deemed refusal' because Council did not process your application in time, or the internal review is conducted because the Information Commissioner has recommended Council to reconsider its decision.

It is noted that there are no rights of review in respect of informal applications, but the applicant may make a formal application at any time.

4.4.2 What decisions ~~can~~ may be reviewed?

You have the right to request a review of certain decisions made by Council about the release of information under the GIPA Act including a decision:

1. that an application is not a valid access application;
2. to transfer an access application to another agency, as an agency-initiated transfer;

3. to refuse to deal with an access application (including such a decision that is deemed to have been made);
4. to provide access or to refuse to provide access to information in response to an access application;
5. that government information is not held by the agency;
6. that information applied for is already available to the applicant;
7. to refuse to confirm or deny that information is held by the agency;
8. to defer the provision of access to information in response to an access application;
9. to provide access to information in a particular way in response to an access application (or a decision not to provide access in the way requested by the applicant);
10. to impose a processing charge or to require an advance deposit
11. to refuse a reduction in a processing charge;
12. to refuse to deal further with an access application because an applicant has failed to pay an advance deposit within the time required for payment; or
13. to include information in a disclosure log despite an objection by the authorised objector (or a decision that the authorised objector was not entitled to object).

Further information may be located at Information and Privacy Commission New South Wales (nsw.gov.au).

4.5 Copyright

Nothing in the regulations requires or permits Council to make open access information available in any way that would constitute an infringement of copyright.[8]

Access to copyright documents will be granted by way of inspection only if the copyright owner's written consent is provided. Where authority is unable to be obtained or the copyright owner is not able to be contacted, copies of copyright material will not be provided. These documents may include plans/drawings, consultant reports, Statements of Environmental Effects and other miscellaneous reports submitted with a DA (please note that this list is not definitive).

As mentioned previously, Council has a vast range of documents that ~~can~~ may be accessed in varying ways. Most documents ~~can~~ may be inspected at and obtained from Council's Administration offices between the hours of 8:30am and 4:30pm, Monday to Friday (except public holidays). For further enquiries about any document, a Customer Services Officer should be contacted. If you experience any difficulty in obtaining documents or information, you should contact the Public Officer.

4.6 Public Officer (Right to Information officer)

The Manager of Governance has been appointed as the Public Officer by the General Manager. Amongst other duties, the Public Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents of the Council. The Public Officer is also Council's Right to Information Officer and, as such, is responsible for determining applications for access to documents or for the amendment of records.

[8] See ibid, s 6(6).

Additionally, Council has in place a Privacy Management Plan for dealing with private or personal information.

If you have any difficulty in obtaining access to Council documents, you may wish to refer your enquiry to the Public Officer. Also, if you would like to amend a document of Council which you feel is incorrect it is necessary for you to make written application to the Public Officer in the first instance. Enquiries should be addressed as follows:

Attention: Public Officer
Glen Innes Severn Council
PO Box 61
GLEN INNES NSW 2370
Telephone: 02 6730 2300
Email: council@gisc.nsw.gov.au
Office: 265 Grey Street, GLEN INNES NSW 2370

4.7 Role of the Information Commissioner

Council must notify the Information Commissioner before adopting or amending this AIG, and if requested to do so by the Information Commissioner, consult with the Information Commissioner on the proposed AIG or amendment.

Anyone ~~can~~ may complain to the Information Commissioner about the conduct (including action or inaction) of Council in the exercise of functions under an Information Act, including conduct that is alleged by the person to constitute a contravention of an Information Act.[9]

A complaint may be made in one of the following ways:

Website:	www.ipc.nsw.gov.au
Email:	ipcinfo@ipc.nsw.gov.au
Mail:	GPO Box 7011, Sydney, NSW, 2001
Visit:	Level 15, McKell Building, 2-24 Rawson Place, Haymarket NSW 2000
Call:	1800 INFOCOM (1800 472 679) between 9am to 5pm, Monday to Friday (excluding public holidays).

The Information Commissioner may decide to investigate, not to continue to investigate, or not investigate a complaint.

5 Our Corporate Vision – Mission - Values

Slogan *Shaping a stronger, more vibrant future together"*

Vision ~~A prosperous connected community that nurtures its people and places.~~ Transforming today for a thriving tomorrow.

Values Respect, Integrity, Courage, Honesty and Transparency.

[9] Information Act is referring to an Act under the regulatory authority of the Information and Privacy Commission, such as the GIPA Act and the *Privacy and Personal Information Protection Act 1998*.

5.1 Strategic Priorities

In addition to serving the community through the delivery of its various operational activities, and fulfilling its compliance and statutory obligations, Council has identified the following **Strategic Objectives:**

1. ~~**An Attractive Quality of Life** - that is enhanced by cultural expression, an active inclusive community, with accessibility to the best possible services and facilities in a high country climate.~~ **Thriving and Connected Community** – where residents have access to essential services, economic opportunities, social connections and a high quality of life, regardless of their location. A place where people feel safe, engaged, supported and empowered to thrive in their daily lives.

2. **A Prosperous and Diverse Economy** - ~~that is encouraged and supported by sustainable investment opportunities, in a diversified business environment with accessibility to a trained and willing labour market.~~ A diverse local economy that is essential services, economic opportunities, social connections and a high quality of life, regardless of their location. A place where people feel safe, engaged, supported and empowered to thrive in their daily lives.

3. **Fit for Purpose ~~Public~~ Infrastructure** - ~~that is designed, constructed and appropriately maintained, to keep our community and visitors, connected, safe and able to access the amenities and services they require.~~ Maintain our existing infrastructure and ensure that we are actively investing in sustainable and economic infrastructure, ensuring long-term growth, resilience and prosperity.

4. ~~**An Appealing Sense of Place** - that is protected and preserved, so that our authentic natural and built assets are showcased and enhanced for the enjoyment of all and enriched by new developments.~~ **Protected and Enhanced Environment** - Where natural resources, landscapes and built heritage are preserved, sustainably managed and showcased to strengthen community identity, attract visitors and support long-term ecological and economic benefits.

5. ~~**Recognised for Local Leadership** - that upholds its values and responsibilities, is focused on the community through the custodianship of its assets and empowerment of its employees, to deliver the best value services and projects in partnership with others and within the means of Council.~~ **Open and Collaborative Leadership** - Fostering an environment of innovation, collaboration and mutual respect, where diverse perspectives shape strategic planning, governance and problem-solving, while ensuring accountability and financial sustainability for current and future generations.

These strategic objectives are discussed in more detail within the Community Strategic Plan ~~2022-2032~~ 2025-2035 along with the corresponding goals and the Integrated Planning and Reporting Framework.

6 Information Services

6.1 Types of Information held by Council:

Council holds information which relates to several varying issues. This information may ~~can~~ be grouped into five categories:

- policy documents;
- general information;
- registers;
- guidelines, plans, reports and other information; and
- files.

Council's website has links to a significant amount of information which the public may ~~can~~ view and download copies of the documents.

The public seeking a copy of or requesting to view information described below that is not on the website should contact Council's Public Officer.

6.1.1 Policy Documents

Council is required by legislation to have certain policies, such as Code of Conduct and Code of Meeting Practice. To function effectively and in accordance with legislation, Council has also adopted a considerable number of local policies.

All these policies are reviewed at least every four years and amended or deleted as required. Any changes to strategic policies must be adopted by Council.

The policies are available on Council's website as prescribed by section 18(c) of the GIPA Act.

6.1.2 General Information

Any other information held by Council **not** described in the sections below and not on the Council website, will require the lodgement, in the initial instance, of an informal request with Council's Public Officer:

- *Agendas and business papers for Council and Committee Meetings (but not including business papers for matters considered when a meeting is closed to the public);*
- *Annual Report;*
- *Annual Financial Reports;*
- *Asset Management Strategy;*
- *Auditor's Report;*
- *Cemetery Register;*
- *Code of Conduct;*
- *Code of Meeting Practice;*

- *Community Strategic Plan;*
- *Cultural Plan;*
- *Delivery Program;*
- *Council Staff Instruments of Delegation;*
- *EEO Management Plan;*
- *Environmental Planning Instruments, development control plans made under Section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council's area;*
- *Glen Innes Severn Land Use Strategy;*
- *Leases and licenses for use of public land classified as community land;*
- *Local Environmental Plan;*
- *Minutes of Council and Committee Meetings, but restricted to the recommendations of the meeting (in the case of any part of a meeting that is closed to the public);*
- Operational Plan;
- *Plans of land proposed to be compulsorily acquired by Council;*
- *Plans of management for community land;*
- *Policy concerning the payment of expenses incurred by, and the provision of facilities to Councillors;*
- *Records of building certificates;*
- *Register of Council's Plans, Strategies and Other Public Documents;* and
- *Register of Council's Policies*.

6.1.3 Registers

Council is required by legislation to maintain the following Registers:

- Council Land;
- Delegations;
- Development Consent;
- Disclosure of Donations;
- Disclosure of Conflicts of Interests;
- Investments;
- Planning Committee; and
- Disclosure Returns of the Interests of Councillors, Designated Persons and Delegates.

The Registers must be made available to the public as part of Council's open access information. Where the Registers are not available on Council's website, they are available at Council's Administration Office for inspection through the Public Officer and a copy ~~can~~ may be either provided free of charge or at a reasonable cost for photocopying.

6.1.4 Guidelines, Plans, Reports and other documents

Council has a significant number of guidelines, plans and reports which are either available to the public to view and download from Council's website or through an informal access application to the Public Officer. The information ~~can~~ may be categorised as follows:

- Building Application Register and Plans (excluding floor plans);
- Codes / Policies;
- Community Service Publications;
- Development Application Register;
- Development Applications and Plans (excluding floor plans);
- Development Control Plans;
- Drainage Plans;
- Engineering Design Plans;
- Environmental Impact Statements;
- Flood Mitigation Reports;
- General technical reports on water supply and sewerage, planning design and operations;
- Guidelines for the Submission of Reports on Contaminated Land 1992;
- Lease Register;
- Local Environmental Plan Amendments;
- Maps of the Council area;
- Other planning policies;
- Quarterly Financial Reviews;
- Quarterly Performance Reporting;
- Road opening permits;
- Section 94 Contribution Plans and register;
- Sewer Plans;
- Subdivision Register;
- Tender Register;
- Traffic Volumes / data;
- Water Plans;
- Works Programs; and
- Zoning Information.

6.1.5 Files

The main types of files that are held by Council include:

- Development Application;
- General;
- Property;
- Road; and
- Subdivision.

7 Right to Information

You may obtain further information regarding your right to access government information from the NSW Information and Privacy Commissioner:

Website: www.ipc.nsw.gov.au
Email: ipcinfo@ipc.nsw.gov.au
Mail: GPO Box 7011, Sydney, NSW, 2001
Visit: Level 15, McKell Building, 2-24 Rawson Place, Haymarket NSW 2000

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Call: 1800 INFOCOM (1800 472 679) between 9am to 5pm, Monday to Friday (excluding public holidays).

7.1 Additional IPC Resource Information

- Home | Data.NSW
- Open Data infographic (nsw.gov.au)
- Open Government, Open Data & Public Participation (nsw.gov.au)
- Information Access Guideline 7 - Open Data (nsw.gov.au)

8 Review of Agency Information Guide

From the *GIPA Act*:

21 Adoption and review of agency information guide

An agency must adopt its first agency information guide within 6 months after the commencement of this section and must review its agency information guide and adopt a new agency information guide at intervals of not more than 12 months. An agency may update and amend its agency information guide at any time.

22 Role of Information Commissioner

(1) An agency must notify the Information Commissioner before adopting or amending an agency information guide and must, if requested to do so by the Information Commissioner, consult with the Information Commissioner on the proposed agency information guide or amendment.

(2) The Information Commissioner ~~can~~ may issue guidelines and model agency information guides for the assistance of agencies in connection with agency information guides.

Appendix A

Document Control/Authorisation

Responsible Officer	Manager of Governance
Reviewed By	Information Privacy Commissioner (IPC)

AGENCY INFORMATION GUIDE

		Management Executive Team (Manex)			
Review Due Date		July 2026			
Version Number		14			
Versions	**Date**	**Resolution Number**	**Description of Amendments**	**Author / Editor**	**Approved / Adopted By**
15	/07/2025		Councillors table updated; IPR document details updated. Other minor amendments	MG	Council
14	25/07/2024	13.07/24	Amendments are minor with some deletion of information that may be found directly in the relevant legislation.	GO/MG	Council
13	27/07/2023	4.07/23	Minor Amendments including: updated legislation list, an updated Organisational Chart, and information about when the annual review of Open Access Information is carried out, including the latest review.	MGRCP	Council
12	23/06/2022	10.7/22	Significant amendments are: Updating Councillor information; 4.2 Council's review of approach to proactive release; 4.4 processing charges and advance deposits; 4.4.1 Rights of review and appeal; 4.4.2 What decisions ~~can~~ may be reviewed; 4.7 Role of Information Commissioner; 5 Vision; and 5.1 Strategic Objectives.	MGRCP	Council
11	24/06/2021	8.07/21	Amendments are significant including structural changes to the document and amendments at: inclusion of a preface, additional details at 1.2, 1.4, 2.1, 2.7, 3, 3.1, 3.1.1, 3.2, 3.2.2, 4, and 4.1 through 4.6.	MGRCP	Council
10	25/06/2020	18.06/20	Amendments due to elections being postponed, small changes to the organisational structure, added information about livestreaming Council meetings and a link to data.nsw.gov.au.	PA(DCCS)	Council
9	27/06/2019	5.06/19	Amendments to organisational structure, further financial strategic objectives added, additions and extractions to the list of committees, and name changes for some committees.	PA(DCCS)	Council
8	28/06/2018	11.06/18	Amendments were an inclusion of a detailed table outlining	PA(DCCS)	Council

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AGENCY INFORMATION GUIDE

			Council's functions and minor changes to the list of committees		

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GLEN INNES SEVERN COUNCIL

Periodic Review

2024-2025 Operational Plan

(Q4)

General Manager's Office

Action Code	Action	Progress	Status	Comments	Responsible Department
5.5.5.1	Ensure a successful and smooth transition to the new branding identity for Council, maintaining community engagement and awareness throughout the process.	Completed	100%	Major elements of the rebrand rollout have been completed,	GM
5.5.5.2	Expand Council's social media presence to enhance community engagement, increase awareness of council initiatives and services, and foster transparent communication with residents.	Completed	100%	Council's social media presence continues to rise and remains in a strong position.	GM
5.5.5.3	Seamlessly integrate the newly launched community engagement platform (Engagement HQ) with Council initiatives, projects, and decision-making processes to enhance transparency, gather resident input, and foster collaboration.	Completed	100%	The implementation Engagement HQ (our Have Your Say platform), has successfully and effectively supported Council initiatives, projects, and decision-making processes. The platform is operating smoothly to enhance transparency, gather resident input and foster collaboration, ultimately improving community engagement.	GM

Periodic Review of the 2024-2025 Operational Plan (Q4)

CS 1.7.2.1	Engage in advocacy with the State and Federal ministers, health organisations, and local networks like Attract-Connect-Stay to achieve better health service outcomes for the community.	Completed	100%	Participation in the Health Hub Co-operative working group part of ongoing advocacy.	GM
STC 5.4.7.1	Create a viable plan to consolidate Council's administrative offices into a single building.	Completed	100%	Council resolution of the 28th November is the most significant step forward taken by the Council in finding a solution.	GM
STC 5.5.5.4	Provide regular, timely media releases on topical issues as they arise to ensure the community is well informed.	Completed	100%	Maintained a steady flow of media releases, averaging 4-5 per month, to keep the community informed on topical issues. Additionally, the media contact list has been expanded to enhance the reach and effectiveness of these communications.	GM
STC 5.5.5.5	Research and develop new communication products including digital and non-digital to diversify and value-add to Council's communication opportunities.	Completed	100%	A print media partnership is now in place with the Glen Innes News, ensuring continued delivery of Council updates to the community through a local newspaper. Council has also completed the rollout of its digital engagement tools, including the 'Have Your Say' platform (Engagement HQ), and continues to provide accessible information through the Our Council e-newsletter, website, and social media channels.	GM
STC 5.5.5.6	Provide at least four quarterly resident newsletters during the year.	Completed	100%	Four seasonal resident newsletters, including the yearly budget newsletter, were sent out across the Glen Innes Severn LGA.	GM

Directorate of Corporate and Community Services

Action Code	Action	Progress	Status	Comments	Responsible Department
5.1.1.1	Implement the Reliansys Governance Suite Corporate Planning and Reporting Module	Progressing	25%	The implementation of the Corporate Planning and Reporting module has not commenced, as the finalisation of the Community Strategic Plan (10 year plan) and Delivery Program (4 year plan to deliver commitments outlined in CSP) are needed to implement to module. Councillors will be undertaking workshops in early 2025 to identify long term priorities for the LGA to be reflected in the CSP/DP. H2: Documents saved to Website & ReliantSys Records Portal. These documents are also in progress of being loaded to the Module - WIP	DCCS
5.2.2.1	Coordinate necessary internal activities for the local government elections both pre and post elections.	Completed	100%	Activities to support the NSW LG elections were undertaken and completed in line with the requirements as instructed by the electoral commission and in line the NSW Local Government Act 1993.	DCCS
5.2.3.1	Create and coordinate a Councillor Induction Program in conjunction with relevant stakeholders.	Completed	100%	A Councillor Induction Program was delivered throughout October and November 2024.	DCCS
5.2.10.1	Implement the Reliansys Governance Suite Risk Module.	Progressing	75%	The implementation of the Enterprise Risk Management (ERM) Framework and Plan provides Council with a structured, coordinated approach of aligning strategy, processes, people, technology and knowledge to mange risk. The implementation of the ERM module as commenced with a transition from Pulse to ReliantSys and managers reviewing the primary risks and subset risks around key functions.	DCCS

Periodic Review of the 2024-2025 Operational Plan (Q4)

				implementation of the ERM module has commenced with a transition from Pulse to ReliansSys with managers reviewing the primary risks and subset risks around key functions; to be further progressed in Q4. H2: Module is in place, usage commenced; remains WIP	
CS 1.1.2.1	Review Gentle Exercise Programs delivered through Life Choices - Support Services to ensure they meet current demands.	Completed	100%	Life Choices Support Services has enhanced its exercise programming through a strategic partnership with community agencies and service providers in response to positive community feedback. The expanded program now includes both gentle exercise classes and specialised Move Tall sessions, designed to improve strength, balance and mobility for older residents. This service expansion demonstrates our commitment to delivering inclusive, accessible fitness opportunities that meet the diverse needs of our aging population.	DCCS
CS 1.1.7.1	Review the Disability Inclusion Action Plan (DIAP) for 2025-2026 in consultation with key stakeholders.	Progressing	75%	The development and implementation of Glen Innes Severn Council's Disability Inclusion Action Plan (DIAP) 2025-2026 (T1.2.3.1) has been nominated for the 25/26 delivery program. This project will align the DIAP's commitments and strategic priorities with Council's forthcoming Aged and Disability Strategy, with completion scheduled following the Strategy's adoption to ensure a coordinated approach to inclusion across the local government area.	DCCS
CS 1.1.7.2	Provide support to the Community Access Committee.	Completed	100%	February 2025 -Report to MANEX - DIAP direction/ resource allocation and required organisational wide approach to delivery.	DCCS
CS 1.2.2.1	Promote community awareness of Wellbeing and Support Facilitation services available at Life Choices - Support Services and	Completed	100%	Glen Innes Severn Council has successfully promoted and facilitated access to community-based wellbeing programs across multiple service areas. Life Choices Support Services has expanded its exercise programming through strategic partnerships, delivering three weekly sessions including gentle exercise and Move Tall classes for older residents. The	DCCS

	Children, Youth and Family Services.			Community Services department provides comprehensive youth and family services through cultural workshops, recreational activities, and educational support programs. The Department has enhanced community awareness and engagement through targeted activities, with Youth Booth reaching 1.1K followers through social media. These initiatives, supported by partnerships with key service providers demonstrate successful promotion and facilitation of accessible, inclusive wellbeing services that meet diverse community needs across age groups.	
CS 1.2.2.2	Develop an Aged and Disability Strategy.	Completed	100%	Glen Innes Severn Council has engaged a specialist consultant to develop a comprehensive Aged and Disability Strategy. Following extensive community engagement and consultation, the draft strategy is now being developed for Council's initial review. This strategic document will guide Council's approach to supporting older residents and people with disability, ensuring our community services and infrastructure meet their evolving needs. 28/01/2025 - Final internal enagagement issued. MANEX February report for endorsement to Council.	DCCS
CS 1.2.2.3	Maintain support for local Domestic Violence support groups with a particular focus on raising awareness with young people.	Completed	100%	Glen Innes Severn Council and the Youth Booth actively partner with local domestic violence support services to educate and empower young people about healthy relationships and family safety. Through their involvement with the Safe In Our Town Committee, these organisations deliver targeted awareness programs and provide essential resources to youth. This collaborative approach ensures young people have access to information, support services and safe spaces while fostering a community-wide commitment to preventing domestic violence.	DCCS
CS 1.2.2.4	Support and contribute to the local Community Drug Action Team (CDAT).	Not Due To Start	0%	This was to be removed from corporate planning as this committee is not currently active.	DCCS

CS 1.2.4.1	Participate proactively with Northern Tablelands Cooperative Library Service (NTCLS) to ensure cost effective use of future resource budgets.	Completed	100%	The Northern Tablelands Cooperative Library Service (NTCLS) Library Manager's held a Team meeting on Thursday, 25 July 2024 to discuss the NTCLS Agreement 2022-25, the financial contribution for 24-25 and operational issues. The Library participates in transfer and receipt of books and DVDs resources with four (4) Cooperative Libraries during February and September, as per the Northern Cooperative Library Service Agreement. Libraries participating in NTCLS are willing to assist each other in additional training and experience for library staff, and participate in whole of team visits to build networking and share innovation opportunities.	DCCS
CS 1.2.7.1	Implement the Youth Strategy 2024 - 2025.	Progressing	95%	Glen Innes Severn Council's Youth Strategy finalisation and implementation (T1.1.2.2) has been nominated for the 25/26 delivery program. The Youth Booth's successful delivery of the current Youth Strategy 2021-2025 through diverse mental health, cultural, and social programming, along with strengthened partnerships with organisations like Glen Innes Family and Youth Support Services, demonstrates effective achievement of youth well-being and community engagement goals. This project will build upon these successes to ensure continued strategic direction for youth services.	DCCS
CS 1.2.8.1	Maintain Council's registration as an approved National Disability Insurance Scheme (NDIS) Provider and deliver corresponding NDIS services to the community.	Completed	100%	Glen Innes Severn Council is currently an approved registered NDIS provider. The registration end date is 31/10/2026.	DCCS
CS 1.2.9.1	Maintain Children and Family Services and work collaboratively with other organisations to deliver parenting programs annually.	Completed	100%	Glen Innes Severn Council successfully maintains and delivers comprehensive children and family services through its supported playgroup programs, including the Aboriginal Supported Playgroup (Jarjums) and outreach playgroups at Wytaliba and CAFS. The service actively collaborates with community organisations, demonstrated through partnerships	DCCS

				with Glen Innes Youth & Family Support Services, Benevolent Society, CentraCare, and Headspace. The playgroups provide culturally safe environments, developmental activities, and healthy living practices while maintaining steady attendance numbers. Staff regularly undertake relevant training, such as Love Bites and Safe Food Handling, to enhance service delivery. The programs effectively engage families through providing meals, transport assistance, and maintaining strong relationships with local schools, demonstrating Council's commitment to accessible family services and collaborative program delivery.	
CS 1.2.9.2	Deliver programs that promote family participation and social interaction for all community members.	Completed	100%	The Glen Innes Youth Booth and Outside of School Hours Care actively delivers a range of children, youth and family services that promote social interaction and family participation across the community. Through regular youth programs, cultural activities, community events and educational support services, the facility has successfully created an inclusive environment that engages diverse community groups. The Youth Booth's partnerships with service providers, consistent weekly programming averaging 18 participants per session, demonstrate strong delivery of services that encourage family engagement and social connection. This is further supported by cultural workshops, recreational activities, and educational initiatives that provide meaningful opportunities for community members to interact and participate in inclusive programs.	DCCS
CS 1.2.10.1	Provide current venue accessibility information relevant to the LGA.	Completed	100%	In collaboration with the Community Access Committee, Council has developed a comprehensive Mobility Map Brochure, providing valuable information about accessible pathways and facilities throughout our community. Working closely with the Committee, Council successfully supported the Access to Better Living Expo 2024, which showcased services, products, and resources that enhance accessibility and independent living. These joint initiatives demonstrate Council's ongoing	DCCS

Periodic Review of the 2024-2025 Operational Plan (Q4)

				partnership with the Community Access Committee and shared commitment to creating an inclusive community that supports the diverse needs of all residents.	
CS 1.3.2.1	Develop a yearly program of activities and events (at the library's staff workshop) based on community interest and needs.	Completed	100%	The Annual Library Program in this period delivered a school holiday program in July which included Aboriginal weaving with Waabil Chapman Burgess, Sand Art Craft, movies at Glen Innes, Deepwater and Emmaville. During July, a NAIDOC program was delivered and included storytelling with a First Nation elder and appropriate themed craft activities. Monthly Golden Oldies movies were Greyfriars Bobby, Picnic at Hanging Rock and Inspector General and were enjoyed by community members (please see attached flyer). The BAD Sydney Crime Writer Festival was livestreamed in the Library with six (6) author event hosted within the Library and Conference Room. A live author talk with Andrew Skeoch, an acoustic ecologist who demonstrated and guided the audience to hear and learn the language of nature (please see attached flyer). The Library organised a diverse and comprehensive January School Holiday program for children and youth throughout the region (Glen Innes, Deepwater, Emmaville) which included Singing and Drumming with Zoey Larkins (Youth), Lego Challenge, Movie Afternoons, Planting Succulents with Bianca Hill (Youth) and craft events. During this period regular monthly Book Club, Podcast Brunch Club, After Dark Movies, Golden Oldies Movies and social morning tea at the libraries were organised and enjoyed by members and families. Weekly social jigsaws, scrabble and card games are held on Tuesdays and Thursdays mornings and are growing in popularity.	DCCS
CS 1.3.3.1	Support Harmony Day celebrations and promote cultural diversity within the LGA.	Completed	100%	The Community Harmony Day Event represented a significant achievement in Council's ongoing commitment to celebrating cultural diversity within the Glen Innes community. The event's theme, "Celebrates how all our differences make Australia a great place to live!", effectively captured the spirit of inclusivity	DCCS

				that Council aims to foster. Planning for the event commenced three months prior with collaboration between Life Choices Support Services and community representatives. The decision to host the event at Glen Innes & District Services Club was strategic, offering central accessibility and appropriate facilities to accommodate the anticipated attendance. This event represented a direct fulfilment of Council's strategic priority to promote social cohesion through celebrating diversity. The high attendance and enthusiastic participation suggest there is strong community appetite for inclusive cultural events that bring together diverse segments of the local population. Outcomes and Achievements Attendance Target Exceeded: The event reached its full capacity of 100 tickets with 122 registrations, demonstrating strong community interest. Community Engagement: Successfully brought together diverse community members to celebrate cultural diversity. Awareness Raising: Promoted the message that cultural diversity enriches the community. Operational Plan Compliance: Successfully fulfilled the requirements of CS 1.3.3.1 by facilitating a Harmony Week event celebrating cultural diversity. Partnerships Strengthened: Collaborated effectively with community organisations. Community Feedback Survey • Event received an average rating of 4.5 out of 5 for likelihood to recommend • 44% of attendees rated the event as "Excellent" while 37% rated it as "Very Good"	

CS 1.3.4.1	Complete all of the actions within Council's Cultural Plan 2022-2025 that are due in 2024-2025.	Completed	100%	The Cultural Plan actions are across several areas of Council and will be reported individually in these reporting areas. Under Library Services, the Mosman Council Community Grant project fulfils Goal 4: Public Art development to enhance place-making and identity - bonding, bridging and linking social capital is increased. Meetings are progressing to form a First Nation project group to produce a mural painting depicting and acknowledging the cultural history of the Glen Innes Severn region which will include First Nation, Chinese, English and European influences within the region. During this period, Council's Cultural Plan Goal 4 - Public Art Development: The completion of the Mosman Council Art Project and a celebration organised for Reconciliation Day on Saturday, 31 May. Goal 1: Inclusive community engagement: The Library's annual program offered a creative, inclusive and fun program which included services and events for NAIDOC, Harmony Day, LGBTQ+, women and seniors in our community. On Tuesday, 20 May 2025, the Library organised and hosted Council's National Volunteer Week and participants received a Certificate of Appreciation and a thank you from the General Manager.	DCCS
CS 1.4.2.1	Facilitate information to the community on available transport options within the LGA.	Completed	100%	In partnership with the Community Access Committee, Council has developed and launched a comprehensive Mobility Map that outlines accessible transport routes and options throughout Glen Innes Severn Council area. This resource provides valuable information to community members about available transport options, accessible pathways, and key facilities within the LGA, helping residents and visitors better navigate our community. The map serves as a practical guide that supports informed decision-making about transport choices and enhances accessibility for all community members.	DCCS
CS 1.5.2.1	Maintain support for local volunteers and consider new and proactive ways to	Completed	100%	Glen Innes Severn Council has strengthened its commitment to volunteering by joining Volunteers NSW, the state's peak body for volunteer management. Through this membership, Council	DCCS

	encourage an increase of volunteering within the community.			will enhance its volunteer practices and governance. A comprehensive review of volunteer policies and development of a new volunteer strategy will be completed by the end of the 2023/24 financial year, ensuring best practice volunteer management across Council services.	
STC 5.1.1.1	Provide half-yearly Operational Plan reports and an Annual report to Council.	Progressing	75%	The Report on the Community Strategic Plan 2022-2032 report (formerly known as the End of Term Report) focuses on achievements completed between 1 July 2022 (when the current Delivery Program commenced) through to 30 June 2024. Generally, this report would cover close to four years to cover the Council term. Due to the delay in the local government elections from September 2020 until December 2021, this report focuses on a two-year period. This report was submitted to the 28 November 2024 Ordinary Meeting of Council and has been placed on Council's website. The Annual Report 2023/2024 has been submitted to the 28 November 2024 Ordinary Meeting of Council and has been placed on Council's website. The aim of the Annual Report is to report on council's progress in implementing the Delivery Program 2022-2025. Further, these reports has been submitted to the Audit, Risk and Improvement Committee (ARIC) for their December 2024 ordinary meeting. The half yearly report for the 2024/2025 Operational Plan is being prepared now to be submitted to the 19 December 2024 Ordinary meeting of Council and for ARIC at the March 2025 meeting. The Operational Plan is council's 'action plan' for achieving the community priorities outlined in the Community Strategic Plan 2022-2032 and the Delivery Program 2022-2025.	DCCS

Periodic Review of the 2024-2025 Operational Plan (Q4)

				Q3 report presented to Council's May meeting - approved. H2: Completion of the next annual report will close this item	
STC 5.1.1.3	Coordinate the creation of an Annual Operational Plan and Budget across Council in compliance with the Integrated Planning and Reporting Guidelines. Process commenced	Completed	100%	This will progress in H2 FY24 H2: Completed & issued	DCCS
STC 5.1.2.1	Review Council's Performance Management Framework with the aim to increase objective data input allowing for improved and more transparent performance reviews.	Progressing	50%	Councils Performance Management Framework is directly linked to the Community Strategic Plan, Delivery Program and Operational Plan. All Managers are encouraged to provide regular feedback to their direct reports using the Pulse Performance Management system. Mangers are required to set performance goals at the beginning of the 12-month reporting period, provide staff with formal written performance feedback in the middle of the year and assess performance at the end of the financial year. Manex reviewed the performance framework in July 2024 and reinforced commitment to the framework as it is currently applied.	DCCS
STC 5.2.1.1	Ensure the Reliansys Compliance register is implemented, including internal registers for policy obligations and that the Delegations + module is maintained. Report on legislative compliance annually to Manex/ARIC and Council.	Completed	100%	Focus on implementation of Reliansys Compliance register will be actioned in the Quarter 3 of 2024/2025. H2: Register created & in use	DCCS
STC 5.2.5.1	Review Council's existing procedures for the	Progressing	85%	Health monitoring procedures are in place, noise risk assessments are in place for new items of plant and equipment,	DCCS

	management of hazardous noise and develop a comprehensive procedure that includes risk assessment, health monitoring requirements, exposure levels, sources of noise and control measures.			there is a budget for monitoring environmental hazards including noise and exposure levels, and there are controls in place to manage excessive noise. These procedures require condensing into a cohesive document or set of documents to complete this action, which will be finalised in the following year.	
STC 5.2.5.2	Review Council's existing programs for the management of volunteers and ensure that the volunteer management program adequately defines the responsibilities of Council and its volunteers, identifies all risks and safety needs, and addresses hazard management, training and equipment requirements and supervision.	Progressing	80%	Council has policies and procedures in place to manage volunteers, which include consideration of work health and safety risks. Risk assessments are carried out prior to events and activities involving volunteers. Volunteers who are involved in events complete inductions and training to raise safety awareness and mitigate risks. Further review of these procedures is required as part of Council's Work Health and Safety Management Plan and will be completed prior to November 2025 to meet insurer requirements.	DCCS
STC 5.2.5.3	Review emergency preparedness procedures to ensure that all potential emergency situations are identified and included, and coordinate emergency training and drills for staff.	Progressing	90%	Emergency procedures are in place at all permanent worksites and major construction sites. Some training and drills have occurred. Further work is required to ensure compliance measures are up to date, which is almost complete. It will be finalised in early 2025/2026.	DCCS
STC 5.2.7.1	Maintain an ICT helpdesk support service that is responsive to Council's and employees' needs.	Completed	100%	The satisfaction rating for the ICT helpdesk service remains in the area of 98-99%, indicating a high level of customer satisfaction.	DCCS

STC 5.2.8.1	Implement a new Electronic Document and Records Management System (EDRMS) or upgrade the existing Technology One system to the latest cloud version.	Progressing	50%	Preliminary investigations into potential solutions have occurred and the procurement and final evaluation stages are well advanced. Some delays did occur during the procurement phase, which will require this project to be rolled into the following year.	DCCS
STC 5.3.1.1	Deliver financial and budget compliance reporting to Council and the community. Ensure the Quarterly Budget Review process is managed as per the required timelines. Develop a structure that will ensure the accuracy of Budget, Actual and quarterly revisions data being reported.	Progressing	40%	The Quarterly Budget Reviews, monthly Financial Reports, Investment Reports and Capital Works Reports are submitted on time. Accuracy has improved with the development of a comprehensive Grants Register.	DCCS
STC 5.3.1.2	Meet all annual financial audit requirements in line with the Local Government Act 1993 NSW.	Progressing	35%	Audit compliance is on a continuous improvement program. Preparation and submission of annual Financial Statements now follows a project management process. Council has begun a Business Systems Improvement RoadMap to improve financial systems to support improved financial reporting.	DCCS
STC 5.3.1.3	Develop a Finance Operation Manual that documents all critical tasks to ensure business continuity.	Progressing	15%	Council has launched a Business Systems Improvement RoadMap that includes development of a Financial Operation Manual.	DCCS
STC 5.3.1.4	Provide access to accurate monthly reports for all council businesses including monthly P&L report.	Progressing	25%	Financial management has now moved to monthly reporting for all key financial processes. This will continue to be rolled out.	DCCS

STC 5.3.2.1	Ensure Council meets its tax compliance requirements by completing monthly reconciliation, review and approval of all statutory tax accounts, that is GST, PAYG, Superannuation and all other related deductions related to tax matters.	Progressing	25%	Monthly reconciliation of all financial statutory requirements is now part of the financial departments' continuous improvement program.	DCCS
STC 5.3.3.1	Deliver Rates notification and collection services in compliance with the Act and ensure reporting and a review of overdue Rates is undertaken.	Progressing	40%	Rates notification and collection services are operating in compliance with the Act. A review of overdue rates is undertaken regularly with outstanding debtors reduced.	DCCS
STC 5.3.4.1	Ensure financial systems comply with procurement policy and all procurement and purchase procedures are electronic and system based.	Progressing	40%	Council has implemented a new procurement system ArcBlue, policies and procedures have been updated and staff training has been implemented.	DCCS
STC 5.3.5.1	Improve grants management and introduce a centralised grants management procedure.	Completed	100%	A new grants register has been created. A new policy and procedures introduced.	DCCS
STC 5.3.6.1	Prepare a new Long Term Financial Plan (LTFP) to go into the Resourcing Strategy 2024-2034.	Completed	100%	A new Long Term Financial Plan has been developed based on a Financial Sustainability Review.	DCCS
STC 5.3.7.1	Ensure the reporting obligations to and from the Audit Risk and Improvement Committee are being met in	Completed	100%	Council's reporting obligations to the Audit Risk and Improvement Committee are up to date and in line with OLG's ARIC Guidelines. Q3: Council's reporting obligations to the Audit Risk and Improvement Committee are up to date and in line	DCCS

	line with the Office of Local Government Guidelines.			with OLG's ARIC Guidelines. ARIC ToR reviewed - minor amendments to be approved by MANEX; work is progressing with the Governance Health Check to be presented to the June ARIC meeting H2: presented & accepted	
STC 5.4.3.1	Create new operating procedures for procurement based on the ArcBlue system and the Sustainable Procurement and Contracts Policy and train staff in the revised procedures.	Completed	100%	The ArcBlue system has been introduced and the Sustainable Procurement and Contracts Policy endorsed, training has been conducted.	DCCS
STC 5.4.3.2	Create new operating procedures for inventory, and train staff in the revised system in procurement procedures.	Completed	100%	Procurement systems and procedures have been updated and improved.	DCCS
STC 5.4.4.1	Provide a stores service that provides efficiencies to Council operations by ensuring that the maximum number of items that all business units consume are inventoried and develop reporting in consumption of inventory.	Progressing	60%	The Stores service has completed a continuous improvement process.	DCCS
STC 5.4.6.1	Coordinate the Statewide Mutual Continuous Improvement Pathway (CIP) across Council.	Completed	100%	The Continuous Improvement Pathway (CIP) is a self-assessment program. These self-assessments promote an integrated approach to the management of risk and can be used to analyse and benchmark the integrity of council's management systems and offer a framework for the development or, improvement of policies, procedures, plans or systems. For FY24 Council undertook self-assessments in swimming pool operations,	DCCS

				managing footpath infrastructure and Enterprise Risk Management (ERM), which resulted in 100% completion.	
STC 5.4.6.2	Coordinate the annual Insurance renewal questionnaires, organise budgets and ensure Council is adequately insured. Insurance questionnaires completed & submitted - awaiting terms.	Completed	100%	Q3:Council's annual insurance renewals are all up to date. All 2025 renewals are scheduled for action as required in 2025. H2: Policies issued & paid	DCCS
STC 5.5.3.1	Provide oversight and advice on complaints management (including Code of Conduct, Public Interest Disclosure and Complaints and Unreasonable Complainant Conduct management) throughout Council.	Completed	100%	Q3: Council has conducted training for all staff in Public Interest Disclosures in line with 2024/2025 requirements. H2: 23-24 Disclosures posted on website; commenced collecting 24-25 returns	DCCS
STC 5.7.1.1	Review Aboriginal and Torres Strait Islander employment to ensure that it is at least representative of the wider Local Government Area (LGA).	Completed	100%	These figures were reviewed by HR staff and will be reviewed again in 2025/2026, with a formal report to go to the executive management team. The review indicated that Aboriginal and Torres Strait Islander numbers in the broader community have increased, which may require Council to review its practices.	DCCS
STC 5.7.1.2	Engage an external provider to conduct an employee engagement survey to measure the effectiveness of workforce planning and human resource programs and initiatives.	Not Due To Start	0%	This action will not be completed in the current year and will need to be moved to the following year, due to the budget allocation for 2024/2025 not being approved.	DCCS

STC 5.7.1.3	Review and identify positions and people that are critical or central to strategic objectives and develop and implement succession management plan(s) for such positions.	Progressing	50%	Critical positions were previously included in Council's Workforce Management Strategy / Plan; however, they were removed from the current strategy due to insufficient time for the review. This action will need to be rolled over to the following year.	DCCS
STC 5.7.1.4	Set up the learning management system within the Pulse Human Capital Management (HCM) module, ready for 2024/2025 interim staff performance reviews.	Progressing	75%	The Pulse learning management system has been implemented to the full extent possible this year, with a fully functional staff onboarding module and links to a library of online courses. Council's HR staff are working with the software vendors to implement further improvements in future years.	DCCS
STC 5.7.1.5	Review and further develop a retention strategy for the 35 - 54 year cohort of employees.	Not Progressing	0%	This action was not completed in 2024/2025 and will need to be rolled over to the following year.	DCCS
STC 5.7.1.6	Review Council's leave management and flexible work arrangements framework and implement approved frameworks.	Completed	100%	Council has a Working from Home Policy / Agreement, Variable Working Hours Policy, and other policies and procedures in place to support flexible work practices. These have been reviewed at scheduled intervals. There is scope for further improvements in this area, which can be looked at in subsequent years.	DCCS
STC 5.7.1.7	Review annual training plans to ensure that they support line leaders to understand and effectively undertake their people and business management accountabilities.	Completed	100%	Council's annual training plan was consulted on, reviewed and completed as part of the development of Operational Plan early in 2025.	DCCS
STC 5.7.2.3	Continue work towards the implementation and	Completed	100%	Glen Innes Severn Council adopted its Child Safety Policy on May 25, 2023, establishing clear expectations for all individuals	DCCS

	awareness of the NSW Child Safe Standards. With consideration to Council's capabilities and resources, implement leadership in Child Safe Strategies across the LGA.			providing services or activities for children and young people across Council facilities. In May 2024, Council's Management Executive (MANEX) strengthened this commitment by adopting the Statement of Commitment to Child Safety. The launch of Council's dedicated Child Safe Council webpage in September 2024 provides public access to these commitments and demonstrates Council's whole-of-organisation approach to maintaining a safe, inclusive environment that supports participation of all children and young people. Council continues to align its practices with the updated 2022 Child Safe Standards and Reportable Conduct Scheme requirements.	
STC 5.7.3.1	Maintain a Human Resources function in accordance with adopted customer service standards by implementing Key actions from the Workforce Management Strategy, delivering payroll and recruitment / onboarding services to the required standard, and rolling out Council's Corporate Training Plan and Staff Wellbeing Program to deliver outcomes over the entire year.	Completed	100%	Payroll, recruitment, onboarding, training and wellbeing programs are being delivered as required. A notable addition to the wellness program is a new Employee Assistance Program that provides onsite counselling and critical incident responses and has been well received by staff.	DCCS
STC 5.7.3.2	Implement the Employee Self Service (ESS) module within Dynamics 365, roll out to individual teams, and train/educate staff in its use.	Not Due To Start	0%	With the decision to move to Civica Altitude, this project will need to be rolled over to subsequent years.	DCCS

STC 5.8.1.1	Achieve Australian Cyber Security Centre's Essential Eight Maturity Level Two.	Progressing	75%	Considerable progress has been made towards achieving Essential Eight Maturity Level One, which will also count towards achieving Level Two. The achievement of Maturity Level two was overly ambitious for the timeframe that was set and was also set back by hardware and other compliance requirements that could not be easily met. A second independent assessment of Council's progress will occur in 2025/2026, which will provide much needed direction. The project will continue into the following year.	DCCS
STC 5.8.1.2	Conduct penetration testing and/or security auditing of Council's ICT systems.	Completed	100%	Penetration testing was completed and a report produced in July 2024. Most of the actions from this report have been attended to via Council's ICT ticketing system. Further penetration testing and an Essential Eight assessment are scheduled to occur in 2025/2026.	DCCS
STC 5.8.1.3	Migrate data from on premise network drives into SharePoint and OneDrive cloud drives and set up all required networking, security and backup protocols.	Progressing	50%	All home drive folders have been successfully migrated to OneDrive and additional backup software implemented to protect the data. The migration of shared drives has been delayed pending the results of Council's project to upgrade or replace its electronic document and records management system. This will be rolled over to the following year.	DCCS

Directorate of Place and Growth

Action Code	Action	Progress	Status	Comments	Responsible Department
4.2.1.2	Digital mapping of Glen Innes Cemetery.	Not Progressing	0%	This project did not proceed as no funding was allocated in Council's 2024–2025 budget. However, it remains a priority and will be reconsidered should suitable grant funding opportunities become available. Council staff will continue to monitor relevant funding programs and bring forward the project for delivery if external funding is secured.	DPG
CS 1.1.1.1	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.	Not Progressing	0%	Has been deferred for 2025-2026 operational year. 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 Meade Park and the internal lining at the Glen Innes Stadium which is currently being undertaken. However, a full review or update of the Master Plan will not occur until 2025/26 due to: • No budget allocation in 2024/25; and • The temporary reduction in resources due to Manager transition to retirement and difficulty to fulfill the position	DPG
CS 1.1.1.2	Develop detailed design plans for the establishment of a pump track and skate park extension and amenities.	Not Progressing	0%	Not proceeding as no funding was allocated in the 2024–2025 Operational Plan and no suitable grant opportunities are currently available.	DPG
CS 1.1.3.1	Undertake weekly visual inspections and annual comprehensive inspections	Completed	100%	Inspections are carried out visually on a weekly basis at the same time as the rubbish removal check is carried out, ongoing The annual inspection for all playgrounds is scheduled for April	DPG

	of all 8 Council playgrounds within Local Government Area.			2025. All playgrounds in the LGA have been inspected identified non-compliances have been listed and will be rectified early 25/26 FY	
CS 1.1.3.1	Off-leash dog park is established in Glen Innes as pilot for a permanent facility.	Progressing	10%	Project is anticipated to be completed by December 2025. Staff resourcing hindered delivery of project in 24/25.	DPG
CS 1.1.3.2	Design ANZAC Park Playground replacement and pathways.	Progressing	30%	GRP Deed has now been executed and the Contractor has provided the design covering Stage 1 and Stage 2 of the works. The design has been placed on community consultation via Council's 'Have Your Say' website for 21 days. Comments close on 9th July. Following consultation and any amendments to design as a result of submissions received, physical works are expected to commence in September 2025, with the project on-track to be completed by February 2026.	DPG
CS 1.3.1.1	Expression of interest is called for public art projects annually.	Completed	100%	Public Art Guidelines and Public Art Policy have been adopted by Council. A call for expressions of interest will commence in January 2025 to deliver Public Art budget in consultation with the Public Art Advisory Group.	DPG
CS 1.6.1.4	Investigate temporary and seasonal housing requirements for key workers associated projects that support positive economic development.	Completed	100%	The NSW Government has now finalised and enacted provisions for temporary and seasonal workers accommodation through the State Environmental Planning Policy (Housing) 2021. Council will apply this framework to assess future proposals linked to energy, mining, and other major developments.	DPG
CS1.1.4.2	Ensure that aquatic services including Learn to Swim and Aqua Aerobics programs are delivered and a maintenance program is implemented.	Completed	100%	All learn to swim and aqua aerobics programs delivered throughout the year and maintenance program undertaken.	DPG
ED 2.1.1.2	Deliver an Agri-Innovation Action Plan in consultation with GLENRAC and Industry.	Not Progressing	0%	As per H2 2023 - 2024, due to insufficient resources and no budget this project is currently not progressing.	DPG

				H2, 2024-25 As per H2 2023 - 2024, due to insufficient resources and no budget this project is currently not progressing.	
ED 2.1.1.4	Leverage the New England Renewable Energy Zone to drive industry growth and economic diversification opportunities that benefit the community.	Completed	100%	Council's planning staff along with subject matter experts have attended REZ workshops on matters relating to water, transport, waste, and social infrastructure. Senior Council staff meet with NSW State Government to discuss REZ requirements.	DPG
ED 2.1.2.1	Partner with GLENRAC to support agribusiness initiatives.	Completed	100%	GISC Senior Executive Management has actively participated in GLENRAC meetings throughout 2024/25, providing ongoing support, fostering collaboration, and seeking partnership opportunities wherever possible.	DPG
ED 2.2.1.1	Implement the new Glen Innes Highland refreshed branding 'Get in Here'.	Completed	100%	All refreshed branding collateral for the 'Get in Here' campaign was received in September 2024, marking the start of the implementation phase. Digital Integration began in October 2024 across Council-managed websites and social media platforms, ensuring consistent messaging and visual identity in online spaces. Updated signage reflecting the refreshed branding has been installed in key locations, enhancing the visibility and appeal of the Glen Innes Highlands identity to both visitors and residents. There are more to be completed as funding and resources become available. Branded stationery is being phased in across Council departments as suitable, ensuring a seamless transition to the new identity. The 'Get in Here' campaign did a callout in October for community and businesses to get involved in a photographic shoot focussing on the new branding's call to action. This will be actively promoted through digital campaigns, community engagement activities, and event materials to reinforce its impact and recognition. The branding implementation aligns with Glen Innes Highlands' broader goals to attract visitors, encourage new residents, and	DPG

				support local business growth, ensuring cohesive messaging across all touchpoints.	
ED 2.2.1.1	Develop a new Economic Development Strategy and Destination Marketing Plan for the LGA.	Progressing	70%	Waiting for Council Land Use strategy to guide future amendments to the Economic Development Strategy. The Destination Marketing Plan will also begin review in 2025.	DPG
ED 2.2.1.2	Implement the adopted Tourism Signage Plan and review as required to improve the visitor experience giving more reason to stop, explore, stay longer and spend more.	Progressing	80%	The Tourism Signage audit is actively being implemented, with a focus on enhancing the visitor experience by providing clear, engaging, and informative signage throughout the region. The comprehensive signage audit identified existing signage conditions, gaps, and areas for improvement. The audit document is currently under internal review to ensure alignment with tourism and branding objectives, as well as compliance with regulatory requirements. The plan prioritises signage that is Council managed and will be reviewed periodically based on visitor feedback, tourism trends, and regional development needs to ensure ongoing relevance and effectiveness. The signage improvements align with broader tourism and economic strategies, ensuring cohesive messaging and branding across all visitor touchpoints.	DPG
ED 2.2.1.5	Increase the utilisation of the Highlands Hub to assist in growing local business opportunities and incorporate programs and initiatives to drive local socio-economic prosperity and support social enterprise.	Completed	100%	Enhanced Focus on Local Business Growth: Efforts are underway to maximise the Highlands Hub's utilisation by creating opportunities for local businesses to showcase their products, access new markets, and participate in collaborative initiatives enhancing focus on local business growth. New programs and initiatives are being designed and implemented to support businesses with workshops, networking events, and skill-building sessions tailored to the needs of the community. The Hub is actively seeking partnerships with local businesses, community organisations, and government bodies through new flyers, social media and newsletters to utilise the Highlands Hub and increase revenue 2024/2025 FY. A targeted outreach campaign was implemented	DPG

				during October Small Business Month to raise awareness of the Highlands Hub's resources and programs, encouraging greater participation and engagement from local businesses and entrepreneurs. Metrics for utilisation and impact are being monitored to assess the effectiveness of programs, with feedback mechanisms in place to refine and enhance offerings based on user needs. Initiatives are also being aligned with the community's priorities, focusing on fostering innovation, creating volunteering and employment opportunities, and supporting sustainable growth in the region.	
ED 2.2.1.6	Investigate geo-tourism opportunities for the Glen Innes Severn local government area.	Completed	100%	The Coordinator of Economic Development and Tourism continues to attend meetings with the Geo Tourism working groups and NSW Geological Survey. Further work will be subject to partnerships with National Parks and Wildlife, The Legacy Mines Program and external funding.	DPG
ED 2.2.2.1	Deliver the three signature events being Australian Celtic Festival, Minerama and Christmas in the Highlands.	Completed	100%	Christmas in the Highlands - Council delivered the Christmas in the Highlands event as per the Operational Plan and review and debrief will be completed in December 2024. Minerama - Trader applications and consultation with contractors and friends of Minerama have begun. Australian Celtic festival - Trader applications and Performer applications have closed. Council representative/s attend monthly Australian Standing Stones Management Board meetings and deliver ACF reports to the Board. Monthly meetings are scheduled with Volunteer and Key stakeholders and Entertainment groups at the Highlands Hub.	DPG
ED 2.2.3.1	Develop a new 5 year Australian Celtic Festival Strategy.	Progressing	95%	The 2025 Australian Celtic Festival Strategic and Operational Plan has commenced with active involvement from the Council's Tourism and Events Officer, who will oversee the event delivery. Collaborative consultation with key stakeholders are underway with the Australian Standing Stones Management Board to ensure alignment with the festival's vision and the heritage significance of the site as well as bringing a continued commitment to celebrating and preserving Celtic culture. A	DPG

				review of the past five years of festival achievements, challenges, and attendee feedback is being undertaken to identify areas of success and opportunities for improvement. There will be a focus on long-term goals aiming to build on the festival's legacy, enhance visitor experiences, and increase overnight stays, aligning with Glen Innes' broader tourism and economic goals. Engagement with community and partners, sponsors, and Celtic cultural groups are scheduled to ensure the strategy reflects diverse perspectives and strengthens community ties. Integration of innovative initiatives including expanded accommodation options like on-site glamping, enhanced transportation solutions, and improved accessibility to address previous event challenges will also be included. The strategic plan will be finalised in early 2025 to ensure all stakeholders are prepared for the festival's successful delivery, with key milestones identified for operational readiness.	
ED 2.2.3.1	Develop a Minerama 5-year Strategic Plan	Progressing	70%	The development of a comprehensive five (5) Year Minerama Strategic Plan is underway to ensure the long-term growth and sustainability of the event. The first quarter of 2025, Council will begin stakeholder consultation including local gem and mineral clubs and enthusiasts, tourism representatives, and community groups, to gather input and align the strategy with community aspirations. A detailed analysis of past Minerama events, including attendance trends, economic impact, and participant feedback, is being used to identify strengths, challenges, and opportunities for improvement. The strategy aims to enhance visitor experiences by introducing new features, expanding educational workshops, and improving accessibility and facilities with emphasis on finding relevant grant funding opportunities to support its growth. The plan emphasises boosting local tourism, increasing overnight visitation, and fostering community engagement while maintaining Minerama's unique identity as a premier gem and mineral festival. Long-term	DPG

				sustainability is being addressed by exploring opportunities for diversified revenue streams, strengthened partnerships, and innovative marketing approaches to attract broader audiences. The Minerama strategy will align with Glen Innes Highlands' overarching tourism strategies to maximise the festival's contribution to regional growth. The strategic plan is scheduled for completion and approval in early 2025, ensuring alignment with future event planning and execution.	
ED 2.2.6.2	Maintain accreditation under the NSW Accredited Visitor Information Centre Network scheme and leverage the network for continual improvements of visitor services.	Completed	100%	The Visitor Information Centre has completed the Tourism Group audit and received accreditation from 1 July 2024 to 30 June 2025.	DPG
ED 2.3.1.1	Develop an 'Investment Prospectus' to encourage industry across sectors identified as growth opportunities.	Progressing	70%	Council continues to work with the Regional Australia Institute and other government and non-government sectors to promote our region and leverage our positional advantages for emerging industry development. H2: Council continues to work closely with Business NSW, the Regional Australia Institute, and other government and non-government stakeholders to promote our region and leverage our strategic advantages for emerging industry development. This collaboration also supports ongoing consultation and planning efforts through the Economic Development Strategy (EDS) review, helping to identify and prioritise potential growth areas across Glen Innes.	DPG
ED 2.6.1.1	Undertake a review to determine the preferred operating model of the Glen Innes Saleyards.	Progressing	60%	A consultant was engaged to undertake a review and stakeholder consultation to inform an options paper outlining all potential approaches for the Saleyards to achieve a break-even or profitable outcome. Key stakeholder engagement occurred in Q4 of 2024/25, resulting in over 60 survey	DPG

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				responses and a strong turnout at an in-person consultation session. Although the options paper was initially scheduled for completion by 30 June 2025, the project experienced delays due to circumstances outside Council's control, including consultant illness. The options paper is now on track for delivery in Q1 of 25/26.	
EH 4.1.1.1	Review and update Local Environmental Plan, Development Contribution Plans and Development Control Plan as budget permits.	Progressing	90%	Updated Land Use Strategy Adopted DCP review to be completed in 25/26 due to resourcing challenges. Contributions Benchmarking exercise commenced with contributions plan review to be completed in 25/26. Two LEP planning proposals underway - Dwelling Opportunity Map additions and reclassification of Council land from Community to Operational. Both on-track for completion by December 2025. Grant for delivery of Principal LEP Review was unsuccessful, however budget available in 25/26 to commence review.	DPG
EH 4.2.1.1	Review heritage funding policy to provide targeted heritage funding on a precinct-based approach to achieve tangible upgrades to heritage streetscapes within the LGA. Apply for heritage funding if grants become available.	Completed	100%	Heritage grant applications for 24/25 completed successfully. Grant application for 25-27 Heritage Fund was lodged and successful. As such, the heritage grant program will continue through to 2027 under the new grant funding.	DPG
EH 4.4.1.1	Weeds management reduction service is implemented within the Local Government Area.	Completed	100%	Council assumed responsibility for noxious weed management on 16 June 2025, following the dissolution of the New England Weeds Authority (NEWA). As part of this transition, an experienced NEWA staff member joined Council to continue delivering weed management services within the Glen Innes local government area.	DPG

EH 4.4.1.2	Finalise and present the draft Emissions Reduction Plan to Council by 30 June 2025.	Progressing	20%	Due to resourcing challenges, this project has been held over to 25/26.	DPG
EH 4.5.2.1	Present the draft Renewable Energy Action Plan to Council for endorsement.	Progressing	40%	Due to resourcing challenges, this project has been held over to 25/26, however works are continuing as follows: Detailed Feasibility Study for a Virtual Energy Network nearing completion. Landfill Gas to Energy feasibility investigations commenced 27 June 2024 - ongoing as at 29 November 2024.	DPG
EH 4.6.1.1	Provide a kerbside domestic waste bin collection and recycling service throughout the township and villages of Glen Innes, Emmaville, Deepwater and Glencoe.	Completed	100%	Service provided in line with the action throughout 24/25.	DPG
EH 4.6.2.1	Undertake a State of Play analysis to inform investigations and strategic planning options for future landfill operations (this is a multi-year project).	Completed	100%	RFQ for qualified consultants to quote on preparation of both an issues paper and 10 Year Waste Strategy will be completed in 25/26.	DPG
EH 4.6.3.1	Glen Innes, Deepwater, Emmaville and Red Range Landfills are operated in accordance with regulatory requirements and published opening hours.	Completed	100%	Glen Innes, Deepwater, Emmaville and Red Range Landfills were operated in accordance with regulatory requirements and published opening hours throughout 24/25.	DPG
EH 4.6.3.1	Improve security on staged approach at the landfills within the local government area.	Progressing	50%	Initial investigations have been completed. Perimeter inspections both physical and CCTV have been implemented and fencing repairs have also been implemented. Quotes have been sought from local contractor for staged fence and gate updates to be completed in 25/26.	DPG

EH 4.6.4.1	Commence research into the implementation of a weekly Food Organics Garden Organics (FOGO) kerbside collection services within the local government area, ahead of the 2030 EPA mandate.	Completed	100%	Research completed. FOGO service will be included in the next kerbside collections contract (2027) with the contents to be sent to an established facility until council has data for a feasibility study for processing FOGO onsite. We are also hoping to conduct FOGO feedstock trials in conjunction with Lake Macquarie and Coffs City councils with the view to converting the increasingly difficult to process waste stream to energy to power councils sites, biochar and syngas.	DPG
EH 4.6.4.1	Provide waste education and recycling programs to increase diversion rates into the landfill in conjunction with Northern Inland Regional Waste Group.	Progressing	50%	Commenced investigations and planning for installation of a Waste Transfer Station and associated infrastructure at Glen Innes Landfill to further improve waste stream diversion rates beyond what is currently achievable. Project to update Waste Management Data System to Mandalay has been completed and system is now used by Glen Innes landfill staff. System has greatly improved data collection relating to separation, contamination rates, recovery and reuse rates and environmental compliance. Commencing planning for bin audits and waste stream audits to provide data and inform education program design in 25/26.	DPG
EH 4.9.2.1	Food inspection program is undertaken and reported annually in accordance with the NSW Food Authorities Food Regulation.	Completed	100%	Food shop inspections continue annually and will be undertaken in the first quarter of 2025. H2 All food inspections for the period 2024-25 were completed	DPG
EH 4.9.4.1	Provide quarterly update reports on activities of the development assessment unit.	Completed	100%	All quarterly updates presented to relevant Council meetings throughout 24/25.	DPG
EH 4.9.5.1	Develop memorandums of understanding with key animal welfare agencies to assist with the control and	Not Progressing	0%	Memorandums with the re-homing organisation's have been discussed internally and determined to not proceed at this time.	DPG

	rehoming of companion animals.				
IM 3.1.6.1	Pursue Grant Funding opportunities where viable, considering lifetime costs.	Progressing	50%	Council has successfully applied for funding under multiple grant streams for infrastructure renewal works. Grant funded projects underway include the Glen Innes Airport runway upgrade and the Local and Regional Road Betterment funding.	DPG
IM 3.2.4.1	Investigation re-thatching vs replacement of Crofters Cottage roof and undertake works.	Completed	100%	These works are now complete.	DPG
IM 3.2.4.2	Implement maintenance tasks in accordance with the maintenance program and allocated budget.	Completed	100%	Council's Facility Maintenance Officer continues to work on priorities as allocated and also any emergency works.	DPG
IM 3.2.11.1	Create a buildings and other structures management plan.	Completed	100%	A Land and Buildings Asset Management Plan exists and has been reviewed in line with other Asset Management Plans. Asset Management Plans have been adopted by Council and available on Council's website for viewing.	DPG
IM 3.2.16.1	Finalise and implement a Recreation and Open Space Strategic plan including maintenance.	Not Progressing	0%	Due to staff resourcing challenges and absence of budget in 24/25, this project has been deferred for completion in 2025-2026. However, Council is progressing with the Master Plans for the 4 Glen Innes Heritage Parks which a draft Masterplan is on track to be reported to Council in the first quarter of 25/26.	DPG
IM 3.2.16.2	Implement the Landscape Plan for the Glen Innes CBD Revitalisation in accordance with available funding and agreed phases.	Completed	100%	Landscaping works between Bourke and Meade Streets in the CBD area, are now complete	DPG
IM 3.2.16.3	Implement Landscape Plan for the Glen Innes Indoor Sports Stadium in	Progressing	10%	Landscape plan developed and ready for implementation, however the project has been rescheduled for completion 25/26 to allow delivery by Council's Parks and Gardens team.	DPG

	accordance with funding availability.			This approach will ensure project funds are used as economically as possible while also providing the team with further valuable hands-on project experience, building on their recent work on the Main Street Beautification Project.	
IM 3.2.17.1	Council assets are cleaned in accordance with adopted cleaning schedule.	Completed	100%	All asset's are cleaned as per the cleaners schedule. Some areas have had service reviews addressing time allocated for them.	DPG

Directorate of Infrastructure Services

Action Code	Action	Progress	Status	Comments	Responsible Department
2.6.3.3	Review Glen Innes Aggregates stock control systems to provide monthly reporting of current stock levels.	Progressing	10%	Stock control The Iweigh system is calculating correctly with stock adjustments but reporting from the contract crush & screen is very limited and we are reliant on yearly stock takes for correct tallies. Drill & Blast reports are compared to crush and screening quantities reported during the year but only give an estimated report.	DIS
3.2.3.1	Review and update Council's Asset Management Strategy, Core Asset Management Plans and Asset Management plans for all asset categories.	Completed	100%	Council's Asset Management Strategy, Core Asset Management Plan and Asset Management Plans for all asset classes have been adopted by Council and available on Council's website for viewing.	DIS
ED 2.6.3.1	Adequate supplies of gravel products are produced at various locations around the local government area to meet market demand.	Progressing	90%	Gravel supplies have been sourced from the Bullock Mt Road pit for our re-sheeting program. Wattle Vale Quarry has supplied DGB 20 overlay gravel for the Airport, Emmaville Road, Pinkett Road. Golf Links Road and heavy patch work.	DIS

ED 2.6.3.2	Return a profit of at least $500,000 from the Glen Innes Aggregates business unit.	Progressing	85%	On track at this stage	DIS
EH 4.8.2.1	Ensure a permanent crew of three staff and associated plant is engaged to undertake rural drainage maintenance activities.	Completed	100%	Council currently has one permanent heavy plant operator in the Drainage team, with the team being supported by the relief heavy plant operator and heavy combination operator while recruitment is underway for the other two positions. H2: Council has recruited a team leader and two heavy plant operators, and has purchased an 8t Kobelco excavator which has improved the capacity of the team.	DIS
IM 3.1.1.1	Implement and complete the Capital Works Program for the 2024/2025 financial year.	Completed	100%	The Regional Roads and Transport Recovery Package (RRTRP) projects are will underway with works completed on Pinkett Road, Emmaville Road, Golf Links Road and Furracabad Road. Block Grant and Traffic Facilities projects are underway with linemarking and heavy patching undertaken on Emmaville Road. Council has also completed three major bridge projects from previous financial years. H2: 24/25 Block Grant and Traffic Facilities projects are complete with line marking and heavy patching undertaken on Emmaville Road and Bald Nob Road. The 24/25 R2R reseal program is complete. Council has also completed a large volume of WIP from previous years including the Regional Roads and Transport Recovery Package (RRTRP) projects on Pinkett Road, Emmaville Road, Golf Links Road and Furracabad Road.	DIS
IM 3.1.2.1	Complete all planned Capital Bridge Infrastructure works for the 2024/2025 financial year.	Progressing	90%	Council has completed the Mann River Mt Mitchell Road bridge, The Wentworth Street bridge, and the Furracabad Road Bridge is at 90% completion. Works are underway on the Sunset Road bridge replacement, and Cox's Road bridge is scheduled to start in January 2025.	DIS

				H2: Council has completed the Mann River Mt Mitchell Road bridge, The Wentworth Street bridge, the Furracabad Road Bridge and Sunset Road bridge replacement this financial year. The Cox's Road bridge is underway and on track for completion in September 2025.	
IM 3.1.3.1	Provide engineering oversight of the proposed New England Rail Trail – Glen Innes to Ben Lomond stage	Progressing	10%	Approval has been granted to access the rail corridor for the purpose of survey. Survey and design of the New England Highway is underway.	DIS
IM 3.1.4.1	Carry out an independent assessment of the sealed road condition and review the backlog data for accuracy against this assessment.	Completed	100%	As per agreement with Director of Infrastructure Services, an independent inspection was not completed due to costs involved. Council's Asset Officer drove 100% of network using a Council vehicle with a roughometer installed and has reviewed the backlog / condition ratings for accuracy.	DIS
IM 3.2.1.1	Review the performance of maintenance works against the adopted levels of service and identify areas for improvement. Monitor and track progress of maintenance works.	Completed	100%	There has been a reduction in outstanding items in the Maintenance Register this financial year, with customer requests being attended to in a more timely manner. Maintenance grading in the Northern program is on track, while the Southern program is falling behind. This is due in part to staff turnover in this team and training new operators. H2: The roads customer request maintenance register is currently sitting at 88% completion, it has consistently been around the 90% target mark for the financial year. The Northern Maintenance grading program is on target with a 280 day circuit completion, while Southern Grading is lagging behind slightly at 330 days due to weather impacts to the eastern part of the LGA and staff turnover.	DIS
IM 3.2.2.1	Undertake the approved capital plant and fleet acquisition and disposal program.	Progressing	95%	Council's Manager of Asset Services has completed approximately 95% of the approved Capital Plan. The only outstanding item is the purchase of the IWS Transfer pump with procurement for this item underway.	DIS

IM 3.2.6.1	Coordinate periodic inspections of Council's road network to identify defects and prioritise repairs using a risk management approach, and for the purpose of monitoring changes in the condition of network assets.	Completed	100%	Council has purchased an artifical intelligence software package through provider RetinaVision, for the purposes of road asset inspections and is implementing the first round of inspections. H2: This year Council adopted an AI inspection program called Retina Vision, which has increased efficiency in periodic road inspections which are implemented on a six monthly basis. This software has also been successfully used to support a flood recovery claim for Tablelands Road after AGRN1198 (Cyclone Alfred	DIS
IM 3.2.9.1	Complete the construction of shared paths and footpaths as identified in the capital works program for the period.	Completed	100%	All shared pathway capital projects are complete. Council is focusing on repair and maintenance for the rest of the year, and has applied for grant funding under the Get NSW Active program for future expansion of the shared pathway network. H2: All shared pathway capital projects are complete. Council is focusing on repair and maintenance for the rest of the year, and has applied for grant funding for future expansion of the shared pathway network. The section of damaged footpath on Meade Street in front of Roseneath has been replaced.	DIS
IM 3.2.12.1	Review the internal and external hire rates for plant and fleet in preparation for the development of the 2025/2026 Operational Plan and Budget.	Completed	100%	Hire rates have been developed and distributed to Managers.	DIS
IM 3.3.1.1	Oversee Emergency Services within the LGA.	Completed	100%	Council's Manager of Asset Services acts in the capacity of Local Emergency Management Officer for the Glen Innes Severn LGA. Four Local Emergency Management Committee meetings have been facilitated and Regional Emergency Management Committee meetings attended.	DIS
IM 3.3.2.1	Lodge a grant funding application for the	Completed	100%	This application has been submitted, and results will be released in October 2025	DIS

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	preparation of a Floodplain Management Plan in any applicable funding round.				
IM 3.4.1.1	Ensure 100% compliance with Australian Drinking Water Guideline Standards is maintained.	Completed	100%	Water production has met the Australian Drinking Water Guideline Standards for 2024/2025	DIS
IM 3.4.2.1	Ensure 100% compliance with the conditions of EPA Licence number 576.	Completed	100%	The Glen Innes STP maintained 100% compliance with the EPA license for 2024/25.	DIS
IM 3.4.3.1	All water projects identified in the capital works program for the period are completed.	Progressing	70%	Water Capital upgrades are progressing. Oliver Street connections have all been completed. The water main was extended along West Avenue to facilitate the removal of dead ends. Bourke Street Water Mains upgrade program has commenced. This project will be finished in Mid August and the underspend will be removed.	DIS
IM 3.4.4.1	Complete all sewer works identified for the period in the capital works program.	Progressing	75%	Manhole inspections have been carried out, to assist with Capital manhole repairs. Council has also installed special sensors in key manholes to help calculate the required sewer asset size to improve performance on the Northeastern quadrant of the network. The majority of the Capital budget will be spent in July and August 2026 in a 2 year program.	DIS
IM 3.4.5.1	Review Council's Integrated Water Cycle Management Plan.	Progressing	50%	NSW Public Works Advisory are reviewing councils Integrated Water Cycle Management Plan. Completion of this is expected in Mid 2026. Delays with the sourcing of the groundwater investigation has delayed the project.	DIS
IM 3.6.1.1	Implement the Airport Master Plan in accordance with the Grant Funded Milestones for runway renewal.	Completed	100%	Project has been completed with grant acquittals underway.	DIS
IM 3.6.2.1	Council buildings' usage plans are reviewed, and if	Completed	100%	Council's Property Officer reviews usage on Council buildings and property in consultation with the Manager of Asset Services	DIS

	not required for community or operational purposes, are disposed in accordance with the Corporate Property Policy.			and the Director of Infrastructure Services. Two properties have been identified for sale: 181 Bourke Street, Glen Innes and 23 Bourke Street, Deepwater. 23 Bourke Street, Deepwater is currently listed for sale and 181 Bourke Street, Glen Innes will be listed for sale once a reclassification from "Community Land" to "Operational Land" takes place.	
STC 5.4.1.1	A register of Council property is maintained, and all suitable property is leased at commercial rates.	Completed	100%	Council's Property Officer maintains a register of Council property and captures details around lease renewal dates, leasing rates, contact details etc. All property is leased at commercial rates when suitable. Further work continuing to ensure the property register easily captures all information.	DIS

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Annexure A

Draft – Common Seal Policy

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COMMON SEAL POLICY

Purpose

The Common Seal of the Council is its legal signature.

Affixing the seal demonstrates approval of the content of a document and shows what Council has done or committed to do.

The Common Seal of the Council may only be utilised and affixed following a resolution of Council.

The use of a Common Seal is historic. However, not all documents created to implement decisions of Council require the affixing of a seal; in modern business practice many documents only require execution by electronic signature.

Predominantly the Common Seal would be utilised for Real Estate transactions, executing loan or mortgage documents, authorising and accepting grant applications, and appointing the General Manager.

This policy sets out the situations in which a seal is required, and how the seal is to be used.

BACKGROUND AND RELATED LEGISLATION

Local Government Act 1993 (The Act)

Section 377 of the Act allows Council to delegate any of its functions (except those enumerated in the section) to the General Manager or any other person or body.

Section 683 notes that a document requiring authentication by the Council may be sufficiently authenticated without the seal of the Council if signed by the General Manager or Public Officer.

Interpretation Act 1987

Section 50 of Part 8 of the Interpretation Act requires Statutory Authorities to possess a seal. In addition, the Act requires that the seal be kept by the president, chairperson or other principal officer of the corporation and affixed to a document only in the presence of at least two members of the corporation, and with an attestation by the signatures of those members of the fact of the affixing of the seal.

Local Government (General) Regulations 2021 (the Regulation)

Requirements in relation to Council's seal are further detailed in clause 400 of the Regulation, which states that:

1. The seal of a council must be kept by the Mayor or the General Manager, as the council determines.

2. The seal of a council may be affixed to a document only in the presence of:

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- the Mayor and the General Manager, or
- at least one Councillor (other than the Mayor) and the General Manager, or
- the Mayor and at least one other councillor, or
- at least two (2) Councillors other than the Mayor
- the signatories will also attest to their signatures.

3. The affixing of a council seal to a document has no effect unless the persons who were present when the seal was affixed (being persons referred to in subclause two (2)) attest by their signatures that the seal was affixed in their presence.

4. The seal of a council must not be affixed to a document unless the document relates to the business of the council and the council has resolved (by resolution specifically referring to the document) that the seal be so affixed.

5. For the purposes of subclause four (4), a document in the nature of a reference or certificate of service for an employee of the council does not relate to the business of the council.

SCOPE

The seal is to be kept within safe custody (within the Council's safe) except when it is required for affixing to a document. The General Manger is to ensure the safekeeping of the Council's Common Seal.

Roles and Responsibilities

In line with its legislative requirements, Council has determined that:

- A decision to affix Council's seal to a document can only be made by a resolution of Council. It is not a matter that can be delegated.
- The General Manager or delegate will hold Council's seal. Following a decision by Council that a document will be issued under seal, the General Manager will ensure that the requirements of sections 400(2) and (3) of the Regulation are met whenever the Council Seal is to be affixed to a document.
- Council's Seal will be only used for documents that relate to the business of Council, and without limiting the use of the seal, will normally only include specifically:
  - the exercise by Council of its functions in relation to the purchase, exchange, leasing, disposal of, and otherwise dealing with, real property, or
  - executing a contract of employment for the General Manager, or

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- completing agreements or contracts from state or Commonwealth (Cth) government departments where they have requested the agreements or contracts be under seal, or
- entering into planning agreements.

- Council's seal will not be used for documents such as references or certificates of service for Council employees.
- The General Manager will not witness the affixing of Council's seal to the contract of employment for the General Manager.
- In accordance with section 440(2) of the Regulation, the seal of Council may be affixed to a document only in the presence of:
  - The Mayor and the General Manager (preferred), or
  - At least one Councillor (other than the Mayor) and the General Manager, or
  - The Mayor and at least one other Councillor, or
  - At least two Councillors other than the Mayor.
  - The signatories must also attest to their signatures in the prescribed manner.

PROCEDURE FOR USE OF THE SEAL

If a document is to be sealed, the Council resolution that authorises the sealing must refer to the specific document.

However, this does not always mean that each document needs a separate resolution. If Council is authorising an activity or transaction e.g., the transfer of land, a single resolution could specify all of the documents that need to be executed under seal to carry out that activity or transaction.

Resolutions to use Council's seal must be in the following form:

"That any necessary documentation be executed under the Common Seal of the Council."

If required, the words 'Mayor' and or 'General Manager' may be replaced as required by the Mayor or General Manager, in compliance with sections 400(2) and (3) of the Regulation.

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In the case of the contract of employment for the General Manager, the word 'Mayor' may be replaced, and the words 'General Manager' must be replaced, as required by the Mayor, in compliance with sections 400 (2) and (3) of the Regulation.

RESPONSIBILITIES

The General Manager is responsible for ensuring that the Council Seal is used in accordance with this Policy, except in the case of the contract of employment of the General Manager, when the Director Corporate and Community Service will assume such responsibilities.

The affixing of the Council Seal is to be documented in a Register maintained by the Executive Assistant to the Mayor and General Manager.

Legislation And Supporting Documents

Relevant Legislation, Regulations and Industry Standards include:

- ***Local Government Act 1993* (the Act)**
  Sections 377 and 683
- ***Local Government (General) Regulation 2005* (the Regulation)**
  Clause 400
- ***Interpretation Act 1987***
  Part 8, Section 50

Relevant Council Policies and Procedures include:

- Code of Conduct for Councillors; and
- Code of Conduct for Council Staff

Variation And Review

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

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Appendix A

Document Control/Authorisation

Responsible Officer		MANAGER GOVERNANCE			
Reviewed By		MANEX 22/4/2025			
Review Due Date		May 2028			
Version Number		1.0			
Document Number					
Versions	**Date**	**Resolution Number**	**Description of Amendments**	**Author / Editor**	**Approved / Adopted By**
1	/7/2025	5	Original document	MG	Council

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Annexure A

Draft – INVESTMENT POLICY

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INVESTMENT POLICY

Purpose

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 purpose of this policy is to:

- provide a framework for the investing of Council's funds while
    - Investing at the most favorable interest available at the time;
    - Considering risk and investment security; and
    - Ensure liquidity requirements are met.

Applicability

This policy applies to:

- All Council staff.

Outcomes

Glen Innes Severn Council is committed to prudent and sustainable investment practices. While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, return on investments and sustainably ethical practices:

- 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;
- Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment;
- Investments are expected to achieve a rate of return in line with Council's risk tolerance; and
- Ethical Investments are to be considered if returns from fossil fuel free institutions are better or identical to mainstream investments.

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Roles and Responsibilities

Delegation of Authority *(note: moved here from p5)*

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

The General Manager may in turn delegate the day-to-day management of Council's investment to the Responsible Accounting Officer or Director of Corporate and Community Services, subject to regular reviews.

Council Officers' delegated authority to manage Council's investments shall be recorded, and they shall be required to acknowledge they have received a copy of this policy and understand their obligations in this role.

It will be the responsibility of the **Chief Financial Officer (CFO)** to induct staff into this Policy where required. Revised versions of the Policy that contain significant changes will be communicated to all relevant staff by the CFO.

Definitions

Definitions of terms used in this policy:

Authorised Deposit-taking institutions (ADI's)	are corporations authorised under the *Bank Act 1959* (Commonwealth) to take deposits from customers. ADI's include banks, building societies and credit unions, all of which are regulated by the **Australian Prudential Regulation Authority (APRA)**
Bank Bill Swap Rate (BBSW)	is the compilation and average rate of market rates supplied by domestic banks relating to multiple maturities of bank bills
Bills of Exchange	is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer. These can be underwritten by banks, to become "bank bills" on which the benchmark return is calculated.
Bloomberg Ausbond Bank Bill Index	is an index comprising of 13 synthetic instruments defined by rates interpolated from the **Reserve Bank of Australia (RBA)** 24-hour cash rate and the one (1) and three (3) month Bank Bill Swap Rates
Council Funds	surplus monies that are invested by Council in accordance with section 625 of the *Local Government Act 1993*
Debenture	is a document evidencing an acknowledgement of a debt, which a company has created for the purposes of raising capital. Debentures are issued by companies in return for medium and long-term investment of funds by lenders

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Ethical Investments	are investments offered by institutions which have a fossil fuel free banking policy
TCorp/TCorpIM – New South Wales Treasury Corporation (NSW TCorp), including the **TCorp Investment Management (TCorpIM)**	arm which manages the TCorpIM Funds (formerly Hour-glass)
Term Deposits	are non-tradeable investments offered by ADI's with varying maturity dates (normally from one (1) month to 60 months) and an interest rate set at the outset. Interest is normally payable upon maturity or if the term is longer than 12 months, annually from the investment date. Penalties apply if the funds are withdrawn before maturity and a notice period of 31 days is usually required

Policy Statement

An investment policy is a governing document that guides the investment process. It should communicate the Council's:

- investment philosophy;
- overall risk philosophy;
- investment objectives and expectations;
- identify the roles for those involved in the investment process; and
- detail the requirements for compliance with the policy's goals and procedures.

Interest on investments represents a significant contribution to the total income of Council and it is essential that Council has clear policy guidelines as to how funds can be invested. While the *Local Government Act 1993* – Order (relating to investments by Councils) is quite explicit as to the types of institutions with which Council can invest, there are nevertheless variations in the financial ratings of these institutions and the types of investments that can be purchased, which are not explained. This policy aims to clearly state the institutions with which Council can invest, the maximum proportion of funds that may be placed with individual organisations, and the types of investments entered into.

Council officers that are involved in selecting, reviewing and/or monitoring investment products should use this policy to ensure they understand the parameters, risks and expectations that councils are required to consider when making an investment. The relevant Finance Officer/s engaged within this aspect of the policy is/are to consult with and provide the rationale with respect to any automatic reinvesting and/or switching to other products to the General Manager (GM) at least two weeks prior to the maturity of existing investments, ensuring that transactional requirements are arranged timely and as appropriate; the alternative may be to mature the said investment.

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Scope

This policy applies to Investment monies built up through:

- General unrestricted reserves created through rate income and other revenue sources exceeding (re)current expenditure, sale of properties and other assets;
- Restricted reserves that accrue through contributions under Section 94 of the *Environmental Planning and Assessment Act 1979*;
- Internally restricted reserves;
- Restricted reserves accruing through special purpose grants, donations etc.;
- Loan proceeds drawn down awaiting expenditure; and
- Timing differences within the year between rate receipts and applications.

Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investment Policy.

Whenever an investment deposit is proposed, the Council Officer shall obtain not less than two (2) quotations from authorised institutions.

Ethics and Conflicts of Interest

Council Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflicts of interest to the General Manager.

Council's investments are primarily restricted to ADI's (banks, building societies, credit unions) that are governed by APRA. As far as is practicable these investments are considered to be environmentally and socially ethical.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

Approved Investments

The Ministerial Investment Order allows the following as approved investments:

- Commonwealth/State/Territory Government security i.e., bonds;
- Interest bearing deposits issued by an Authorised Deposit-taking Institution (ADI);
- Bills of exchange, (<200 days duration), guaranteed by an Authorised Deposit-taking Institution (ADI);

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- Debentures issued by NSW Local Government;
- Deposits with NSW Treasury and/or investments in TCorp's IM Funds; and
- Investments grandfathered under the previous Ministerial Investment Order.
- Standard and Poor's (S&P) credit ratings will be used in assessing investments for the relevant banks

Prohibited Investments

This Investment Policy prohibits, but is not limited to, any investment carried out for speculative purposes including:

- Any investment product that is not included in the Ministerial Investment Order and the "Approved Investments" listing outlined above;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Standalone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) an investment. However, nothing in the policy shall prohibit the short-term investment of loan proceeds where the loan is raised for non-investment purposes and there is a delay prior to the expenditure of loan funds.

Trust funds are excluded from this Policy as they must be kept in a separate bank account.

Investment Advisor

If an investment advisor is engaged, he or she must be approved by Council and licensed by the **Australian Securities and Investment Commission (ASIC)**. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended. The investment advisor may recommend the most appropriate product within the terms and conditions of the Investment Policy.

The independent advisor is required to provide written confirmation that he or she does not have any actual or potential conflicts of interest in relation to the investments he or she is recommending or reviewing, including that he or she is not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

Risk Management Guidelines

Investments obtained are to be considered in light of the following key criteria:

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- Preservation of Capital – the requirement for preventing losses in an investment portfolio's total value;
- Credit Risk – the risk that a party or guarantor to a transaction will fail to fulfil its obligations. In the context of this document, it relates to the risk of loss due to the failure of an institution/entity with which an investment is held to pay the interest and/or repay the principal of an investment;
- Diversification of Financial Institutions – the requirement to place investments in a broad range of institutions so as not to be over exposed to a particular organisation within the investment market;
- Market Risk - the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- Liquidity Risk - the risk an institution runs out of cash, is unable to redeem the investment at a fair price within a timely period, and thereby Council incurs additional costs (or in the worst case is unable to execute its spending plans);
- Maturity Risk - the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities; and
- Rollover Risk – the risk that income will not meet expectations or budgeted requirements because interest rates are lower than expected in future.

Investment Protocols

Council's investments protocols are as follows:

- Delegation for investing surplus funds is the responsibility of the General Manager or his or her delegate and must be accordance with Council's adopted Investment Policy;
- Funds will be invested as per the credit and maturity limits as outlined below;
- Council will balance the considerations of risk and return with each investment lodged and will seek to reduce the risk of its investments over time in line with capital preservation principles identified in this policy;
- New investment deposits shall be only lodged after Council has received at least two (2) interest rate quotations;
- Investment deposits shall be only lodged after Council has considered cash flow expectations;
- Investment deposits shall only be lodged after Council has considered an optimal target allocation of investment types, credit rating exposure and term to maturity exposure; and
- Investment deposits shall only be lodged after Council has considered the appropriateness of overall investment types for Council's portfolio i.e., term deposit and on call accounts.

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Credit and Maturity Limits

Credit Quality Limits

The portfolio credit guidelines to be adopted will reference the Standard & Poor's (S&P) ratings system criteria and format – however, references to the Minister's Order also recognises Moody's and Fitch Ratings and any of the three (3) ratings may be used where available.

However, the primary control of credit quality is the prudential supervision and government support and explicit guarantees of the ADI sector, not ratings.

The maximum holding limit in each rating category and the target credit quality weighting for Council's portfolio shall be:

(a) Overall Portfolio Limits

Long Term Rating Range (or Moody's equivalent)	Maximum Holding
AAA Category	100%
AA Category or major banks*	100%
A Category	45%
BBB Category	30%~~25%~~
Government	100%

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** For the purpose of this Policy, "major banks" are currently defined as: The ADI deposits or senior guaranteed principal and interest ADI securities issued by the major Australian banking groups:*

- **Australian and New Zealand Banking Group Limited (ANZ)**;
- **Commonwealth Bank of Australia (CBA)**;
- **National Australia Bank Limited (NAB)**; and
- **Westpac Banking Corporation (WBC)**.

Including ADI subsidiaries whether or not explicitly guaranteed, and brands (such as St George).

Similarly, with other ADI groups (such as Bendigo and Adelaide Bank, Macquarie Bank, ING, and Bank of Queensland ~~and Adelaide Bank~~) which own multiple banking licences, rating categories are based on the parent bank even if the subsidiary is not explicitly rated.

Council may ratify an alternative definition from time to time.

In the event of a disagreement between agencies as to the rating ("split ratings"), Council shall use the higher in assessing compliance with portfolio Policy limits, but for conservatism shall apply the lower in assessing new purchases.

(b) Counterparty Limits

Exposure to an individual counterparties/financial institutions will be restricted by their credit rating so that single entity exposure is limited as detailed in the table below.

In other words, the maximum percentage of the total investment portfolios funds that can be invested with one (1) institution is:

Long Term Rating Range (or Moody's equivalent)	Limit
AAA Category[2]	60% ~~45%~~
AA Category or major banks *	50% ~~35%~~
A Category	15%
BBB Category	10%~~5%~~

[2] *Commonwealth Government and Government-guaranteed deposits are included in this category to the extent of the guarantee and not according to the bank's actual rating, but without any upper limit applying to the government as counterparty.*

* The definitions are as in the previous section.

(c) Investment Horizon Limits

Council's investment portfolio shall be structured around the time horizon of investment to ensure that liquidity and income requirements are met.

"Horizon" represents the intended minimum term of the investment; it is open for the Investment Strategy to define a target date for sale of a liquid investment.

Once the primary aim of liquidity is met, Council will ordinarily diversify its maturity profile as this will ordinarily be a low-risk method of obtaining additional return as well as reducing the risks to Council's income. However, Council always retains the flexibility to invest as short as required by internal requirements or the economic outlook.

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The factors and/or information used by Council to determine minimum allocations to the shorter durations include:

- Council's liquidity requirements to cover both regular payments as well as sufficient buffer to cover reasonably foreseeable contingencies;
- Medium term financial plans and major capex forecasts;
- Known grants, asset sales or similar one-off inflows; and
- Seasonal patterns to Council's investment balances.

Investment Horizon - Description	Investment Horizon – Maturity Date	Minimum Allocation	Maximum Allocation
Working capital funds	0-3 months	Less than 100%	100%
Short term funds	3-12 months	20%	100%
Short – medium funds	1-2 years	0%	70%
Medium term funds	2-5 years	0%	50%

**An exception to the above limits applies to funds placed with either the Australian Federal Government or the NSW State Government or their respective Treasury Functions. 100% of Council's monies can be placed with these institutions.*

Within these broad ranges, Council relies upon assumptions of expected investment returns and market conditions that have been examined with its investment advisor.

Benchmarking

Performance benchmarks are to be provided for comparative purposes only. The benchmark is not an investment return target. The rate of return on Council investments will be dependent on Council's risk tolerance.

The Term Deposit rate for the average ninety (90)-day rate of the five (5) largest banks identified in the Ausbond Bank Bill Index is considered appropriate for the purpose of benchmarking Council investments.

It is also expected that Council will take due steps to ensure that any investment is executed at the best pricing reasonably possible.

Reporting and reviewing of investments

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

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Certificates must be obtained from the financial institutions confirming the amounts of investments held on Council's behalf as at 30 June each year and reconciled to the Investment Register. All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

A monthly report will be provided to Council. The report will detail the investment portfolio in terms of interest returns, maturity date and changes in market value. Any material deterioration in investment portfolio is to be reported to Council at the next available Council Ordinary Meeting.

Legislation and supporting documents

Relevant Legislation, Regulations and Industry Standards include:

Council's power to invest is derived from Section 625 of the *Local Government Act 1993*, as amended by the *Statute Law (Miscellaneous Provisions) Act 2000*, which limits investments to only those that the Minister approves.

The Local Government Act 1993 section 625 (2) of the Act states that:

"Money may be invested only in a form of investment notified by order of the Minister published in the Gazette"

All investments are to comply with the following:

- *Local Government Act 1993* - Section 412 and 625;
- *Local Government Act 1993* – Investment Order (of the Minister) – in accordance with the most recently published Order;
- *The Trustee Amendment (Discretionary Investments) Act 1997* – Sections 14A(2), 14C(1) and (2);
- *Local Government (General) Regulation 2021* – Clause 212;
- Local Government Code of Accounting Practice and Financial Reporting;
- Office of Local Government – Investment Policy Guidelines – May 2010;
- Australian Accounting Standards; and
- Office of Local Government Circulars.

Variation and Review

The Investment Policy will be reviewed every ~~one (1)~~ two (2) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

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Appendix A

Document Control

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5	24/09/2015	13.09/15		Chief Financial Officer	Council
4	26/06/2014	12.06/14		Chief Financial Officer	Council
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2	26/03/2009	8.03/09		Chief Financial Officer	Council
1	22/02/2007	11.02/07		Chief Financial Officer	Council

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Item 7.14

Annexure A

Draft – Code of Meeting Practice

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CODE OF MEETING PRACTICE

ACKNOWLEDGEMENT OF COUNTRY

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

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INTRODUCTION

Each Council within the State of New South Wales is required to review and adopt a Code of Meeting Practice within the first year of the Council's term.

This Code of Meeting Practice is developed from the Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code), which is prescribed under section 360 of the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2021 (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Council must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

2. MEETING PRINCIPLES

2.1 Council and committee 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.

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3. BEFORE THE MEETING

Timing of ordinary council meetings

3.1 The council shall, by annual resolution in September, set the frequency, time, date and place of its ordinary meetings.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Extraordinary meetings

3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

Notice to the public of council meetings

3.3 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 3.3 reflects section 9(1) of the Act.

3.4 For the purposes of clause 3.3, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice to the attention of as many people as possible.

3.5 For the purposes of clause 3.3, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

3.6 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.6 reflects section 367(1) of the Act.

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3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.7 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

3.8 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.8 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

3.9 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).

3.10 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

3.11 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.

3.12 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:

(a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or

(b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

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Questions with notice

3.13 A councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the general manager about the performance or operations of the council.

3.14 A councillor is not permitted to ask a question with notice under clause 3.13 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.

3.15 The general manager or their nominee may respond to a question with notice submitted under clause 3.13 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

3.16 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.

3.17 The general manager must ensure that the agenda for an ordinary meeting of the council states:

(a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and

(b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and

(c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and

(d) any business of which due notice has been given under clause 3.9.

3.18 Nothing in clause 3.17 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.

3.19 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

3.20 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:

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(a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and

(b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.20 reflects section 9(2A)(a) of the Act.

3.21 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

3.22 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

Availability of the agenda and business papers to the public

3.23 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.23 reflects section 9(2) and (4) of the Act.

3.24 Clause 3.23 does not apply to the business papers for items of business that the general manager has identified under clause 3.20 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.24 reflects section 9(2A)(b) of the Act.

3.25 For the purposes of clause 3.23, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.25 reflects section 9(3) of the Act.

3.26 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

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Note: Clause 3.26 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

3.27 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

3.28 Despite clause 3.27, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
(a) a motion is passed to have the business considered at the meeting, and
(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

3.29 A motion moved under clause 3.28(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

3.30 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.28(a) can speak to the motion before it is put.

3.30 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.28(a) can speak to the motion before it is put.

Pre-meeting briefing sessions

3.32 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.

3.33 Pre-meeting briefing sessions are to be held in the absence of the public.

3.34 Pre-meeting briefing sessions may be held by audio-visual link only when the mayor makes a determination to hold a meeting of council by audio-visual link subject to clause 5.15.

3.35 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.

3.36 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.

3.37 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required

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to do so at a council or committee meeting. The council is to maintain a written record of all conflict-of-interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

3.38 The pre-meeting briefing sessions for Ordinary Council Meetings will be held (unless otherwise notified) in the William Gardner Conference Room at the Glen Innes Learning Centre on the day of the Ordinary Council Meeting, 30 minutes prior to the commencement of the Community Consultation session.

3.39 Councillors are invited to attend the pre-meeting briefing sessions; however, their attendance is not mandatory.

3.40 Councillors are required to give notice of any questions they have regarding business to be considered at the Ordinary Council Meeting, to the General Manager by midday (12 noon) on the Tuesday prior to the Ordinary Council Meeting so that staff have sufficient time to prepare answers to the questions and have the answers ready for the pre-meeting briefing session. This avoids the need to take any questions on notice at the briefing session. Councillors are also encouraged to ring the General Manager and Directors prior to the briefing session if they want to raise any questions or clarify any issues with any of the reports on the Ordinary Council Agenda individually.

3.41 Pre- meeting briefing sessions are to be attended by Councillors and members of the Management Executive Team (MANEX). This team is made up of the General Manager, the Director of Corporate and Community Services, ~~the Director of Development, Planning and Regulatory Services~~ the Director of Place and Growth and the Director of Infrastructure Services. The General Manager and other MANEX members can include other specialist staff at the briefing sessions if they believe that this is required. This may be to assist in ensuring that high level specialist information is available to Councillors.

3.42 All attendees at pre-meeting briefing sessions are required to strictly adhere to *Section 8A(1)(i) of the Local Government Act 1993, which states that "Councils should be responsible employers and provide a consultative and supportive working environment for staff". Also, all attendees will strictly adhere to Council's Code of Conduct provisions, especially as far as the conduct and behaviour of Council officials are concerned.*

4.PUBLIC FORUMS

4.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council. The duration of public forums will be fifteen (15) minutes and they will commence at 8.45am on the day of a set Council meeting.

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4.2 Public forums are to be chaired by the mayor or their nominee. Only the names of speakers, the organisation that they are representing and the topic that they are speaking on will be recorded in Council's Meeting minutes.

4.3 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by **12 noon on the Tuesday before the meeting** and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.

4.4 A person may apply to speak on no more than two (2) items of business on the agenda of the council meeting.

4.5 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

4.6 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.

4.7 No more than three (3) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.

4.8 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.

4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.

4.10 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no less than one (1) day before the public forum. The general manager or their delegate may refuse to allow such material to be presented.

4.11 The general manager or their delegate is to determine the order of speakers at the public forum.

4.12 Each speaker will be allowed a maximum of five (5) minutes to address the council. If there are more than three (3) speakers, the maximum time will be

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reduced to stay within the duration scheduled for the Public Forum. This time is to be strictly enforced by the chairperson.

4.13 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

4.14 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.

4.15 Speakers are under no obligation to answer a question put under clause 4.14. Answers by the speaker, to each question are to be limited to two (2) minutes.

4.16 Speakers at public forums cannot ask questions of the council, councillors, or council staff.

4.17 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to three (3) minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.

4.18 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.

4.19 When addressing the council, speakers at public forums must comply with this code and all other relevant Council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.

a) The Mayor or Chair will be guided by Section 10A(2)(a) – (i) of the Local Government Act 1993, in not allowing members of the public during community consultation sessions to deal with or discuss or disclose any information with regards to the matters mentioned in this section and subsections of the Act.

b) The opinions expressed by community members are not reflective or representative of the views of Council and hence Council cannot be held responsible or liable for such views.

4.20 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.19, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

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4.21 Clause 4.20 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.

4.22 Where a speaker engages in conduct of the type referred to in clause 4.19, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.

4.23 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict-of-interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

4.24 Public forums are not to be held as a part of an Ordinary or Extraordinary Council Meeting. Council meetings are reserved for decision making by Council.

4.25 Mobile phones must be turned to silent during the Public Forum and a person must not live stream, use an audio recorder, video camera, mobile phone or any other device to make a recording of the session. A person, if found doing so may be expelled from the session in accordance with Part Fifteen (15) of the Code of Meeting Practice.

4.26 In the event where Council meetings are closed to the public, Council may allow for a speaker to submit one's speech in writing, to be disseminated to the Chairperson prior to the Public Forum. Such submissions will be in accordance with these Guidelines.

5. COMING TOGETHER

Attendance by councillors at meetings

5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

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5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

5.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.

5.6 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.6 reflects section 234(1)(d) of the Act.

5.7 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.8 reflects section 368(1) of the Act.

5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.9 reflects section 368(2) of the Act.

5.10 A meeting of the council must be adjourned if a quorum is not present:

(a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or

(b) within half an hour after the time designated for the holding of the meeting, or

(c) at any time during the meeting.

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5.11 In either case, the meeting must be adjourned to a time, date and place fixed:

(a) by the chairperson, or

(b) in the chairperson's absence, by the majority of the councillors present, or

(c) failing that, by the general manager.

5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.2.

Meetings held by audio-visual link

5.15 A meeting of the council or a committee of the council may be held by audiovisual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency, and subject to the following conditions:

(a) The mayor may only make a determination under clause 5.15 where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk; and

(b) The mayor must make a determination under clause 5.15 in consultation with the general manager and, as far as is practicable, with each councillor.

5.16 Where the mayor determines under clause 5.15 that a meeting is to be held by audio-visual link, the general manager must:

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(a) give written notice to all councillors that the meeting is to be held by audio-visual link, and

(b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and

(c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

5.17 This code applies to a meeting held by audio-visual link under clause 5.15 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting so far as it does not put the health and safety of the public at risk to do so.

Attendance by councillors at meetings by audio-visual link

5.18 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.

5.19 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.

5.20 Councillors may request approval to attend more than one meeting by audiovisual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.19.

5.21 The council must comply with the Health Privacy Principles prescribed under the Health Records and Information Privacy Act 2002 when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.

5.22 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.

5.23 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by

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a resolution of the council or the committee concerned. The resolution must state:

(a) the meetings the resolution applies to, and

(b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.

5.24 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.

5.25 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.

5.26 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.

5.27 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

5.28 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.

5.29 A councillor must be appropriately dressed when attending a meeting by audiovisual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

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Entitlement of the public to attend council meetings

5.30 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.
Note: Clause 5.30 reflects section 10(1) of the Act.

5.31 Clause 5.30 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.32 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

(a) by a resolution of the meeting, or

(b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.
Note: Clause 5.32 reflects section 10(2) of the Act.

Note: Clauses 15.14 and 15.15 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. Clause 15.14 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, clause 15.15 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Webcasting of meetings

5.33 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.

5.34 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:

(a) the meeting is being recorded and made publicly available on the council's website, and

(b) persons attending the meeting should refrain from making any defamatory statements.

5.35 The recording of a meeting is to be made publicly available on the council's website:

(a) at the same time as the meeting is taking place, or
(b) as soon as practicable after the meeting.

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5.36 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.

5.37 Clauses 5.35 and 5.36 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.
Note: Clauses 5.33 – 5.37 reflect section 236 of the Regulation.

5.38 Recordings of meetings may be disposed of in accordance with the State Records Act 1998.

Attendance of the general manager and other staff at meetings

5.39 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all the members are councillors.
Note: Clause 5.39 reflects section 376(1) of the Act.

5.40 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.
Note: Clause 5.40 reflects section 376(2) of the Act.

5.41 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.
Note: Clause 5.41 reflects section 376(3) of the Act.

5.42 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

5.43 The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual-link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

6. THE CHAIRPERSON

The chairperson at meetings

6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.
Note: Clause 6.1 reflects section 369(1) of the Act.

6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.
Note: Clause 6.2 reflects section 369(2) of the Act.

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Election of the chairperson in the absence of the mayor and deputy mayor

6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

6.4 The election of a chairperson must be conducted:

(a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or

(b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

6.6 For the purposes of clause 6.5, the person conducting the election must:

(a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and

(b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

6.9 When the chairperson rises or speaks during a meeting of the council:

(a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and

(b) every councillor present must be silent to enable the chairperson to be heard without interruption.

7. MODES OF ADDRESS

7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.

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7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.

7.3 A councillor is to be addressed as 'Councillor [surname]'.

7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

8. ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 The general order of business for an ordinary meeting of the council shall be:

01 Acknowledgement of country
02 Opening with Prayer
03 Apologies and applications for a leave of absence by councillors
04 Confirmation of minutes
05 Disclosures of conflicts of interests
06 Mayoral minute(s)
07 Reports to council
08 Notices of motions (including rescission motions)/Questions with notice
09 Correspondence, minutes, press releases
10 Reports from delegates
11 Matters of an urgent nature
12 Confidential matters

8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: Part 13 allows council to deal with items of business by exception.

8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

9. CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

9.1 The council must not consider business at a meeting of the council:

(a) unless a councillor has given notice of the business, as required by clause 3.9, and

(b) unless notice of the business has been sent to the councillors in accordance with clause 3.6 in the case of an ordinary meeting or clause 3.8 in the case of an extraordinary meeting called in an emergency.

9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

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(a) is already before, or directly relates to, a matter that is already before the council, or

(b) is the election of a chairperson to preside at the meeting, or

(c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or

(d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.

9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:

(a) a motion is passed to have the business considered at the meeting, and

(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.

9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.

9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.

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9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.

9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.9 and 3.13.

9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.

9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.

9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.

9.18 Councillors must put questions directly, succinctly, respectfully and without argument.

9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

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10. RULES OF DEBATE

Motions to be seconded

10.1 Unless otherwise specified in this Code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

10.2 A councillor who has submitted a notice of motion under clause 3.9 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.

10.3 If a councillor who has submitted a notice of motion under clause 3.9 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.

10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:

(a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or

(b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.

10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

10.8 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

10.9 A motion or an amendment to a motion, which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter,

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pending a report from the general manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

10.10 An amendment to a motion must be moved and seconded before it can be debated.

10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.

10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.

10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.

10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.

10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.

10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.

10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

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10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.

10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.

10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:

(a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or

(b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.

10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.

10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.

10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

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10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.

10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

11. VOTING

Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.
Note: Clause 11.1 reflects section 370(1) of the Act.

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.
Note: Clause 11.2 reflects section 370(2) of the Act.

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at council meetings

11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.5 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

11.6 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

Voting on planning decisions

11.7 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

11.8 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

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1.9 Clauses 11.7 and 11.8 apply also to meetings that are closed to the public.
Note: Clauses 11.7 and 11.8 reflect section 375A of the Act.

Note: The requirements of clause 11.7 may be satisfied by maintaining a register of the minutes of each planning decision.

12. COMMITTEE OF THE WHOLE

12.1 The council may resolve itself into a committee to consider any matter before the council.
Note: Clause 12.1 reflects section 373 of the Act.

12.2 All the provisions of this Code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.
Note: Clauses 10.20–10.30 limit the number and duration of speeches.

12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13. DEALING WITH ITEMS BY EXCEPTION

13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.

13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.

13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or

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committee must resolve to alter the order of business in accordance with clause 8.2.

13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.

13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.

13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

14. CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

(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) information concerning the nature and location of a place or an item of Aboriginal significance on community land,

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(i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

14.2 The council or a committee of the council 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.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

(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.
Note: Clause 14.3 reflects section 10B(1) of the Act.

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

(a) are substantial issues relating to a matter in which the council or committee is involved, and

(b) are clearly identified in the advice, and

(c) are fully discussed in that advice.
Note: Clause 14.4 reflects section 10B(2) of the Act.

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), 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 clause 14.1.
Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

(a) a person may misinterpret 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

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(ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed, but only if:

(a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and

(b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:

(i) should not be deferred (because of the urgency of the matter), and

(ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Where the matter has been identified in the agenda of the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by 12 noon on the Tuesday before the meeting at which the matter is to be considered.

14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.

14.13 No more than three (3) speakers are to be permitted to make representations under clause 14.9.

14.14 If more than the permitted number of speakers apply to make representations

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under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.

14.15 The general manager (or their delegate) is to determine the order of speakers.

14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than three (3) speakers to make representations in such order as determined by the chairperson.

14.17 Each speaker will be allowed two (2) minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

14.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the

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meeting. The grounds must specify the following:

(a) the relevant provision of section 10A(2) of the Act,

(b) the matter that is to be discussed during the closed part of the meeting,

(c) the reasons why the part of the meeting is being closed, including (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) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.21 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

14.22 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.23 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 14.22 during a part of the meeting that is webcast.

15. KEEPING ORDER AT MEETINGS

Points of order

15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.

15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.

15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.

15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.

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15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.

15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.

15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

(a) contravenes the Act or any Regulation or this Code, or

(b) assaults or threatens to assault another councillor or person present at the meeting, or

(c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or

(d) insults or makes unfavourable personal remarks or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or

(e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

Note: Clause 15.11 reflects section 182 of the Regulation.

15.12 The chairperson may require a councillor:

(a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e), or

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(b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or

(c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

Note: Clause 15.12 reflects section 233 of the Regulation.

How disorder at a meeting may be dealt with

15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

15.14 All chairpersons of meetings of the council and committees of the council are authorised under this Code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.15 Clause 15.14, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.16 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.16 reflects section 233(2) of the Regulation.

15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.18 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.19 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

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How disorder by councillors attending meetings by audio-visual link may be dealt with

15.20 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

15.21 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

15.22 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.

15.23 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.

15.24 Without limiting clause 15.18, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.23, may be expelled from the meeting as provided for under section 10(2) of the Act.

15.25 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16. CONFLICTS OF INTEREST

16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's applicable code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct for Councillors. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of

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interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

17. DECISIONS OF THE COUNCIL

Council decisions

17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act.

17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.9.

Note: Clause 17.3 reflects section 372(1) of the Act.

17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.9.

Note: Clause 17.5 reflects section 372(3) of the Act.

17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

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17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.10 with the consent of all signatories to the notice of motion.

17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than seven (7) days after the meeting at which the resolution was adopted.

17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

(a) a notice of motion signed by three councillors is submitted to the chairperson, and

(b) a motion to have the motion considered at the meeting is passed, and

(c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

(a) to correct any error, ambiguity or imprecision in the council's resolution, or

(b) to confirm the voting on the resolution.

17.16 In seeking the leave of the chairperson to move to recommit a resolution for the

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purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.

17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18. TIME LIMITS ON COUNCIL MEETINGS

18.1 Meetings of the council to conclude no later than 12.00pm (three (3) hours after the commencing of the meeting at 9.00am).

18.2 If the business of the meeting is unfinished at 12.00pm, the council or the committee may, by resolution, extend the time of the meeting.

18.3 If the business of the meeting is unfinished at 12.00pm, and the council does not resolve to extend the meeting, the chairperson must either:

(a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or

(b) adjourn the meeting to a time, date and place fixed by the chairperson.

18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.

18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:

(a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and

(b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

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19. AFTER THE MEETING

Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.
Note: Clause 19.1 reflects section 375(1) of the Act.

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

(a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,

(b) details of each motion moved at a council meeting and of any amendments moved to it,

(c) the names of the mover and seconder of the motion or amendment,

(d) whether the motion or amendment was passed or lost, and

(e) such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable

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access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20. COUNCIL COMMITTEES

Application of this Part

20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

20.2 The council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

20.4 The quorum for a meeting of a committee of the council is to be:

(a) such number of members as the council decides, or

(b) if the council has not decided a number – a majority of the members of the committee.

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Functions of committees

20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

(a) the time, date and place of the meeting, and

(b) the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:

(a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or

(b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

(a) to give notice of business for inclusion in the agenda for the meeting, or

(b) to move or second a motion at the meeting, or

(c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

20.11 The chairperson of each committee of the council must be:

(a) the mayor, or

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(b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or

(c) if the council does not elect such a member, a member of the committee elected by the committee.

20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.

20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.

20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

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20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

Disorder in committee meetings

20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

20.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

(a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,

(b) details of each motion moved at a meeting and of any amendments moved to it,

(c) the names of the mover and seconder of the motion or amendment,

(d) whether the motion or amendment was passed or lost, and

(e) such other matters specifically required under this code.

20.23 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

20.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

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20.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21. IRREGULARITES

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

(a) a vacancy in a civic office, or

(b) a failure to give notice of the meeting to any councillor or committee member, or

(c) any defect in the election or appointment of a councillor or committee member, or

(d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or

(e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22. PETITIONS

22.1 That Council affirm its belief in, and support for the right: "It is the privilege of any individual or body of individuals in the community to petition (Council) to obtain redress of grievances, or to ask it not to do something that is contemplated."

22.2 That for the purposes of reviewing and dealing with petitions, such documents be formally drawn up, and be directed to matters which are within the powers of authorities of the Council.

22.3 That petitions presented by Councillors to duly convened Council meetings be subject to consideration of motions in terms "That the petition lie on the table for a period of fourteen (14) days and ....."

22.4 That petitions lodged with the Council by post or means other than by presentation by a Councillor at a duly convened meeting of the Council shall be dealt with as ordinary correspondence.

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23. DEFINITIONS

the Act	means the *Local Government Act 1993*
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the *Environmental Planning and Assessment Act 1979* including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the *Local Government (General) Regulation 2005*
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

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Review of this code

This Code will be reviewed within 12 months of a Local Government General Election or as required in the event of legislative changes. The Code may also be changed because of other amendments that are to the advantage of Council and in the spirit of the Model Code of Meeting Practice. Any amendment to this Code must be by way of a Council Resolution and in accordance with the *Local Government Act 1993*.

Appendix A

Document Control/Authorisation

Responsible Officer	Manager of Community Services
Reviewed By	Council
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Version Number	8.0
Document Number	

Versions	Date	Resolution Number	Description of Amendments	Author / Editor	Approved / Adopted By
8	/7/2025		Transposed to current template	MG	Council
7	26/10/2023	4.11/23	Amendments made in accordance with the Model Code to allow for attendance at meetings by Councillors via audio-visual link	MGRCP	Council
6	24/02/2022	12.2/22	Amendments are significant and contained throughout the Code. The Statement of ethical obligations at 3.22 is a recommendation from ICAC. Part 4 includes the complete Community Consultation Session Guidelines, making that Policy redundant. Part 5 amendments provide conditional allowances for council meetings to be held via audio-visual link and slightly amend the webcasting requirements.	MGRCP	Council
5	22/10/2020		Amendments include the provisions contained in clause 236 of the Local Government Regulation pertaining to webcast recordings being kept on Council's website for a minimum of 12 months and the addition of clauses dealing with the handling of petitions by Council, which are not already contained in the Code of Meeting Practice. An amendment to clause 8.1 (02) of the Order of	MGRCP	Council

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			Business to replace "Opening by Minister from the Fraternal" with "Opening with Prayer".		
4	28/05/2020	1.05/20	Revised Code of Meeting Practice to incorporate the Guidelines for Pre-meeting Briefing Sessions.	GM	Council
3	23/05/2019	3.05/19	Adopted Model Code of Meeting Practice	GM	Council
2	22/11/2012	2.11/12	Revised Code of Meeting Practice	GM	Council
1	27/11/2008	6.11/08	Original document	GM	Council

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Department of Planning, Housing and Infrastructure

dphi.nsw.gov.au

Benefit-Sharing Guideline

November 2024



Guidance for large-scale renewable energy projects



Acknowledgement of Country

The Department of Planning, Housing and Infrastructure acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land, and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

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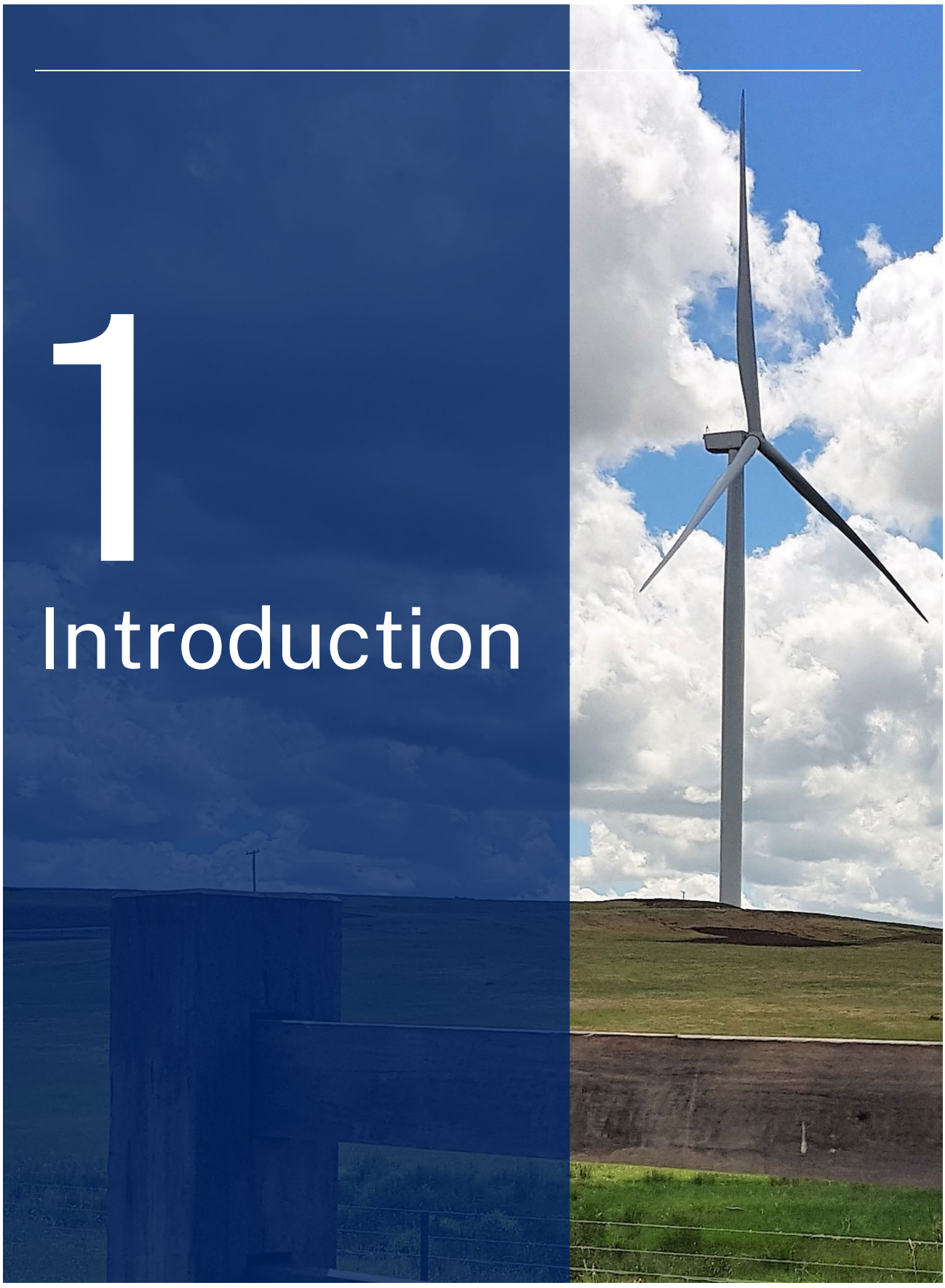
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Glossary of terms

Term	Explanation
Applicant	The applicant of a large-scale renewable energy project application or modification
Battery energy storage systems	Grid-scale rechargeable batteries that can store energy from different sources and discharge it into the electricity grid when needed
Benefit-sharing	Benefit-sharing aims to distribute benefits generated by a project between the applicant and the community through mutually agreed opportunities such as funding or sponsoring local community initiatives, programs or projects
Large-scale renewable energy project	Development of solar energy, wind energy, and/or a battery energy storage system that is State significant development (SSD) or critical State significant infrastructure (CSSI)
Local community benefits	Benefits provided to communities at a local government area scale, including nearby hubs for employment, accommodation, and social infrastructure and services
Neighbourhood benefits	Benefits provided to individual landholders, businesses or townships and villages in the immediate vicinity of a project
Planning agreement	Planning agreements are voluntary agreements between one or more planning authorities (such as a council) and an applicant
Regional benefits	Benefits provided to communities across multiple local government areas that are coordinated by EnergyCo as part of the REZ Community and Employment Benefit Program
Secretary's environmental assessment requirements	The Planning Secretary's environmental assessment requirements, that set out the matters that must be addressed in an environmental impact statement



1 Introduction

Three of the remaining 4 coal-fired power stations in NSW will come to the end of their scheduled lives by 2035. We need to increase renewable energy generation, storage and transmission infrastructure to transition the electricity sector and meet the state's renewable energy targets. Most of this infrastructure will be in regional NSW as that is where our best solar and wind resources are located.

Transitioning to renewable energy sources will help us meet our legislated targets to achieve net zero greenhouse gas emissions by 2050. It will also create new jobs, reduce energy costs for households and attract investment to NSW.

The NSW Government's Electricity Infrastructure Roadmap (the Roadmap) sets out a 20-year plan to deliver the infrastructure required to ensure NSW has continued access to cheap, clean and reliable energy.

As part of the Roadmap, the NSW Government will deliver at least 5 renewable energy zones (REZs). These will be in the Central-West Orana, New England, South-West, Hunter Central Coast and Illawarra regions of NSW. REZs are modern-day power stations. They combine renewable energy generation such as wind and solar, storage such as batteries and network infrastructure such as high-voltage poles and wires in dedicated areas in NSW.

Transitioning to renewable energy will also provide a range of direct and indirect benefits for host communities including:

- construction jobs (around 6,300) and ongoing operational jobs (around 2,800)[1]
- lease payments to landholders and farmers to help diversify their income streams and protect against the financial impacts of drought and natural hazards
- payments to neighbours on land adjoining renewable energy infrastructure
- boosts to services and hospitality industries that service the new workforce
- upgrades to local infrastructure
- business for local companies and contractors

While the communities that host these developments benefit from employment and investment, they also experience the most pressure from the changes. This includes direct impacts from individual projects, as well as broader changes to the local landscape and community that may be difficult to foresee and plan for.

The process for assessing and approving large-scale energy projects under the NSW *Environmental Planning and Assessment Act 1979* (EP&A Act) ensures that impacts are minimised and appropriately managed. Whole-of-government strategic planning in REZs also

[1] Estimated employment figures from *NSW Electricity Infrastructure Roadmap Detailed Report* (Department of Planning, Industry and Environment, 2020)

helps manage the roll-out of energy generation, storage and transmission infrastructure. Even with these measures in place, the on-ground effects of the state's energy transition will be predominantly felt in regional areas.

The wider benefits of renewable energy projects are often strategic in nature. Broader benefits (such as decarbonisation) are shared across the state, not just with the communities where the development is undertaken. Local revenue mechanisms, such as Section 7.11 and 7.12 contributions under the EP&A Act, are not usually suitable to address this issue as they have limited application to renewable energy projects.

This means that host communities, which bear the brunt of the changes, may not necessarily experience a proportionate level of benefits from the uptake of renewable energy. We need to make specific efforts to fairly share the proceeds from the transition within the areas in which it is focused.

This guideline provides advice on how benefit-sharing can be incorporated into the consideration and delivery of large-scale renewable energy development and outlines:

- a benefit-sharing policy approach, objectives and implementation strategy
- benefit-sharing mechanisms that operate at neighbourhood, local and regional levels
- a proposed model, including guidance on the expected value of benefit-sharing for individual projects.

This approach encourages applicants to include benefit-sharing when preparing and delivering large-scale renewable energy projects. It will help local communities be more resilient to change and will deliver estimated benefits of up to $414 million to host communities over a 25-year period (in present value terms)[2] in REZs alone (see Figure 1). This will supplement hundreds of millions of dollars in funding which will be made available to REZ communities under the REZ Community and Employment Benefit Program.

The policy will ensure that communities in and outside REZs benefit from renewable energy development in their regions and that the benefits will be proportionate to the amount and scale of development. For instance, a typical 700 MW wind energy project will provide benefits of around $18 million to communities from rates prescribed in this guideline alone.

[2] Based on known or declared capacities for each REZ and assuming 25 years of energy generation. It does not include the benefits that will be generated by renewable energy projects outside REZs or battery energy storage systems.

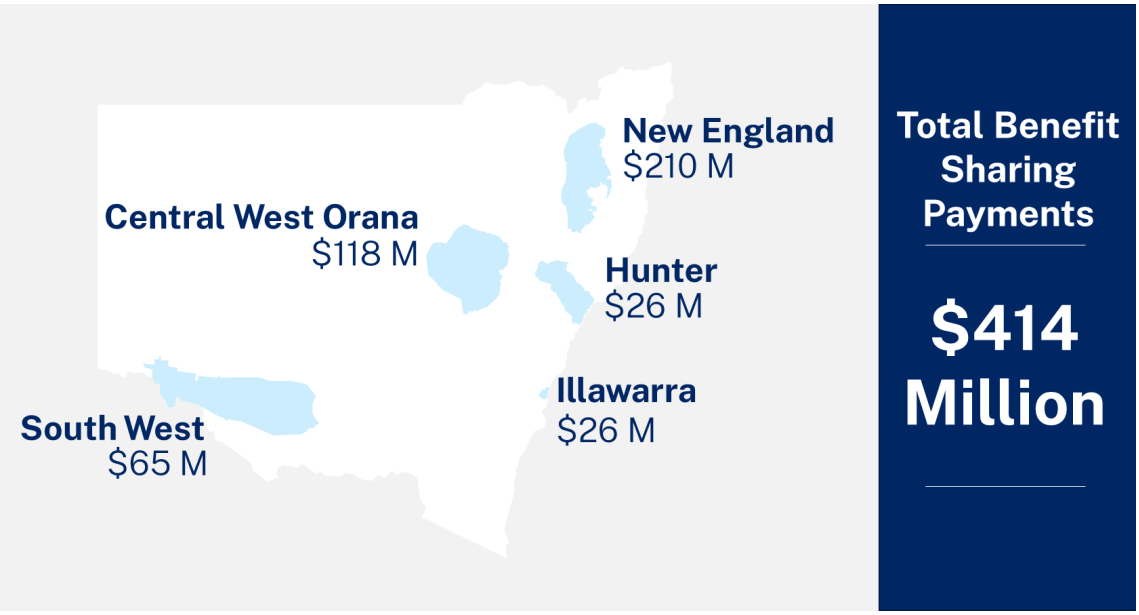


Figure 1. Estimated benefits in renewable energy zones from this guideline[2]

1.1 Purpose of the guideline

The purpose of this guideline is to:

- provide information to applicants, councils and the public about the importance of benefit-sharing for large-scale renewable energy generation and storage in NSW
- outline how benefit-sharing should be incorporated into State significant development (SSD) and critical State significant infrastructure (CSSI) applications for solar, wind and battery energy storage systems (BESS)
- encourage coordination of benefit-sharing programs
- support the rapid roll-out of solar and wind energy generation and storage in NSW, including in REZs, while ensuring that host communities experience tangible, long-term benefits from the transition to renewable energy.

1.2 Application of the guideline

This guideline applies to solar, wind and BESS projects (where BESS projects are proposed on rural zoned land only) that are declared to be SSD or CSSI (large-scale renewable energy projects), whether they are located within or outside a REZ. The guideline does not apply to:

- hydrogen projects
- pumped hydroelectric projects,

- BESS on non-rural zoned land
- electricity transmission infrastructure.

In contrast to solar and wind energy, hydrogen generation and some BESS are more likely to be co-located with other energy and industrial developments (typically in industrial areas or brownfield sites). These projects would be subject to standard council rates and contributions based on their land use zoning and any relevant impacts on local infrastructure and services. On rural zoned land, existing contributions arrangements for BESS may not be appropriate.

The guideline does not prescribe benefit-sharing rates for pumped hydro projects; however, benefit-sharing is strongly encouraged and should be evaluated on a project-by-project basis. In determining an appropriate rate, applicants and planning authorities should consider the nature and magnitude of change likely to be experienced by communities relative to the other infrastructure types prescribed in this guideline.

Transmission projects are subject to a range of existing benefit-sharing arrangements, including landowner payments under the NSW Strategic Benefits Payments Scheme. While this guideline does not apply, benefit-sharing is strongly encouraged, and this should be developed in recognition of these arrangements. Additional guidance can be found in The National Guidelines for Community Engagement and Benefits for Electricity Transmission Projects.

Applicants for large-scale renewable energy projects will need to consider this guideline where it is referenced in the Planning Secretary's environmental assessment requirements and prepare the project's environmental impact statement (EIS) according to the requirements set out in the guideline.

This guideline should also be considered when preparing and assessing applications to modify a consent or approval in instances where it would increase the generating or storage capacity of the project. In these cases, the guideline and the prescribed benefit-sharing rates only apply to the increase in capacity and not the existing, approved capacity of the project.

1.3 Relationship to other guidelines

This guideline is part of the NSW Government's Renewable Energy Planning Framework and should be read in conjunction with the other documents making up this framework (where relevant), including the *Large-scale Solar Energy Guideline* and *Wind Energy Guideline*.



2 Benefit-sharing for renewable energy

2.1 Overview of benefit-sharing

Benefit-sharing is a general term used to describe different approaches and mechanisms that aim to distribute the financial and other benefits of a project between the applicant and the host community through mutually agreed opportunities.

In the context of large-scale renewable energy projects, arrangements with landholders, councils and local communities (including local Indigenous communities) provide opportunities for community members to directly share in the benefits of projects and for the applicant to enhance their social licence to build and operate the project.

Specific benefit-sharing programs can enhance the benefits for the people in the vicinity of, and most affected by, renewable energy development. This includes neighbours that may be affected by projects nearby, as well as members of the broader community that hosts the development.

Benefit-sharing programs can also help to mitigate the wider intangible impacts of projects that may be otherwise difficult to avoid or minimise. It does this by delivering positive social and economic outcomes for affected communities. However, benefit-sharing is not intended as a means to manage or mitigate the impacts of a project on individual properties or landholders.

If a consent authority finds that a project would have significant negative impacts on the environment or the community, it will ensure appropriate action is taken, such as requiring amendments to the project design or including mitigation measures in consent conditions.

While private agreements between applicants and landholders to host project infrastructure or to manage and mitigate impacts from projects may provide benefits to individual landowners (see the *Private Agreements Guideline*), they are not considered to be forms of benefit-sharing.

Section 3 of this guideline outlines different benefit-sharing arrangements (including examples of programs or schemes) that can operate at different levels or spatial scales, from neighbourhoods to local communities to the broader regional area.

2.2 The importance of benefit-sharing

Benefit-sharing programs can offer a clear and transparent way to demonstrate how renewable energy development contributes to and benefits host communities and can help build community support. The following sections outline the 3 key reasons that make benefit-sharing particularly relevant to the consideration and assessment of large-scale renewable energy proposals and why it warrants a unique approach.

Impacts and benefits are not always proportional

Our society benefits from the growth of the renewable energy sector. However, the impacts of renewable projects are not evenly distributed. Regional communities experience the most pressure and changes, including impacts from individual projects, as well as broader changes to the landscape and community that may be difficult to foresee and plan for in advance.

Standard contribution methods are not always the best fit

Other forms of development are commonly accompanied by financial contributions to local government. However, the standard methods of collecting revenue are not always suitable for large-scale renewable energy projects, or they have limited application.

Individual renewable energy projects generally have limited impacts on local infrastructure and services, which limits the scope to collect local infrastructure contributions under section 7.11 or 7.12 of the EP&A Act. Where there are such impacts, they are addressed through the assessment process and conditions of consent (for example, requiring the applicant to upgrade roads before beginning construction).

The NSW Government is also undertaking separate work to understand and respond to any cumulative impacts that might be caused from multiple and concurrent projects within renewable energy zones. This will consider impacts on social infrastructure and services including waste management, health care and education.

Renewable energy generates relatively less employment

In contrast to other types of industrial development, large-scale renewable energy projects often generate lower levels of ongoing employment. As a result, regional communities may experience significant changes without the long-term benefits of increased local economic activity and improved public and commercial services that often accompany high employment-generating development and related urbanisation.

Benefit-sharing for large-scale renewable energy projects provide a practical and transparent method of addressing these concerns. They can ensure that affected local communities receive direct social, environmental and economic benefits from projects in their area.



3 Policy for benefit-sharing

This section sets out the policy that should be used when developing, assessing, and managing benefit-sharing programs for large-scale renewable energy projects.

3.1 Policy principles



1. Benefit-sharing is standard practice

Benefit-sharing should be incorporated as standard practice. Applicants should offer a reasonable rate consistent with the value prescribed in this guideline.



2. Benefit-sharing is collaborative

Benefit-sharing programs should be designed in partnership with councils. Opportunities to centralise administration should be prioritised to help leverage funds to further enhance community benefits.



3. Benefit-sharing is transparent

Information on benefit-sharing arrangements should be publicly available, including clear details on the administration and distribution of proceeds.



4. Benefit-sharing is community focused

Benefit-sharing should be informed by consultation with the community or community representatives, tailored to the local context and the community's needs and produce outcomes that align with the priorities of the public.



5. Benefit-sharing is proportionate

The distribution of community benefits should reflect the scale of the project and the level of change experienced by the community.



6. Benefit-sharing delivers a positive outcome

Benefit-sharing should have a positive, lasting, and meaningful impact on the community and provide tangible social, environmental, and economic outcomes.

3.2 Benefit-sharing arrangements

The following sections provides advice on how different benefit-sharing arrangements can be used to distribute the proceeds of renewable energy projects to neighbours, local communities and regional communities around a proposed development. The benefit-sharing mechanisms generally differ in the:

- proximity of beneficiaries to the proposed development and its effects
- scale of benefits distributed (i.e. financial value and number of recipients/benefactors)
- administrative mechanisms used to distribute the proceeds of a project (i.e. who receives or administers the funding and how program funds are managed and expended).

These components can be arranged in different ways to ensure that benefit-sharing meets the needs of the affected communities (see the examples in section 5 of this guideline).

3.2.1 Neighbourhood benefits

The first level of benefit-sharing is identified at the 'neighbourhood' level, which includes individual landowners, businesses and small neighbourhoods and villages in the direct vicinity of a proposed development.

Due to their proximity to the development site, neighbours are more likely to be aware of and experience the effects of nearby renewable energy development more acutely.

We encourage renewable energy applicants to explore options for benefit-sharing with the immediately affected community.

Examples of neighbourhood benefits may include:

- minor capital works and improvements such as providing rooftop solar to residences
- funding or constructing neighbourhood community facilities
- sponsorship of local community events, groups or clubs
- offering neighbours subsidies (such as energy discounts or free connections) or investment/co-ownership opportunities.

Benefit-sharing is not intended as a means to manage or mitigate the impacts on individual landowners. For example, the applicant can negotiate private agreements with individual landowners to provide vegetation screening, or monetary compensation to mitigate high visual impacts from a project. This is not considered to be a form of benefit-sharing.

Depending on the benefits to be provided, neighbourhood benefit-sharing programs may form part of a broader local community benefit program that is centrally administered and distributed (see below) or may be negotiated directly between the applicant and individuals

(such as through a contract or other agreement specifically related to the benefit-sharing program).

Applicants should outline the details of any proposed neighbourhood benefit-sharing arrangements in the EIS for the project.

Case Study 1 – Neighbour benefit program

The Bowmans Creek Wind Farm involves the development of up to 56 turbines and associated infrastructure, including a new 330 kilovolt (kV) transmission line. The applicant (Ark Energy) has established a program to share benefits with neighbouring landowners.

Property owners with a dwelling within 3.3 km of a turbine are eligible for an annual payment based on the number of wind turbines within a 3.3 km radius of their dwelling.

Those with a dwelling between 3.3 km and 5 km of a turbine (where no other agreement exists) are invited to participate in the project's Neighbour Benefit Program, which offers annual rebates on electricity charges as follows:

- residents between 3.3 - 4 km from a wind turbine will be eligible for an annual rebate of $1,000 on their household electricity costs
- residents between 4 - 5 km from a wind turbine will be eligible for an annual rebate of $500 on their household electricity costs.

Participation in the program does not prevent residents from expressing their views on the project, privately or publicly, at any time.

3.2.2 Local community benefits

Benefit-sharing at the local community level applies more broadly and should be targeted at a local government area scale, including any nearby hubs for employment, accommodation, and social infrastructure and services.

The scale of local community benefits will generally be greater in both financial value and the number of potential recipients or benefactors.

Given the broader application of local community benefit programs, we recommend they be primarily administered and distributed through the councils of the relevant local government areas. Alternatively, these programs could be administered by the applicant in partnership with a community, community organisation or institution (if appropriate and relevant to the type of program on offer) or other applicants in the local government area.

Irrespective of how the programs are administered, the benefit-sharing program must be designed in line with the policy principles set out in section 3.1 of this guideline.

Given the diverse composition of our communities, benefit-sharing at the local community level should consider opportunities for different community groups, particularly local Aboriginal communities. This should always be informed by meaningful and culturally appropriate, place-based engagement that is respectful and authentic.

Examples of local Aboriginal community-specific benefit-sharing programs include:

- capability and/or capacity support for economic participation, including direct or indirect employment
- scholarship programs with partnering education institutions to enable local Aboriginal students to complete courses in specific fields
- sponsorship of Aboriginal community and cultural events such as fundraising events, local markets, cultural sites, community clean up events and garden days
- additional or improved community facilities.

The most appropriate administrators will vary depending on the type of program and may include the NSW Aboriginal Land Council, the relevant local Aboriginal land council, native title groups and local councils.

Council-managed programs

Council-managed benefit arrangements can provide opportunities to consolidate funds from multiple renewable energy projects. This gives councils the ability to deliver bigger community projects or services than would otherwise be possible if funds were directly managed by individual applicants.

The community must be at the forefront of decision-making for any council-managed programs. Committees should be established to decide how money should be spent and should include representation from different community groups.

Benefit-sharing funds must not be used to fund works or services of any kind that should be delivered by a council in the ordinary course of business.

For council-managed programs, we recommend using a planning agreement to establish a community benefit fund. The policy principles should be applied to the establishment and administration of the fund and when distributing proceeds within the fund.

Planning agreements are subject to various requirements under section 7.4 of the EP&A Act. Council must consider these requirements and the guidance set out in *Planning agreements – Practice note – February 2021* (or latest version) if entering into a planning agreement.

Planning agreements should include a review mechanism that allows the terms of the agreement to be renegotiated in the event of any material changes to this guideline.

Examples of expenditure that might be suitable under a council-managed community benefit fund include:

- recurrent costs of infrastructure, services or facilities
- additional or improved open spaces, public facilities or infrastructure such as upgrades to local parks, libraries, community centres, showgrounds, museums and transport infrastructure
- providing funding or works for neighbourhood community facilities (e.g. solar panels)
- initiatives delivered in partnership with other local organisations including scholarship programs to enable local students to complete courses in specific fields (e.g. engineering and project management)
- sponsorship of community events such as fundraising events, local produce markets, nature walks, community clean-up events and gardening days
- sponsorship of local groups such as sporting clubs, biodiversity volunteering groups and community gardens.

Case Study 2 – Planning agreement

Squadron Energy entered into a planning agreement with Inverell Shire Council to support the development of the Sapphire Wind Farm. The agreement provides $187,500 per annum, shared between Glen Innes and Inverell Shire council based on the number of turbines within the LGA.

Using these funds, Inverell Council formed the Sapphire Wind Farm Community Fund Committee under Section 355 of the NSW Local Government Act 1993. The committee is administered by Council and is responsible for assessing funding applications for groups, projects or programs within the Inverell local government area.

Community-led programs

The types of community benefit programs listed above could also be established directly in partnership with the applicant and community organisations or institutions (also see section 5). For instance, initiatives such as scholarship programs and training courses could be offered by the applicant and managed by a relevant educational establishment or other organisation. Similarly, the applicant could offer sponsorships, capital works and other benefits directly to a recipient organisation or community group.

Applicants are also free to directly manage their own community benefit programs and invite the broader community to participate. We encourage applicants to explore different options and offer local communities a range of opportunities to benefit from the project's proceeds.

Case Study 3 – Community reference group

The New England Solar Social Investment Program is managed by a Community Reference Group comprised of five local community members and overseen by ACEN Australia.

The reference group is responsible for assessing two rounds of grant funding each year and has provided over $200,000 to the local community since its inception. The program has funded local sporting groups, community events, health and fitness groups, historical projects, schools and sustainability projects.

Members of the group meet at least four times annually and are reimbursed for expenses in carrying out their roles.

Neighbourhood benefits could equally operate at a broader community level. For instance, applicants could consider providing direct community support through capital works, sponsorships, in-kind assistance, energy subsidies or investment/co-ownership opportunities. However, any capital works that would become the responsibility of council (or incur ongoing maintenance costs for councils) must delivered as a council-led program.

Further examples of benefit-sharing programs and ways to design these programs are outlined in the Clean Energy Council's A Guide to Benefit Sharing Options for Renewable Energy Projects.

3.2.3 Regional benefits (REZ benefit programs)

Generation and storage projects in REZs pay access fees if they connect to new network infrastructure projects. These access fees help pay for the new network and contribute to dedicated funds for community and employment-related initiatives in each region. EnergyCo is coordinating this funding under a Community and Employment Benefit Program, which will invest millions of dollars into regional communities.

Unlike the neighbour and local community benefits described above, these programs can deliver regional-scale benefits across multiple local government areas. The funding will be spent in consultation with communities but could include things like upgrades to telecommunications and internet infrastructure across a region.

Whether or not REZ access fees apply to a large-scale renewable energy project depends on the type of project, whether it is in a REZ, and whether it successfully tenders for access to REZ network infrastructure.

While these regional initiatives are an important component of benefit-sharing, the principles in this guideline do not apply to them. Their consideration and accounting will be managed separately from the planning assessment process for individual projects.

3.3 Distributing benefits

Benefit-sharing funds should be targeted towards the people and communities that are most likely to experience the effects of the proposed development. The amount of funding provided should be distributed based on a balanced consideration of:

- the impacts experienced – funding should be targeted at communities likely to experience the more localised effects of development and not minor ancillary aspects such as long-haul transportation on state roads
- the presence and size of different population centres and communities – larger communities may be eligible for a higher portion of benefits compared to smaller affected communities.

For instance, a wind farm project with many neighbours or a distinct neighbourhood–scale community may apportion a significant share of its total benefit-sharing value to this group through a specific community enhancement fund or via direct negotiation.

On the other hand, a BESS project may have minimal or no neighbourhood-scale community with which to share the benefits. In this case, all the benefits could be shared with the local community through a planning agreement with the local council.

There may be instances where the effects of the development would be experienced outside the local government area (LGA) hosting the development, or the effects could be felt across multiple LGAs. In these instances, the benefits should continue to be distributed towards the communities that are most likely to experience the effects of the development. That means, there may be circumstances in which a project is located wholly in one LGA, but most of the benefits are shared with the neighbouring LGA.

As a general guide, councils should administer no less than 85% of the relevant portion of the total benefit-sharing value. This will help ensure funds are consolidated from multiple renewable energy projects, allowing councils to deliver more valuable community projects or services.

See section 5 for examples on how benefits could be distributed.

3.4 Reporting

The details of any benefit-sharing arrangements are to be made publicly available to ensure transparency and a clear connection between the benefits delivered and individual projects. Councils are responsible for reporting any arrangements that they manage, including programs undertaken through a planning agreement. Applicants are responsible for publicly reporting on any other programs.

This reporting should include a public register that identifies:

- governance arrangements implemented to administer the benefit-sharing arrangements (e.g. representative community board appointment for grant funding)
- the amount of funding provided
- the source of funding including the renewable energy applicant and related renewable energy project (if it is being managed by the council)
- each program funded and how it meets or contributes to the policy principles
- the consultation that was undertaken to identify and develop each program.

Registration, notification and public access requirements may also apply where programs are established through a planning agreement (see our *Planning agreements – Practice note – February 2021* (or latest version). The general planning agreement requirements can be used to satisfy some of the requirements of this policy.

3.5 Implementing the guideline

The Benefit-Sharing Guideline will be implemented through the assessment process under the EP&A Act for large-scale renewable energy projects.

The following sections outline what applicants of large-scale renewable energy projects should do when preparing EISs and what the consent authority will consider when assessing those applications.

3.5.1 Applicant considerations

In developing benefit-sharing models, applicants are required to:

- engage with the relevant council, local communities (including aboriginal communities), and neighbours in the vicinity of the proposed project to consider options for distributing and sharing the benefits of projects at different levels

- develop a proposed model for community benefit-sharing (including neighbourhood and local community benefits where applicable) that is consistent with the policy principles set out in section 3.1 of this guideline
- outline the expected total value (financial amount or equivalent) of community benefits (calculated in accordance with section 4 of this guideline) in the EIS for the project
- implement or otherwise give effect to any benefit-sharing arrangement or requirements specified in any conditions of consent.

3.5.2 Consent authority considerations

When assessing the merits of projects, the consent authority should:

- consider the relative benefits of the project, including the applicant's proposed benefit-sharing model
- determine whether any conditions of consent may be appropriate to ensure the applicant's proposed benefit-sharing model will be implemented
- not impose any additional conditions requiring other contributions under section 7.11 or section 7.12 of the EP&A Act unless they are specifically required to address direct impacts on services and infrastructure.

3.6 Review of benefit-sharing approach

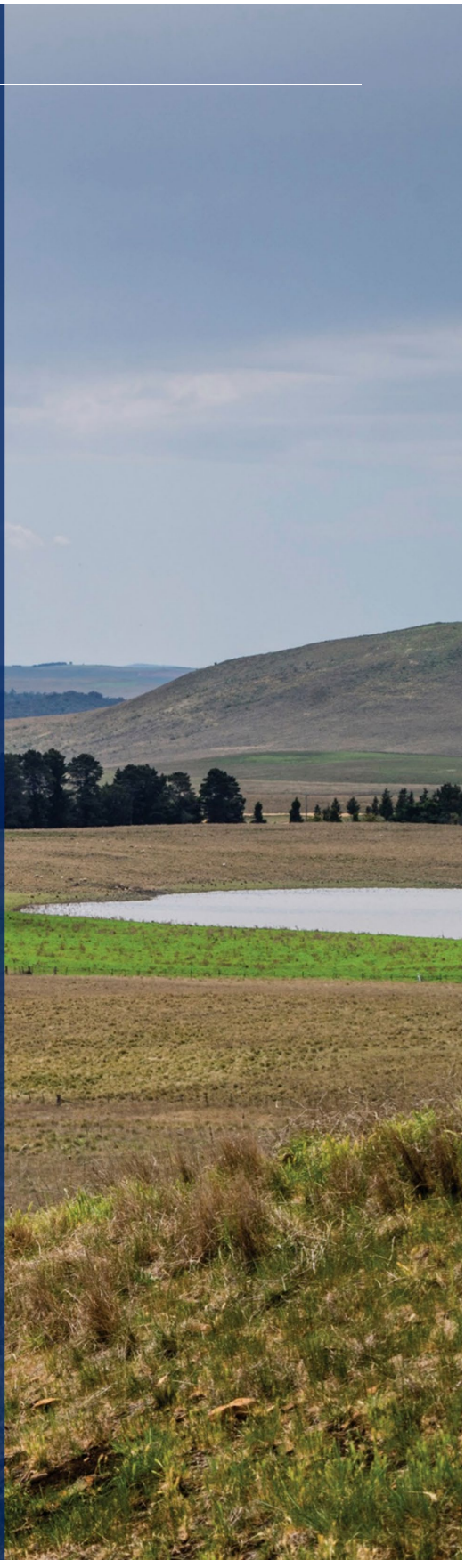
The benefit-sharing approach outlined in this guideline has been developed in recognition of current planning and land use revenue settings, including infrastructure contributions and the local government land rating system.

We will review the policy approach (including the benefit-sharing rates outlined in section 4 of this guideline) if changes are made to the infrastructure contributions or the local government land rating systems that materially affect large-scale renewable energy projects (for example, the introduction of a new land category rating or a new contributions framework that explicitly apply to these projects).

Planning agreements should include review mechanisms that allow the terms of the agreement to be renegotiated:

- if there are any material changes to this guideline
- where the final installed capacity of a large-scale renewable energy project is materially different to that included in any initial agreement.

4 Model and value of benefit-sharing



Applicants for large-scale renewable energy projects are required to outline their proposed model for community benefit-sharing in the EIS. The applicant's proposed model must include:

- an indication of the types and scale of benefit-sharing (including neighbourhood and local community benefits) that will be offered by the applicant and used to distribute and share the proceeds of the project with neighbours and the broader community
- the estimated total value (financial amount or equivalent) of community benefits (both neighbourhood and local community benefits) that will be provided as part of the renewable energy proposal, including any funding to be included in a planning agreement and the financial value of any other programs
- details of specific benefit-sharing programs if known at the time.

4.1 Value of benefit-sharing

We expect applicants to use the following benefit-sharing rates when determining the total funding value for community benefits for a given renewable energy project.

Benefit-sharing rate

Total funding for benefit-sharing should be:

- $850 per megawatt per annum for solar energy development, or
- $1,050 per megawatt per annum for wind energy development, or
- $150 per megawatt hour per annum for stand-alone battery energy storage systems located in a rural zone (i.e. RU1 Primary Production, RU2 Rural Landscape, RU3 Forestry, RU4 Primary Production Small Lots),

based on installed capacity and paid over the life of the development and indexed to the Consumer Price Index[3].

The total value of benefit-sharing, calculated by adding together the proposed funding amounts for any neighbourhood and local community benefit programs (whether council-managed or otherwise), should not exceed the rates outlined above. An example for a wind energy development within 2 local government areas is shown in Figure 2.

[3] As an example, the dollar rate would be $850 per megawatt for a solar energy project for the 2024–25 financial year. The dollar rate would then be adjusted for CPI in each subsequent financial year

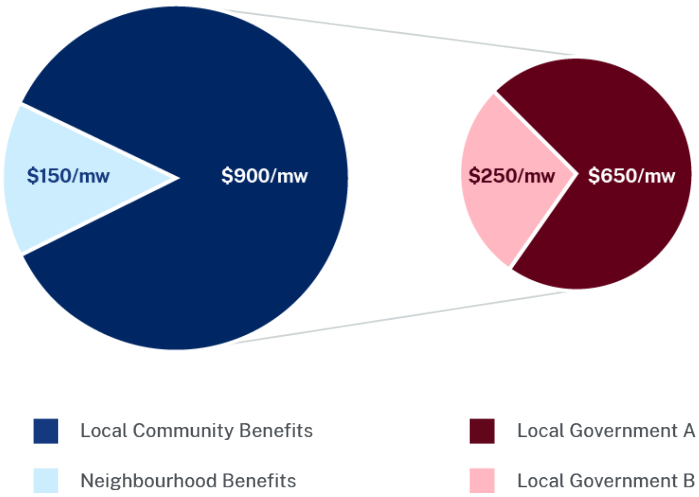


Figure 2. Potential composition of benefit-sharing for wind energy (per annum)

If the proposed development includes both wind and solar generation, the total amount of benefit-sharing should be calculated by:

- separately determining the amounts of wind and solar based on their respective generation capacities and the rates outlined above, and
- adding these amounts together.

The BESS benefit-sharing rate only applies to stand-alone systems and must not be applied to a battery that is developed alongside solar and wind energy generation. An example of how to determine the benefit-sharing amount for mixed infrastructure types is provided below.

Mixed generation and storage example

The proposed development includes:

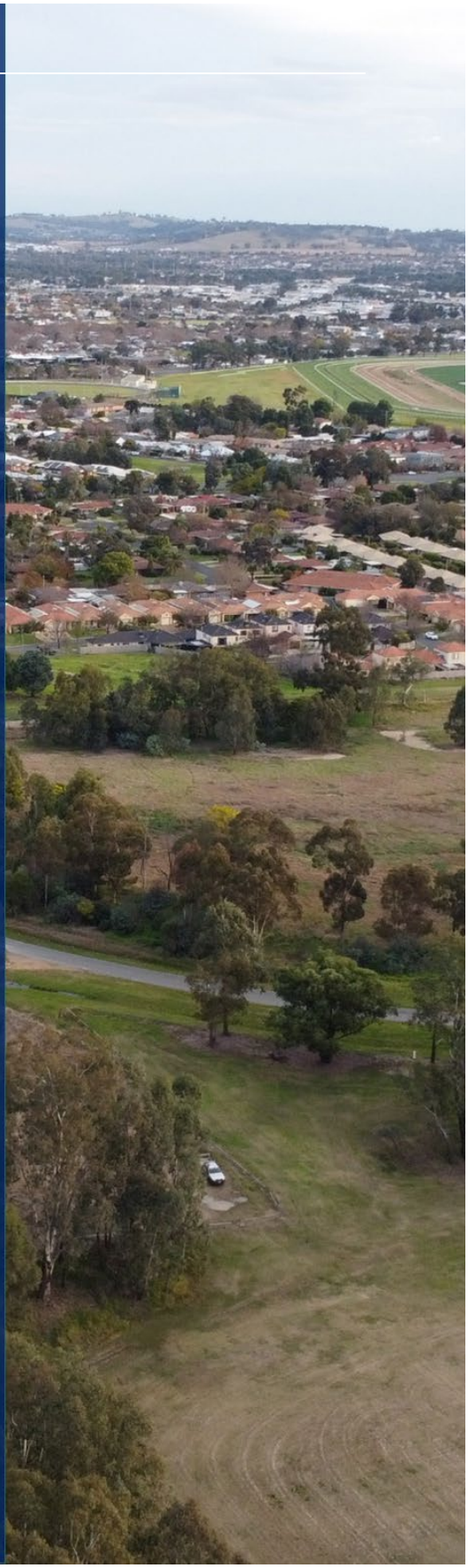
- 300 MW of wind generation capacity
- 200 MW of solar generation capacity
- a 200 MWh battery.

Benefit-sharing values for each development type are:

- Wind – $315,000 per annum
- Solar – $170,000 per annum
- Battery – $0 per annum.

Total benefit-sharing value = $485,000 per annum

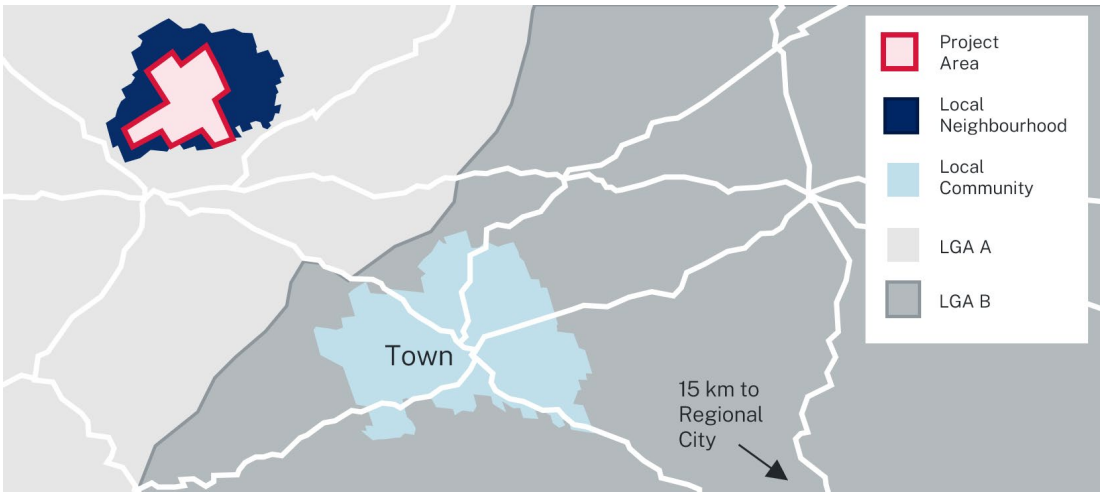
5 Examples



The following examples illustrate the application of the principles and guidance in a variety of scenarios.

Example 1 – 600 MW solar energy development

The proposed development is wholly located within LGA A. However, the effects of the development are more likely to be experienced by the 'local community' in the nearest town (3,000 population), which is in neighbouring LGA B. Almost all the workers are expected to reside in a nearby regional city located in LGA B.



Neighbourhood – 20 nearby properties

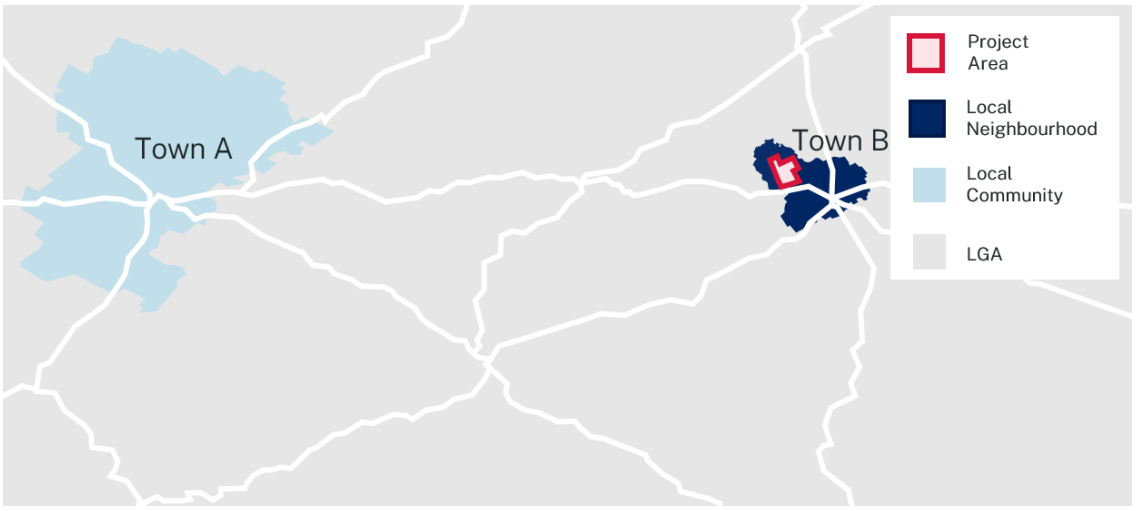
$20,000/year **Neighbourhood enhancement fund**	**$1,000** - annual residential energy rebate

Local community

$55,000/year **Community enhancement fund**	**$35,000** – TAFE/Traineeship grants **$20,000** – Men's Shed sponsorship
$125,000/year **Planning agreement** **Local government A**	**$70,000** - LGA local grants fund **$35,000** – Main street beautification **$20,000** – Cycleway upgrades
$310,000/year **Planning agreement** **Local government B**	**$140,000** - LGA local grants fund **$90,000** – Waste management upgrades **$80,000** – Swim centre upgrades

Example 2 – 1,000 MWh battery energy storage system

The proposed development is wholly within a single LGA. The effects of the development will be experienced by a small number of landholders located near the development and the nearest town (Town B). A slightly larger town (Town A) is located 7 km away.



Neighbourhood and local community – 10 nearby properties

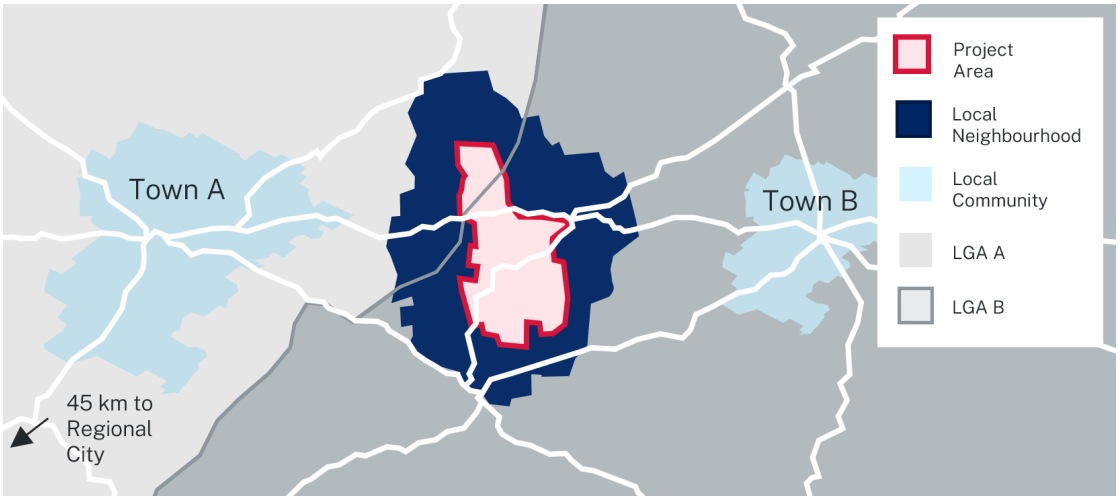
$10,000/year **Neighbourhood enhancement fund for Town B**	**$6,000 – Local community hall upgrade** **$4,000 – Local RFS equipment**

Local community

$3,000/year **Community enhancement fund**	**$3,000 –Traineeship grants**
$137,000/year **Planning agreement** **Local government**	**$65,000** - LGA local grants fund **$27,000** – Community hall upgrades **$25,000** – Cycleway upgrades **$20,000** – Cultural events fund

Example 3 – 400 MW wind energy development

The proposed development is located across LGA A and LGA B. While most of the footprint is within LGA B, the effects will be predominately experienced in LGA A, which is a more established urban area (population of 5,000) and is likely to host more of the workforce. However, LGA B has a larger network of neighbouring landowners and contains a small town (population of 1,500) that will see the project.



Neighbourhood – 50 nearby properties

$25,000/year **Neighbourhood enhancement fund**	**$15,000** - annual residential energy rebate **$10,000** – local neighbourhood grants

Local community

$38,000/year **Community enhancement fund**	**$10,000** – Country Women's Association funding **$8,000** – Community garden fund **$15,000** – Indigenous vocational training grants
$195,000/year **Planning agreement** **Local government A**	**$110,000** - LGA local grants fund **$60,000** – High streets activation **$35,000** – Community hall upgrades
$162,000/year **Planning agreement** **Local government B**	**$75,000** - LGA local grants fund **$47,000** – Heritage trail development fund **$40,000** – Sports field upgrades

Item 7.18

Annexure B

Prepared in accordance with *Glen Innes Severn Council Conflict of Interest Policy (Dealing with Council Related Development)*

Glen Innes Severn Council Conflict of Interest Management Statement	
Project Name & Address	Change of Use to Health Services Facility (Medical Centre) and associated Alterations and Additions 148 Church Street, Glen Innes NSW 2370
DA Number	DA 68/24-25
PAN Number	PAN-538966
Potential Conflict	Glen Innes Severn Council is the registered landowner of the subject site. In accordance with Council Resolution 2.03/25, Council anticipates receiving revenue through the lease and eventual sale of part of the subject land to New England CT Pty Ltd. Specifically, the resolution permits the property to be leased for a period of 18 months, with an option for New England CT Pty Ltd to purchase the front portion of the land (identified as proposed Lot 22 under DA 67/24-25 – 2-Lot Subdivision) and the adjoining parcel at 146 Church Street, Glen Innes (identified as proposed Lot 23 under DA 67/24-25 – 2 Lot Subdivision), 12 months following registration of the subdivision. Following subdivision, Council will retain ownership of the largest landholding on the site, including the heritage-listed building located at the rear, identified as proposed Lot 23 under DA 67/24-25 – 2-Lot Subdivision.
Management Strategy	Council is actively managing any potential conflicts of interest arising in relation to this matter through the following measures: • Council is not the applicant for the development application. The application has been prepared and lodged by an independent third party, Octagon Planning, acting as the applicant. • The development application has been referred to an independent external planning consultant for assessment. A report will be prepared by the consultant for determination by Council, thereby ensuring a separation between Council's role as landowner and the planning assessment process.
Contact	Anyone with concerns about council fulfilling its obligations should report their concerns to Council's General Manager.

DEVELOPMENT ASSESSMENT REPORT

Application Details

DA 68/24-25	PAN-538966	Lot 2 DP512765	Local Development
Address	148 Church Street, Glen Innes NSW 2370		
Description of Development	Change of use to medical centre Alterations and additions to existing building Signage		
Estimated Development Cost	$148,500	Applicant	Octagon Planning (Nicola Neil) C/- New England CT PTY LTD
Date Lodged	26/05/2024	Owner	Glen Innes Severn Council
Report Date	08/07/2025	Assessing Officer	Stimson Advisory (Planning Consultant)

Summary

Key Issues: Nil

Variations to LEP or DCP: Nil

Number of Submissions: N/A

Recommendation: Approval

RECOMMENDATION

That Development Application be approved subject to the conditions of consent detailed in Schedule 1 of this report.

Report By	Stimson Advisory	Reviewed By	N/A (Conflict of Interest – Council Owned)
Date	08/07/2025	Date	

1. Introduction

1.1. Relevant History

Planning:

- DA 102/09/10 – Approval granted 3 June 2010, for: Upgrade of Perimeter Fencing
- DA 36/13-14- Approval granted 28 November 2013, for: Extensions to Existing Depot – Machinery Shed & Carport. (it is noted the related Construction Certificate was withdrawn, and this approval was not enacted)
- DA 67/24-25 – Application lodged for subdivision of the site – not yet determined.

General:

No other history relevant to the assessment of the application. The relevant building has been previously used as an office for Country Energy and Essential Energy.

1.2. Site Description

The subject site is located in the E1 (Local Centre) Zone under the Glen Innes Severn LEP 2012, and has the following characteristics:

- The site contains a Heritage Item (Old Power Station, ref: I053), but is not located within a Heritage Conservation Area
- The subject site has an area of 2889sqm with frontage to Church Street and Fitzhardinge Lane. Vehicular access to the site is via Fitzhardinge Lane only.
- The site contains several buildings with the Old Power Station and Outbuilding located on the western part of the site and a (relatively) modern office building located in the eastern portion of the site.
- The site contains a heritage item being the Old Power Station, item No. I053, but is not within a Heritage Conservation Area.

Surrounding Area:

- Land to the immediate north is used for a car wash. Further north is Council's Visitor Information Centre.
- Land to the south comprises a single dwelling (also owned by Glen Innes Severn Council).

In the context of the proposal being predominately a change of use, no other characteristics of the surrounding area require discussion.

The surrounding area consists of a car wash located to the north as well as Council's Visitor Information Centre. The property adjoining the subject site to the south comprises a dwelling. The greater locality comprises of residential dwellings as well as other commercial/business uses.

An aerial photo of the site is shown below.

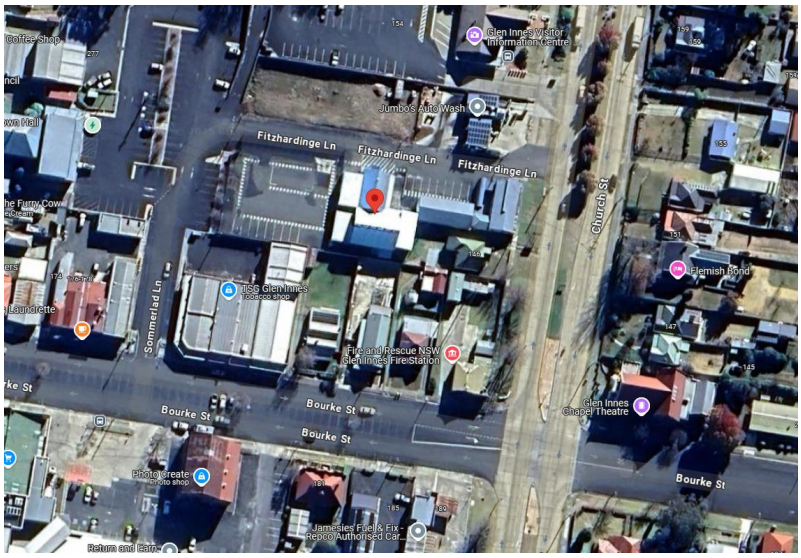


Figure 1: Locality map



Figure 2: Aerial showing zoning (E1 Local Centre)

1.3. Proposal

The proposed development is described as follows:

- Change of use of the development area to medical centre
- External works including partial demolition of the front wall and windows, new sliding door and windows, new cladding and new paint to walls and front awning
- Internal works including demolition of walls, construction of new walls, new accessible bathroom, new staff room with kitchen, and general fitout
- Landscape works including garden bed and concrete path
- Signage to the eastern and northern elevations

All construction works will be within/relating to the eastern building fronting Church Street. Entry will be on the eastern (front) elevation of the building. The works will create a reception and waiting area, CT room and CT control room, X-ray room, Ultrasound room, staff room and accessible bathroom.

Use Definition

The land use is best defined as "medical centre". The definition is as follows:

> ***medical centre*** means premises that are used for the purpose of providing health services (including preventative care, diagnosis, medical or surgical treatment, counselling or alternative therapies) to out-patients only, where such services are principally provided by health care professionals. It may include the ancillary provision of other health services.

Signage

The proposed signage comprises of two wall signs on the eastern elevation and one wall sign on the northern elevation. The signs have dimensions of the following:

- Wall sign 1 (eastern elevation): 3m x 0.97m with a total advertising area of 2.91sqm.
- Wall sign 2 (eastern elevation): 2.38m x 0.5m with a total advertising area of 1.19sqm.
- Wall sign 3 (northern elevation): 3m x 0.97m with a total advertising area of 2.91sqm

The wording on the sign s comprises of the wording 'New England CT' and 'NECT' with the company logo.

Operational Details

The medical centre is proposed to operate from 7.00am to 8.00pm seven days a week, including public holidays. It is not expected that the centre will operate for these maximum hours at all times, but these hours will provide flexibility for increased demand and the provision of out of hours appointments. There will be a minimum of two (2) and maximum of six (6) staff on site at any one time, which will include two receptionists, a nurse, a radiographer, a sonographer and a doctor.

Extracts from Plans of Development are included below:



Figure 3: Site Plan

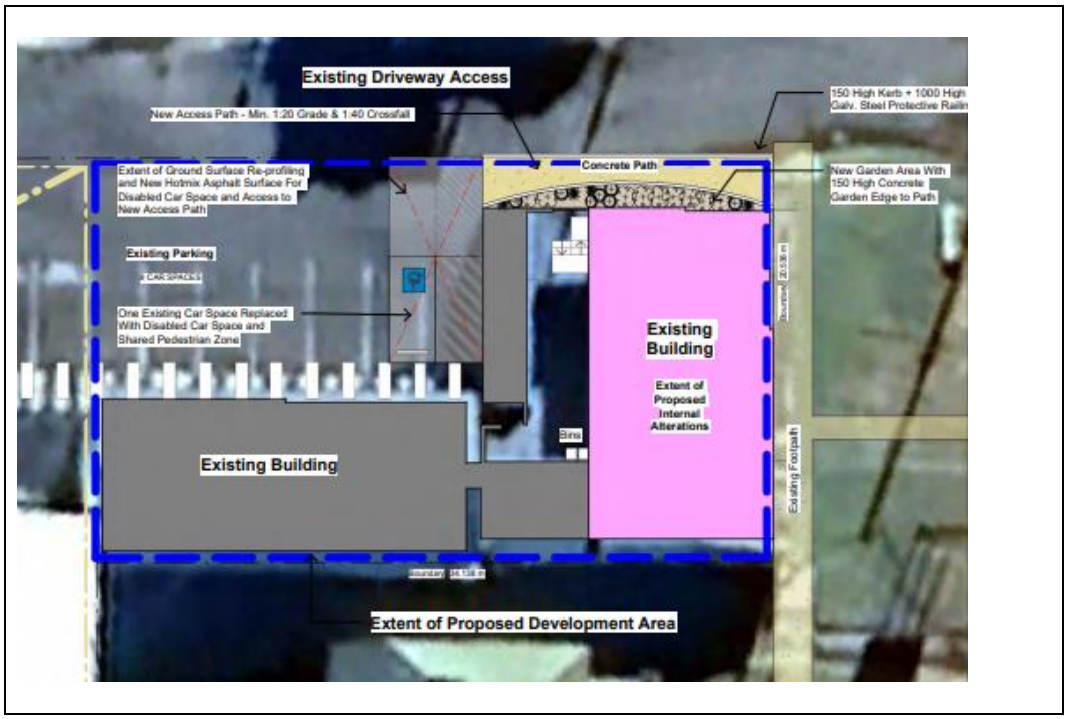


Figure 4: Site Plan (development footprint only)



Figure 5: Elevations

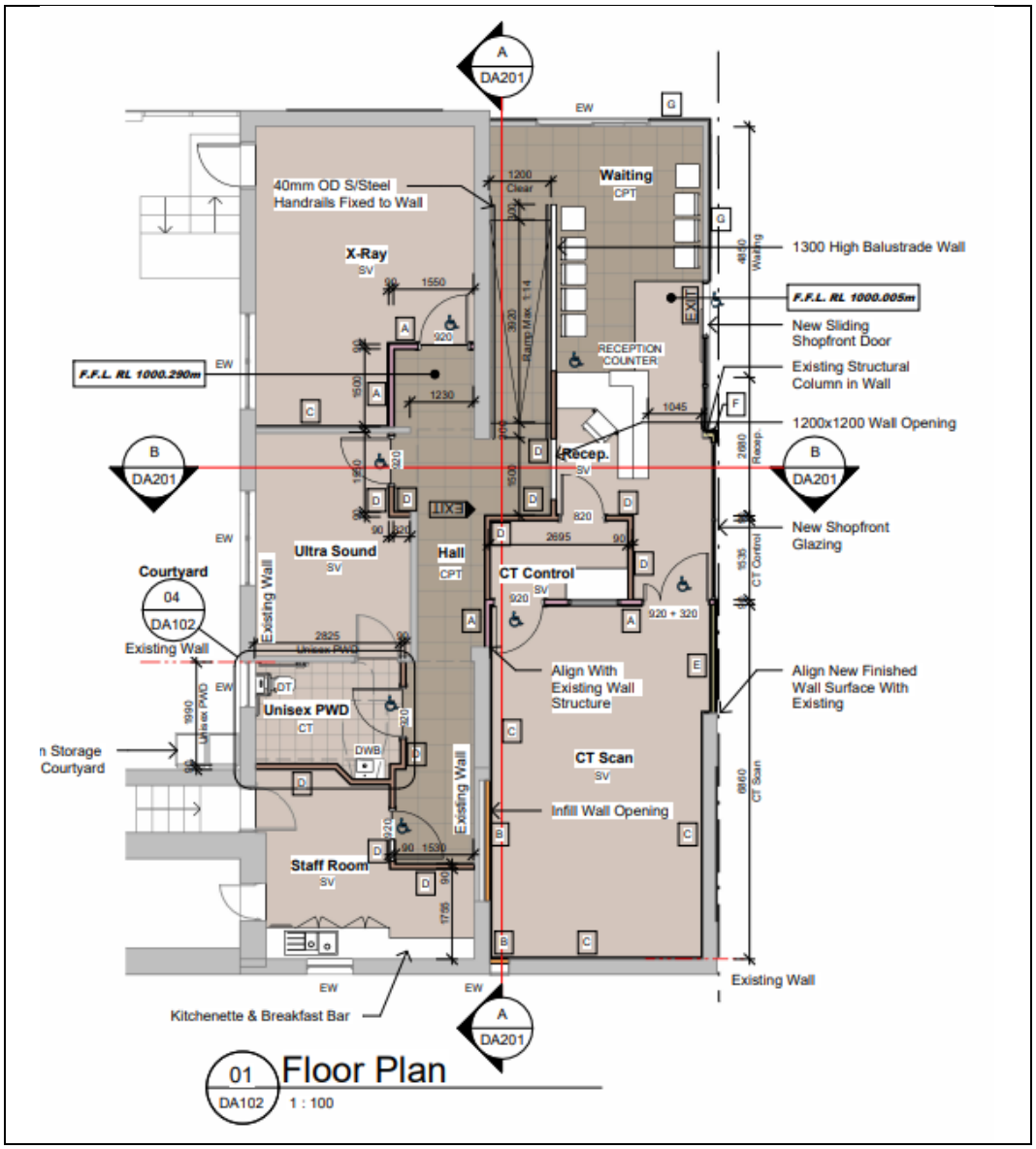


Figure 6: Floor Plan



Figure 7: Signage example



Figure 8: Signage example

1.4. Internal Referrals

Building Surveyor – No objection, subject to recommended conditions. It is noted that a BCA Compliance/Fire Safety Upgrade Report is recommended to be supplied before the issue of a Construction Certificate, which is acceptable for the nature of the proposal and giving bearing to Clause 36(2) of the *Environmental Planning and Assessment Regulation 2021:*

> (2) A consent authority may not request additional information in relation to building work or subdivision work if the information is required to accompany an application for a construction certificate or subdivision works certificate.

Infrastructure Services – No objection, subject to recommended conditions (including Trade Waste Assessment).

No other internal referrals required.

1.5. External Referrals

No external referrals were required. It is noted that the proposal is below the relevant referral trigger threshold and does not require the installation of any new driveway crossover, negating the requirement for the concurrence (or advice) of Transport for NSW.

1.6. General Procedural Comments

Revisions:

No revisions or requests for information were required as part of the assessment. It was noted there was some discrepancy between plans and documents in terms of car parking, however plans are considered to prevail.

Public Exhibition:

The application was placed on exhibition from 19 June 2025 to 8 July 2025, in accordance with Council's Conflict of Interest Policy (Dealing with Council Related Development). In addition to exhibition on Council's website, the proposal notified/included in the "Our Council" newsletter 19 June. No submissions were received during the exhibition period.

2. Matters for Consideration

Section 4.15(1) of the *Environmental Planning and Assessment Act 1979* sets out the following matters for a consent authority to consider during the assessment of a development application:

(a) the provisions of—

(i) any environmental planning instrument, and

(ii) any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Planning Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and

(iii) any development control plan, and

(iiia) any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4, and

(iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph),

(v) (Repealed)

that apply to the land to which the development application relates,

(b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,

(c) the suitability of the site for the development,

(d) any submissions made in accordance with this Act or the regulations,

(e) the public interest.

The following sections of this report consider each of the above matters for consideration.

2.1. Section 4.15(1)(a)(i) – Environmental Planning Instruments

The following table details the applicability of current State Environmental Planning Policies (SEPPs) to the development application. Detailed discussion of the applicable SEPPs follows.

State Environmental Planning Policy	Applicable? Y/N
(Biodiversity and Conservation) 2021	N
(Exempt and Complying Development Codes) 2008	N
(Housing) 2021	N
(Industry and Employment) 2021	Y
(Planning Systems) 2021	N
(Precincts – Central River City) 2021	N
(Precincts – Eastern Harbour City) 2021	N
(Precincts – Regional) 2021	N
(Precincts – Western Parkland City) 2021	N
(Primary Production) 2021	N
(Resilience and Hazards) 2021	Y
(Resources and Energy) 2021	N
(Sustainable Buildings) 2022	N
(Transport and Infrastructure) 2021	Y

2.1.1. State Environmental Planning Policy (Resilience and Hazards) 2021

State Environmental Planning Policy (Resilience and Hazards) (RH SEPP) aims to provide a state-wide planning approach to the remediation of contaminated land, aiming to reduce the risk of harm to human health or the environment.

The RH SEPP requires the consent authority to consider whether the subject land of any development a pplication is contaminated. The subject site has been used for commercial and industrail purposes with no evidence of contaminating uses occurring in the footprint/location of the change of use. A Detailed Site Investigation (GHD 2015) prepared for the former landowner confirmed no contamination in the development area and the site was found suitable for on-going commercial/industrial use. Further, the proposed development involves no ground disturbance, further reducing any interaction with soil, should contamination be present elsewhere on site.

Based on the above, Clause 4.6 of SEPP RH and the contaminated land planning guidelines have been considered and the site deemed suitable for the proposed development.

2.1.2. State Environmental Planning Policy (Transport and Infrastructure) 2021

The aim of this Policy is to facilitate the effective delivery of infrastructure across the State.

Clause 2.48 sets out provisions relating to development in proximity to electricity infrastructure, and in certain circumstances requires notice to be given to the relevant electricity supply authority. The proposal does not include underground electricity infrastructure or relocation of existing electricity infrastructure. The development application was therefore not required to be referred to Endeavour Energy.

Clause 2.119 sets out provisions relating to direct access to a classified road. As all vehicular access would be via Fitzhardinge Lane which is not a classified Road, this clause is satisfied. The proposed

development is not defined as traffic generating development and therefore referral to Transport for New South Wales is not required.

2.1.3. State Environmental Planning Policy (Industry and Employment) 2021

State Environmental Planning Policy (Industry and Employment) 2021, Chapter 3 – Advertising and Signage, applies to the proposed signage. Under the IE SEPP, the signs are defined as *business identification sign.*

> ***business identification sign*** *means a sign—*
> *(a) that indicates—*
> *(i) the name of the person or business, and*
> *(ii) the nature of the business carried on by the person at the premises or place at which the sign is displayed, and*
> *(b) that may include the address of the premises or place and a logo or other symbol that identifies the business, but that does not contain any advertising relating to a person who does not carry on business at the premises or place.*

The installation is consistent with a wall sign (consent is required given the signage is on land containing a heritage item, not due to its size or façade location).

An assessment against relevant parts of Clause 3 is as follows:

Clause 3.1 Aims and Objectives

The policy aims to ensure that signage (including advertising):

a. *to ensure that signage (including advertising) –*
   i. is compatible with the desired amenity and visual character of an area, and
   ii. provides effective communication in suitable locations, and
   iii. is of a high quality design and finish, and
b. *to regulate signage (but not content) under part 4 of the Act, and*
c. *to provide time-limited consents for the display of certain advertisements, and*
d. *to regulate the display of advertisements in transport corridors, and*
e. *to ensure that public benefits may be derived from advertising in and adjacent to transport corridors.*

The proposed signage is consistent with these aims and objectives.

It is noted that Part 3.3 specifies additional assessment requirements, but these are not relevant for *business identification signs.*

Signage must be considered against assessment criteria specified in Schedule of the SEPP. This is below:

Schedule 5 Assessment Criteria

1. Character of the area

- Is the proposal compatible with the existing or desired future character of the area or locality in which it is proposed to be located?
- Is the proposal consistent with a particular theme for outdoor advertising in the area or locality?

Response: The proposed signs are compatible with the use of the site and desired future character of the area as well as being consistent with similar signage within the locality.

2. Special areas

- Does the proposal detract from the amenity or visual quality of any environmentally sensitive areas, heritage areas, natural or other conservation areas, open space areas, waterways, rural landscapes or residential areas?

Response: The proposed signs will not detract from the existing amenity of the area and would not have any adverse impact on the heritage significance of the heritage item on the site (relate to newer building only).

3. Views and vistas

- Does the proposal obscure or compromise important views?
- Does the proposal dominate the skyline and reduce the quality of vistas?
- Does the proposal respect the viewing rights of other advertisers?

Response: The proposed signs are attached to the external walls of the building and therefore do not obscure or compromise important views and does not dominate the skyline. The proposed signage does not impact upon the viewing rights of others.

4. Streetscape, setting or landscape

- Is the scale, proportion and form of the proposal appropriate for the streetscape, setting or landscape?
- Does the proposal contribute to the visual interest of the streetscape, setting or landscape?
- Does the proposal reduce clutter by rationalising and simplifying existing advertising?
- Does the proposal screen unsightliness?
- Does the proposal protrude above buildings, structures or tree canopies in the area or locality?
- Does the proposal require ongoing vegetation management?

Response: The proposed signs are in proportion to the streetscape and contributes to the visual interest of the streetscape. The proposed signs do not protrude above the building and existing trees and does not cause clutter. Ongoing vegetation management is not required.

5. Site and building

- Is the proposal compatible with the scale, proportion and other characteristics of the site or building, or both, on which the proposed signage is to be located?
- Does the proposal respect important features of the site or building, or both?
- Does the proposal show innovation and imagination in its relationship to the site or building, or both?

Response: The proposal signs are compatible with the scale, proportion and other characteristics of the site and respects important features of the site and building.

6. Associated devices and logos with advertisements and advertising structures

- Have any safety devices, platforms, lighting devices or logos been designed as an integral part of the signage or structure on which it is to be displayed?

Response: There are no safety devices, platforms or lighting devices proposed as the signs are not illuminated.

7. Illumination

- Would illumination result in unacceptable glare?
- Would illumination affect safety for pedestrians, vehicles or aircraft?
- Would illumination detract from the amenity of any residence or other form of accommodation?
- Can the intensity of the illumination be adjusted, if necessary?
- Is the illumination subject to a curfew?

Response: The signs are not illuminated.

8. Safety

- Would the proposal reduce the safety for any public road?
- Would the proposal reduce the safety for pedestrians or bicyclists?
- Would the proposal reduce the safety for pedestrians, particularly children, by obscuring sightlines from public areas?

Response: The proposal will not obscure sight lines and will not reduce safety for any road, pedestrians or cyclists.

No other SEPP's are considered relevant.

2.1.4. Glen Innes Severn Local Environmental Plan 2012

An assessment of the development against the relevant sections of GISLEP is provided below.

Clause	Applicable? Y/N	Comment
1.2 Aims of Plan	Y	The development is generally consistent with the aims and objectives of GISLEP.
2.2 Zoning of land to which Plan applies	Y	The land is zoned E1 Local Centre
2.3 Zone objectives and Land Use Table	Y	A medical centre is permissible with consent and achieves/is not contrary to the zone objectives, included as follows: • To provide a range of retail, business and community uses that serve the needs of people who live in, work in or visit the area.

		• To encourage investment in local commercial development that generates employment opportunities and economic growth. • To enable residential development that contributes to a vibrant and active local centre and is consistent with the Council's strategic planning for residential development in the area. • To encourage business, retail, community and other non-residential land uses on the ground floor of buildings.
2.7 Demolition requires development consent	Y	Minor demolition is proposed as part of the application.
4.6 Exceptions to development standards	N	No exceptions to development standards are sought.
5.10 Heritage conservation	Y	Heritage item I053, Old Power Station, listed under Schedule 5 of Glen Innes Severn Local Environmental Plan 2012, is located on the site. The applicant has submitted a Heritage Assessment, which suitably addresses Clause 5.10 of the LEP. Ultimately, the proposal relates a to a modern building in which bears little connectivity to the heritage item and is acceptable. This id discussed further below.
7.3 Essential services	Y	The existing site enjoys connections to all relevant essential service and is acceptable as conditioned.

Clause 5.10 Heritage Conservation

The objectives of this Clause are as follows:

(a) to conserve the environmental heritage of Glen Innes Severn,

(b) to conserve the heritage significance of heritage items and heritage conservation areas, including associated fabric, settings and views,

(c) to conserve archaeological sites,

(d) to conserve Aboriginal objects and Aboriginal places of heritage significance.

Clause 5.10(4) states:

(4) ***Effect of proposed development on heritage significance*** *The consent authority must, before granting consent under this clause in respect of a heritage item or heritage conservation area, consider the effect of the proposed development on the heritage significance of the item or area concerned…*

The applicant has submitted a comprehensive Statement of Environmental Effects, which includes detailed attention to heritage from pages 22 – 24. The applicants assessment reiterates the heritage listing is expressly focused on the former power station itself. Notwithstanding, the assessment confirms:

"the buildings subject to this application do not have any intrinsic heritage significance in their own right. The external works are minimal and will only be visible in conjunction with nearby heritage items from very oblique angles. The proposed development will have no negative impacts on the heritage significance of the heritage item on the subject site or those in the vicinity".

No contention is raised with regards to the above conclusions. In turn, no referral to an external heritage consultant was required given the quality of the Statement of Environmental Effects and in particular, the heritage component.

As detailed above, it is considered that the proposal demonstrates compliance with the LEP.

2.2. Section 4.15(1)(a)(ii) – Draft Environmental Planning Instruments

There are currently no draft SEPPs or LEP amendments that are applicable to the development.

2.3. Section 4.15(1)(a)(iii) – Glen Innes Severn Council Development Control Plan 2014

Glen Innes Severn Development Control Plan 2012 (the DCP) applies to all land in Glen Innes Severn Shire. An assessment of the development against the relevant sections of the DCP is provided below.

Chapter 6 Development in Commercial and Industrial Areas

Chapter 6 Development in Commercial and Industrial Areas Section	Complies? Y/N	Comment
6.5 Controls		
Change of use		
Development application required for change of use that is not exempt or complying development.	Y	
Access for Persons with Disabilities		
Adequate provision is to be made to enable persons with disabilities to gain access to the development and to the land on which the development is proposed to be carried out.	Y	Acceptable as conditioned.
The development is to comply with the relevant Australian Standard for access for disabled persons applying at the time the development application is lodged.	Y	
Height		
Maximum height 8.5m from natural ground level to roof ridge	N/A	No change to height
On-Site Facilities		
On-site facilities for garbage bin and recycling storage and service meters are to be designed to be physically convenient, visually attractive and require minimal maintenance.	Y	Acceptable as conditioned
Garbage and recycling bin storage is not to be located at the street frontage.	Y	
Where collection is not on the street frontage, adequate loading and turning areas for service vehicles is to be provided within the development.	N/A	

Adequate provision is to be made for the storage and handling of solid wastes generated by the development. The storage area is to be enclosed and the material stored is to be screened from public view.	Y	Appropriate waste bins will be provided on the site.
Provision is to be made for the installation and maintenance of Liquid Trade Waste management facilities where required.	Y	Acceptable as conditioned.
Development on Land Adjoining Land Zoned R1 General Residential		
Business or industrial development on land adjoining a residential zone should not have a significant adverse impact on the amenity of the residential areas in the vicinity. Applications will be required to address the following: • Noise associated with the amount of traffic generated by the development. • The type of traffic generated by the development (cars, delivery vehicles etc). • Location of car parking and loading/unloading areas • Hours of operation. • Headlight glare from vehicles within the site. • Odour • Nuisance caused by illumination of the development for advertising and/or security reasons. • Visual impact associated with the setback of the development from the common property boundary and the design and scale of the development. Possible adverse impacts on the locality, including the above factors, should be considered when choosing the site and designing the development.	Y	An Acoustic Report is not required as the proposed use would not adversely impact on the adjoining dwelling (additionally, it is within same zone) No odour would not be generated from the proposed use. The location of the car park area and access to the site does not adjoin the dwelling to the south.
Energy Efficiency		
Opportunities may exist to design layouts for a development which minimise winter heat loss and make use of solar energy. This may be achieved by: • Locating main office and/or retail areas on the north side of the building. Storage areas, toilets and other rooms requiring minimum climate control could be located away from the north side. • Walls set back sufficiently from the north site boundaries to enable winter solar access to the main north facing areas. • Buildings to incorporate window shading devices, such as eaves, verandahs and blinds, to reduce exposure from hot summer sun, especially on the western side of the building. • Landscaping that incorporates good solar design principles.	N/A	No significant building work proposed (more applicable to design of new buildings)
6.6 Zone B2 Local Centre – Specific Considerations		
Heritage Considerations		
A significant number of heritage listed items are located within B2 zoned land. As such, any proposals for	Y	The proposed alterations and additions are

development within the B2 zone should be carefully checked to see whether heritage provisions will apply to the development. As heritage considerations can place significant restrictions on the type of development that can be undertaken, it is strongly recommended that potential developers contact Council planning staff early in the development process to discuss this. For any development to be undertaken on Heritage Items, the provisions of Chapter 9 Development and Heritage Conservation will also apply.		confined to the newer building on the site and not of material harm to the heritage item. The proposed development will not cause any material impacts on the heritage significance of the heritage item or others within the locality.
Building Lines and Setbacks		
This plan does not specify the setbacks of buildings from the property boundaries within the B2 zone. Each development will be assessed on its merits. The following criteria will be used to determine whether the building line and side and rear setbacks for a particular development are acceptable.	N/A	No change.
Front Building Line		
The main criteria for determining the front building line for new development is the effect that it will have on the streetscape. A front setback of 0 metres would generally be appropriate given that this is the existing situation in much of the zone. Front setbacks will consider: • Consistency or compatibility with the building line for adjoining properties. • The length of the building and the overall layout of the development. • The design of the building and the overall layout of the development. • The purpose for which the development will be used. • The impact on the streetscape quality of the locality. • The maximisation of sight distances for drivers using the road, including visibility of points of access to the road. • The minimisation of distraction to drivers using the road. • Any possible future need to alter the road alignment. Development on corner lots should address both frontages and have regard to the character of the respective streetscapes.	N/A	No change.
Side and Rear Setbacks		
The side and rear setbacks for a development will be assessed on their individual merits. In determining suitable setbacks for a development proposal Council will take into account:	N/A	No change.

• The likely impact on adjoining land • Fire safety requirements • The visual impact of the bulk and scale of the development and • The impact on the streetscape quality of the locality.		

Chapter 7 Access and Parking

Chapter 7 Access and Parking Section	Complies? Y/N	Comment
7.4 Access and Traffic Generation		
For significant developments Council may require a Traffic Impact Assessment.	N/A	
7.5 Vehicular Crossover and Driveway Width		
Crossings shall generally be constructed from concrete.	N/A	No new driveways are proposed (existing crossovers to be utilised for the proposed use).
A Road Opening Application Form is to be lodged and a Road Opening Permit received prior to any works in a public road reservation.		
Internal driveways and crossovers for multi dwelling housing shall be 5.5m wide. If justified in an assessment, 4.5m may be acceptable.		
Existing surplus vehicular crossings will be required to be removed and the area restored prior to occupation or use of the development.		
7.6 Parking Controls		
Car parking spaces are to be provided on the same lot as the proposed development. Multi-lot land holdings may require consolidation to comply.	Y	Car parking spaces will be provided on the same site as the medical centre to the rear of the front building.
Additional parking spaces shall comply with this chapter and Table 7.1.	Y	Table 7.1 requires car parking at a rate of *3 per surgery, consultation or treatment room or 1 per 25m² GFA (whichever is the greater).* 9 spaces are required (given the GFA), with only 8 spaces proposed. The proposed medical centre would have a very low turnover of given the services proposed and the length of time taken for some of these services. In addition, there is a public car park located to the rear of Fitzhardinge Lane which would be able to accommodate any overflow required for car parking. In this case, it is considered that the shortfall of one space is sufficient and would not

		harm achievement of the relevant objectives (of the chapter).
Accessible car parking spaces are to be provided in accordance with the Disability (Access to Premises – Buildings) Standards 2010.	Y	Acceptable as conditioned.
The controls of this chapter will be applied if Council considers a proposed change of use to have substantially different parking requirements to the previous use of the premises.	N/A	
Development applications providing less parking than specified in this chapter shall be supported by a parking study.	N/A	
On-site parking design must meet the relevant Australian Standards (AS 2890.1 and 2890.2 2004).	Y	Acceptable as conditioned.
All required car parking areas, driveways, turning areas and loading areas are paved in either a bitumen seal coat, asphaltic or bituminous concrete, cement concrete, concrete paving blocks, or brick paving blocks. The standard of paving required will be subject to merit assessment.	Y	Currently in good repair. No condition for upgrade warranted.
In villages and rural areas all-weather paving of driveways, turning areas, loading areas and car parking areas is required. Surface materials to be at the discretion of Council's Director of Infrastructure Services	N/A	
All parking spaces shall be suitably line-marked and sign-posted, graded and drained to Council's stormwater system.	N/A	
Free and uninterrupted access to car parking areas shall be maintained at all times.	N/A	
Stacked car parking is only permissible in conjunction with single dwelling houses and dual occupancies. Exceptions are at Council's discretion.	N/A	
Car parking areas are to be incorporated into the building or provided at, or behind, the front setback of the building.	N/A	

Chapter 8 CBD and East Avenue

Chapter 8 CBD and East Avenue	Complies? Y/N	Comment
8.4 Heritage Controls		
Statement of Heritage Impact (SOHI) is required for all new facades.	N/A	Heritage impacts discussed in the Statement of Environmental Effects.
Signage • Above awning signage is not permitted in the CBD. • Signage to be minimised to avoid visual clutter.	Y	No above awning signs proposed.
Colours • New development and painting of existing development will require the approval from council.	Y	Colours acceptable for the modern nature of the building.
New building designs and/or additions or alterations are to reflect the important character / heritage elements of the site.	Y	Minor alterations would be acceptable with regards to heritage impact.
The design of first floor residential (shop-top) or office buildings shall be diverse and liveable by incorporating some or all of these elements.	N/A	
New buildings and alterations to existing buildings are to incorporate disabled access and facilities in accordance with AS 1428.	Y	Acceptable as conditioned.
Parking areas, footpaths, recreation areas, outdoor dining areas and other public spaces are to be designed as barrier-free environments for people with disabilities.	Y	Acceptable as conditioned.
8.5 CBD Masterplan – General Controls		
All buildings with frontage to Grey Street shall include awnings for shelter. These must align with adjoining buildings to provide a continuous protection	N/A	
A maximum building height of 8.5m at street frontage is permitted.	Y	No change.
Setbacks CBD area excluding the East Avenue frontage: • Zero setbacks to front and side boundaries. East Avenue • Front setback -4.5 m	Y	No change.
Where rear lane access is viable, this shall be used for direct vehicular access and service instead of the main streets.	Y	
Rear laneways are required to upgraded and re-surfaced include roll-over guttering.	N	Not reasonable in context of application.
On site car parking at the rear of commercial premises is to be in accordance with Chapter 7 Access and Parking.	Y	

Bays shall be located so that vehicles do not utilise the main streets for loading and unloading.	N/A	No bays required.
East Avenue Footpath Concept - Refer to Masterplan image at Illustration 8.2	N/A	
Signage		
Signs that detract from the heritage character of the area are not permitted. The following signs are Exempt Development (Codes SEPP) and do not require consent: • The replacement of: - an existing building identification sign or the content of such a sign, or - an existing business identification sign or the content of such a sign; provided proposed signage is • to replace a lawful sign and • not be greater in size than the sign that is replaced and • not be a sign that is flashing or animated and • does not involve any alteration to the structure or vessel on which the sign is displayed.	Y	See earlier discussion regarding signage.
Under Awning/Verandah Sign A sign attached underneath the awning or verandah at right angles from the façade of the building: • Width 2.4m • Depth 0.5m • Height - No less than 2.6m above pavement. • Not to protrude beyond awning.		
Wall Sign A sign attached directly to the wall of the building or painted directly onto the wall excluding signs including the parapet of the building. Not to be erected on walls facing adjoining properties. 25% of wall area		
Floodlit Sign Must not be intrusive to adjoining properties.		
Banner Sign May only be erected for a total period of one (1) month.		
The following types of signs do not contribute to the character of the CBD area and are not supported by Council: advertising fixed to trees, above awning signs, billboards, bunting, illuminated wall signs, corporate building signs, flashing signs, novelty signs, vehicle signs, window signs.		

2.4. Section 4.15(1)(a)(iiia) – Any Planning Agreement

There are no planning agreements in place that apply to this development.

2.5. Section 4.15(1)(a)(iv) – The Regulations

Clauses 61 to 64 of the Environmental Planning and Assessment Regulations 2021 contain prescribed matters that the authority must consider.

Matters Prescribed by the Regulations	Applicable? Y/N	Comment
Clause 61(1) Demolition	Y	A condition of consent is included in Schedule 1 requiring demolition to be in accordance with Australian Standard AS 2601—2001: The Demolition of Structures
Clause 62 Fire Safety	Y	Acceptable as conditioned.
Clause 63 Temporary Structures	N	
Clause 64 Buildings to be Upgraded	N	

2.6. Section 4.15(1)(b) – Likely Impacts

2.6.1. Impacts on the Natural Environment

The proposed development is largely for a change of use, and relatively minor alterations to the existing building. It is considered that there would be no material adverse impact on the natural environment, subject to the recommended conditions.

2.6.2. Impacts on the Built Environment

The proposed is largely for a change of use, and relatively minor alterations. There would be no material impact on the built environment nor on the heritage item located on the site.

2.6.3. Social & Economic Impacts

The proposed development will have a positive economic and social impact, largely through keeping contributing to the strength of the CBD. Additionally, the proposed use is highly desirable for the community.

2.6.4. Other impacts

No other impacts are anticipated.

2.7. Section 4.15(1)(c) – The Suitability of the Site for the Development

It is considered that the proposed development is suitable for the site. The site does not have any significant environmental constraints and does not adversely impact on the heritage item.

2.8. Section 4.15(1)(d) – Submissions

The Development Application was exhibited in accordance with Council's Conflict of Interest Policy (Dealing with Council Related Development). No responses were received.

2.9. Section 4.15(1)(e) – The Public Interest

The application satisfactorily addresses Council's planning controls and would provide a development outcome that would, result in a positive impact for the community. Approval of the proposal is considered to be in the public interest.

3. Other Statutory Considerations

Part 7 Section 1.7 of the Biodiversity Conservation Act 2016 and Part 7A of the Fisheries Management Act 1994 provide that these Acts must be considered in the assessment of a development. Given the location, the proposal is inherently acceptable regarding these acts.

4. Council Strategies and Policies

The following table details the applicability of current GISC strategies and policies to the development application. Detailed discussion of the applicable strategies/policies follows.

GISC Strategy/Policy	Applicable? Y/N
Asbestos Policy	N
Availability Charges for Water Services and Sewerage Policy	
Building Over Sewers Policy	
Development Service Plan – Glen Innes and Deepwater Water and Sewerage	
Local Approvals Policy	
Local Strategic Planning Statement	Y
Conflicts of Interest Policy (Council Related Development)	Y
Mains Extension Policy	N
On-Site Sewerage Management Strategy	
Planning Services – Lane Widening Policy	
Property Access – Vehicle Crossings Policy	
Policy on Easements	
S94 Development Contributions Plan	Y

4.1. Conflicts of Interest Policy (Council Related Development)

The assessment of the application has been carried out by an external consultant. Refer to the Council report for further details.

4.2. Local Strategic Planning Statement

The proposed is consistent with Local Strategic Planning Statement.

4.3. S94 Development Contributions Plan

The development will be liable for contributions under the plan.

4.4. Development Service Plan

The proposal is for a change of use and is not considered to cause additional infrastructure demand over the previous use (if any).

5. Administrative Matters

Item	Checked? Y/N	Comment
File History	Y	
Deposited Plan & 88B	Y	
Ownership	Y	
Intramaps	Y	
Notification Requirements	Y	No responses
Site Inspection Completed	Y	
Section 68 Application Required	Y	
Construction Certificate Required	Y	

Schedule 1 – Conditions of Consent

General Conditions

1. **Approved Development**

Development consent is granted only to carrying out the development described in detail below:

- Change of Use to Medical Centre and associated alterations, signage and external works

Note: Any proposal to modify the terms or conditions of this consent, whilst still maintaining substantially the same development to that approved, will require the submission of a formal application under Section 4.55 of the *Environmental Planning and Assessment Act 1979* for Council's consideration. If amendments to the design result in the development not remaining substantially the same as that approved by this consent, a new development Application will have to be submitted to Council.

Reason: To ensure compliance with the development consent.

2. **Approved Plans and Documents**

The development is to be implemented in accordance with the plans set out in the following table except where modified by any conditions of this consent:

Plans/Documents Prepared by: New England Design Group and Octagon Planning

Plan/Supporting Document(s)	Drawing No.	Revision	Dated
Site Plan	DA101	2	20.05.2025
Floor Plans	DA102	2	20.05.2025
Elevations, Sections and Images	DA201	2	20.05.2025
Plan of Management			20.05.2025
Waste Management Plan			19.05.2025
Signage Details			

In the event of any inconsistency between conditions of this development consent and the plans referred to above, the conditions of this development consent prevail.

Reason: To ensure compliance with the development consent.

3. **BCA Compliance**

All work must be carried out in accordance with the requirements of the Building Code of Australia.

Reason: To comply with the provisions of Clause 69(1) of the Environmental Planning and Assessment Regulation 2021.

4. **Damage to Infrastructure**

Damage caused to Council infrastructure as a result of the building activities shall be rectified by the applicant at their full expense. The adjustment of any existing utility services or installation of new services is to be at the full cost of the developer.

Reason: To ensure infrastructure is not damaged as a result of the development and because the nature of the proposed development may have an impact on the operation of the utility services.

5. **Waste Management Plan Compliance**

Compliance with the approved waste management plan is to be adhered to throughout construction and on-going operation of the development.

Reason: To ensure waste from all stages of construction and on-going operation is managed appropriately.

6. **Stormwater**

Stormwater from all paved and impervious areas of the development shall be disposed to a lawful point at all times.

Reason: To protect the site and adjoining land from flooding.

7. **Trade Waste Assessment**

Prior to the issue of a Construction Certificate, a Trade Waste Assessment shall be undertaken by Council.

Should the assessment determine Trade Waste Approval is required, an application to Discharge Liquid Trade Waste under Section 68 of the Local Government Act, shall be:

- submitted to and approved by Council prior to works commencing; and
- installed in accordance with the approval prior to the issue of an Occupation Certificate

The approved development shall be carried out in accordance with the Trade Waste Approval at all times (if applicable).

ADVISING: This is a general category condition to reflect additional requirements at other stages of the development, if applicable. Please contact Council's Infrastructure Services section for more information.

Reason: To comply with the Local Government Act 1993.

Conditions to be Completed Prior to Issue of a Construction Certificate

8. **Section 94a Contribution**

Prior to the issue of Construction Certificate, the applicant must pay a total contribution as specified below (as calculated at the date of this consent) to Council in accordance with Glen Innes Severn Section 94a Developer Contributions Plan (the plan) and the EP&A Act.

Proposed Cost of Development	Levy Percentage	Total Contribution
$148,500.00	0.5%	$742.50

ADVICE: Please note the contribution is subject to CPI increases, in accordance with the plan.

Reason: To comply with the Glen Innes Severn Section 94a Developer Contributions Plan (the plan) and the EP&A Act.

9. **Building Code of Australia Compliance Report**

Prior to the issue of a Construction Certificate, the applicant must submit a report, to Council's satisfaction, prepared by a suitably qualified professional (e.g. a Registered Certifier with appropriate accreditation), confirming that the proposed development complies with all relevant provisions of the National Construction Code 2022 (Amendment 1).

The assessment must take into account the proposed subdivision of the subject site and new lot configuration, as lodged under a separate application.

Where non-compliances are identified, the report must clearly outline each item and detail how compliance will be achieved.

All required compliance measures must be implemented and verified in accordance with the NCC 2022 (Amendment 1) prior to the issue of any Occupation Certificate.

Reason: To satisfy National Construction Code and Council requirements.

10. **S68 Local Government Approval**

Prior to the issue of a Construction Certificate, approval is required under Section 68 of the Local Government Act for:

- Plumbing and Drainage Work

Reason: To comply with the Local Government Act 1993.

11. **Roads Act Approval – Activities within Road Reserve**

For all construction activity within public roads (including installation of a hoarding) the Applicant is to seek any necessary Council approvals for work in road reserves under Section 138 of the *Roads Act 1993*.

The Application can be lodged to Council directly and must be approved prior to the issue of a Construction Certificate. Note – a S68 Local Government Act application is also required for stormwater works connecting to street kerb and gutter systems.

Reason: To ensure pedestrian and vehicular safety during construction.

12. **Fire Safety Schedule**

A schedule of all proposed essential fire safety measures to be installed in the building (e.g. hydrants, hose reels, emergency warning systems etc.) shall be submitted with the construction certificate application. The schedule shall distinguish between existing and proposed fire safety measures.

Reason: To ensure all fire safety measures are identified to protect life and property.

13. **Access for People with Disabilities**

Access for people with disabilities is required to be provided in accordance with the *Disability (Access to Premises - Buildings) Standards 2010* and the Building Code of Australia.

Details indicating compliance must be submitted and approved by the certifying authority prior to the issue of a Construction Certificate.

Reason: To ensure that dignified and equitable facilities and services to and within buildings are provided for people with a disability.

14. **Outdoor Lighting**

Any outdoor lighting shall comply with the following, as relevant:

- AS/NZ 1158 *Lighting for Roads and Public Spaces* and Australian Standard
- AS 4282 *Control of the Obtrusive Effects of Outdoor Lighting.*

If proposed, details demonstrating compliance with these requirements being submitted to the satisfaction of the principal certifier prior to issue of the Construction Certificate.

Reason: To ensure external lighting is provided for safety reasons and to protect the amenity of the local area.

Conditions to be Completed Prior to Works Commencing

15. **Construction Certificate**

No building work is to commence until a Construction Certificate has been issued for the work and Council has been notified that a Principal Certifying Authority has been appointed by application made via the NSW Planning Portal.

Documentation required under this condition must show that the proposal complies with all relevant development consent conditions, the National Construction Code, relevant Australian Standards and is not inconsistent with the DA approved stamped plans.

Reason: Requirement of Section 6.6 and 6.7 of the Environmental Planning and Assessment Act 1979

16. **PCA Signage**

A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out, such sign is to be maintained while the work is being carried out but must be removed when the work has been completed. The sign must include the following:

- Showing the name, address and telephone number of the principal certifier for the work, and
- Showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
- Stating that unauthorised entry to the work site is prohibited.

Reason: To comply with the provisions of Clause 70 of the Environmental Planning and Assessment Regulation 2021.

Conditions to be complied with During Construction

17. **Hours of Work**

Construction, demolition and associated work shall be carried out only between the times stated as follows: -

Mondays to Fridays	7.00a.m. to 6.00p.m.
Saturdays	8.00a.m. to 1.00p.m.
Sundays & Public Holidays	**No construction work to take place.**

Reason: To ensure that the environmental quality of adjoining land is not adversely affected, such as by the generation of excessive noise levels.

18. **Building Materials During Construction**

All building materials, plant and equipment is to be placed on the building site. Building materials, plant and equipment (including water closets), are not to be placed on footpaths, roadways, public reserves etc.

Reason: To ensure pedestrian and vehicular access is not restricted in public places.

19. **Procedure for critical stage inspections**

While building work is being carried out, the work must not continue after each critical stage inspection unless the principal certifier is satisfied the work may proceed in accordance with this consent and the relevant construction certificate.

20. **Discovery of relics and Aboriginal objects**

While site work is being carried out, if a person reasonably suspects a relic or Aboriginal object is discovered:

1. the work in the area of the discovery must cease immediately;
2. the following must be notified
    - for a relic – the Heritage Council; or
    - for an Aboriginal object – the person who is the authority for the protection of Aboriginal objects and Aboriginal places in New South Wales under the National Parks and Wildlife Act 1974, section 85.

Site work may recommence at a time confirmed in writing by:

1. for a relic – the Heritage Council; or
2. for an Aboriginal object – the person who is the authority for the protection of Aboriginal objects and Aboriginal places in New South Wales under the National Parks and Wildlife Act 1974, section 85.

Reason: To ensure the protection of objects of potential significance during works.

21. **Demolition**

Any demolition is to be carried out in accordance with AS2601 – Demolition of Structures, to ensure the work is undertaken safely and as required pursuant to the Environmental Planning and Assessment Regulation 2000 and Work Health and Safety (WHS) Regulation 2011.

Reason: To ensure demolition work is carried out in accordance with Australian Standard AS2601: The demolition of structures (AS 2601).

22. **Handling of asbestos during demolition**

While demolition work is being carried out, any work involving the removal of asbestos must comply with the following requirements:

- Only an asbestos removal contractor who holds the required class of Asbestos Licence issued by SafeWork NSW must carry out the removal, handling and disposal of any asbestos material;
- Asbestos waste in any form must be disposed of at a waste facility licensed by the NSW Environment Protection Authority to accept asbestos waste; and

- Any asbestos waste load over 100kg (including asbestos contaminated soil) or 10m² or more of asbestos sheeting must be registered with the EPA on-line reporting tool WasteLocate.

Reason: To ensure that the removal of asbestos is undertaken safely and professionally

Conditions to be Completed Prior to Occupation

23. **Occupation Certificate Required**

Occupation or use of premises for the purposes approved by this consent shall not commence until all conditions of this consent have been complied with and an Occupation Certificate has been issued.

Reason: To ensure compliance with the provisions of the Environmental Planning and Assessment Act 1979 *and Council's terms of consent.*

24. **Fire Safety Measures**

Prior to the issue of an Occupation Certificate allowing commencement for the use of the building under this consent, the essential fire safety measures listed in the Fire Safety Schedule must be installed in the building in order to protect the building and its occupants from any fire risk.

Reason: To ensure all essential services listed on the Fire Safety Schedule have been installed to the required standards.

25. **Fire Safety Statement – Final**

In accordance with *the Environmental Planning and Assessment* (Development Certification and Fire Safety) *Regulation 2021*, upon completion of the building work, the owner must provide Council with a certificate in relation to each fire safety measure implemented in the building.

Reason: To ensure all fire safety measures are implemented to protect life and property.

26. **Plumbing and Drainage**

Prior to issue of an Occupation Certificate, the principal certifier shall be provided with a copy of the Final Plumbing and Drainage Certificate confirming compliance with the *Plumbing and Drainage Act 2011 (if required).*

Reason: To ensure all work meets relevant standards.

27. **Car Parking**

Prior to the issue of an Occupation Certificate, car parking works shall be carried out in accordance with the approved plans and the following requirements to the satisfaction of the principal certifier:

- Provision of an all-weather, nuisance-free surface for pedestrians and vehicles throughout the parking area.
- Car parking and manoeuvring areas designed in accordance with relevant Australian Standards.
- A minimum of eight (8) car parking spaces.
- Appropriate signage (if required) to identify car parking areas.

Reason: To satisfy Council's Development Control Plan and to ensure the development complies with existing permits.

28. **Landscaping and Site Works**

Prior to the issue of an Occupation Certificate, landscaping and external site works shall be carried out in accordance with the approved plans to the satisfaction of the principal certifier. For the avoidance of doubt, this includes installation of edge support, kerbs and railings as shown on approved plans.

ADVICE: It is not considered the proposal warrants submission of a detailed landscape plan. It is recommended to consult with a qualified person regarding species and maintenance advice, to ensure longevity.

Reason: To satisfy Council's Development Control Plan and to ensure the development accords with approved details.

Conditions Relating to Ongoing Operations

29. **Fire Safety Statement – Annual**

On at least one occasion in every 12-month period following the date of the first 'Fire Safety Certificate' issued for the property, the owner must provide Council with an annual 'Fire Safety Certificate' to each essential service installed in the building.

Reason: To ensure fire safety measures are maintained to protect life and property.

30. **Waste Storage**

During ongoing use of the premises:

- all garbage and recyclable materials generated from the premises must be stored wholly within any approved storage area and must not be stored outside the premises (including any public place) at any time;
- arrangements must be implemented for the separation of recyclable materials from garbage
- any approved waste storage area must be appropriately maintained to prevent litter and the entry of pests

Reason: In the interests of amenity and to comply with Council's DCP.

31. **General Amenity and Use Requirements**

The use must be managed so that the amenity of the area is not unreasonably affected (to the satisfaction of Council) including through the:

- Appearance of any building or external areas.
- Maintenance of landscaped areas and car parking areas (including removal and replacement of any dead or dying plants).
- Emission of noise, artificial light, smell, fumes, smoke, vapour, steam, soot, ash, dust, water, waste products, grit or oil (as applicable).
- Presence of vermin.

Reason: In the interests of amenity.

32. **Signage**

Signage shall:

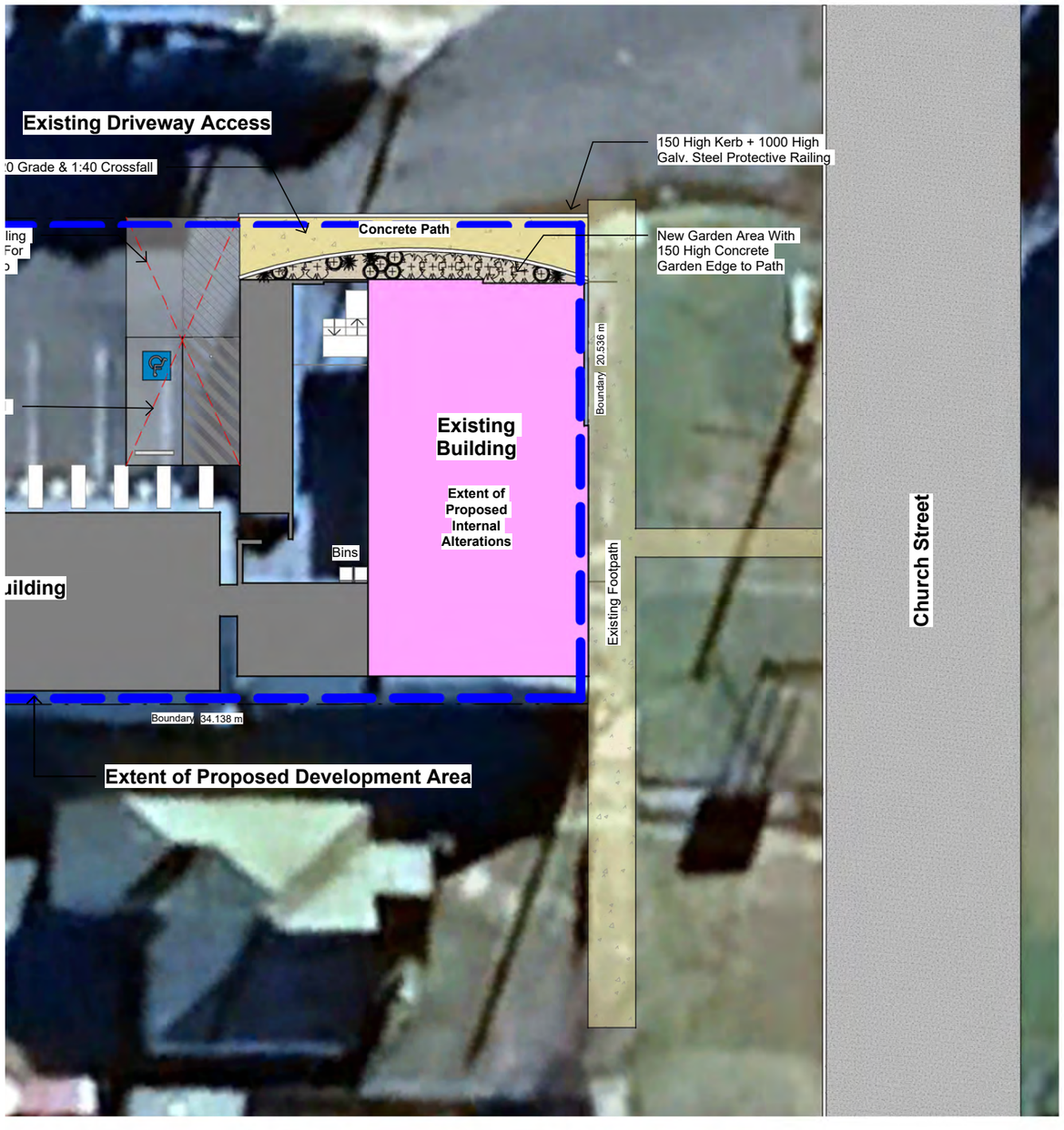
- be in erected only in accordance with the approved plans and while the use is in operation,
- be maintained in a good condition, to the satisfaction of Council, and
- not be illuminated without further planning permission.

Reason: In the interests of amenity.

33. **Operational Details**

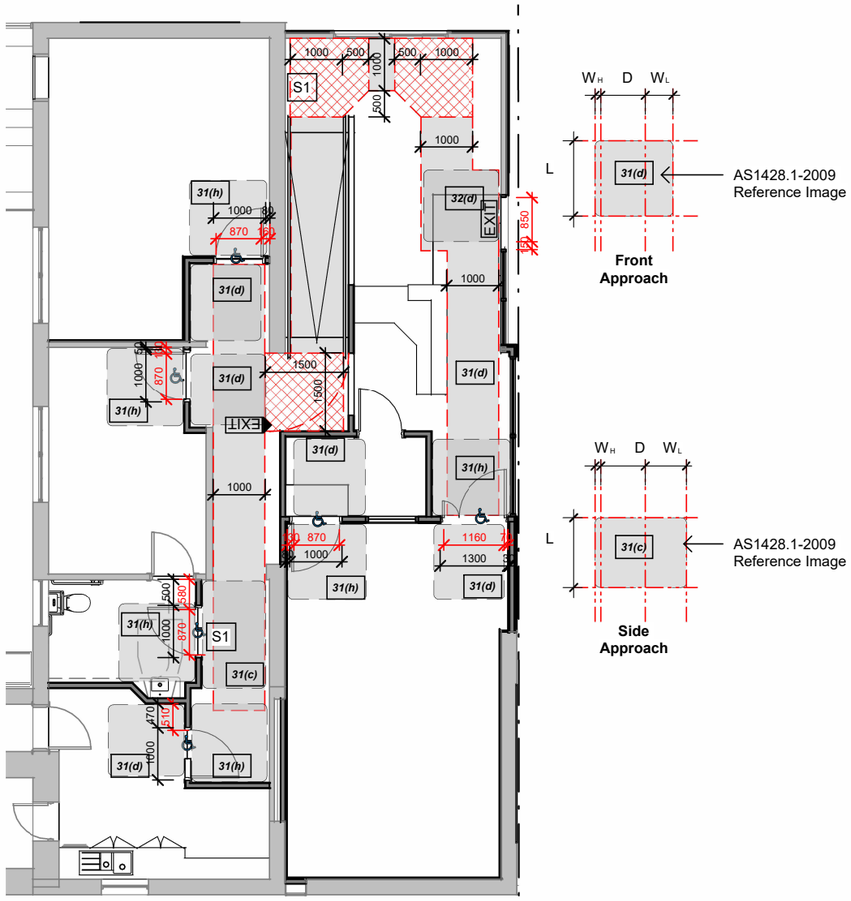
The approved development shall be carried out in accordance with the approved Plan of Management. For the avoidance of doubt, this includes conditions in relation to number of staff and hours of operation.

Reason: In the interests of amenity and to comply with the DCP.



Revision Schedule		
No.	Date	Revision
1	16/05/25	Preliminary DA Drawings Issued for Review
2	20/05/25	ISSUED FOR DEVELOPMENT APPROVAL





03 DA102 Accessibility Plan 1 : 100

Revision Schedule		
No.	Date	Revision
1	16/05/25	Preliminary DA Drawings Issued for Review
2	20/05/25	ISSUED FOR DEVELOPMENT APPROVAL

Legend

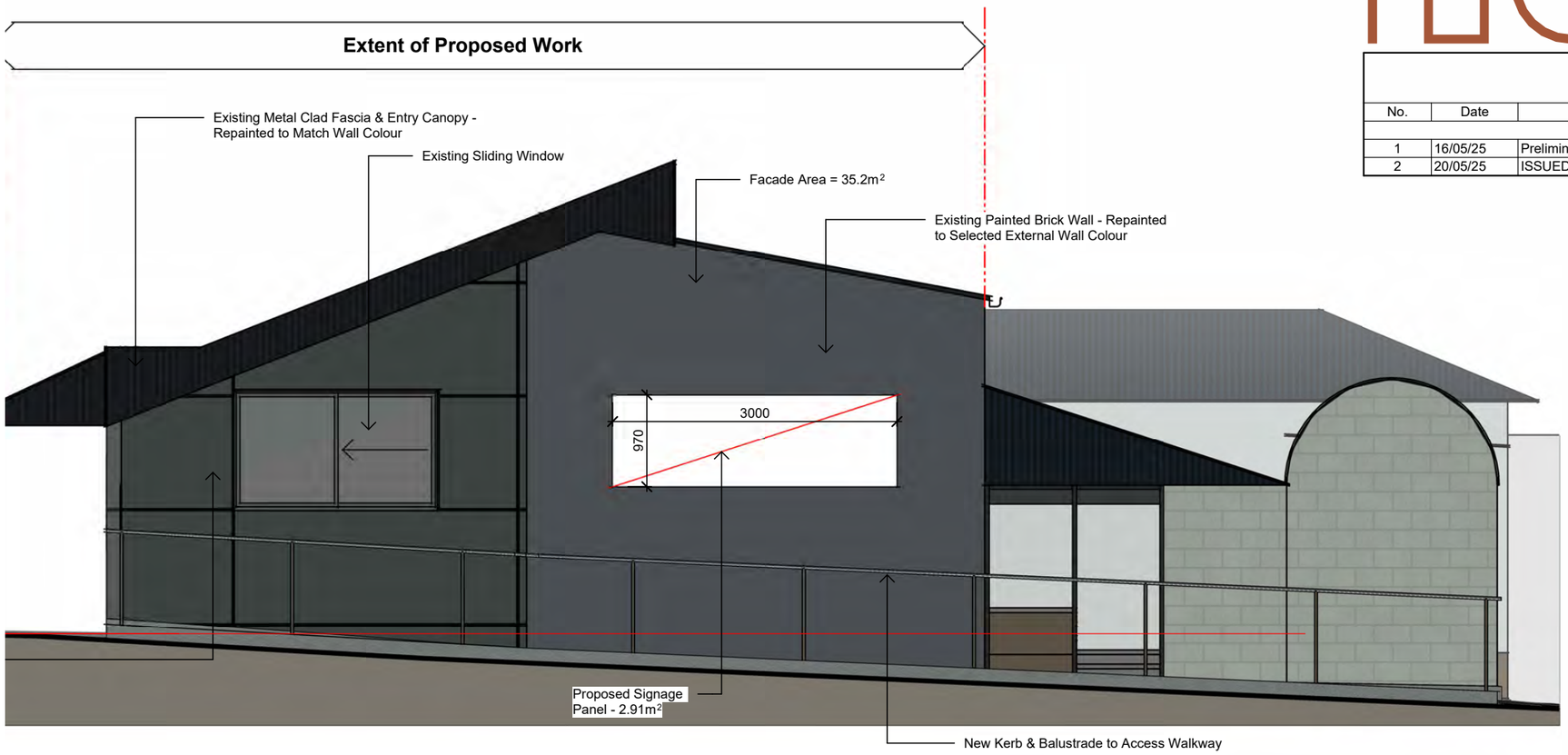
- Indicates Required Accessible Doorway
- 870 — Indicates AS1428.1-2009 Compliance Requirement for Door in Open Position Measured From Finished Wall
- 870 — Indicates Setout Dimensions for Doorset Measured From Structure
- Indicates Circulation Requirement for Wheelchair Turn (AS1428.1-2009 Cl. 6.5)
- Indicates Min. 1.0m Wide Circulation Path + AS1428.1-2009 Compliant Circulation at Doorways
- S1 — Indicates Door Signage Complying With AS1428.1 & NCC Specification D3.6 - Refer Schedule
- EXIT — Illuminate Exit Sign Arrows Indicate Direction to Exit

Signage Schedule

S1 Braille Unisex Disabled LH

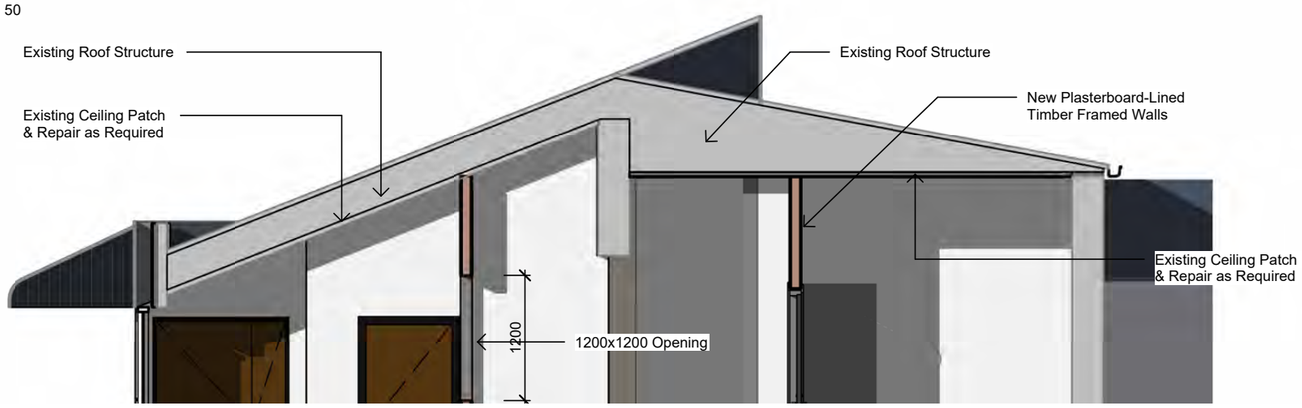


Revision Schedule		
No.	Date	Revision
1	16/05/25	Preliminary DA Drawings Issued for Review
2	20/05/25	ISSUED FOR DEVELOPMENT APPROVAL



North Elevation

1 : 50



External Finishes



Painted Brick
Existing Brick Wall Painted

Colour
Dulux Colorbond Ironstone



Painted Fibre-Cement Cladding
James Hardies Scyon Matrix with Expressed Joints

Colour
Dulux Colorbond Ironstone



Re-Painted Corrugated Steel Fascia & Awning Roof

Colour
Dulux Colorbond Ironstone

No*	Suburb	Lots	Lot Size	MLS	Zone	Access	Site Inspection	Notes	Recommendation
1	Deepwater	Lot 11 DP1150784	194ha	300ha	RU1	Y	17/01/25 668 TMR	Road frontage. Front boundary does not appear to align with road. Between 668 and 812 Ten Mile Rd.	Support
2	Deepwater	Lot A DP901235	0.43ha	40ha	RU1	Y	17/01/25	Access via unformed rd. Between Deepwater STP and potential flooding from Deepwater River.	Not support
3	Dundee	Lot 2 DP719791	158ha	300ha	RU1	Y	17/01/25	Direct access to Morven Road.	Support
4	Dundee	Lot 2 DP808885	207ha	300ha	RU1	N	17/01/25	Form states no legal access currently “but happy to add one if required”. Unsure if possible due to landholding alongside hwy.	Not support.
5	Emmaville	Lot 102 DP753314	79ha	300ha	RU1	Y	16/01/25	Access via Schroders Rd. Site bisected by Schroders and Grampians Rds.	Support
6	Emmaville	Lot 1 DP126266 Lot 17 DP753268 Lot 20 DP753268 Lot 23 DP753268 Lot 25 DP753268 Lot 61 DP753317 Lot 64 DP753317 Lot 72 DP753317 Lot 82 DP753317 Lot 78 DP753322 Lot 137 DP257495	8ha 31ha 45ha 36ha 111h a 55ha 127h a 4ha 65ha 133h	300ha	RU1	Y N Y Y Y Y Y Y Y N Y	16/01/25	All Category 1 Bushfire prone land – too small All Cat 1 Bushfire land Dual unformed road access Dual unformed road access Unformed road access Majority cat 1 bushfire land Unformed access from Tent Hill Rd Too small. Direct access to Tent Hill Rd No access Half Cat 1 bushfire prone land.	Not support Not support Support Support Support Support Support Not support Support Not support Support
7	Emmaville	Lot 150 DP723785 Lot 151 DP723785 Lot 156 DP728599 Lot 162 DP753314 Lot 241 DP753314 Lot 243 DP753314 Lot 623 DP753314 Lot 624 DP753314 Lot 44 DP753317 Lot 46 DP753317 Lot 52 DP753317 Lot 59 DP753317 Lot 60 DP753317 Lot 95 DP753314	8ha 6ha 1.5ha 82ha 7ha 8ha 8ha 8ha 101h a 101h a 127h a	300ha	RU1	N N N N Y Y Y Y N Y Y Y N N	16/01/25	Watercourse and dam in centre. Too small Watercourse and dam in centre. Too small Watercourse and dam in centre. Too small No direct access to Wellington Vale Rd. No direct access to Wellington Vale Rd No direct access to Wellington Vale Rd No direct access to Wellington Vale Rd No direct access to Wellington Vale Rd Has existing dwelling. Access unclear. No direct access to Wellington Vale Rd . No direct access to Wellington Vale Rd Direct access to Tent Hill Rd Sits within Lot 59. No access – too small. No access	Not support Not support Not support Not support Not support Not support Not support Not support Not support Not support Not support Support Not support Not support
8	Emmaville	Lot 100 DP753308 Lot 99 DP753308 Lot 187 DP753308	67ha 21ha 125ha	300ha 300ha 300ha	RU1 RU1 RU1	Y Y Y	16/01/25	Access to Pattersons Rd. Unformed access to Pattersons Rd Unformed access to Pattersons Rd	Support Support Support
9	Emmaville	Lot 97 DP753308 Lot 94 DP753308 Lot 210 DP753308 Lot 95 DP753308 Lot 98 DP753308 Lot 211 DP753308	21ha 25ha 15ha 48ha 69ha 43ha	300ha 300ha 300ha 300ha 300ha 300ha	RU1 RU1 RU1 RU1 RU1 RU1		16/01/25	Majority Cat 1 bushfire prone land. Unformed road access to Pattersons Rd Unformed road access to Pattersons Rd Unformed road access to Pattersons Rd Unformed road access to Pattersons Rd Unformed road access to Delorane Rd	Not support Support Support Support Support Support
10	Furracabad	Lot 1 DP1104285	31ha	150ha	RU1	Y	14/01/25	Site bisected into three portions by Furracabad and Haymarket Rds.	Support
11	Glencoe	Lot 3 DP1125533 Lot 12 DP1290604	26ha 24ha	40ha 40ha	RU1 RU1	Y Y	15/01/25	Access via unformed road reserves - Glencoe Lot 3 access via Mount Mitchell Road.	Support Support
12	Glen Innes	Lot 1 DP724247	12ha	40ha	RU1	Y	15/01/25	Frontage to Dibley Rd. Contains dwelling and secondary dwelling.	Not support
13	Glen Innes	Lot 1 DP1188351 Lot 2 DP1188351 Lot 1 DP124007 Lot 2 DP124007 Lot 3 DP124007 Lot 97 DP753262 Lot 187 DP753311	1.7ha 2.1ha 0.86h a 6.5ha 17ha 42ha 16ha	300ha 300/150ha 300ha 300ha 300ha 300ha 300ha	RU1 RU1/C 3 RU1 RU1 RU1 RU1 RU1	N Y Y Y Y N Y	15/01/25	Unformed road reserve. Mapped biophysical strategic agricultural land. Mapped biophysical strategic agricultural land. Mapped biophysical strategic agricultural land Access via unformed road reserves. No access evident. Mapped biophysical strategic agricultural land with dwelling	Not support Not support Not support Not support Support Not support Not support

No*	Suburb	Lots	Lot Size	MLS	Zone	Access	Site Inspection	Notes	Recommendation
14	Glen Innes	Lot 8 DP578833	19ha	300ha	RU1	Y	14/01/25	Frontage to Shannon Vale Road	Support
15	Glen Innes	Lot 605 DP753282 Lot 8 DP241658 Lot 1 DP744758 Lot 11 DP1188725 Lot 12 DP1188725	15ha 49ha 3ha 1ha 0.5ha	40ha 40ha 40ha 40ha 40ha	RU1 RU1 RU1 RU1 RU1	Y N Y Y Y	14/01/25	Existing dwelling Mapped biophysical strategic agricultural land Access via unformed road reserve Unformed road reserve. Unformed road reserve	Not support Not support Support Not support Not support
16	Glen Innes	Lot 526 DP753282	4ha	40ha	RU1	Y	14/01/25	Access via Bradleys Lane. Existing dwelling	Not support
17	Mount Mitchell	Lot 180 DP753297	74ha	300ha	RU1	N	Not physically possible	Existing dwelling apparent. Cat 1 bushfire prone land. Access via unformed road reserve.	Not support
18	Rangers Valley	Lot 80 DP753291 Lot 1 DP1106566 Lot 7 DP1106566 Lot 8 DP1106566	173ha 138ha 40ha 19ha	300/150ha 300ha 300ha 300ha	RU1 RU1 RU1 RU1	Y Y Y Y	16/01/25	Majority Cat 1 bushfire prone land. Direct access to Yarraford Rd Unformed access to Yarraford Rd Unformed access to Yarraford Rd	Not support Support Support Support
19	Reddestone	Lot 103 DP753278	159ha	300ha	RU1	Y	16/01/25	Majority Cat 1 bushfire prone land.	Not support
20	Red Range	Lot 91 DP753265	61ha	300ha	RU1	Y	14/01/25	Site has frontage to Pinkett Rd &Square Range Rd.	Support
21	Shannon Vale	Lot 14 DP1128654	14ha	300ha	RU1	Y	14/01/25	Dwelling on site.	Not support
22	Wellingrove	Lot 1 DP1101389 Lot 2 DP1101389	7ha 3.5ha	300ha 300ha	C3 C3	Y Y	16/01/25	Not zoned Rural RU1	Not support

*** Submission number correlates with map numbers below.**

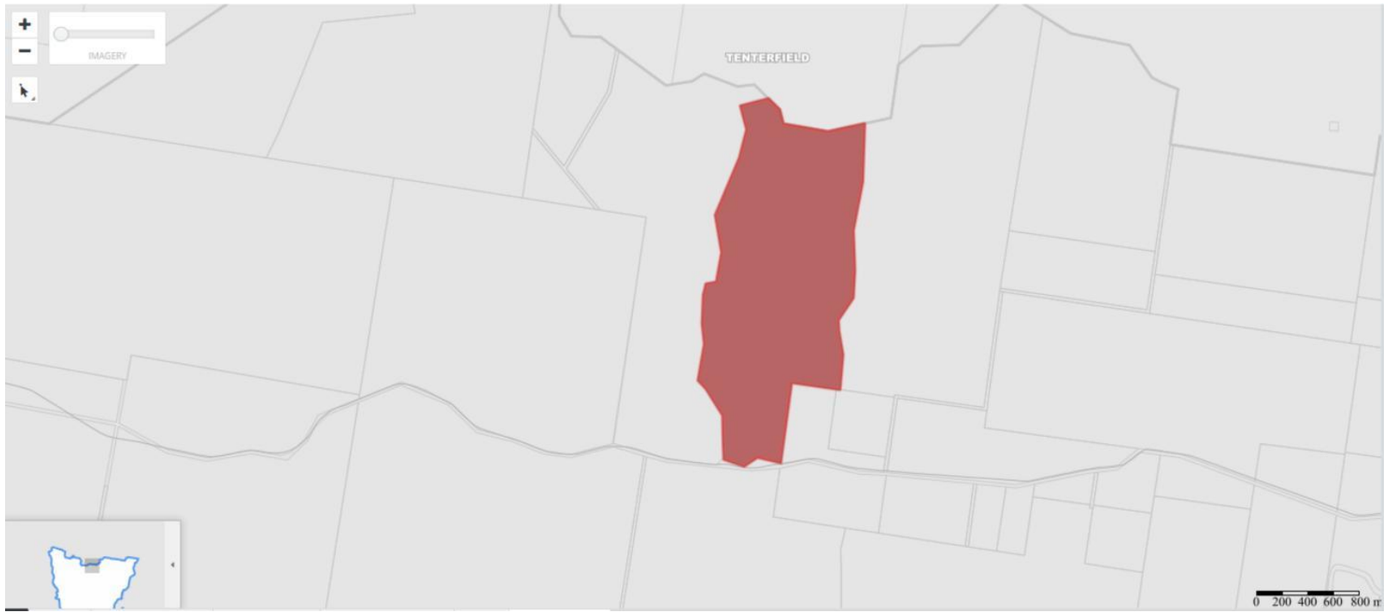


Figure 1: Submission 1



Figure 2: Submission 2

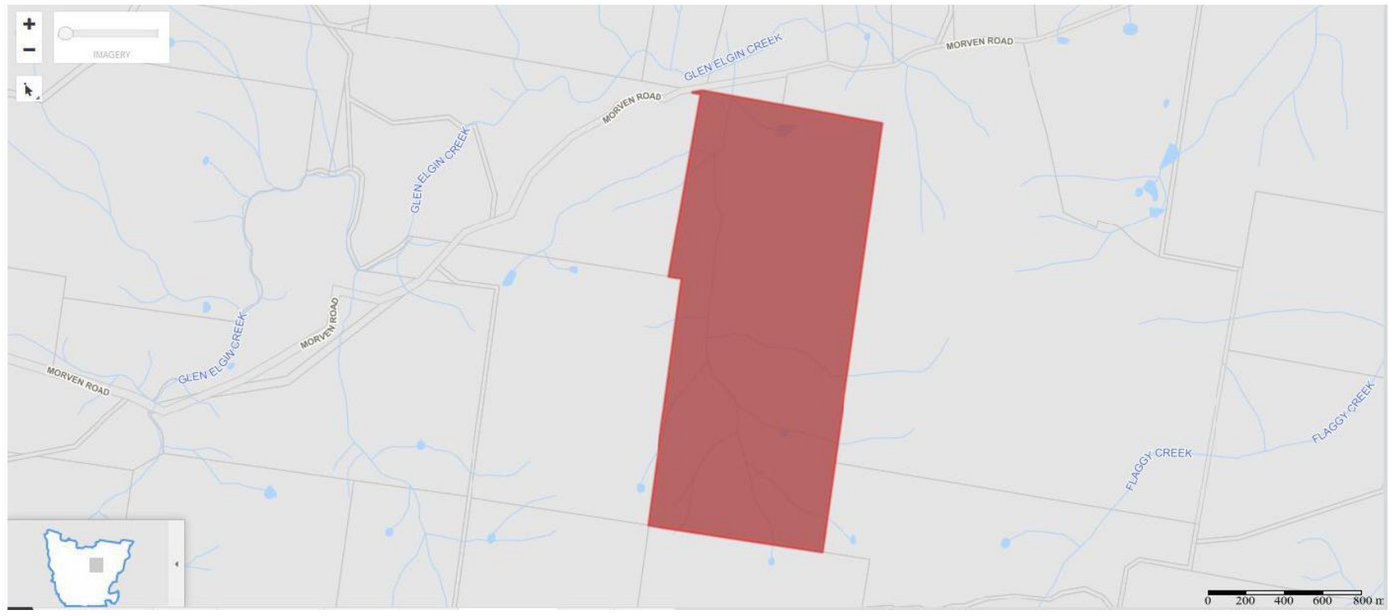


Figure 3: Submission 3



Figure 4: Submission 4

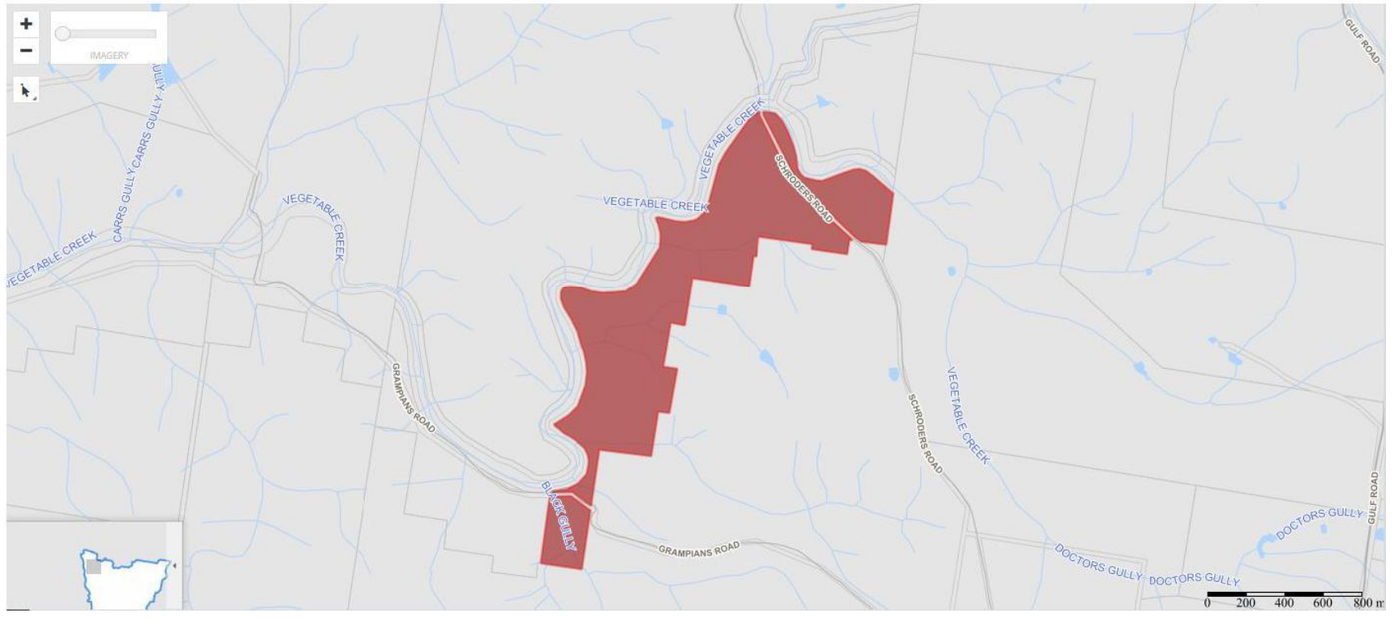


Figure 5: Submission 5

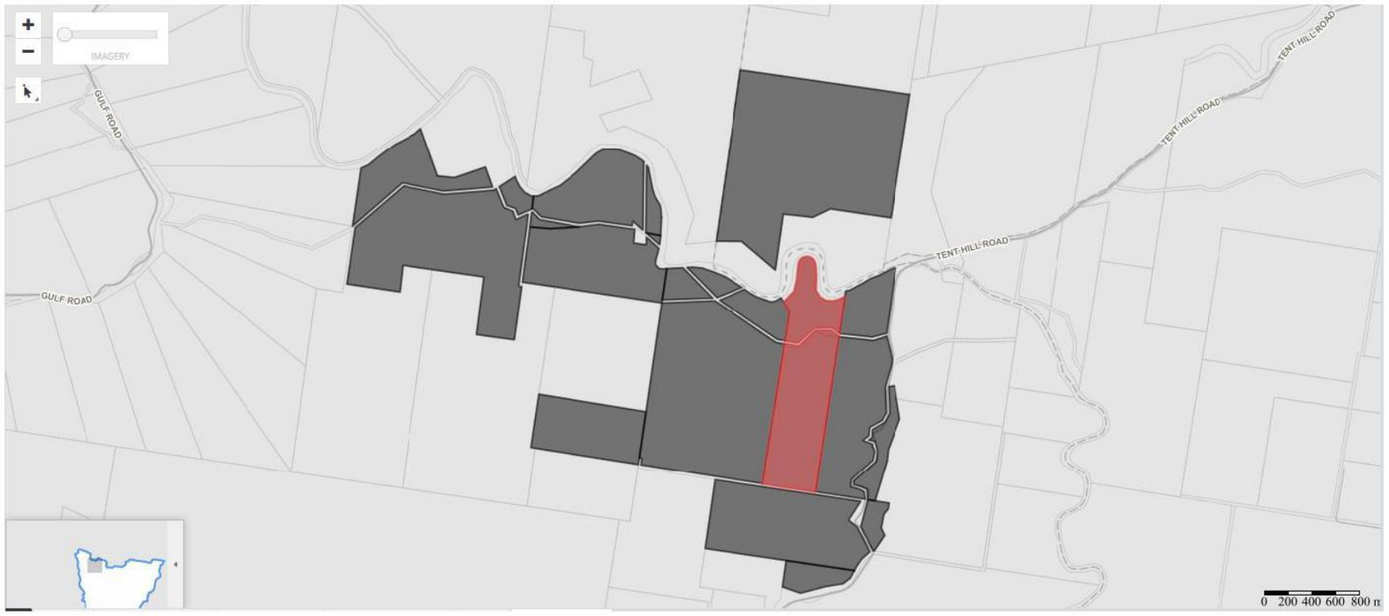


Figure 6: Submission 6



Figure 7: Submission 7



Figure 8: Submission 8



Figure 9: Submission 9



Figure 10: Submission 10

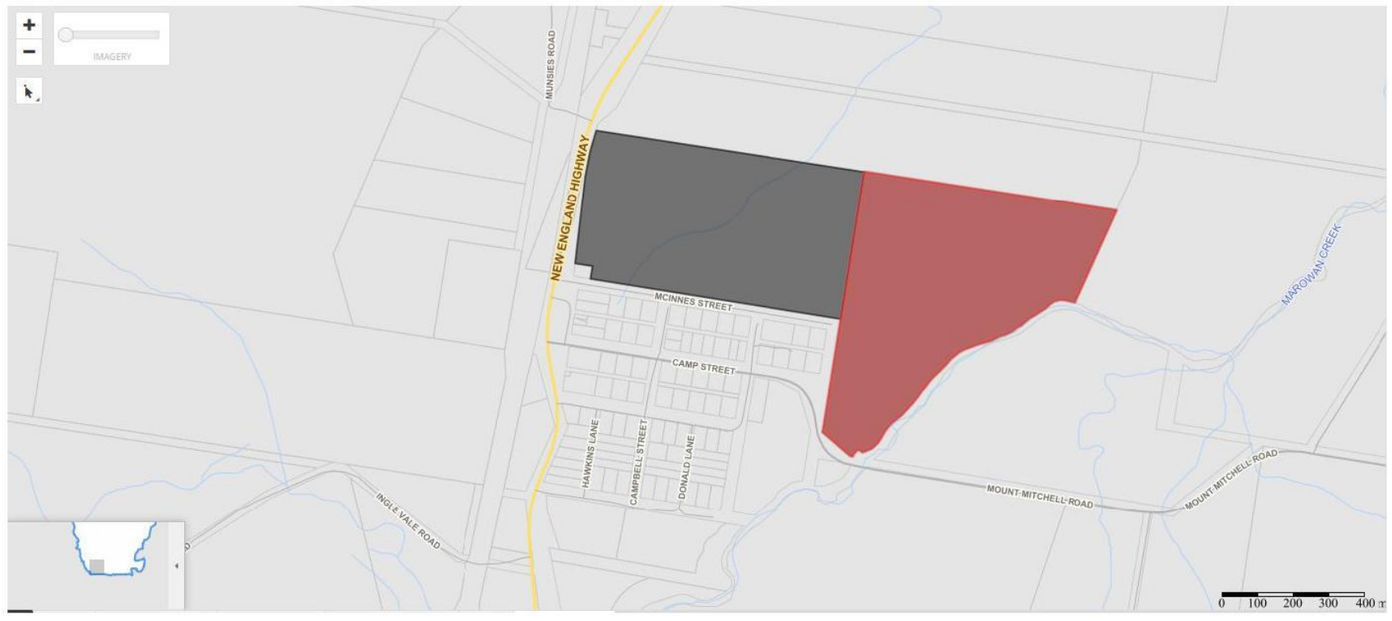


Figure 11: Submission 11



Figure 12: Submission 12

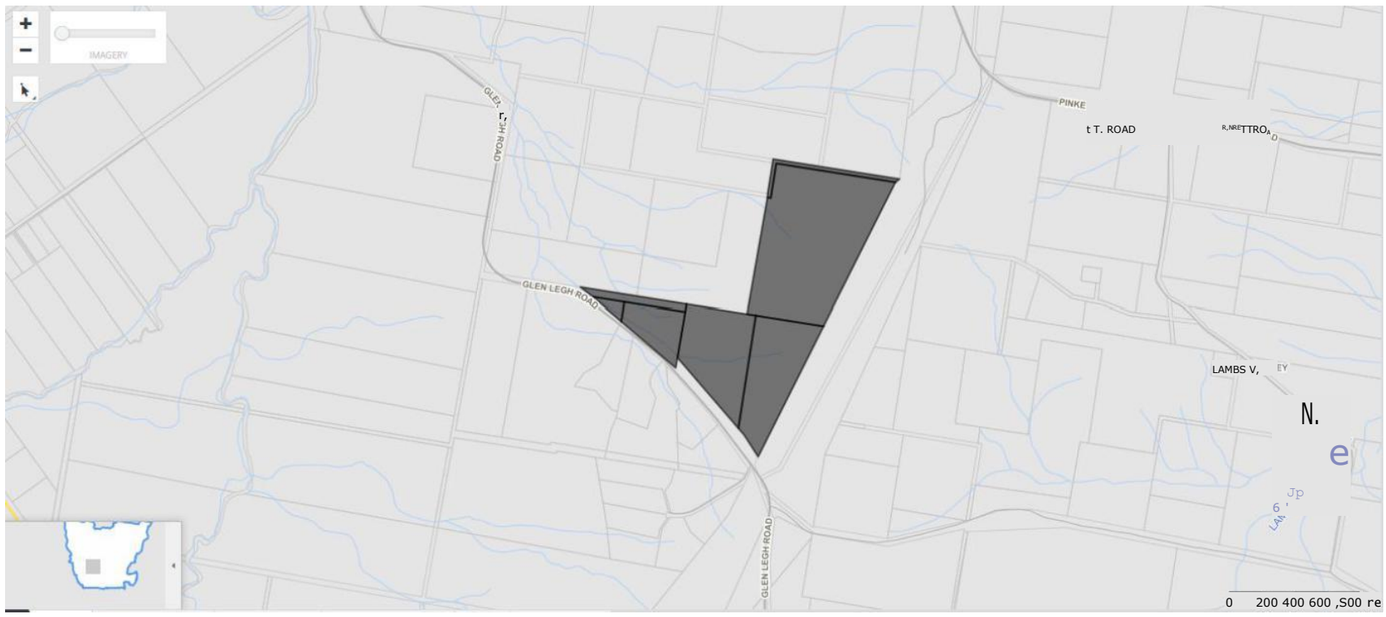


Figure 13: Submission 13

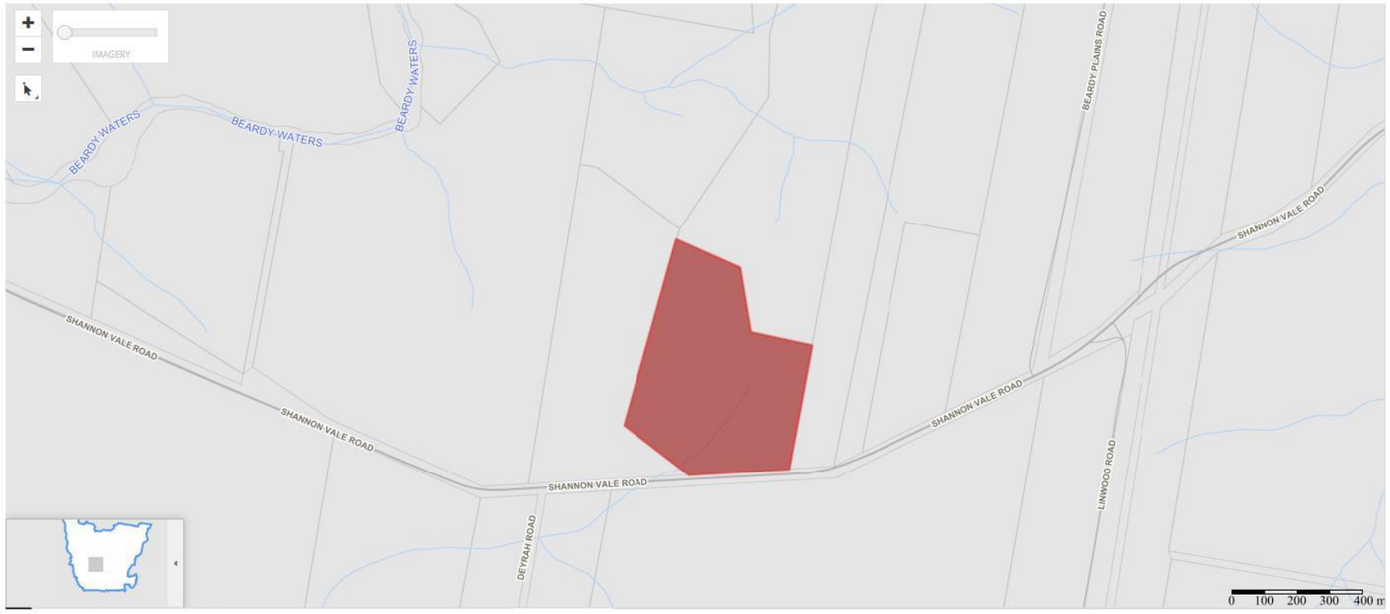


Figure 14: Submission 14



Figure 15: Submission 15



Figure 16: Submission 16



Figure 17: Submission 17

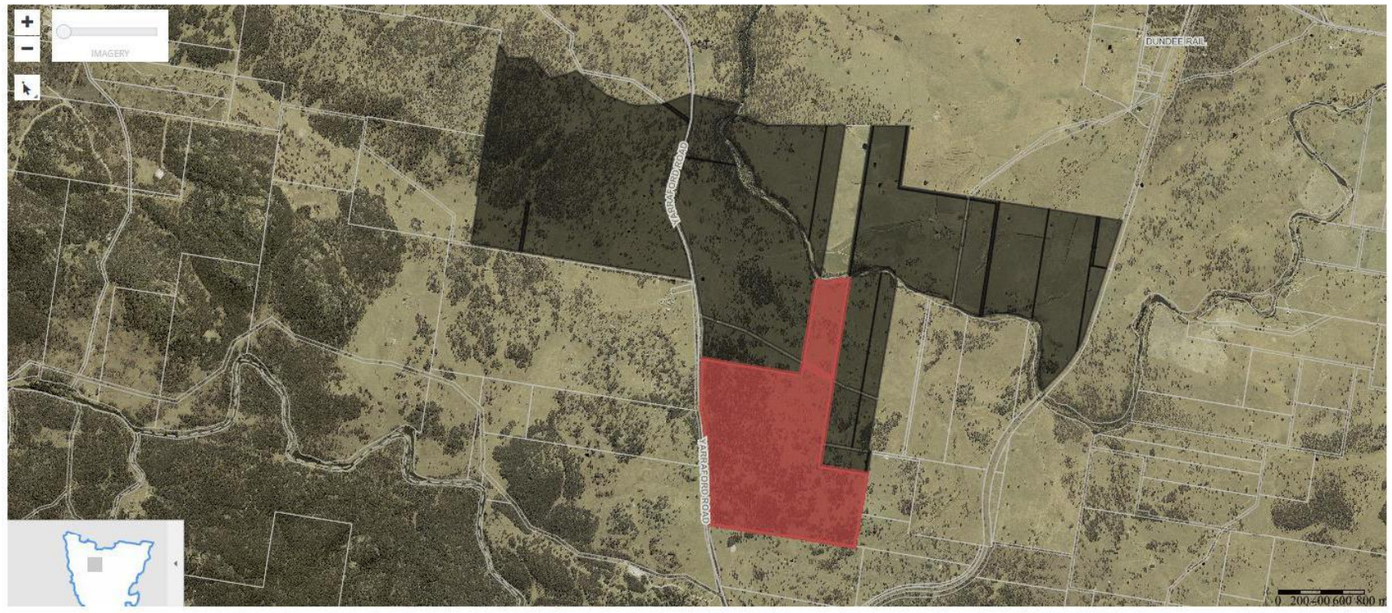


Figure 18: Submission 18

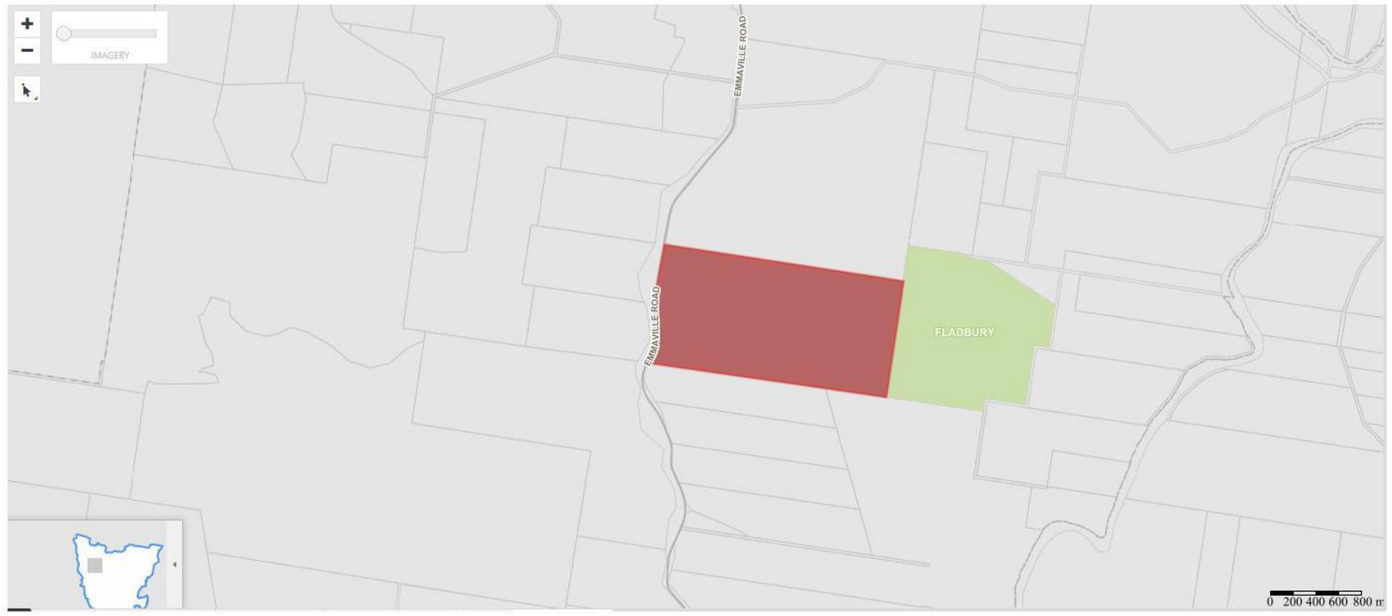


Figure 19: Submission 19

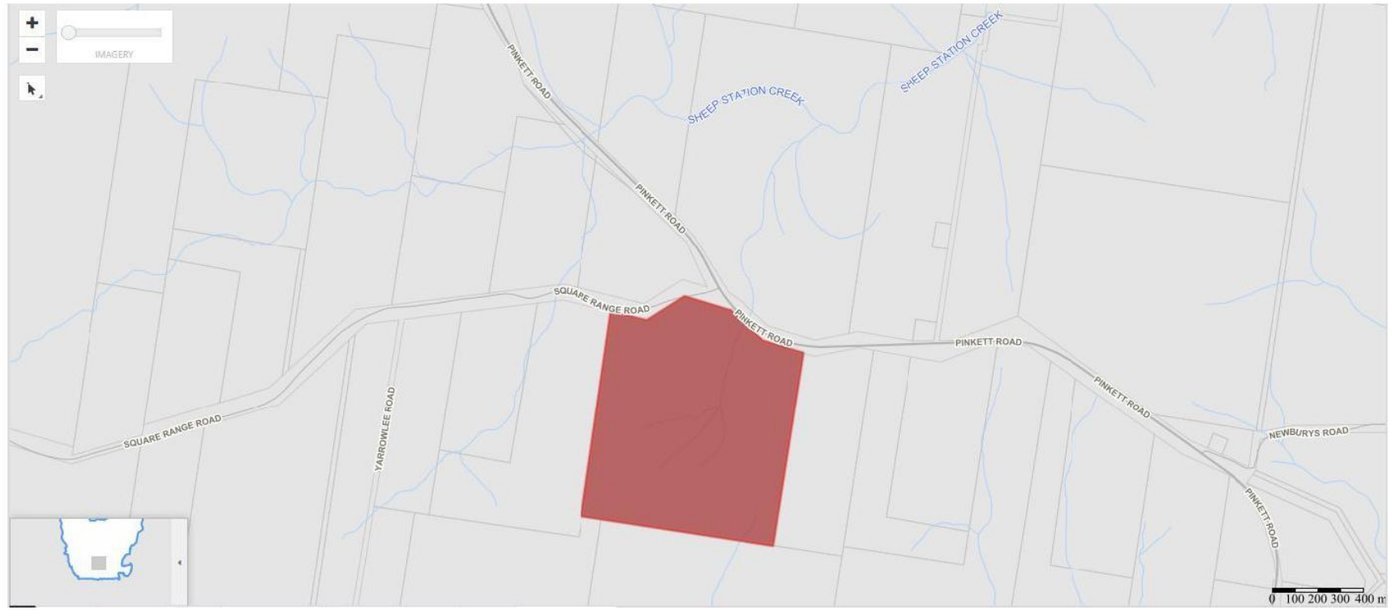


Figure 20: Submission 20



Figure 21: Submission 21



Figure 22: Submission 22

Item 7.20

Annexure A

GLEN INNES SEVERN COUNCIL

Vehicle Crossings and Nature Strip Policy

DRAFT

VEHICLE CROSSINGS AND NATURE STRIP POLICY

Acknowledgement of Country

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

Purpose

The purpose of this policy is to:

- Ensure that the Property Owner of land has a properly constructed and maintained vehicle crossing at each point of vehicular access from a carriageway on a road to the land.
- Provide approval for the maintenance of nature strips by the adjoining property owner.
- Set out Council guidelines in relation to approving the construction of vehicle crossings to properties.
- Adopt standards of construction for all driveway and related drainage structure ~~culvert~~ installations (if applicable).

Applicability

This policy is applicable to the maintenance of nature strips and construction of property accesses for residential, commercial, and industrial premises within Glen Innes Severn Local Government Area.

Outcomes

This policy will provide for safe and tidy vehicle crossings and nature strips.

Roles and Responsibilities

The responsibility for issuing consent to perform works within a public road reserve lies with Council as the Roads Authority. This function is delegated to Council's Director of Infrastructure Services.

Definitions

"Vehicle crossing" means the area between the edge of the roadway/carriageway (including kerb and channel where present) and the property boundary that is used for vehicular access from the roadway into the property. Also sometimes called; cross-over, vehicular entrance, driveway~~,~~ or vehicular access. ~~or apron~~. The vehicle crossing ~~driveway~~ also includes any section of constructed footpath that crosses the vehicle crossing ~~driveway~~.

DRAFT

"Nature strip or Street Verge" means any council owned and/or controlled land located between the edge of the roadway (and/or kerb and channel) and the property boundary.

"Footpath" means a constructed area within the nature strip used predominantly for pedestrian travel. The footpath may be constructed from concrete, bitumen seal, asphalt, pavers, or gravel.

Policy Statement

Property Owners are responsible for the construction, maintenance, and repair of vehicle crossings. A person must not construct, install, remove, or alter a vehicle crossing without a consent being granted by Council in accordance with Section 138 of the Roads Act 1993. Council may impose a fine for non-compliance with this requirement.

Vehicle crossings ~~Accesses~~ are to be installed at full cost to the Property Owner unless the work required arises out of an action by Council. Any modification or alteration required to the footpath or kerb and channel is considered to be part of the construction of the vehicle crossing ~~driveway~~ and therefore is the responsibility of the Property Owner.

Vehicle crossings must be located, designed, and constructed to meet Council's standards and specifications, which are available to the public on request. Where work has been undertaken that is substandard, Council reserves the right to have all or the part of the vehicle crossing reconstructed at the Property Owner's expense.

Construction of vehicle crossings ~~accesses~~ must only be undertaken by persons authorised by Council. The Property Owner shall ensure that they (or their contractor) have adequate public liability insurance, and that all work is completed in accordance with Permit ~~consent~~ conditions, including implementation of traffic controls to ensure the safety of road users.

It is expected that property owners will maintain any nature strip associated with their property to maintain the standard of amenity that they wish to enjoy. Grassed nature strips are permitted to be mowed and maintained by persons on behalf of property owners under this policy without further approval by Council. Persons performing such works must ensure that they do so in a manner that does not compromise the safety of themselves or others.

It is important to note that utility service authorities such as water, gas, electricity, fire services and telecommunications, as well as Council have access rights to the road reserve. These service authorities and Council may be required to excavate the nature strip periodically and where previously mown, will reinstate the surface to facilitate mowing.

Should the adjoining property owner / resident wish to have a treatment other than a standard grass nature strip, they must seek Council permission and comply with all requirements of Council. Council will not maintain or assist with funding in these circumstances~~,~~ and cannot guarantee that it or other agency's works will not impact this area.

DRAFT

Council may require a person to carry out works to comply with this policy. If that person fails to carry out the works Council may do so (or employ a contractor) and charge the person for costs incurred.

Permits

Specific permits for works may be issued under Section 138 and 139 of the *Roads Act 1993* upon application. A Permit Fee will apply as advertised in Council's schedule of fees and charges. Applications for permits are required to be in writing on the prescribed form.

Under this policy Council grants a general approval to undertake the following types of work in the nature strip without a specific permit:

- Slashing (rural areas only).
- Mowing.
- Whipper Snipping.
- Edge Trimming.
- High-pressure cleaning of paved and concrete surfaces.
- Weed control (when conducted in compliance with the *Pesticides Act 1999* and the *Pesticides Regulation 2017*).
- Property frontage fencing maintenance. Note: New or complete reconstruction of property frontage fencing requires a Permit as described above.

Any person performing works in the Road Reserve must manage any associated risks and indemnify Council against liability.

Legislation And Supporting Documents

Relevant Legislation, Regulations and Industry Standards include:

- NSW Roads Act 1993 No33 – Sections 138 and 139

Relevant Council Policies and Procedures include:

- Urban and Rural Vehicle Crossings Design & Construction Standards
- GISC Development Control Plan – Section 7.5
- GISC Auspec 1 D01 – Development Design and Construction Manual – Sections D1.16 and D1.36

Variation And Review

The Vehicle Crossings and Nature Strip Policy will be reviewed every 3 years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

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Appendix A

Document Control/Authorisation

Responsible Officer	Senior Design Officer
Reviewed By	Director Infrastructure Services
Review Due Date	May 2028
Version Number	2
Document Number	TBA

Versions	Date	Resolution Number	Description of Amendments	Author / Editor	Approved / Adopted By
2	10/05/2025	TBA	Revision 1	Senior Design Officer	Council
1	28/07/2022	26.07/22	New Policy Draft	Jacob Davis	Council

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General Manager Date

GLEN INNES SEVERN COUNCIL

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Urban and Rural Vehicle Crossings Design and Construction Standards

URBAN AND RURAL VEHICLE CROSSINGS DESIGN AND CONSTRUCTION STANDARDS

General

The construction and maintenance of residential, commercial and industrial vehicle crossings ~~driveways~~ within road reserves (i.e. between the kerb or edge of roadway and the front of the property) is the responsibility of the Property Owner. Any modification or alteration required at the kerb is considered to be part of the vehicle crossing ~~driveway~~ and is also the responsibility of the Property Owner. Council is ~~are~~ required to approve any works within the road reserve prior to their commencement.

For residential properties having a lot frontage less than 30 metres, only one vehicular access to the property is permitted unless approved otherwise by Council.

Items to check when designing and/or constructing a vehicle crossing. ~~your driveway~~

Prohibited Locations

Australian Standard 2890.1 figure 3.1 shows areas around an intersection where vehicle crossings ~~driveways~~ are prohibited. ~~For residential properties having a lot frontage less than 30 metres, only one vehicular access to the premises is permitted unless approved otherwise by Council.~~

Council Infrastructure

Traffic Control Devices.

Some roads have traffic control devices, concrete islands for example, and these are generally unlikely to be moved. Locate your vehicle crossing ~~driveway~~ clear of such devices.

Stormwater Drainage Pits

Concrete stormwater pits are located under the kerb and channel for stormwater drainage. Ensure the vehicle crossing ~~driveway~~ is at least one (1.0) metre clear of any stormwater pit. If this is not possible, note, ~~the~~ The substantial costs associated with relocation or adjustment of these pits would be the responsibility of the applicant. Where no kerb and channel exists and the table drain is not suitable for a pipe cross over, construction should be carried out using a concrete dish crossing in such a manner that drainage is not affected, and this is subject to approval by Council.

Road Signs

Road signs can sometimes ~~generally~~ be relocated a short distance if there is a conflict with the proposed vehicle crossing ~~driveway~~. The costs involved with relocation of these signs would be the responsibility of the applicant.

Footpath Trees

Mature trees will generally not be removed. Council will replace or transplant where possible any small trees if necessary. The costs involved with relocation of any trees would be the responsibility of the applicant.

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Survey Marks

Do not disturb a survey mark. Survey marks are often located on sections of existing kerb and gutter. These marks are a numbered brass disk set in concrete and are usually 1m from the property boundary or immediately behind the kerb. Contact Council for further advice.

Concrete Footpaths

Vehicle crossing ~~Driveway~~ levels must match any existing concrete footpaths. The existing footpath must be removed across the width of the vehicle crossing ~~driveway.~~ Tooled contraction joints are to be made in the vehicle crossing ~~driveway~~ slab to denote the footpath. Dowelled expansion joints are required at any joins.

Sewerage Access Chambers

~~The~~ Sewerage access chambers must remain accessible at all times. It is best to locate the vehicle crossing ~~driveway~~ so as not to coincide with a sewerage ~~Council~~ access chamber. If this is unavoidable and the access chamber needs to be lowered or raised to match levels, or if it does not have a metal lid, contact Council on phone 02 6730 2350 to arrange for a Council officer to inspect the site and supply a quote for the work to be carried out. The costs involved with realignment of any ~~manhole~~ access chamber ~~may be~~ is the responsibility of the applicant.

Water Supply Fittings

As with sewerage access chambers, it is best to locate the vehicle crossing ~~driveway~~ so as not to coincide with water supply fittings. However, if this is unavoidable the pre-cast concrete surround and the cast iron coaming box, or other fixtures, will need to be raised or lowered to match levels. For concrete vehicle crossings ~~driveways~~, ~~the~~ any concrete surround must be separated with an expansion strip to avoid adhesion and allow clearance for the concrete surround to be removed. The costs involved with realignment of any fittings would be the responsibility of the applicant.

Water Supply Services

~~Driveways~~ Vehicle crossings must not interfere with water meters or cover water supply pipes located between the main in the footpath and the meter. The ~~driveway~~ vehicle crossing must not cover a water supply conduit from the main on the opposite side of street. The costs involved with relocation of any meter or service line would be the responsibility of the applicant.

Other Service Providers

Various services provided by other authorities may be installed in the footpath. Check with the relevant ~~organization~~ authority for any conflict. Any relocation work is to be arranged with the relevant authority with the costs involved being the responsibility of the applicant.

Other Aspects to Check

Driveway Slope

~~Your driveway~~ Vehicle crossings should ~~must~~ have at least a 1% (1 in 100) grade towards the street to drain properly. Do not construct ~~your driveway~~ a vehicle crossing at slopes greater than 3% (3 in 100) until ~~you have had you're~~ the design is approved by Council. The Designer shall design a vehicular crossing ~~driveway~~ centre-line profile for the property access and check this design against critical car templates, available from Council, to ensure that vehicles can use the vehicle crossing ~~driveway~~ satisfactorily.

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URBAN AND RURAL VEHICLE CROSSINGS DESIGN AND CONSTRUCTION STANDARDS

Visibility

Check the visibility of oncoming traffic at the location for ~~where you want to put~~ the vehicle crossing ~~driveway~~, as well as that of cyclists and pedestrians, if applicable. Items to consider include curves and crests in the road or other obstructions that may block sight distance requirements ~~your view~~. Sight distances shall comply with Austroads guidelines based on ~~likely~~ operating speeds.

Rural property vehicle crossings must comply with sight distance requirements as shown on drawing ROp5 Rural Access Details available from Council.

Pedestrian/Cyclist Safety

Loose gravel or raised edging is not permitted on the footpath due to the hazard to pedestrians and cyclists. Sealants used on some concrete vehicle crossings ~~driveways~~ may be ~~very~~ slippery. It is the responsibility of the applicant to ensure a sealant additive is used to combat this problem.

Extent and Construction of ~~Concrete~~ Vehicle Crossings

~~Where no kerb and channel exists, the concrete must not be extended past the table drain. Tracks are not permitted on the road reserve – full slab construction is required between the kerb and the property boundary.~~

Vehicle crossings must be full width, that is, no strip or track type vehicle crossings are permitted and should generally be 3.0m wide.

For residential properties fronting a road with a kerb the vehicle crossing must extend from the property boundary to the kerb. The vehicle crossing shall be constructed using one of the pavement types in Schedule 1. Refer to section Existing Kerb and Gutter for details of layback treatment.

For residential properties fronting a sealed road in areas Zoned R1 and areas zoned RU5 in the villages of Deepwater, Emmaville, Glencoe and Red Range in Council's Local Environmental Plan the vehicle crossing must extend from the property boundary to the edge of bitumen. The vehicle crossing shall be constructed using one of the pavement types in Schedule 1. If using concrete pavement the thickness of the concrete shall be increased to 175mm in the area of the road shoulder. Council will advise of the preferred treatment of any table-drain, generally requiring either a stormwater pipe with headwalls or a concrete v-drain in the area of the table-drain.

For residential properties fronting an un-sealed road in areas Zoned R1 and R5, and areas zoned RU5 in the villages of Deepwater, Emmaville, Glencoe and Red Range, in Council's Local Environmental Plan the vehicle crossing must extend from the property boundary to the table-drain. The vehicle crossing shall be constructed using one of the pavement types in Schedule 2. Council will advise of the preferred treatment of any table-drain, generally requiring either a stormwater pipe with headwalls or a concrete v-drain in the area of the table-drain. The vehicle crossing shall be extended to the shoulder of the road using 150mm thick compacted road base, DGB20 or equivalent.

For other properties fronting a road, generally rural roads, the vehicle crossing must extend from the property boundary to the shoulder of the road. Council will advise of the preferred treatment of any table-drain, generally requiring either a stormwater pipe with headwalls or a concrete v-drain in the area of the table-drain. The vehicle crossing shall be constructed using 150mm thick compacted road base, DGB20 or equivalent. Other pavement types from Schedule 2 may be used and details will be detailed in an issued Permit. Refer to drawings ROp4 Rural Access Fence Layouts and ROp5 Rural Access Details available from Council.

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URBAN AND RURAL VEHICLE CROSSINGS DESIGN AND CONSTRUCTION STANDARDS

For Heavy Vehicle or Commercial vehicle crossings in areas Zoned R1 and R5, and areas zoned RU5 in the villages of Deepwater, Emmaville, Glencoe and Red Range, in Council's Local Environmental Plan the vehicle crossing will be determined by Council and details will be detailed in the issued permit, generally in accordance with drawing ROp3 Commercial Driveway Heavy Vehicle Crossing available from Council.

For Heavy Vehicle or Commercial vehicle crossings, as part of a Development, the design and construction of the vehicle crossing will be as per conditions set out in a Notice of Determination for the development generally in accordance with drawing ROp3 Commercial Driveway Heavy Vehicle Crossing available from Council and AS/NZS 2890.1.

Existing Kerb & Gutter

~~Merely removing the kerb is not permissible. Barrier kerb and channel must be removed in its entirety and replaced with Council's standard invert.~~ Council will not approve any alterations to drive over type kerb and channel. ~~except in extenuating circumstances e.g. requirement for disabled access~~. All vehicle crossing pavement types must extend from the property boundary to the back of the kerb. Concrete pavement shall be dowelled with 12mm bar at 600 centres into the back of the kerb.

For SA or upright type kerb and channel all vehicle crossing pavement types must extend from the property boundary to either the back of an existing kerb layback or to a new layback. If concrete pavement is being used it shall be dowelled with 12mm bar at 600 centres into the back of the existing layback or can be constructed integrally with a new layback. If the existing SA kerb and channel is in good condition the channel portion of the kerb can be retained and the layback constructed in accordance with drawing ROp6 SA type layback available from Council. If the existing SA kerb and channel is in poor condition it shall be removed in the area required for a layback and the layback constructed in accordance with drawing ROp6 SA type layback. Council will determine the condition of the kerb and channel.

Finishes Other than in Plain Concrete

The thickness of any ~~the~~ decorative surfacing is to be added to the thickness of the vehicle crossing as shown on drawings ROp1, ROp2 and ROp3, and should not extend closer to the road pavement than the back of the kerb. The surface finish shall be non-slip and have a minimum coefficient of friction ~~of~~ 0.47 as specified in ~~Australian Standard~~ AS/NZS 3661 - Slip Resistance of Pedestrian Surfaces. e.g. plain, lightly broomed concrete or unglazed bricks are materials which comply with the standard. The surface projections shall not exceed 5mm in height relative to the adjacent surfaces.

Additional Information Guidelines for Constructing a Vehicle Crossing ~~your driveway:-~~

The Contractor

~~General~~

Any person or Contractor performing work within a road reserve must be competent to perform that work. During the course of ~~the~~ work, the Contractor shall work safely in a manner compliant with current ~~occupational~~ workplace health and safety legislation and guidelines.

The Contractor shall at all times indemnify to the value of a minimum of $10,000,000 and keep indemnified the Council from and against all actions, suits, proceedings, loses, costs, damages,

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charges, claims and demands in any way arising out of or by reason of anything done or omitted to be done by the Contractor in respect of the Work.

The Contractor should maintain the following insurances:

- Workers Compensation Insurance (or Personal Accident and Illness Insurance for a sole trader) if required;
- Public Liability Insurance – in the joint names of the Council, Contractor and all subcontractors (noting the interests of Council as a Principal), and to the value of a minimum of $10,000,000.
- Motor Vehicle Insurance - compulsory third party insurance for registered vehicles, & insurance for any unregistered plant.

It is recommended that the Permit Holder sight details of all relevant Contractor insurances prior to any works commencing, including the insurance company, policy number, expiry date, and amount of cover where appropriate. These insurance details are to be submitted to Council upon request.

~~Insurances~~

~~The Contractor shall be able to demonstrate to Council certificates of currency for the following insurances:~~

~~Workers Compensation Insurance (or Personal Accident and Illness Insurance for a sole trader);~~

~~Public Liability Insurance – in the joint names of the Council, Contractor and all subcontractors (noting the interests of Council as a Principal), and to the value of a minimum of $10,000,000.~~

~~Motor Vehicle Insurance - compulsory third party insurance for registered vehicles, & insurance for any unregistered plant.~~

~~Submissions to Council are to include the insurance company, policy number, expiry date, and amount of cover where appropriate.~~

Provision for Traffic

~~General~~

The Contractor shall construct the Works in a safe manner with the least possible obstruction to traffic, both vehicular and pedestrian.

~~Traffic Control Plan~~

The Contractor shall perform all work in accordance with a Traffic Control Plan (TCP) for controlling pedestrian and vehicular traffic. The TCP shall be prepared in accordance with the Australian Standard 1742: Manual of Uniform Traffic Control Devices.

~~(iii) Access~~

Safe, all weather vehicular and pedestrian access to other properties shall be maintained wherever possible. Notice of 48 hours shall be provided to property owners whose access will be restricted.

Protection of Trees

~~General~~

Existing trees shall be protected from all damage during the Works.

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URBAN AND RURAL VEHICLE CROSSINGS DESIGN AND CONSTRUCTION STANDARDS

~~Materials Clear of Trees~~
The Contractor shall not store, stockpile, dump or otherwise place under or near trees bulk materials and harmful materials including oil, waste concrete, clearings, boulders and the like and shall prevent wind-blown materials from harming trees and plants.

~~No Attachments~~
The Contractor shall not attach stays, guys and the like to trees and shall prevent damage to tree bark.

~~Work Near Trees~~
When working near trees the Contractor shall not remove topsoil from within the drip line of trees unless otherwise specified or directed. Where it is necessary to excavate within the drop line, hand methods or trenchless methods, such that root systems are preserved intact, shall be used. The duration of open excavations under tree canopies shall be kept to a minimum. ~~determined by the Superintendent at the time of the excavation and shall comply with the requirements of Council's Manager of Recreation and Open Spaces.~~

~~Tree Roots~~
The Contractor shall not cut tree roots exceeding 50mm in diameter without the approval of Council~~'s Manager of Recreation and Open Spaces~~. Where it is necessary to cut tree roots, a saw or similar means shall be used such that the cutting does not unduly disturb ~~or rock~~ the remaining root system. Immediately after cutting, an approved bituminous fungicidal sealant shall be applied to the cut roots to prevent the incursion of root disease.

Pathways

~~(i) General~~
Pathways, and other public areas, shall be restored with materials consistent with the existing surface before commencement of the Works, or as directed by Council ~~the Superintendent~~.

~~(ii) Remove Temporary Material~~
If temporary material is required during construction ~~Prior to final footpath restoration,~~ the temporary pavement material shall be removed and disposed of to an approved disposal site ~~off-site~~ by the Contractor. If approved by Council ~~the Superintendent~~, the temporary material may remain in place and be incorporated into the final subbase.

~~(iii) Subbase Material~~
All paved footpaths, and paved areas, shall be constructed on a compacted subbase of 100 ~~150~~mm crushed stone or DGB20. ~~compacted to 100 percent relative compaction in accordance with AS 1289.5.4.1.~~

~~(iv) Patches~~
For restoration patches in footpath surfaces, the surface level at any point along the patch's edge shall match the adjoining footpath surface. ~~within 2mm.~~

Concrete Footpaths, including Textured and Patterned

~~(i) Match Existing Footpaths~~

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URBAN AND RURAL VEHICLE CROSSINGS DESIGN AND CONSTRUCTION STANDARDS

Concrete footpaths shall be constructed in 20 MPa concrete to the same thickness (with a minimum of 100mm), surface finish and pattern as the adjoining footpaths and driveways as appropriate or as directed by Council ~~the Superintendent~~.

~~(ii) Expansion Joints~~

In concrete footpaths, expansion joints consisting of a 15mm thick preformed jointing material of bituminous fibreboard or equivalent approved by Council ~~the Superintendent~~ shall be placed where new concrete abuts existing concrete and in line with joints in existing concrete.

~~(iii) Control Joints~~

Control joints shall be formed strictly in line with the control joints in existing concrete.

~~(iv) Poles~~

Around electricity supply poles, the concrete paving shall be terminated 200mm from the pole and the resulting space filled with cold mix asphalt.

Turfed Edges

~~(i) Topsoil Bed~~

A bed of stockpiled topsoil, of minimum thickness 50mm, shall be placed on the subgrade prior to restoration of turfed verges.

~~(ii) Relay Turfs~~

Existing grass turfs, if taken up and stored, shall be re-laid to conform with the original grassed surface. Turfs shall be hard butted against each other in rows and the seams top-dressed with topsoil. Turf shall be rolled and watered to ensure direct and uniform contact with the topsoil.

~~Additional Turf~~

Any additional turf required to fully restore grassed verges shall be supplied by the Contractor and shall be the same type as the existing grass.

Verge Plants, Shrubs and Trees

~~(i) Topsoil Bed~~

Stockpiled topsoil shall be placed on the subgrade to the same thickness as the surrounding topsoil, prior to replanting. Planting holes shall be excavated, at locations determined by Council ~~the Superintendent in consultation with Council's Manager of Recreation and Open Spaces,~~ and the material spread evenly around each hole.

~~Replanting~~

Existing plants, shrubs and trees, taken up and stored which are suitable for replanting as determined by Council ~~the Superintendent~~, shall be replanted in the prepared holes.

~~(iii) Compacted, Staked and Watered~~

The planting hole shall be backfilled with topsoil and compacted by foot up to surface level. The shrubs and trees shall be staked as directed by Council ~~the Superintendent~~, watered and maintained for 2 months after the date of formal completion of the restoration works.

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Schedule 1

Pavement types

- 125mm thick (minimum) concrete reinforced with SL72 fabric; or
- Vehicle-rated pavers on a 150mm thick road-base (with a concrete edge restraint); or
- Bitumen seal or asphaltic concrete on a 150mm road-base.

Schedule 2

Pavement types

- 150mm thick compacted road base, DGB20 or equivalent; or
- 125mm thick (minimum) concrete reinforced with SL72 fabric; or
- Bitumen seal or asphaltic concrete on a 150mm road-base.

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Appendix A

Document Control/Authorisation

Responsible Officer	Senior Design Officer
Reviewed By	Director Infrastructure Services
Review Due Date	As required
Version Number	2
Document Number	TBA

Versions	Date	Resolution Number	Description of Amendments	Author / Editor	Approved / Adopted By
2	10/03/2025	N/A	Revision 1	Senior Design Officer	DIS
1	01/11/2012	-	Version 2012	-	-

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Director of Infrastructure Services Date

RECOMMENDATION REPORT

RECOMMENDATION REPORT

Title of Tender:	***Schedule of Rates (Plant Hire)***
RFT Number:	*T25-03*
Date:	*8 July 2025*

Item 7.21

Annexure A

RECOMMENDATION REPORT

1. INTRODUCTION

1.1 TITLE

Glen Innes Severn Council issued a Request for Tender (RFT) number T25-03 for a schedule of Rates for wet plant hire which closed on 12th June 2025.

1.2 SCOPE

This request for tender relates to Council seeking suitable tenders for the wet hire of various plant required for construction work to be carried out by Glen Innes Severn Council.

1.3 CONTRACT PERIOD

The contract period is for 2 years from the date the contract is awarded, with an opportunity for a 12 month extension.

1.4 ADVERTISING DETAILS

The request for tender has been advertised in accordance with the requirements of the NSW Local Government Act.

2 BACKGROUND

2.1 TENDERER NAMES AND PROPOSALS

The tender closing date and time was 4:00pm on Thursday 12th June 25. Tenders were opened by Preston Parkes, Council's Procurement Officer. A summary of the tenders received are shown below:

Option	Tenderer	Compliant
A	AJ Higgins	Y
B	Aqua Assets	Y
C	Brian Hutton	Y
D	Brown Contractors	Y
E	BS Chaffey	Y
F	FA SL Mcintosh	Y
G	Fernworx	Y
H	H2O Contracting	Y
I	Halomy Pty Ltd	Y
J	Highland Earthworks	Y
K	JR Richards	Y
L	JRRJ Graham Constructions	Y
M	Mitchell and Co	Y
N	Plant out of Place	Y
O	RM Earthmoving	Y

P	Robert Symons Civil	Y
Q	Rollers Australia	Y
R	Girard Grader Hire	Y
S	Stabilcorp	Y
T	SPA	Y
U	Taylors Civil	Y
V	Osbuild Civil Construction	Y
W	The Stabilising	Y
X	Marchese Excavations	Y

3 EVALUATION

3.1

An Evaluation Panel assessed each tender. Details on members of the Panel are contained within the table below.

Name	Position/Role
Sam Price	Manager of Integrated Water Services
Anthony Kamphorst	Manager of Infrastructure Delivery
Taylah Kamphorst	Project Manager, Department of Place and Growth

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4 SELECTION CRITERIA AND RATING SCALE

Evaluation, negotiation and selection of tenders were in accordance with the requirements of AS4120, Code of Tendering and NSW Local Government (Tendering) Regulation 1993 under the NSW Local Government Act 1993.

4.1 COMPLIANCE CRITERIA

The following criteria were assessed:

- Has the tender been lodged via the Tender link process?
- Is the date & time of receipt of the Tender before the deadline?
- Does the tender comply with the conditions of tendering?
- Does the Tenderer meet the insurance requirements?

4.2 QUALITATIVE CRITERIA

The following qualitative criteria were assessed:

1. Demonstrate Capability and Capacity. This included an assessment of:
   - Available resources and business structure
   - Any applicable industry prequalifications or accreditations (e.g. ISO accreditation or TfNSW prequalification)
   - Established WHS systems and supplied SWMS
   - Experience of kep personnel
2. Demonstrate Relevant Experience, including:
   - Provide details of similar work;
   - Provide scope of the Applicant's involvement including details of outcomes;
   - Provide details of issues that arose during the project and how these were managed;
   - Demonstrate competency and proven track record of achieving outcomes;
   - Examples of previous wrk with Glen innes Sevcen Council and performance
3. Pricing, including.
   - Schedule of Rates for hourly hire of plant and equipment

4.3 RATING SCALE

Scoring was made by comparing the responses of each tenderer. In determining the score to be given to each tenderer, panel members considered:

a) Does the tender submission provide enough information to address the criterion?
b) Are any examples provided to substantiate the claims made in the response?
c) Are the examples relevant to the requirements of the tender?

4.4 PRICING

The pricing submitted by each tenderer was assessed together with the qualitative criteria. The selected response is that which, having regard to all the circumstances, appears to be the most advantageous to Council.

5 EVALUATION METHODOLOGY

5.1 QUALITATIVE CRITERIA ASSESSMENT

The qualitative criteria assessment was carried out by Evaluation Panel on Friday the 4th of July 2025. All applicants were assessed against the qualitative selection criteria.

6 EVALUATION TOOLS

Below is an outline of the process used to Evaluate the submissions against the selection criteria, and their associated weightings.

RECOMMENDATION REPORT

Capability & Capacity: Each company was allocated up to 20% of the total score if the company demonstrated that they could deliver the finished product as per the Tender specifications.
Experience: Each company was allocated up to 20% of the total score if the tender demonstrated previous experience in delivering services comparable to those required by the tender
Price: The lowest price in each category was allocated the 60% weighting, and the remainder reduced proportionally according difference between their price and the lowest price. Tenderers that identified as local (based within the Glen innes Severn Council Local Governmenat Area boundaries) were allocated a 3% price reduction on each of their submitted rates for assessment purposes. This is as per Councils Local Business and Industry Policy.

RECOMMENDATION REPORT

6.1 EVALUATION MATRIX – QUALITATIVE CRITERIA AND PRICE

The scoring matrix can be found in the attached spreadsheet "T25-03 Schedule of rates (Plant Hire) Evaluation Matrix. Xlsx"

As this cannot be attached in Infocouncil a summary table of the scores is attached in PDF format under "T25-03 Tender Evaluation Matrix Table.pdf"

RECOMMENDATION REPORT

7 BASIS OF DECISION

7.1 BASIS FOR RECOMMENDING A TENDERER

All complying tenders are recommended for adoption.

8 DECISION AND RECCOMENDATION

The panel recommends that 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 follows:

Contractor Priority Order per Plant Category	1	2	3	4	5	6	7	8	9	10
Grader	Taylor Civil	Robert Symons	RM Earthmoving	S&L Girard Grader Hire	Halomy Pty Ltd	Marchese Excavations	Rollers Australia	Stabilcorp	Osbuild Civil Construction	
Grader With GPS	Taylor Civil	Brown Contractors	Mitchell and Co	Rollers Australia	Osbuild Civil Construction					
Excavator <5T	Taylor Civil	Brown Contractors	Robert Symons	Brian Hutton	Halomy Pty Ltd	Mitchell and Co	Marchese Excavations	JRRJ Graham Constructions		
Excavator > 5T	Taylor Civil	RM Earthmoving	Highlands Earthmoving	Brown Contractors	Marchese Excavations	JRRJ Graham Constructions	B&S Chaffey	Stabilcorp	Osbuild Civil Construction	
Excavator > 10T	Taylor Civil	RM Earthmoving	Halomy Pty Ltd	Brown Contractors	Robert Symons	S&L Girard Grader Hire	Marchese Excavations	Osbuild Civil Construction		
Excavator >20T	Taylor Civil	RM Earthmoving	Halomy Pty Ltd	Marchese Excavations	Robert Symons	Highlands Earthmoving	Osbuild Civil Construction	FA SL Mcintosh		
Excavator >30T	Taylor Civil	Mitchell and Co	Marchese Excavations							
Backhoe	Taylor Civil									
Dozer D5	Taylor Civil	RM Earthmoving	Robert Symons							
Dozer D6	Osbuild Civil Construction									
Dozer D7	Mitchell and Co									

RECOMMENDATION REPORT										
Dozer D8	Taylor Civil	Marchese Excavations								
Cat 623 elevating scraper	Mitchell and Co									
Loader	S&L Girard Grader Hire	Brown Contractors	Taylor Civil	Robert Symons	RM Earthmoving	Marchese Excavations				
Skid Steer 75 hp	Taylor Civil	S&L Girard Grader Hire	B&S Chaffey	RM Earthmoving	Brian Hutton	Highlands Earthmoving	Brown Contractors	JRRJ Graham Constructions	Stabilcorp	Halomy Pty Ltd
Skid Steer 110 hp	Taylor Civil	Osbuild Civil Construction								
Smooth Drum Roller	Taylor Civil	RM Earthmoving	Brown Contractors	JRRJ Graham Constructions	S&L Girard Grader Hire	Rollers Australia	Stabilcorp	Marchese Excavations	Robert Symons	Halomy Pty Ltd
Padfoot Roller	Taylor Civil	Brown Contractors	S&L Girard Grader Hire	Rollers Australia	Stabilcorp	Marchese Excavations	Osbuild Civil Construction			
Multi-tyre Roller	Taylor Civil	Brown Contractors	S&L Girard Grader Hire	Rollers Australia	Stabilcorp					
Water Cart 7,000L	Taylor Civil	AJ Higgins								
Water Cart 13,000L	Taylor Civil	The Stabilising	AJ Higgins	Brown Contractors	Stabilcorp	S&L Girard Grader Hire	Rollers Australia	Robert Symons	Osbuild Civil Construction	
Water cart 17,500 with water cannon	H2O Contracting									
Water Cart 25,000L	Taylor Civil	S&L Girard Grader Hire								
Semi water tanker	Taylor Civil									
8t tipper	Highlands Earthmoving	JRRJ Graham Constructions								
12 T Tipper	Taylor Civil	RM Earthmoving	Brian Hutton	AJ Higgins	JRRJ Graham Constructions	Brown Contractors	Robert Symons	B&S Chaffey	Stabilcorp	Mitchell and Co
Prime Mover/Float	Taylor Civil	Brown Contractors	Robert Symons	S&L Girard Grader Hire	RM Earthmoving	Osbuild Civil Construction	Stabilcorp	Halomy Pty Ltd	FA SL Mcintosh	
Truck and Dog 26T	Taylor Civil	B&S Chaffey	S&L Girard Grader Hire							
Truck and Dog 32T	Taylor Civil	RM Earthmoving	Brown Contractors	AJ Higgins	Robert Symons	JRRJ Graham Constructions	S&L Girard Grader Hire	Osbuild Civil Construction	Halomy Pty Ltd	FA SL Mcintosh
Truck and Dog 38T	Taylor Civil									
Single Side Tipper	Taylor Civil	S&L Girard Grader Hire								
Double Side Tipper	Taylor Civil	S&L Girard Grader Hire								
B Double Tipper	Taylor Civil									

RECOMMENDATION REPORT										
Combo - 12 tonne Tipper Truck & 259D Cat posi Track	B&S Chaffey									
Combo - 12 Tonne Tipper Truck & ZX85 8 Tonne excavator	B&S Chaffey									
Articulated Dump Truck	Taylor Civil	Marchese Excavations								
1m Profiler	Stabilcorp									
2m Profiler	Brown Contractors									
Potholing/Service locating	Aqua Assets	Halomy Pty Ltd								
CCTV Inspections	Aqua Assets	JR Richards	Halomy Pty Ltd							
Jet/Vac Drain Cleaning	Aqua Assets	JR Richards								
Tractor and 6ft slasher	Taylor Civil	AJ Higgins	S&L Girard Grader Hire	Halomy Pty Ltd	RM Earthmoving					
Concrete Breaker	Brian Hutton									
Flail Mower	Brian Hutton									
Tractor broom	Brown Contractors									
Bomag Stabiliser (2.4m cut)	Taylor Civil									
Wirtgen WR2400 stabiliser	The Stabilising	Stabilcorp	SPA	Brown Contractors						
Wirtgen WR2000	Stabilcorp									
Stabiliser Cat RM300	Taylor Civil									
Stabiliser Cat RM400	Fenworx									
Stabiliser Cat RM500	S&L Girard Grader Hire	The Stabilising	Stabilcorp							
Spreader Truck	S&L Girard Grader Hire	Taylor Civil	SPA	Stabilcorp	The Stabilising	Fenworx				
Powder Tanker with Prime Mover	Taylor Civil									
Portafill 7000IC Crusher	RM Earthmoving									
Powerscreen 550 impact Crusher	Taylor Civil									
VSI	Taylor Civil									

RECOMMENDATION REPORT										
Powerscreen 2400 Warrior Screener	Taylor Civil									
Powerscreen Stacker	Taylor Civil									
Powerscreen 1300 Cone Crusher	Taylor Civil									
Jaw Crusher	Taylor Civil									
2 deck screener	Taylor Civil									
3 deck screener	Taylor Civil									
3 deck screener with wash plant	Taylor Civil									
Isuzu x 2 / DAF x2 Auto Patching Trucks	Brown Contractors									
Volvo FM540 bitumen spray truck	Fenworx									
MAN TGS Cockerel Truck	Fenworx									
Fog cannon	H2O Contracting									
24m concrete boom pump	Highlands Earthmoving									
Mobile welding truck & service truck	Highlands Earthmoving									
Merlo Telehandler 30.8	JRRJ Graham Constructions									
JLG 1932 Electric Scissor Lift	JRRJ Graham Constructions									
Rought Terrain Scissor Lift	JRRJ Graham Constructions									
Green Climber LV600 Pro	Plant out of Place									
Supervisor	JRRJ Graham Constructions	Osbuild Civil Construction	Taylor Civil	Mitchell and Co	RM Earthmoving					
Labour	Taylor Civil	B&S Chaffey	JRRJ Graham Constructions	Osbuild Civil Construction	S&L Girard Grader Hire	FA SL Mcintosh	Mitchell and Co	JR Richards	The Stabilising	RM Earthmoving
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sder With GPS				85.6									74.4				75.4				101.9	73.6		
cavator <5T			87.8	91.0					85.7			83.7	84.5			88.5					92.3			8
cavator > 5T				85.4	76.2					82.2		79.2			85.2				72.5		101.9	69.4		7
cavator > 10T				86.0					88.3						90.7	80.0		77.3			99.5	72.1		7
cavator >20T						72.8			84.6	77.1					87.5	78.2					109.9	74.2		7
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ser D6																						88.0		
ser D7													91.7											
ser D8																					95.2			9
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sder				90.0											76.8	82.3		95.7			86.4			7
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el Steer 110 hp																					101.9	74.0		
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Glen Innes Severn Council





Council Managed Crown Land
PLAN OF MANAGEMENT

Appendix A

Document Control/Authorisation

Responsible Officer:		MANAGER OF ASSET SERVICES			
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…….. ……..

General Manager Date

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We acknowledge the traditional custodians of the land to which this plan applies: the Ngarabul people, and we pay respect to their elders – past, present and emerging.

localé consulting

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Job Contact: Adam Reid – Property Administration Officer
Document Name: Council Managed Crown Land - Plan of Management

Version	Date	Authors	Reviewer	Approved
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4 – 8: Final Draft revisions	July 22 – June 25	Keelan Birch / Steve Thompson	Steve Thompson	Steve Thompson

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Appendix A – Reserve Information Sheets

Appendix B – Aboriginal interests in Crown Land

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EXECUTIVE SUMMARY

A Plan of Management is an important statutory document that provides information for the effective long-term management of public land. It also establishes directions for planning, resource management and maintenance of that land. Under amendments to the Crown land management system in 2018, councils in NSW now have responsibility to manage some areas of Crown land, generally in the same way that it manages its own land under the *Local Government Act 1993*. This generic Plan of Management applies to all Council managed Crown land that has been categorised as 'Community' land within the Glen Innes Severn local government area.

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. All land that is classified as 'Community' land requires a Plan of Management to guide future use and management of the land, as captured within this Plan of Management for the following 11 Reserves.

#	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	Yarraford 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

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It should be noted that Centennial Park, incorporating Crown Reserves 46112 and 1000334, is subject to a site-specific Plan of Management not included within this generic Plan of Management.

This *Council Managed Crown Land - Plan of Management* addresses the subject land as it is today and establishes directions for future management and use of these public resources to meet the diverse needs of the community. This Plan of Management also authorises Council to renew and enter into future leases and licences over the subject lands where certain conditions can be met. This Plan of Management includes two main parts:

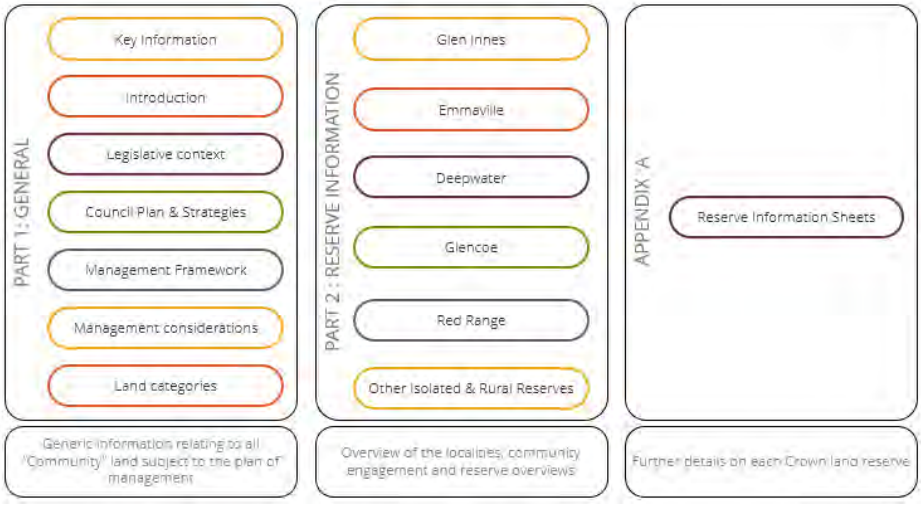
Part 1: Contains generic information for all 'Community' land. It provides key information, legislative context and administrative / management requirements, whilst identifying Council's broader management framework.

This section also contains 'management considerations' which link to more site-specific information on each of the reserves that are contained within 'Reserve Information Sheets' that are provided for each reserve in Appendix A.

Part 1 also contains sections for each assigned category of 'Community' land, including management considerations for each land category, key aspects of legislative direction and how the reserves in general, as well as their use and management, will respond over time. This Part also identifies a management framework which guides the implementation of the Plan of Management.

Part 2: Contains Reserve specific information, where reserves within that area are identified and discussed. These sections provide context on previous consultation that has occurred and establishes links to how the community values the land and the current and likely future directions for each reserve. It also provides a descriptive overview of each reserve, as well as associated plans and strategies that relate to the Reserve where these are directly applicable.

Details of the land subject to this Plan of Management are also captured in 'Reserve Information Sheets' in Appendix A. These provide additional reserve specific details, including identification of the land, its category, purpose, land use zoning, assets, maintenance, Aboriginal land claims, heritage considerations, leases and licenses, planned improvements, relevant documents or strategies and site-specific management considerations.

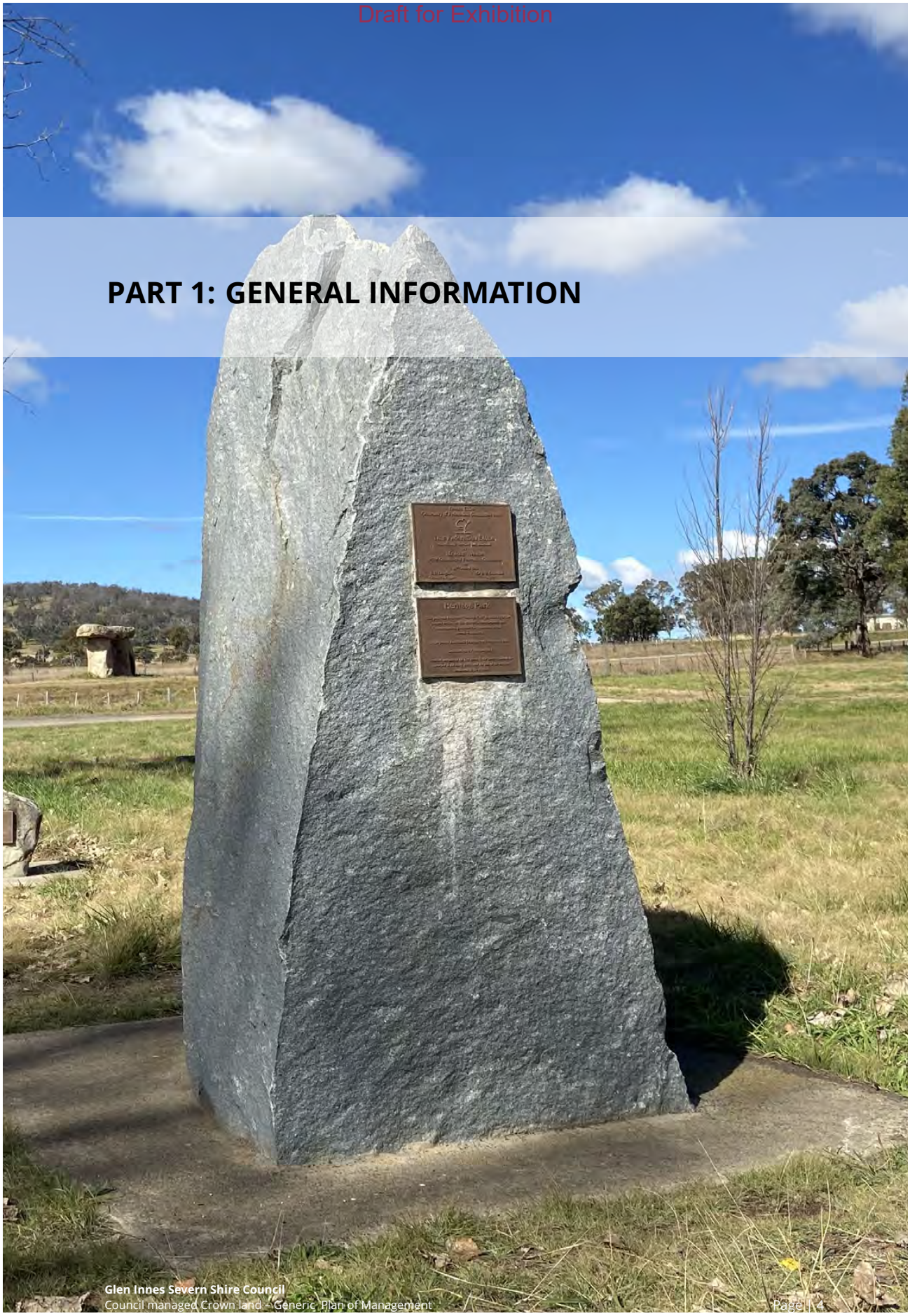


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Overall, this Plan of Management allows Council to meet its legislative obligations for the management of Crown reserves that are classified as 'Community' land in accordance with the following management objectives:

1. Ensure that 'Community' lands are maintained to the expectations of the community whilst recognising budgetary constraints.
2. Plan for the progressive improvement of the recreational quality and appearance of 'Community' land as funds become available.
3. Ensure that the community can contribute to the development and implementation of the Plan of Management.
4. Ensure integration of the Plan of Management with Council's strategic land management planning.
5. Protect and enhance the natural assets of the Glen Innes Severn for and with the community.
6. Enable community access wherever possible and consistent with the reserve purpose and categorisation of the land.
7. Realise the economic opportunities and benefits of 'Community' land where appropriate and through careful management processes.

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PART 1: GENERAL INFORMATION

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1.1 Key information

LAND OWNER	CROWN
COUNCIL CROWN LAND MANAGER	GLEN INNES SEVERN COUNCIL
APPLICABLE LAND (Refer to further details for each Reserve at Appendix A)	11 RESERVES
LOCAL GOVERNMENT AREA	GLEN INNES SEVERN
APPLICABLE RESERVE PURPOSES (Refer to further details for each Reserve at Appendix A)	ACCESS PUBLIC RECREATION RESTING PLACE
APPLICABLE LAND CATEGORIES (Refer to further details for each Reserve at Appendix A)	GENERAL COMMUNITY USE PARK SPORTSGROUND NATURAL AREA – BUSHLAND NATURAL AREA – WATERCOURSE
REVIEW PERIOD	10 YEARS OR AS REQUIRED

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1.2 Introduction

Glen Innes Severn Council (Council) is responsible for a range of Crown and Council owned lands that extend across 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. This relationship is shown in Figure 1.



Figure 1: Legislative relationship to Plan of Management

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
- Natural Area – Bushland and Watercourse

The land covered by this generic Plan of Management is identified in Appendix A, which includes the relevant category, or categories, as applicable to each Crown land reserve.

1.2.1 Land to which this plan applies

Council managed Crown land subject to this plan predominately covers sports fields, cleared land and park areas which are significant from the local to the regional level. These are spread across the LGA with key reserves located at Glen Innes, Emmaville and Deepwater as well as reserve located outside these villages. For context with respect to the broader scale of

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the Glen Innes Severn LGA, the Reserves subject to this Plan of Management are shown in red in Figure 2 (circled for emphasis).

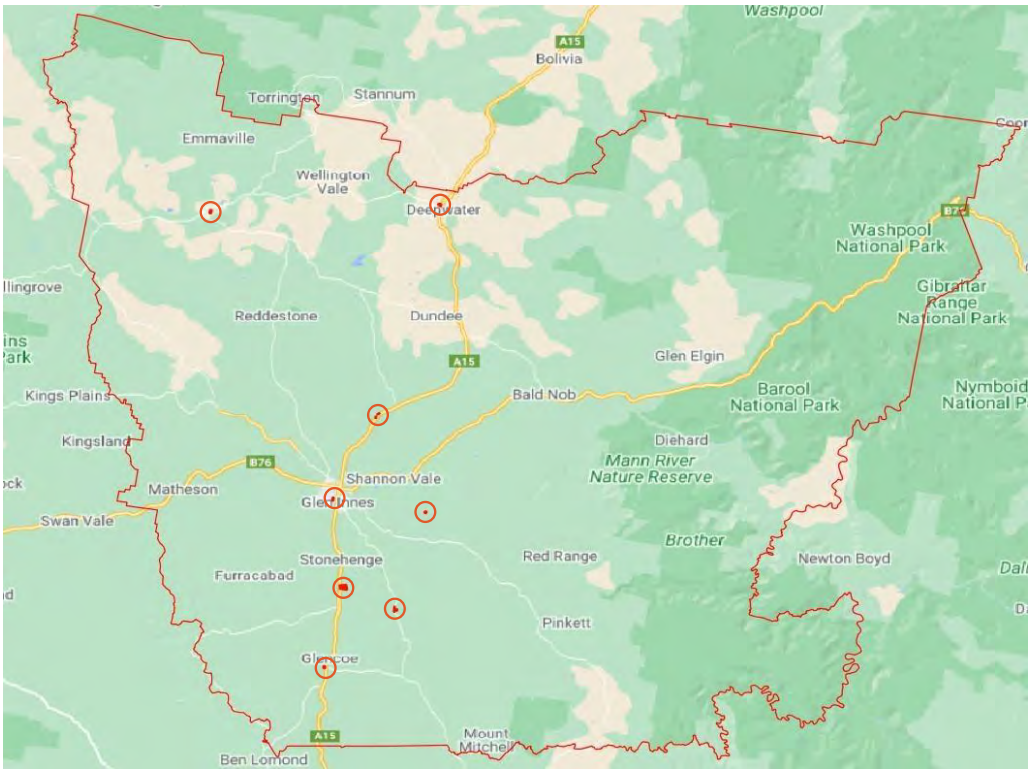


Figure 2: Overview of land subject to this Plan of Management

The 'Community' land subject to this Plan of Management is also detailed in the Reserve Information Sheets provided in Appendix A. These sheets identify the land, their category/s, purpose, land use zoning, assets, maintenance, Aboriginal land claims, heritage considerations, leases and licenses, planned improvements, relevant documents or strategies and management considerations for each site. Site-specific plans of management may be developed over time and this generic Plan of Management will be updated to reflect any such change.

It should be noted that this Plan of Management does not cover all public land. Land that is not covered by this Plan of Management includes:

- 'Community' land that is Council owned and covered by other generic or site-specific Plans of Management (e.g. Centennial Park)
- Areas which are classified as 'Operational' land
- Other Crown land that is not managed by Council or where Council is not the designated 'Council Crown land manager'
- Privately owned land which is made available for public use
- Road reserves.

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1.2.2 Council's objectives

Glen Innes Severn Council operates under the following vision, mission, values and guiding principles as outlined by the *Glen Innes Severn Community Strategic Plan 2022-2032*.

Council Vision Statement:

A prosperous connected community that nurtures its people and places.

1.3 Legislative context

This Plan of Management has been prepared in accordance with relevant legislation, primarily relating to the *Crown Land Management Act 2016* and the *Local Government Act 1993*. These provide the core framework to enable the future management and improvement of the 'Community' land to which this Plan of Management applies. This section also includes other relevant legislation and associated policies, regulations, guidelines and strategies.

1.3.1 Local Government Act 1993

Under Section 36(1) of the *Local Government Act 1993*, Plans of Management must be prepared for all 'Community' land. In general terms, Plans of Management:

- are prepared by a council in consultation with the community
- identify the important features and attributes of the land, including how it is used at the current time
- identify how the council will manage the land
- indicate how the land may be used or developed in the future

The *Local Government Act 1993* also sets out a range of associated activities and processes under various sections. A summary of the key provisions is provided in the table below, though a number of other sections also apply, generally being captured under Chapter 6, Part 2, Division 2 of the Act.

Requirement	Act Section
To prepare plans of management for all community land	35, 36(1)
What a Plan of Management for council owned land must include and how it is to be categorised for use	36(3), 36(4)
Community land comprising the habitat of endangered species, threatened species, significant natural features and areas of cultural significance	36A, 36B, 36C, 36D
Core objectives for management of all community land categories	36E – 36N
Process for community land that is not owned by the council (i.e. Crown land)	37, 39
A draft must be exhibited prior to adoption and may be re-exhibited if amended prior to adoption	38, 39, 40
Use and nature of community land must not change prior to the preparation of a Plan of Management	44

1.3.2 Crown Land Management Act 2016

Section 3.23(6) of the *Crown Land Management Act 2016* requires Council to adopt a Plan of Management for any Crown reserve for which it is the appointed Crown land manager, and

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that is classified as 'Community' land under the *Local Government Act 1993*. The Plan of Management must be prepared to meet all of the requirements of the *Local Government Act 1993.*

Section 3.23(7) of the *Crown Land Management Act 2016* also specifies an 'initial period' that ends on 30 June 2021, during which Council must adopt the first Plan of Management using the above process (i.e. this Plan of Management). This section also states that Council can amend existing Plans of Management so that they also apply to Crown reserves.

The Crown Land Management Amendment (Plan of Management) Regulation 2021, effective 4 June 2021, provides an exemption from this requirements to adopt the Plan of Management by the 30 June 2021. Under the same amending legislation Council does not have to hold a public hearing as would typically be required under Section 40A of the *Local Government Act 1993* and previously required by Section 3.23(7)(c) of the *Crown Land Management Act 2016.*

Any Plan of Management that is prepared must meet all of the requirements of the *Local Government Act 1993*. This Plan of Management meets these requirements while also taking guidance from the Principles of Crown land management as outlined below.

***Crown Land Management Act 2016* principles of Crown land management:**

(a) that environmental protection principles be observed in relation to the management and administration of Crown land, and

(b) that the natural resources of Crown land (including water, soil, flora, fauna and scenic quality) be conserved wherever possible, and

(c) that public use and enjoyment of appropriate Crown land be encouraged, and

(d) that, where appropriate, multiple use of Crown land be encouraged, and

(e) that, where appropriate, Crown land should be used and managed in such a way that both the land and its resources are sustained in perpetuity, and

(f) that Crown land be occupied, used, sold, leased, licensed or otherwise dealt with in the best interests of the State consistent with the above principles.

1.3.3 Native Title and Aboriginal Land Rights

The *Native Title Act 1993* (Commonwealth) recognises and protects native title rights and interests. The objects of the Act are to:

- *provide for the recognition and protection of native title*
- *establish ways in which future dealings affecting native title may proceed and to set standards for those dealings*
- *establish a mechanism for determining claims to native title*
- *provide for, or permit, the validation of past acts invalidated because of the existence of native title.*

The Act may affect use of Crown land, particularly development and granting of tenure.

Specifically, the *Crown Land Management Act* makes it mandatory for Council to engage or employ a native title manager. This role provides advice to council as to how Council's

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dealings and activities on Crown land can be valid or not valid in accordance with the *Native Title Act*.

Council must obtain the written advice from an accredited native title manager that Council complies with any applicable provisions of the native title legislation when:

a) granting leases, licences, permits, forestry rights, easements or rights of way over the land
b) mortgaging the land or allowing it to be mortgaged
c) imposing, requiring or agreeing to covenants, conditions or other restrictions on use (or removing or releasing, or agreeing to remove or release, covenants, conditions or other restrictions on use) in connection with dealings involving the land
d) approving (or submitting for approval) a Plan of Management for the land that authorises or permits any of the kinds of dealings referred to in (a), (b) or (c).

The *Aboriginal Land Rights Act 1983* is important legislation that recognises the rights of Aboriginal people in NSW. It recognises the need of Aboriginal people for land and acknowledges that land for Aboriginal people in the past was progressively reduced without compensation. Crown land meeting certain criteria may be granted to an Aboriginal Land Council. This Act may affect dealings with Crown land that is potentially claimable.

1.3.4 Heritage

The Ngarabul people are the traditional custodians of the land on which Glen Innes Severn Council is located and their history and culture are integral to the story of the Glen Innes Severn region more broadly.

The use of the land described in this Plan of Management must:

- be consistent with the purpose for which the land was dedicated or reserved
- consider native title rights and interests and be consistent with the provisions of the *Commonwealth Native Title Act 1993*
- consider the inchoate interests of Aboriginal people where an undetermined Aboriginal Land Claim exists (undetermined claims as at May 2021 are identified in Reserve Information Sheets at Appendix A)
- consider and not be in conflict with any interests and rights granted under the *Crown Land Management Act 2016*
- consider any interests held on title.

Known Aboriginal places should be registered on the Aboriginal Heritage Information Management System (AHIMS) and are protected under the *National Parks & Wildlife Act 1974*.

This history, alongside more recent European history, has resulted in legislated heritage status and guidance being a factor for many areas of 'Community' land. Schedule 5 of the *Glen Innes Severn LEP 2012* lists sites in the LGA containing heritage items and heritage conservation areas. Where applicable these have been captured on specific reserves in the information sheets in Appendix A. Heritage items must be further considered within the context of the *Heritage Act 1977*.

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1.3.5 Other legislation

A range of other legislation also applies to the management of public land. Application of these will typically depend on the activities or uses being undertaken, and the attributes of the land - for example, the presence of native vegetation or proposed use. Legislation that is typically relevant to the land management process includes:

- *Environmental Planning & Assessment Act 1979* and the Environmental Planning Instruments (EPIs) that it enables including:
  - *Glen Innes Severn (LEP) 2012*
  - *Glen Innes Severn Development Control Plan (DCP) 2014*
  - relevant State Environmental Planning Policies (SEPPs), including *SEPP (Transport & Infrastructure) 2021* and *SEPP (Exempt and Complying Development Codes) 2008*
- *Biodiversity Conservation Act 2016*
- *Rural Fires Act 1997*
- *Native Title Act 1993* (Commonwealth) and *Aboriginal Land Rights Act 1983* (NSW)
- *Environment Protection and Biodiversity Conservation Act 1999* (Commonwealth)
- *National Parks & Wildlife Act 1974*



STONEHENGE RECREATION RESERVE – CLAY TARGET CLUB

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1.4 Council plans and strategies

In addition to formal legislative directions, there are also a number of broader strategic directions that have been established by Glen Innes Severn Council which are also important to this Plan of Management. These key documents are highlighted below:

Glen Innes Severn Community Strategic Plan 2022 – 2032

The *Glen Innes Severn Community Strategic Plan 2022 - 2032* is Council's guiding document over the next 10 years. The Plan identified the following vision for the area:

A prosperous connected community that nurtures its people and places

*T*he Plan contains five (5) strategic objectives, many of which align with the implementation of this Plan of Management:

- An Attractive Quality of Life
- A Prosperous Local Economy
- Fit for Purpose Public Infrastructure
- An Appealing Sense of Place
- Recognised for Local Leadership

Glen Innes Severn Local Strategic Planning Statement 2020

The *Glen Innes Severn Local Strategic Planning Statement 2020* is Council's strategic land use vision to 2040 and has the following vision for the area:

> *Glen Innes Highlands is the place to experience a unique lifestyle with opportunity, connection and wellbeing among a cherished and sustainable natural environment.*

The Plan contains ten Planning Priorities under four themes, many of which align with the implementation of this Plan of Management:

- A renewed economic and authentic place
- A thriving and vibrant community
- Strong and connected infrastructure
- Sustainable environment and protected heritage

Sports Facilities Review and Master Plans

The *Sports Facilities Review and Master Plans* document was adopted by Council in June 2018 and provides for a range of anticipated improvements to a number of Reserves that are subject to this Plan of Management. These include:

- Wilson Park Precinct area in Glen Innes
- Emmaville Recreation Reserve
- Deepwater Oval

Further details are provided for each area in Part 2 of this Plan of Management and within the respective Reserve Information Sheets at Appendix A.

Destination Management Plan 2021 - 2026

The *Glen Innes Destination Management Plan* identifies a number of potential intended uses for Crown reserves to be further investigated under future planning. These specifically identify

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the following for the Stonehenge Recreation Reserve (R33301) and Glencoe Recreation Reserves (R77006) as outlined below:

- Recognising Stonehenge Reserve's unique natural features and recreation area with the Reserve having potential to be used for bouldering and a range of outdoor activities
- Position and promote Glen Innes as a rail trail hub, with Glencoe and Stonehenge Reserve as activity nodes and service centres along the trail, including potential for nature / wild play area, event venue and bouldering destination

Further details are provided for each area in Part 2 of this Plan of Management and within the respective Reserve Information Sheets at Appendix A.

Other plans and strategies

A range of other Council plans and strategies are relevant to the management of the 'Community' land subject to this plan of management. These have been used to inform the directions of specific reserves and are referenced through Parts 2 of this plan of management, as well as within the Reserve Information Sheets contained in Appendix A.

Other plans and strategies relevant to the plan of management include:

- Northern New England High Country Regional Economic Development Strategy 2018 - 2022
- Cultural Plan 2017 – 2021
- Economic Development Strategy 2020 - 2040
- Community Participation Plan
- Pedestrian Access and Mobility Plan (PAMP) 2017
- New England North West Regional Plan 2036

Future plans and strategies, which are under development, may also apply to land subject to this Plan of Management, and these should be considered as applicable in conjunction with this document.

1.4.1 Reclassification

This Plan of Management applies to land being classified as 'Community' land for the first time under the *Local Government Act 1993*. As such, there is no reclassification of the land to which this Plan of Management applies.

Any proposal to reclassify 'Community' land to 'Operational' land shall be initiated by a resolution of Council, and include a public notice including the terms of the proposed resolution. Council can also reclassify 'Operational' land to 'Community' land, by a resolution of Council. Irrespective of the classification of Crown land managed by Council, no land can be sold by a Crown Land Manager without the concurrence of the State Government.

1.4.2 Community consultation

Council has developed and adopted the *Glen Innes Severn Community Participation Plan* and sets out the principles for their engagement with the community. Council will continue to liaise and involve key stakeholders and the broader community in the ongoing planning, management, use and development of 'Community' land into the future.

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A key part of the process in developing this Plan of Management was recognising the input and ongoing conversations Council has with the community regarding public land in recent times. In particular, this included extensive consultation undertaken in the recent development of the *Glen Innes Severn Local Strategic Planning Statement 2020* and the *Glen Innes Severn Community Strategic Plan 2022 - 2032*.

Previous recent consultation has also been carried out specific to a number of reserves within this Plan of Management as part of the *Sports Facilities Review and Master Plans (2018),* most notably these include Wilson Park (Glen Innes), Deepwater Recreation Ground and Emmaville Oval.

Preparation of this Plan of Management has involved a thorough review of recent consultation activities and the identification of relevant information as applicable to the reserves. This Plan of Management does not identify any significant development that has not been previously identified and adopted by Council, and the outcomes of consultation associated with other proposals has been used to inform future directions more broadly.

A summary of the consultation informing the Plan of Management is outlined below.

The consultation carried out as part of the development of the **Community Strategic Plan 2022 – 2032** outlines community values and a number of strategic objectives and goals. The community, business and stakeholder engagement was undertaken which sought the community's input into a vision for Glen Innes Severn in 2032. This included workshops with the local community in Deepwater, Emmaville and Glen Innes, business, health and education stakeholders, young parents and Council staff. Further consultation with the business community was conducted in developing the economic and destination brand '*Glen Innes Highlands*'. The community was also surveyed to measure satisfaction and prioritise council-managed facilities and services in June 2018.

More recently, the draft **Local Strategic Planning Statement** was placed on public exhibition for 28 days following endorsement at the Ordinary Meeting of Council held on 27 February 2020 and the submissions received as a result of this consultative process were considered prior to the publication of the LSPS.

The **Sports Facilities Review and Master Plans 2018** involved stakeholder meetings and interviews in December 2017 and February 2018 which provided contributions from representatives of many sporting clubs, associations and Glen Innes Severn Councillors and staff. The nine draft Master Plans developed from this community consultation was placed on public exhibition for four weeks for broad community review and feedback.

These previous consultation activities and the resulting strategies and directions identify the importance of further developing the quality of facilities, and to ensure that public space networks and facilities are well connected.

In addition, this Plan of Management is to be exhibited in its draft form in accordance with Section 38 of the *Local Government Act 1993*. This will entail Council giving public notice of the draft Plan of Management, exhibiting it for a minimum of 28 days, and providing an opportunity for the community to respond for a period of not less than 42 days.

[NOTE: THIS SECTION WILL BE UPDATED TO REFLECT THE OUTCOMES OF THE EXHIBITION PERIOD PRIOR TO ADOPTION]

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1.5 Management framework

Consistent with Council's corporate objectives and the management principles for Crown land, the general approach and framework for the management of land classified as 'Community' land is outlined below.

1.5.1 Land management overview

Council's approach to the use and management of 'Community' land is outlined in detail in the following sections. In the context of 'Community' land, this approach to land management comprises of four main areas:

- Maintenance – as directed by Council's asset management and maintenance policies
- Development and Use – as directed by broader legislative and planning directions
- Leases, Licenses and Other Estates – as directed by legislative and strategic directions, as well as community needs
- Management Considerations – responding to use trends and responses at a reserve level.

This overarching method is informed by wider strategic planning and legislative requirements as well as the objectives for the land – both Council's management objectives and those 'core objectives' related to the land categories under the *Local Government Act 1993*. Overall ongoing management will be tailored to the land type, assets present and usage within the context of the broader public land network.

1.5.2 Management objectives

Overarching objectives for the management of Council managed Crown land provides the framework for identifying and responding to the community's values. These integrate management and maintenance expectations, as well as the physical environment and assets that are present. The management objectives for this Plan of Management are to:

1. Ensure that 'Community' lands are maintained to the expectations of the community whilst recognising budgetary constraints.
2. Plan for the progressive improvement of the recreational quality and appearance of 'Community' land as funds become available.
3. Ensure that the community can contribute to the development and implementation of the Plan of Management.
4. Ensure integration of the Plan of Management with Council's strategic land management planning.
5. Protect and enhance the natural assets of the Glen Innes Severn region for and with the community.
6. Enable community access wherever possible and consistent with the reserve purpose and categorisation of the land.
7. Realise the economic opportunities and benefits of 'Community' land where appropriate and through careful management processes.

How these objectives will be achieved and assessed over time are identified in Table 1.

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Table 1: Generic Management Framework for 'Community' Land

Objectives	Means of Achievement	Manner of Assessment
1. Ensure that 'Community' lands are maintained to the expectations of the community whilst recognising budgetary constraints.	Regular community satisfaction survey results reviewed, and ongoing assessment of maintenance standards based on a life cycle approach and risk management undertaken.	Comparative review of customer satisfaction surveys. Complaints from the community.
2. Plan for the progressive improvement of the recreational quality and appearance of 'Community' land as funds become available.	Implementation of the *Sport Facilities Review and Master Plans* as funding becomes available as well as site specific plans and strategies as applicable. Funding allocated to identified actions in Glen Innes Severn Council's delivery programs. Pursue various external and government grants to enable major or minor improvements to be undertaken.	Increased level of use of 'Community' land. *Glen Innes Severn Community Strategic Plan 2022 -2032* vision and key values realised. External funding obtained and projects completed over the life of the Plan of Management.
3. Ensure that the community can contribute to the development and implementation of the Plan of Management.	Implementation of the *Glen Innes Severn Community Participation Plan* to achieve consistency in community consultation and ensure the community is well informed and involved. Implementation of the *Glen Innes Community Strategic Plan 2022 – 2032.* Where 'Community' lands are regularly used by the community or associated organisation (e.g. sports groups), the community may manage these lands on behalf of Council.	Community engagement and participation opportunities undertaken in accordance with Council's adopted policies and plans. Public exhibition undertaken according to legislative requirements. Lease and / or licence arrangements in place for management of 'Community' land with community user groups.
4. Ensure integration of the Plan of Management with Council's strategic land management planning.	Consistency with broader Council planning including *Sport Facilities Review and Master Plans*, *Destination Management Plan 2021* and other related documents as applicable.	Regular progress reviews and updates of this Plan of Management. Appropriate cross-references made to related strategic planning documents.
5. Protect and enhance the natural assets of the Glen Innes Severn region for and with the community.	Undertake regular vegetation enhancement and weed control programs on 'Community' lands.	Extent of retained vegetation. LSPS Planning Priorities implemented.
6. Enable community access wherever possible and consistent with the reserve purpose and categorisation of the land.	'Community' land is generally accessible to members of the public, except where there is a visitor risk, sensitive environment or lease / licence in place. Future works / improvements, and the ongoing management of assets, provides for access to members of the public wherever appropriate.	Relevant actions from the *Disability Inclusion Action Plan 2021 – 2025* are implemented. All new works meet applicable access standards.

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Objectives	Means of Achievement	Manner of Assessment
7. Realise the economic opportunities and benefits of 'Community' land where appropriate and through careful management processes.	Opportunities for beneficial commercial activities are captured where appropriate. Implementation of Councils' *Economic Development Strategy 2020 - 2040* and *Destination Management Plan 2021 - 2026.*	Relevant actions from the *Economic Development Strategy 2020 - 2040* and *Destination Management Plan 2021 – 2026* completed. Commercial activities are managed with appropriate leases and licenses in place.

1.5.3 Maintenance

The extent and frequency of asset maintenance of 'Community' land is informed by Council's Open Space Hierarchy and Council's Asset Management Plan. Council has adopted the following to guide the development of asset management plans:

- Council will ensure that assets covered under this policy are planned, created, operated, maintained, renewed and disposed of in accordance with sustainability principles and Council's priorities for service delivery.
- Asset Management Plans will be developed for each asset Class for long term strategic management of Council assets and will include financial plans.
- Council will implement systematic asset management methodology (Asset Management Strategy) in order to apply appropriate asset management best practices across all areas of Council. This will include establishment of service levels, inspections and condition audits to take informed decision on assets and to identify future funding need.
- Asset management information systems will be further developed and will include data capture, asset register, programming of maintenance and inspections, whole of life costing, forecasting and financial reporting.
- All relevant legislative requirements together with political, social, environmental and economic considerations will be taken into account in asset management.
- The Council will promote training and continuous improvement in asset management practices and processes in the Council so as to progressively improve asset management.

Reserve specific details on the extent and frequency of reserve maintenance is outlined in the Reserve Information Sheets in Appendix A and is guided by Glen Innes Severn Council's 'Open Space Hierarchy' which classifies the Reserves into one of five categories as follows:

- Regional Open Space
- District Open Space
- Local Open Space
- Urban Public Space (has no hierarchy)
- Other Public Spaces (limited service provided)

Maintenance of each open space is then outlined in terms of its 'level of service' for each Reserve being:

- Platinum
- Gold
- Silver
- Bronze
- Copper

As identified above, specific details on the extent and frequency of reserve maintenance is outlined in the Reserve Information Sheets in Appendix A.

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1.5.4 Development and use

This Plan of Management enables the development and use of 'Community' land consistent with the land category/s assigned under the *Local Government Act 1993* and the Crown reserve purpose/s. This includes development that may be required from time to time that is not specifically identified by this Plan of Management. In particular, this Plan of Management allows for the implementation of infrastructure and activities under the following:

- *SEPP (Transport & Infrastructure) 2007* - provides for certain infrastructure works to be 'exempt development', 'complying development', 'development that is permitted without consent' or 'development that is permitted with consent'. Division 12 of the SEPP applies to parks and other public reserves and includes a wide range of infrastructure works such as pathways, amenities, play facilities and sporting infrastructure.
- Division 1, Part 2 of *SEPP (Exempt and Complying Development Codes) 2008* - provides for a range of works and activities to be 'exempt development' including, but not limited to:
    - Temporary event signs
    - Community notice and public information signs
    - Tents, marquees or booths for community events
    - Stage or platforms for community events

It is further noted that many reserves contain sewer and water infrastructure which may be maintained, upgraded or replaced to meet applicable standards, including emergency remedial repairs and replacements, and this is permitted under this Plan of Management.

Council also encourages the responsible use of public land for both community and commercial purposes where there are tangible benefits to the public. Limited commercial use of Reserves is therefore encouraged where it is consistent with the character of the local area, the reserve purpose, as a temporary activity pending ongoing use of the land and the requirements of this Plan of Management.

Permitted activities and development

Due to the variation in land use zones, land categories and public purposes of the reserved or dedicated land, permitted and prohibited activities and development is best considered on a site-by-site basis.

In this regard, permitted activities, development and uses of the land subject to this Plan of Management, including both community and limited commercial use, will be considered based on the following criteria:

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Criteria for consideration of development and use:

- Glen Innes Severn Council is the appointed Council Crown land manager of that Reserve.
- The proposal is consistent with the public purpose/s of the Crown reserve.
- The proposal is consistent with the land category assigned to the area under this Plan of Management and in accordance with the *Local Government Act 1993.*
- The proposal is generally consistent with the *Local Strategic Planning Statement* and the objectives of the applicable land use zone of the area under *Glen Innes Severn LEP 2012.*
- The proposal is generally consistent with this Plan of Management, and any other relevant plans, policies or strategies of Council.
- The proposal is consistent with native title manager advice that it complies with any applicable provisions of the native title legislation in accordance with Section 8.7 of the *Crown Land Management Act 2016.*
- The proposal is undertaken with consideration of any Aboriginal Land Claim that may apply to the land where the land is subject to a claim under the *Aboriginal Land Rights Act 1983* as to not prevent the land from being transferred in the event the claim is granted.



WILSON PARK RESERVE – MAINTAINED OPEN SPACE

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1.5.5 Leases, licences and other estates

This Plan of Management expressly authorises the issue of leases, licences and other estates over the land to which this plan applies for the purpose for which that land was being used at the date of commencement of this Plan of Management, or for any other purpose authorised under this Plan of Management (see below). Whilst the Reserve Information Sheets at Appendix A provide an indication of the current leases, licences and other estates that apply to the land, the changing nature of these agreements means that others may also apply at any set period of time. The current leases, licences or other estates that apply to any specific reserve is available upon request from Council.

This Plan of Management expressly authorises the issue of leases, licences and other estates over the land to which this plan applies, in accordance with Section 46(1)(b) of the *Local Government Act 1993*, provided that the following criteria can be satisfied:

Criteria for consideration of development and use:

- Glen Innes Severn Council is the appointed Council Crown land manager of the Reserve.
- The purpose is consistent with, and the issue of the lease, licence or other estate will not materially harm the use of the land for, any of the purposes for which it was dedicated or reserved.
- The purpose is consistent with the core objectives for the category of the land.
- The lease, licence or other estate is for a permitted purpose listed in Section 46 of the *Local Government Act 1993* and/or Part 4 Division 3 of the *Local Government Regulations 2021.*
- The issue of the lease, licence or other estate and the provisions of the lease, licence or other estate can be validated by the provisions of the *Native Title Act* 1993. For Crown land which is not excluded land this requires written advice from one of Council's native title managers that it complies with any applicable provisions of the native title legislation in accordance with Section 8.7 of the *Crown Land Management Act 2016.*
- Where the land is subject to a claim under the *Aboriginal Land Rights Act 1983*, the issue of any lease, licence or other estate will not prevent the land from being transferred in the event the claim is granted.
- The lease, licence or other estate is granted and notified in accordance with the provisions of the *Local Government Act 1993* and/or the *Local Government (General) Regulation 2021.*

When planning to grant a lease or licence on Crown reserves, the council must comply with the requirements of the Commonwealth *Native Title Act 1993* and have regard for any existing claims made on the land under the NSW *Aboriginal Land Rights Act 1983*. It is the role of Council's engaged or employed native title manager to provide written advice in certain circumstances to advise if the proposed activities and dealings are valid under the *Native Title Act 1993* (refer Appendix B for more information).

Maximum term and public notice

The maximum term of a lease, licence or other estate under the *Local Government Act 1993* is 30 years. The consent of the Minister for Local Government is required if the lease or licence exceeds 21 years or the term will be greater than five years and objections have been lodged against the proposal. Council must give public notice of proposed lease, license or other estate in accordance with Sections 46, 47 and 47A of the *Local Government Act 1993,* generally

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including a 28 day period for written responses to be received. Council must consider all submissions made in response.

Council's approach

This Plan of Management authorises Council to enter into the most appropriate management arrangement for the management and use of 'Community' land and facilities with consideration of:

- Current and future benefit to the relevant community and/or sporting activities, where applicable, and the local community and visitors to the area more broadly
- Capacity for the management organisation to respond to the respective facility needs including:
  - Long term asset maintenance requirements
  - Staffing needs and associated considerations
- Potential financial cost to Council of the facilities in their entirety or by segregation of the respective aspects of the facility
- Consistency with the criteria in this section of the Plan of Management.

In the absence of a defined active use, or where required for vegetation maintenance purposes, Council will consider licences for grazing activities where appropriate on Crown reserves subject to this Plan of Management.

1.5.6 Management considerations

In addition to Council's overarching approach to land management as outlined in the preceding sections, there are a number of uses, activities and conditions which do not apply uniformly to 'Community' land. These are described along with Council's management considerations in alphabetical order in Table 2.

Where any of the following warrant special consideration on a site-specific basis, they have been identified by the use of the icon on the specific site Reserve Information Sheets presented in Appendix A.

These management considerations are intended to provide initial guidance for a reserve in a non-prescriptive manner. They are likely to change in relevance and applicability across reserves over the lifetime of this Plan of Management. As such, these management considerations are designed to complement Council's more detailed and ongoing management of 'Community' land as identified by its asset management and maintenance programs.

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Table 2: Management considerations

Use, activity or condition	Description	Management approach
Accessibility 	The Glen Innes Severn LGA welcomes visitors of all ages and abilities to be able to access and use its 'Community' land.	Glen Innes Severn has adopted a *Disability Inclusion Action Plan 2021 – 2025* which aims to provide better access to Council information, services and facilities. Together with this plan and other accessibility plans of Council, this Plan of Management encourages high levels of public access to and within Crown reserves for public use wherever appropriate.
Camping and tourism accommodation 	Camping and the provision of tourism accommodation is a core or ancillary use for a number of reserves as tourism or rest destinations. The frequency and intensity of use is also reflected in the amenities provided.	Casual camping is permitted at Council's discretion and subject to approval where required. Considerations include community expectations, available amenities, impact on neighbours, relevant site master planning, sustainability of that level of access to a site, required maintenance regime, compliance with the *Local Government Act 1993* and the *Local Government (General) Regulations 2021.*
Community Facilities 	'Community' land contains a variety of community buildings and facilities. Management considerations include maintenance, programming of events, access, usage, and establishment of new facilities.	Collaborative approach is provided to provision and management of community facilities, consistent with Council policies and strategies. Multi-use of facilities, alongside community involvement, is encouraged. Where utilised by a single group or organisation, a lease arrangement would typically apply.
Dogs 	Use of public spaces by dog owners in the community is a popular pastime. This can come with some conflicts of use if not provided for and managed appropriately.	Provision according to Council's designated dog off leash and on leash areas and rules on Council's website and the *Companion Animals Act 1998*. Provision of dedicated spaces reflects balance of community demand, availability of space and mitigation of potential use conflicts.
Events 	Some reserves are, or could be, popular locations and host a wide range of events from weddings, sporting events to music and cultural events.	Permitted at Council's discretion and subject to Council's Event Policy and approval where required (i.e. for larger scale events).
Leases & licenses 	Many sites have a range of lease and license holders associated with them. The administration of appropriate agreements and arrangements enables access to community assets in a fair and transparent manner.	Ensure appropriate agreements are in place as required and including ongoing compliance with applicable terms. Aim to enable access in a safe and coordinated manner as well as provide a clear understanding of roles and responsibilities e.g. maintenance, other users, costs etc. Leases and licenses to be managed in accordance with Council's leases and licenses policies and procedures.

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Use, activity or condition	Description	Management approach
Playgrounds 	Playgrounds are located at some of the sites which due to their variable nature, scale and use require a tailored approach.	Provision and maintenance guided by wider Council planning, policies, available resources and community expectations.
Sporting uses 	'Community' land caters for a wide variety of sporting codes, clubs, uses and levels with their various requirements. 'Community' land is also expected to provide for future uses and changes in interests over time.	Provision and maintenance of sporting facilities is guided by the *Sporting Facilities Review and Master Plans*, Council's asset management plans and related documents, master plans and asset needs. The allocation of playing fields is also undertaken in an open and transparent manner. Council will promote dedicated sports precincts and encourage the multiple use of existing recreation and sports facilities wherever practical through shared allocation.
Toilets 	Some reserves contain rest areas and/or have public toilets associated with them.	Provision and maintenance are to be conducted in line with Council's asset management plans. Public toilet locations are to be included on the National Public Toilet Map.
User groups 	Many sites have a range of user groups associated with them. Engagement, communication and coordination with the community enables access to community assets in a fair and responsive manner.	Ensure appropriate agreements are in place as required and including ongoing compliance with applicable terms for regular user groups. Aim to enable access in a safe and coordinated manner as well as providing a clear understanding of roles and responsibilities e.g. maintenance, other users, costs etc.
Vegetation 	A variety of natural and modified vegetation types and plantings form important parts of the 'Community' land network from park-like areas to more modified bushland.	Maintenance regimes, planting, infrastructure provision and permitted access or use is reflective of the status of the vegetation present and shall be consistent with Council's Public Tree Management Policy and guidance.
Water 	A number of sites are located on or adjoins creek, rivers or dams. This infrastructure and location near bodies of water impact their use and management.	Use and development is considerate of water in the landscape and maintenance is adaptable to changing seasonal conditions.

1.6 Land categories

The *Local Government Act 1993* requires all 'Community' land to be categorised. Generally, land is to be categorised as:

- Park
- Sportsground
- Natural area (including subsequent further categories), or
- General Community Use

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All of these categories are utilised by this Plan of Management. 'Core objectives' for the ongoing management of 'Community' land is identified under the *Local Government Act 1993* for the relevant categories subject to this Plan of Management. The core objectives, as well as further details regarding the development, use and management of land under each relevant category is provided in the following sections.

It should be noted that 'Community' land categorised as an Area of Cultural Significance is required to have a site-specific Plan of Management. Designation of an Area of Cultural Significance for the purposes of the *Local Government Act 1993* can only be made by specific resolution of Council. There is one Council managed Crown land reserve, being Centennial Park Lands (incorporating Crown Reserves 46112 and 1000334), that is categorised as an Area of Cultural Significance in the Glen Innes Severn local government area. This reserve is captured in a separate site-specific Plan of Management. As such, there is no land categorised as an Area of Cultural Significance within this generic Plan of Management.

1.6.1 Land categorised as 'Park'

In addition to the generic management framework for 'Community' land presented in Section 1.5, this section applies to those Crown reserves under this Plan of Management that are categorised as 'Park' under Section 36 of the *Local Government Act 1993*. The core objectives for the 'Park' category are outlined below.

Core objectives for 'Park' category
The core objectives for management of community land categorised as a park are—
(a) to encourage, promote and facilitate recreational, cultural, social and educational pastimes and activities, and
(b) to provide for passive recreational activities or pastimes and for the casual playing of games, and
(c) to improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management.

Purpose and value of Parks

The primary value and function of reserves categorised as 'Park' under this Plan of Management is to provide open space for the community to participate in passive recreation endeavours. Parks also provide strong visual amenity which can be enjoyed and adds value to its surrounds. Another key value of these areas is to enable recreation pursuits and the use of spaces that are accessible and generally available to the community at all times.

Status and condition of Parks

'Parks' subject to this Plan of Management are predominantly used for open passive recreation activities, with basic improvements and maintenance (e.g. grass mowing) being undertaken on a regular basis. Some other areas may include extensive improvements, such as playgrounds and picnic facilities, though these are captured in other categories given the context of their use.

Parks throughout the Glen Innes Severn LGA are identified for upgrade based on broader master plans. These areas are maintained in response to growing seasons (e.g. grass cutting), usage and the lifecycle of assets with thought going into plantings and materials used for long term sustainability. The status and condition of these lands and facilities is

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typically monitored and managed by Council in accordance with its Asset Management System.

Parks may also be developed to enhance specific recreation opportunities and to consolidate opportunities within the wider area. Aside from recreation, land categorised as 'Park' can be host to a range of events from family BBQs through to weddings and markets. These are generally welcoming, adaptable and readily accessible spaces for the community.

Development and use

In addition to the requirements outlined in Sections 1.5.4 and 1.5.5, a lease or licence or other uses may be considered in relation to a recreation or leisure pursuit in any of the reserves categorised as 'Park' if in keeping with the design, use characteristics and general theme of the space. Examples may include occasional personal fitness training activities, markets or equipment hire.

Management Framework

In addition to the broad management framework presented in Section 1.5, the following additional management objectives are provided for land categorised as 'Park'.

Table 3: Management Framework for land categorised as 'Park'

Management Objective	Means of Achievement	Manner of Assessment
Use of Parks is promoted and facilitated for the general enjoyment of residents and visitors.	Events, signage and promotional activities are undertaken to suit and size and scale of the area. The catchment and appropriate infrastructure for users will be considered on a site by site basis.	Events undertaken according to Council's booking system and approvals process as outlined on Council's website. Extent of visitation / use of Park sites.
Implement Council's Delivery Program and Operational Plan to address changing recreation needs and improvements or development of Parks.	Funding allocated under Councils Delivery Program and Operational Plan. Grants and other external funding opportunities are pursued.	Identified projects and improvement works are in accordance with Council's Delivery Program and Operational Plan.
Community groups are able to operate in selected areas where sustainable and involved in management and maintenance.	Appropriate forms of agreement (e.g. lease or license) are implemented to capture roles and responsibilities. Opportunities for community involvement is promoted and enabled.	Agreements including leases and licenses are in place for regular users. Community groups are involved in ongoing management of some Parks where appropriate.

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1.6.3 Land categorised as 'Sportsground'

In addition to the generic management framework for 'Community' land presented in Section 1.5, this section applies to those Crown reserves under this Plan of Management that are categorised as 'Sportsground' under Section 36 of the *Local Government Act 1993*. The core objectives for the 'Sportsground' category are presented below.

Core objectives for 'Sportsground' category

The core objectives for management of community land categorised as a sportsground are—

(a) to encourage, promote and facilitate recreational pursuits in the community involving organised and informal sporting activities and games, and

(b) to ensure that such activities are managed having regard to any adverse impact on nearby residences

Purpose and value of Sportsgrounds

The prime function of reserves categorised as 'Sportsground' under this Plan of Management is to provide open space for sporting facilities to allow the community to participate in active recreation endeavours. The prime value of sportsground areas is that they allow members of the community to participate in sporting activities which they enjoy, along with others with similar sporting interests.

Status and condition of Sportsgrounds

Sportsgrounds are predominantly spaces for active recreation hosting formal and informal sport activities and games, typically with associated built infrastructure and fields. They host a variety of recreational and sporting interests in the community from casual through to professional levels.

This array of use is matched by the diversity of sportsgrounds spaces and facilities in the area. These include formal pitches, courts and fields, practice nets and a range of athletics facilities which are utilised by nearby schools. Many of these facilities are supported by clubhouses, change rooms, seating, lighting and the like. The clubs and committees involved in these facilities often have an active role in their ongoing management and maintenance. The status and condition of these lands and facilities is monitored and managed by Council in accordance with its Asset Management System or the terms and conditions of an applicable lease or license with assistance from lessees, clubs and community groups.

Development and use

In addition to the requirements outlined in Sections 1.5.4 and 1.5.5, Council may also consider the granting of a lease or licence for all or part of a sportsground area to a club, organisation or individual, for the purpose of operating and managing the facility. This will document the terms of community access and to outline the maintenance works to be undertaken by the agreement holder and Council.

To encourage multi-use spaces and enable greater community access, various other uses or facilities also exist and are supported on reserves that are categorised as 'Sportsground'. For example, these may include community facilities, adjoining playgrounds and other supporting infrastructure.

For this category of 'Community' land, individuals or organisations wishing to undertake formal activities must obtain Council approval before commencing. This process may be

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straightforward for some and others may require a management plan or more formal approvals process e.g. for events. Approval for building works on 'Community' land must be obtained in writing from Glen Innes Severn Council on every occasion.

Management Framework

In addition to the broad management framework presented in Section 1.5, the following additional management objectives are provided for land categorised as 'Sportsground'.

Table 4: Management framework for land categorised as 'Sportsground'

Objective	Means of Achievement	Manner of Assessment
Implement the recommendations of the *Sports Facilities Review and Master Plans* to formal sporting activities.	Funding allocated to identified actions in Council's Delivery Program and Operational Plan. Grants and other external funding opportunities are pursued.	Projects completed in accordance with the *Sports Facilities Review and Master Plans.*
Activities are managed with regard to the presence of neighbours and associated impacts.	Use, development and improvements to sportsgrounds will consider the noise, visual, lighting and use impacts on neighbouring properties. Council approval or concurrence is required prior to development and use changes. Council community engagement processes and policies are followed.	Number of complaints from neighbours. Approvals processes followed and approvals obtained where required.
Recreational use of sports grounds is encouraged and facilitated.	Booking and allocation of fields and facilities is facilitated by Council as per the process outlined on Council's website. Fees and charges are maintained at affordable levels to meet community needs.	Number of sporting clubs and groups operating within the Glen Innes Severn LGA. Number of sporting participants utilising facilities.
Sporting clubs and organisations are supported in their management of sportsgrounds.	A close relationship and communication are established between Council and sporting groups. Clear process for approvals and support for works is established.	Maintenance and improvement activities are completed in accordance with Council requirements.
The most effective management model is facilitated for reserves categorised as Sportsground.	Delegation of management through a lease or other arrangement to a sporting organisation, or combined committee. Council to manage sites where no other option is possible, or where multi-use of the site requires overarching management.	Number of sportsgrounds managed under a lease or other agreement.
Fees and charges for the use/ hire are set and publicly available.	Council will set all fees and charges annually for the use/hire of public sporting facilities (except where leased) and these are available on Council's website.	Fees set and reviewed annually in consultation with user groups.

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1.6.4 Land categorised as 'General Community Use'

In addition to the generic management framework for 'Community' land presented in Section 1.5, this section applies to those Crown reserves under this Plan of Management that are categorised as 'General Community Use' under Section 36 of the *Local Government Act 1993*. The core objectives for the 'General Community Use' category are presented below.

Core objectives for 'General Community Use'

The core objectives for management of community land categorised as general community use are to promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public:

(a) in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public, and

(b) in relation to purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).

Purpose and value of General Community Use

The value and function of the reserve categorised as 'General Community Use' under this Plan of Management is to provide adaptable spaces that cater to specific community uses, interests and needs. In this case for the Emmaville Caravan Park area and the dam area associated with the same reserve.

Status and condition of General Community Use areas

'General Community Use' land caters for a wide range of uses for the community and may house built infrastructure or cater for a wide range of activities and uses not otherwise covered by other categories – such as the caravan park area. These areas often contain a range of community and recreation facilities that may or may not be managed by a lease or licence. Examples of typical facilities include community halls and tourist accommodation facilities.

These 'General Community Use' areas can also include land with easements or uses that do not fit within other categories – such as the dam area located on Emmaville Caravan Park reserve. The status and condition of these lands and facilities is monitored and managed by Council in accordance with its Asset Management Plans and policies or the terms and conditions of an applicable lease or license.

Development and use

The wide variety of land use zonings, uses and types of land that can be covered by this category means permissible activities and development need to be considered on a site by site basis according to their consistency with the core objectives of this category in addition to the requirements outlined in Sections 1.5.4 and 1.5.5,.

To that end, specific Council approval before commencing activities is typically required. This process will often be straightforward but may require a management plan or other approvals e.g. for long-term lease or licence arrangements.

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Management Framework

In addition to the broad management framework presented in Section 1.5, the following additional management objectives are provided for land categorised as 'General Community Use'.

Table 5: Management framework for 'General Community Use' areas

Objective	Means of Achievement	Manner of Assessment
Leases, license and other estates are granted to enable use of community land for the benefit of the community, consistent with the public purpose of the land.	Existing leases and licenses are renewed or transferred to the most appropriate form of agreement subject to Council approval. New leases and licenses are similarly dealt with to ensure consistency.	All facilities with appropriate lease / licence agreements in place and uses approved by Council.
Buildings and other assets are accounted for and subject to Council approvals.	Implementation of Council's Asset Management Plan. Audit results of community buildings are incorporated into relevant plans and strategies.	Audits completed and action plans established. Process established and utilised by users' groups for any improvements to assets.

1.6.5 Land categorised as 'Natural Area'

In addition to the generic management framework for 'Community' land presented in Section 1.5, this section applies to those Crown reserves under this Plan of Management that are categorised as 'Natural Area' under Section 36 of the *Local Government Act 1993*. Land categorised as a "Natural Area" must be further categorised as bushland, wetland, escarpment, watercourse or foreshore under Section 36(5) of the *Local Government Act 1993*. Categories of 'watercourse' and 'bushland' have been applied to land subject to this Plan of Management.

The core objectives for the 'Natural Area' category are presented below.

Core objectives for 'Natural Area'
The core objectives for management of community land categorised as a natural area are— (a) to conserve biodiversity and maintain ecosystem function in respect of the land, or the feature or habitat in respect of which the land is categorised as a natural area, and (b) to maintain the land, or that feature or habitat, in its natural state and setting, and (c) to provide for the restoration and regeneration of the land, and (d) to provide for community use of and access to the land in such a manner as will minimise and mitigate any disturbance caused by human intrusion, and (e) to assist in and facilitate the implementation of any provisions restricting the use and management of the land that are set out in a recovery plan or threat abatement plan prepared under the Threatened Species Conservation Act 1995 or the Fisheries Management Act 1994.

As outlined above, land categorised as "Natural Area" must also be further categorised. The core objectives for these further categories of 'bushland' and 'watercourse' under the *Local Government Act 1993* are identified below.

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Core objectives for 'Bushland' and 'Watercourse'
The core objectives for management of community land categorised as bushland are— (a) to ensure the ongoing ecological viability of the land by protecting the ecological biodiversity and habitat values of the land, the flora and fauna (including invertebrates, fungi and micro-organisms) of the land and other ecological values of the land, and (b) to protect the aesthetic, heritage, recreational, educational and scientific values of the land, and (c) to promote the management of the land in a manner that protects and enhances the values and quality of the land and facilitates public enjoyment of the land, and to implement measures directed to minimising or mitigating any disturbance caused by human intrusion, and (d) to restore degraded bushland, and (e) to protect existing landforms such as natural drainage lines, watercourses and foreshores, and (f) to retain bushland in parcels of a size and configuration that will enable the existing plant and animal communities to survive in the long term, and (g) to protect bushland as a natural stabiliser of the soil surface.
The core objectives for management of community land categorised as a watercourse are— (a) to manage watercourses so as to protect the biodiversity and ecological values of the instream environment, particularly in relation to water quality and water flows, and (b) to manage watercourses so as to protect the riparian environment, particularly in relation to riparian vegetation and habitats and bank stability, and (c) to restore degraded watercourses, and (d) to promote community education, and community access to and use of the watercourse, without compromising the other core objectives of the category.

Purpose and value of Natural Areas

Land categorised as "Natural Area - Bushland" are largely vegetated areas (including areas of grasslands) which may provide some recreational opportunities, but generally contribute to the preservation of areas of significant biodiversity. In turn, these areas of native vegetation support known threatened species, populations or habitats.

The primary value and function of land categorised as "Natural Area - Watercourse" are their contribution to water quality and the preservation of waterways and associated riparian vegetation.

Status and condition of General Community Use areas

Land categorised as "Natural Area" is for reserves that are generally undeveloped, are usually characterised by terrestrial or aquatic biodiversity and have few formalised assets or improvements.

The status and condition, as well as ongoing improvements and management of natural areas will be based on site specific requirements and the availability of resources to undertake improvements. This ensures the wider network of natural areas that Council manage are maintained and protected where necessary.

Development and use

To ensure the core objectives of areas of "Natural Area" (and their subsequent further categories) are not compromised, limited facilities and activities are generally permitted in these locations. Considering the potential for impacts, individuals and community

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organisations wishing to undertake activities must obtain specific Council approval before commencing that activity. This process may be straightforward for some and others may require a management plan or Council's advice on undertaking activities e.g. environmental restoration works, guided tours or the like.

In addition to the requirements outlined in Sections 1.5.4 and 1.5.5, specific requirements for leasing and licensing in natural areas are required under Section 47B of the *Local Government Act 1993*. In essence, a lease, licence or other estate must not be granted to authorise the erection or use of a building or structure except where the building or structure is:

- a walkway, pathway, bridge, causeway or observation platform
- a sign
- an information kiosk, refreshment kiosk (but not a restaurant)
- work shed or storage shed required in connection with the maintenance of the land
- toilets or rest rooms

Management Framework

In addition to the broad management framework presented in Section 1.5, the following additional management objectives are provided for land categorised as 'Natural Area'.

Table 6: Management framework for 'Natural Area' category lands

Objective	Means of Achievement	Manner of Assessment
Manage the land in ways that protect and enhance its natural value whilst facilitating public enjoyment in a controlled and regulated way.	Community access arrangements will be considered and infrastructure/ assets provided only where required.	Number of natural areas with regulated public access arrangements.
The purpose of natural areas is promoted to residents and visitors.	Education activities are undertaken, and signage provided to ensure community awareness of the purpose and use natural areas.	Information made available to residents and visitors.

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PART 2: RESERVE SPECIFIC INFORMATION



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PART 2: RESERVE INFORMATION

This Part of the plan of management applies to the 11 reserves located within the Glen Innes Severn LGA.

2.1 Overview of Reserves

#	Name	Reserve	Location	Purpose	Category	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	Yarraford 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

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Further details on Council managed Crown land reserves in the Glen Innes Severn LGA are captured in Reserve Information Sheets 1 to 11 in Appendix A. It should be noted that Centennial Park, incorporating Crown Reserves 46112 and 1000334, is subject to a site specific Plan of Management not included within this generic Plan of Management.

2.2 Glen Innes

The following three Council managed Crown land reserves are located at Glen Innes.

Reserve 1: Wilson Park – R78517

Wilson Park is recognised as the sporting precinct of Glen Innes and the broader LGA. It is located between West Avenue, Taylor Street and Grey Street on the northern side of the town centre. The Reserve itself is split into two distinct areas separated by Herbert Street and Rocky Ponds Creek.

The southern portion of the Reserve is well utilised being centred around a multi-purpose oval with lighting used for athletics, soccer and cricket. The oval adjoins a clubhouse with amenities, storage facilities and canteen. The southern portion on the western side of Rocky Ponds Creek includes two cricket nets, grassed area adjoining the netball courts and a footbridge over Rocky Ponds Creek.

The northern portion of the Reserve is grassed open space adjoining Rocky Ponds Creek, with a section being regularly slashed / mown with two old BBQs. The northern portion of this area could potentially form part of a new wetlands area in the long term as identified by the *Sports Facilities Review and Master Plans* document (see additional information regarding other intended upgrades below) but is intended to be retained in its current maintained state for the foreseeable future.

The **Sports Facilities Review and Master Plans** identifies numerous potential upgrades to the Reserve (under two options). These improvements (generalised below – see Master Plan for more details) could be completed as funding becomes available and include:

- Demolishing the existing amenities / social rooms and construct a new amenities / social rooms for soccer, athletics and cricket above the flood zone including four change and amenities rooms, a referees room, social room and kitchen / canteen, internal and external store rooms, first aid and internal public toilets.
- Installing two acrylic netball courts immediately east of exisiting courts with floodlighting.
- Installing a new synthetic cricket wicket.
- Installation of an 8 laned grassed athletics track, three throwing circles for discus and shotput and new long jump areas with 40m run up and two landing pits.
- Fencing of three sides of the sporting fields.
- Constructing a new unsealed carparking along Grey Street.
- Installation of fencing around the Wilson Park sports field.
- Realignment of Rocky Ponds Creek and new sealed footpath.
- Establishing formalised parking for up to 203 vehicles on the northern grassed open space area.

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Reserve 2: Unnamed Reserve (1) – R6352

R6352 is located to the immediate north of the Wilson Park Reserve (see Reserve 1 above). This Reserve is a rectangular shaped reserve bordering West Avenue to the west, Grafton Street to the north and Grey Street to the east. The Reserve contains Rocky Ponds Creek and the area generally contains maintained cleared land to the west and more natural areas to the west. The Reserve currently contains no Council built infrastructure but is within an urban setting and may increasingly be used for park-like / public recreation purposes into the future.

Reserve 3: Unnamed Reserve (2) – R6355

R6355 is a rectangular shaped Reserve situated between Oliver Street and the old Railway Line to the south of the town centre and adjoining where the New England Rail Trail enters town. The Reserve contains part of Rocky Ponds Creek and is not regularly maintained / semi-naturalised.

The Reserve currently contains no Council built infrastructure. However, there is potential to tie the Reserve into the New England Rail Trail and to Craigieburn Tourist Park as part of Council's adventure-based tourism initiatives.

It is noted that there is a Category 2 Travelling Stock Route 'Lambeth Street Open' that borders the southern and western portion of R6355.



WILSON PARK – AMENITIES BLOCK

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2.3 Emmaville

The following Council managed Crown land reserve is located at Emmaville.

Reserve 4: Emmaville Caravan Park – R510006

Emmaville Caravan Park is a multi-use reserve providing the largest area of public open space in Emmaville. It is located at the end of Park Street and adjoins Emmaville Central School. The Reserve contains the Emmaville Caravan Park, the Emmaville Swimming Pool and Emmaville Oval and its surrounds.

The Emmaville Caravan Park consists of powered and unpowered camping and caravan area with amenities and large areas of open space. The Emmaville Swimming Pool is a seasonal pool consisting of a five-lane 25m pool and toddlers pool with reception and amenities buildings. There is a current lease for the operation of Emmaville Swimming Pool and Council may continue to lease the facility, as well as the caravan park more broadly, in accordance with legislative requirements into the future.

The large multi-purpose oval has a one metre chain mesh fence around the permitter with a synthetic cricket pitch. The oval is utilised for cricket by the Glen Innes District Cricket Association with adjoining cricket nets. The surrounding area also contains a long jump pit, shotput and discus area for athletics, and which are used by the adjoining school among others.

The Reserve contains a dam with the water being reused on the Reserve and at Emmaville Central School. The oval is also used as an evacuation point during emergencies.

The **Sports Facilities Review and Master Plans** identifies numerous potential upgrades to the Reserve. These improvements could be completed as funding becomes available including:

- Renewing the shotput circle and discus cage
- Improving the surface of the access track for pedestrians
- Renewing the eastern cricket practice net
- Installing one new and one upgraded long jump / triple jump facilities
- Replacing the oval cricket wicket
- Completing the oval perimeter tree planting
- Installing separate heating for the toddler's pool
- Providing new shade for Emmaville Swim Centre

The area between the dam and the Emmaville Caravan Park is mapped as General Community Use as this area accommodates the pipes and tanks used to transport non potable water from the dam into the school, oval, caravan park and pool. Council intends on keeping the infrastructure above and underground for future upgradability and repair works.

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2.4 Deepwater

The following Council managed Crown land reserve is located at Deepwater.

Reserve 5: Deepwater Recreation Ground – R510011

Deepwater Recreation Ground has a variety of uses and is located in the north-western end of town adjoining the Deepwater River. The focus of the Reserve is Deepwater Oval, which is a multi-purpose facility with a synthetic cricket wicket, two shotput circles and three sandpits for long jump / triple jump. Trees line part of the oval with the access track bordering the southern end. The Reserve also contains four synthetic grass tennis courts with lighting and adjoining clubhouse utilised by the Deepwater Tennis Club.

The southern end of the Reserve contains a fenced children's playground with a slide and swings, an approved but not utilised primitive camping area with adjoining amenities, a dump point and a dog off leash area located between the Reserve boundary and the access track.

The grounds host several large events each year, including race days, polocrosse and social events, which are permitted in accordance with Council's events and approvals policies where required.

The **Sports Facilities Review and Master Plans** identifies numerous upgrades to the Reserve. These improvements could potentially be completed as funding becomes available including:

- Upgrading the oval surface
- Upgrading the three long jump / triple jump sandpits
- Renewing the two shot put circles
- Undertaking tree planting throughout the Reserve
- Replacing the exisiting windbreak
- Installing interpretive signage
- Installing a shelter and BBQ
- Forming 12 unsealed carparking spaces to service the playground and BBQ
- Improving water pressure to the amenities block
- Sealing access roads to the Reserve



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2.5 Glencoe

The following Council managed Crown land reserve is located at Glencoe.

Reserve 6: Glencoe Recreation Reserve – R77006

Glencoe Recreation Reserve is a predominantly cleared parcel of land to the western side of the New England Highway near Glencoe. The Reserve adjoins the New England Rail Trail with potential to be utilised part of this proposed recreational facility.

The Reserve currently contains no Council building assets. However, there is potential for future recreational infrastructure associated with the development of the New England Rail Trail as part of Council's adventure based tourism initiatives.

2.6 Red Range

The following Council managed Crown land reserve is located at Red Range.

Reserve 7: Red Range Mann River Reserve – R80774

Red Range Mann River Reserve is a predominately cleared parcel of land situated on the eastern side of the Mann River south of Red Range Road. The Reserve contains no Council building assets.

However, there may be potential for future recreational infrastructure associated with the use of the Mann River as part of Council's adventure-based tourism initiatives.



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2.7 Other Isolated & Rural Reserves

The following four Council managed Crown land reserves are located in other isolated or rural locations.

Reserve 8: Stonehenge Recreational Reserve Trust – R33301

Stonehenge Recreation Reserve Trust is a large, scenic Reserve situated between Glencoe and Glen Innes on the eastern side of the New England Highway. The entrance to the Reserve is partially tree lined, with a former polocrosse area and announcer's box to the left and former sports ground with surrounding conifer trees to the right on site entry. While these areas are not currently utilised, the large, grassed space provides potential for future events, activities and uses that may be needed as, for example, the adjoining New England Rail Trail is progressed. The New England Rail Trail is situated along the eastern boundary of the Reserve.

Adjoining the circular oval, is a male and female public toilet block, with nearby children's playground and picnic shelters. These provide the main visitor facilities, though the highlight of the Reserve is the granite rock formations with informal access tracks and drives linking through the area. The high vantage point of the Reserve combined with the unique rock formation provides significant potential to promote the land as a key tourism attraction.

The Glen Innes Clay Target Club have an agreement to utilise a relatively small area of the south-eastern end of the Reserve, with a fenced clubhouse and shooting range infrastructure.

The **Destination Management Plan 2021 – 2026** identifies the Reserve as a priority project with numerous potential upgrades that could turn it into a significant attraction including:

- Improving access and signage including on the New England Highway.
- Improving visitor facilities with the potential for the Reserve to be a highlight on the New England Rail Trail and an icon of Glen Innes.
- Providing interpretation, explaining how the rock formations evolved.
- Increasing the use of the Reserve as an event venue, group event location and a place for bouldering.
- Establishing an activity node / service centre along the New England Rail Trail.
- Potentially incorporating outdoor and nature-based activities, events, temporary accommodation and commercial activities such as a coffee van or cycle hire.
- Assessing the feasibility of a large nature / wild play area.
- Formalising the track network within the site to increase visitation and including links with the rail trail and historic railway bridge.
- Constructing a new toilet block and upgrade / replace other visitor facilities.
- Developing boutique accommodation such as glamping, tiny house, historic railway carriages.
- Protecting and enhance plantings in strategic locations to enhance Autumn displays.
- Providing permanent and temporary art installations.

Reserve 9: Yarraford Recreational Facility – R83657

Yarraford Recreational Facility, also known as Beardy Waters Heritage Park, is located just off the New England Highway north of Glen Innes and borders Beardy Waters to the north of the

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Reserve. The Reserve is a pet friendly overnight rest area with picnic tables, monument, one public toilet (windyloo) and access to Beardy Waters. One of the picnic tables and the stone entrance signage is located outside the Reserve. There is an access track down to Beardy Water which is popular for swimming in summer.

There is potential for future recreational infrastructure that links to Beardy Waters as part of Council's adventure based tourism initiatives. Maintenance activities will occur in accordance with asset management planning requirements.

Reserve 10: Unnamed Reserve (3) – R85387

R85387 is a thin parcel of land situated just north of Yarraford Recreational Facility (see above) between Beardy Waters and the New England Highway. The Reserve provides river access for the adjacent Transport for NSW rest area and may occasionally be utilised as an informal kayak launch point to Beardy Waters.

There may be potential for future recreational infrastructure associated with the use of the Beardy Waters as part of Council's adventure-based tourism initiatives. Maintenance activities will occur in accordance with asset management planning requirements.

Reserve 11: Blair Hill Recreation Reserve – R70821

Blair Hill Recreation Reserve is located just north of Marowan Creek east of Glen Legh Road. The Reserve contains mostly cleared land with some large granite rock formations.

There are currently no Council building assets, although the reserve was previously utilised as a rest area and there may be the potential to reinstate this use in the future as part of Council's adventure-based tourism initiatives.



BEARDY WATERS HERITAGE PARK (YARRAFORD RECREATIONAL FACILITY)

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Appendix A – Reserve Information Sheets

Site specific Reserve Information Sheets by locality for all Council managed Crown Land classified as 'Community' land and subject to this Plan of Management.


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GLEN INNES AREA
RESERVE INFORMATION SHEETS
Glen Innes Severn Council
Council managed Crown land – Generic Plan of Management
Appendix A

Draft for Exhibition



CROWN RESERVE AREA OVERVIEW

A. **Clubhouse** (R78517) – with amenities, storage facilities and canteen adjoining multi-purpose oval with lighting. Dogs are prohibited on the Reserve during sporting activities.

B. **Wilson Park** (R78517) – grassed open space identified in the Sports Facilities Review and Master Plans as approximately 200 parking spaces.

C. **Netball courts** (R78517) – three existing netball courts with two additional netball courts to be constructed immediately east of existing courts identified in the Sports Facilities Review and Master Plans.

D. **Cricket nets** (R78517) – two cricket nets.

E. **Rugby Park** – clubhouse with playing field not located within R78517.

F. **Glen Innes Swimming Pool** – not located within R78517.

G. **Blue Sapphire Caravan Park** – not located within R78517.

RELATED PLANS

Sports Facilities Review and Master Plans – identifies numerous upgrades to the Reserve. These improvements could potentially be completed as funding becomes available.

- Demolish the exisiting amenities / social rooms and construct a new amenities / social rooms for soccer, athletics and cricket above the flood zone including four change and amenities rooms, a referees room, social room and kitchen / canteen, internal and external store rooms, first aid and internal public toilets
- Installing two acrylic netball courts immediately east of exisiting courts with floodlighting
- Installing a new synthetic cricket wicket
- Installation of an 8 lane grassed athletics track, three showing circles for discus and shotput and new long jump areas with 40m run up and two landing pits
- Fencing of three sides of the sporting fields
- New unsealed carparking along Grey Street
- Installation of fencing around the Wilson Park sports field.
- Realignment of Rocky Ponds Creek and new sealed footpath.

SCALE (approx.) 0 100m 200m

GLEN INNES SEVERN COUNCIL
COUNCIL MANAGED CROWN LAND
PLAN OF MANAGEMENT AUGUST 2022

CROWN RESERVE R78517
01 – WILSON PARK

localé consulting

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Reserve name	Wilson Park		
Management: Council	**Category:** Sportsground, Park, Natural Area - Watercourse		**Zone:** RE1 – Public Recreation
Address: 155 West Avenue, Glen Innes, 2370	**Reserve ID:** R78517	**Area:** 77,969m^2	**Gazetted date:** 27/04/1956
Description: Lot 701 DP94703 & Lot 702 DP96555		**Reserve purpose:** Public Recreation	

Assets	Total life	Remaining life	Asset Condition Rating
Clubhouse	70	26	2
Pedestrian bridge	80	11	2
Amenities	80	37	3

Heritage: No heritage items listed under the *Glen Innes Severn Local Environment Plan 2012*.

Leases & Licenses: No leases or licenses currently exist within R78517.

Aboriginal Land Claims: As of May 2021, there is one undetermined Aboriginal Land Claims made for Lot 702 DP 96555 lodged on 18/10/2010.

Maintenance: Wilson Park is classified as a 'District Open Space' under a 'Gold' maintenance schedule in the Draft Open Space Hierarchy and is to be maintained accordingly.

Management considerations

Wilson Park is a key sporting precinct at Glen Innes and is primarily used for sporting activities such as soccer, cricket and athletics. Netball will be utilising the Reserve in the future when the two netball courts identified in the Sporting Facilities and Master Plans 2018 are completed.

The Reserve contains a clubhouse building, storage shed and amenities adjacent to the multi-purpose fields.

The Reserve contains a portion of Rocky Ponds Creek, including potential for this to be modified in the future, in acccordance with master planning.

Glen Innes Netball Association, Glen Innes Touch Association, Glen Innes District Cricket Association, Glen Innes & District Football Association all utilise the facilities on R78517.

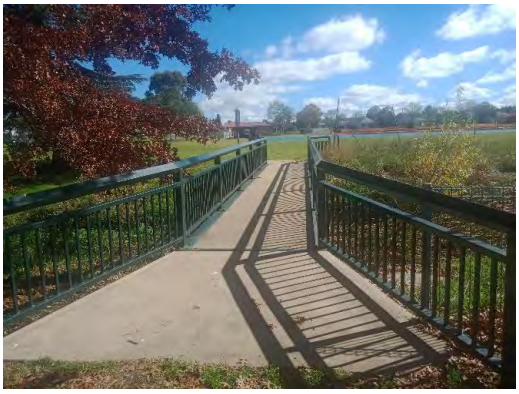
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Reserve Images (May 2021)











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Multiple Categories Map - R78517



Glen Innes Severn Council
Council managed Crown land – Generic Plan of Management

Appendix A

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CROWN RESERVE AREA OVERVIEW

A. **Reserve area (west)** (R6352) – vacant land currently mowed and used in a park like setting.

B. **Reserve area (east)** (R6352) – vacant land occasionally maintained with potential future use for park like activities and public recreation.

C. **Wilson Park** (R78517) – not located within R6352.

D. **Rugby Park** – clubhouse with playing field not located within R6352.

E. **Blue Sapphire Caravan Park** – not located within R6352.

SCALE (approx.) 0 150m 300m

GLEN INNES SEVERN COUNCIL
COUNCIL MANAGED CROWN LAND
PLAN OF MANAGEMENT AUGUST 2022

CROWN RESERVE R6352
02 – UNNAMED RESERVE (1)

localé consulting

Draft for Exhibition

Reserve name	Unnamed Reserve (1)		
Management: Council	**Category:** Park, Natural Area - Watercourse, Natural Area - Bushland		**Zone:** RE1 – Public Recreation
Address: 155 West Avenue, Glen Innes, 2370	**Reserve ID:** R6352	**Area:** 58,001m^2	**Gazetted date:** 12/05/1888
Description: Lot 701 DP96555 & Lot 1-2, Section 57, DP758447		**Reserve purpose:** Public Recreation	
Assets	**Number** **Total life**	**Remaining life**	**Asset Condition Rating**
No Council building assets located within R6355.			
Heritage: No heritage items listed under the *Glen Innes Severn Local Environment Plan 2012*.			
Leases & Licenses: No leases or licenses currently exist within R6352.			
Aboriginal Land Claims: As of May 2021, there are three undetermined Aboriginal Land Claims made for R6352 lodged on 18/10/2010.			
Maintenance: R6352 is classified as a 'Other Public Space' under a 'Bronze' maintenance schedule in the Draft Open Space Hierarchy and is to be maintained accordingly.			
Management considerations			
The Reserve contains a portion of Rocky Ponds Creek and is within the 1 in 100 flood extent.			
Proposed dog off-leash park potentially located off Grey Street			

Reserve Images (May 2021)





Draft for Exhibition

Multiple Categories Map - R6352



Legend

- Park
- Natural Area - Bushland
- Natural Area - Watercourse

Draft for Exhibition



CROWN RESERVE AREA OVERVIEW

A. **Reserve area** (R6355) – vacant land with potential to link into the New England Rail Trail and onto Craigieburn Tourist Park.

SCALE (approx.) 0 100m 200m

GLEN INNES SEVERN COUNCIL
COUNCIL MANAGED CROWN LAND
PLAN OF MANAGEMENT AUGUST 2022

CROWN RESERVE R6355
03 – UNNAMED RESERVE (2)

localé consulting

Draft for Exhibition

Reserve name	Unnamed Reserve (2)		
Management: Council	**Category:** Natural Area - Bushland, Natural Area - Watercourse		**Zone:** RE1- Public Recreation
Address: 155 West Avenue, Glen Innes, 2370	**Reserve ID:** R6355	**Area:** 49,885m^2	**Gazetted date:** 12/05/1888
Description: Lot 701 DP1052192		**Reserve purpose:** Public Recreation	
Assets	**Total life**	**Remaining life**	**Asset Condition Rating**
No Council building assets located within R6355.			
Heritage: No heritage items listed under the *Glen Innes Severn Local Environment Plan 2012*.			
Leases & Licenses: No leases or licenses currently exist within R6355			
Aboriginal Land Claims: As of May 2021, there one undetermined Aboriginal Land Claims made for Lot 701 DP 1052192 lodged on 18/10/2010.			
Maintenance: R6355 is classified as a 'Other Public Space' under a 'Bronze' maintenance schedule in the Draft Open Space Hierarchy and is to be maintained accordingly.			
Management considerations			
The Reserve contains a portion of Rocky Ponds Creek.			

Reserve Images (May 2021)





Draft for Exhibition

Multiple Categories Map - R6355



Draft for Exhibition

EMMAVILLE AREA

RESERVE INFORMATION SHEETS



Glen Innes Severn Council Council
Council managed Crown land – Generic Plan of Management

Appendix A

Item 7.22

Annexure A

Draft for Exhibition



CROWN RESERVE AREA OVERVIEW

A. **Emmaville Caravan Park** (R510006) – powered and unpowered camping and caravan area with reception and amenities.

B. **Emmaville Swimming Pool** (R510006) – 5 lane pool and toddlers pool with reception and amenities.

C. **Cricket oval** (R510006) – large multi-purpose oval with one metre chain mesh fence around perimeter and synthetic cricket pitch. The oval is utilised for cricket and athletics with adjoining cricket nets, long jump pit, shotput and discus area.

D. **Dam**

E. **Tank** - the area between the dam and the Emmaville Caravan Park is mapped as General Community Use as this areas houses the pipes and tanks used to transport non potable water from the dam into the school, oval, caravan park, and pool. Council intends on keeping the infrastructure above and underground for future upgradability and repair works.

F. **Emmaville Central School** – not located within R510006

RELATED PLANS

Sports Facilities Review and Master Plans – identifies numerous upgrades to the Reserve. These improvements could potentially be completed as funding becomes available.

- Renew the shotput circle and discus cage
- Improve the surface of the access track for pedestrians
- Renew the eastern cricket practice net
- One new and one upgraded long jump / triple jump facilities
- Replace the oval cricket wicket
- Complete the oval perimeter tree planting
- Install separate heating for the toddlers pool
- Provide new shade for Emmaville Swim Centre

SCALE (approx.) 0 150m 300m

GLEN INNES SEVERN COUNCIL
COUNCIL MANAGED CROWN LAND
PLAN OF MANAGEMENT AUGUST 2022

CROWN RESERVE R510006
04 – EMMAVILLE CARAVAN PARK

localé consulting

Draft for Exhibition

Reserve name	Emmaville Caravan Park		
Management: Council	**Category:** General Community Use, Sportsground	**Zone:** RU5 - Village	
Address: 1-5 Park Street, Emmaville, 2371	**Reserve ID:** R510006	**Area:** 77,459m^2	**Gazetted date:** 15/01/1886
Description: Lot 124 & 900 DP753314		**Reserve purpose:** Public Recreation	

Assets	Total life	Remaining life	Asset Condition Rating
Cricket nets / discus nets	60	15	3
Swimming pool x2	100	61	3
Entry / Kiosk	80	45	3
Amenities (Emmaville Pool)	80	2	1
Amenities (Emmaville Caravan Park)	80	21	3

Heritage: No heritage items listed under the *Glen Innes Severn Local Environment Plan 2012*.

Leases & Licenses: There is a current lease for the operation of Emmaville Swimming Pool until 2023.

Aboriginal Land Claims: As of May 2021, there are no Aboriginal Land Claims made for D510006.

Maintenance: Emmaville Swim Centre is classified as a 'District Open Space' under a 'Gold' maintenance schedule and Emmaville Oval is classified as a 'Local Open Space' under a 'Bronze' maintenance schedule with the surrounds under a 'Silver' maintenance schedule in the Draft Open Space Hierarchy and is to be maintained accordingly. The Caravan Park is maintained by Council as required.

Management considerations

The Reserve contains Emmaville Caravan Park with powered and unpowered site for camping and caravanning and amenities / kitchen area.

The Reserve contains Emmaville Swimming Pool with amenities block.

A multi-purpose oval with synthetic cricket wicket, oval and cricket nets is located within the Reserve, along with athletics sports infrastructure.

The Reserve contains a dam with the water being reused on the Reserve and at Emmaville Central School.

Glen Innes District Cricket Association, Emmaville Central School and Emmaville Deepwater Swimming Club all utilise the Reserve.

Draft for Exhibition

Reserve Images (May 2021)



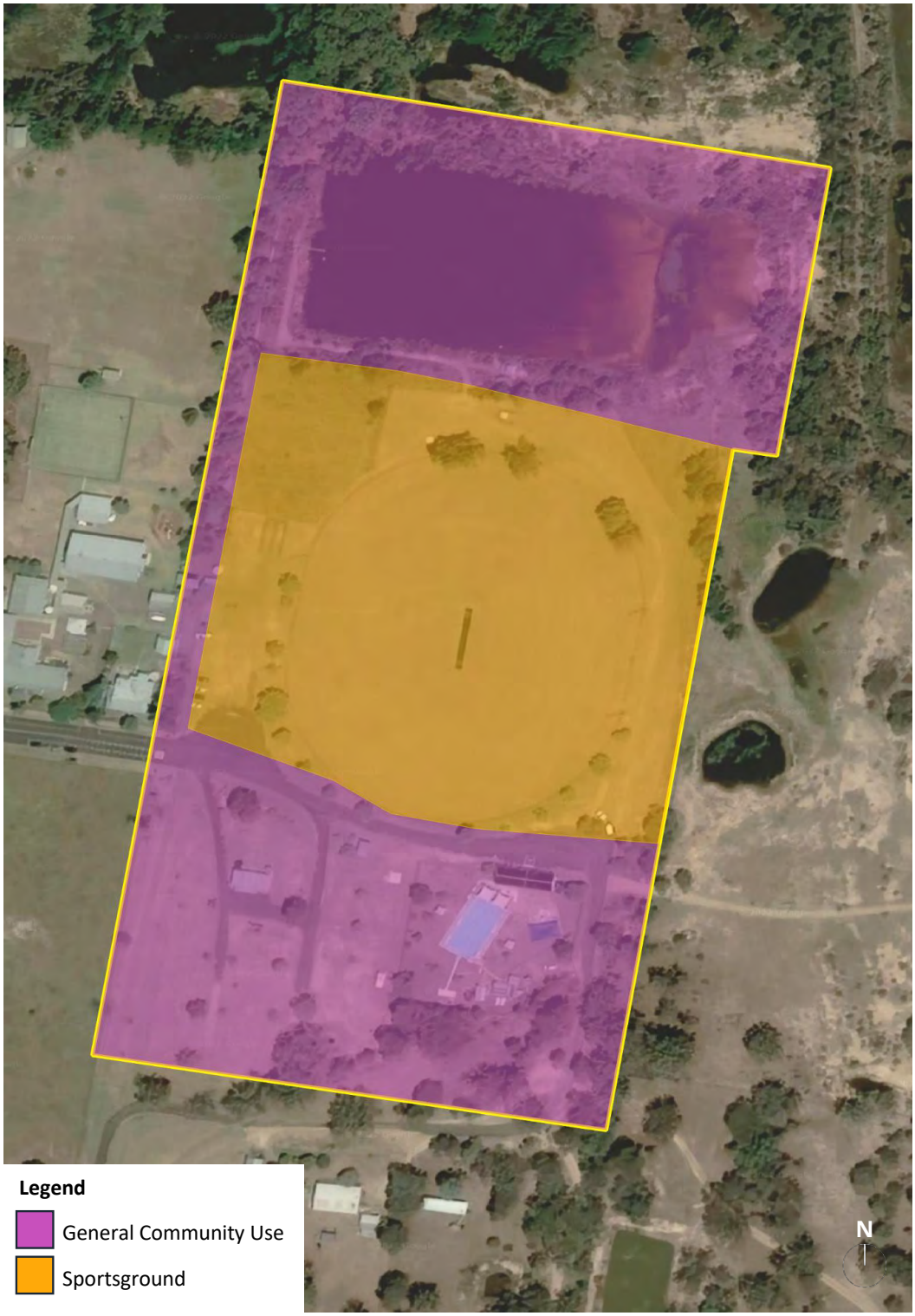







Draft for Exhibition

Multiple Categories Map - R510006



Draft for Exhibition

DEEPWATER AREA

RESERVE INFORMATION SHEETS



Item 7.22

Annexure A

Draft for Exhibition



CROWN RESERVE AREA OVERVIEW

A. **Deepwater Tennis Club** (D510011) – four synthetic grass tennis courts with lighting adjoining clubhouse.
B. **Deepwater Oval** (D510011) – multi-purpose oval with synthetic cricket wicket, two shotput circles and three athletics sandpits.
C. **Children's playground** (D510011) – fenced children's playground with slide and swings.
D. **Primitive camping area** (D510011) – approved but not utilised primitive camping area with adjoining amenities and dump point.
E. **Dog off leash area** (D510011) – located between the Reserve boundary and access track.

RELATED PLANS

Sports Facilities Review and Master Plans – identifies numerous upgrades to the Reserve. These improvements could potentially be completed as funding becomes available.

- Upgrade the oval surface
- Upgrade the three long jump / triple jump sandpits
- Renew the two shot put circles
- Undertake tree planting throughout the Reserve
- Replace the existing windbreak
- Install interpretive signage
- Install a shelter and BBQ
- Form 12 unsealed carparking spaces to service the playground and BBQ
- Improve water pressure to the amenities block
- Seal access roads to the Reserve

NOTE: Property boundary outline has been adjusted to visually match known features.

SCALE (approx.) 0 150m 300m

GLEN INNES SEVERN COUNCIL
COUNCIL MANAGED CROWN LAND
PLAN OF MANAGEMENT AUGUST 2022

CROWN RESERVE D510011
05 – DEEPWATER RECREATION GROUND

localé consulting

Draft for Exhibition

Reserve name	Deepwater Recreation Ground		
Management: Council	**Category:** Sportsground	**Zone:** RU1 – Primary Production & RU5 - Village	
Address: 10 Short Street, Deepwater, 2371	**Reserve ID:** D510011	**Area:** 65,094m^2	**Gazetted date:** 09/03/1894
Description: Lot 7013 DP94030 & Lot 701 DP94031		**Reserve purpose:** Public Recreation	

Assets	Total life	Remaining life	Asset Condition Rating
Tennis Courts x2	80	41	2
Playground	60	30	2
Amenities	80	21	3

Heritage: No heritage items listed under the *Glen Innes Severn Local Environment Plan 2012*.

Leases & Licenses: No leases or licenses currently exist within D510011.

Aboriginal Land Claims: As of May 2021, there are no Aboriginal Land Claims made for R510011.

Maintenance: Deepwater Oval is classified as a 'Local Open Space' under a 'Bronze' maintenance with the surrounds under a 'Silver' maintenance schedule in the Draft Open Space Hierarchy and is to be maintained accordingly.

Management considerations



The Reserve contains a children's playground.



The Reserve contains four grass tennis courts with adjoining clubhouse and one large multi-purpose oval.



The Reserve adjoins part of Deepwater River.



Deepwater Tennis Club and Deepwater Public School are regular users of the Reserve.



The Reserve is approved, but not currently utilised, for primitive camping with a dump point.



The southern portion of the Reserve is a dog off leash area and the rules located on Council's website apply.



The Reserve hosts several large events each year, including race days, polocrosse and social events, which are permitted in accordance with Council's events and approvals policies where required.

Draft for Exhibition

Reserve Images (May 2021)





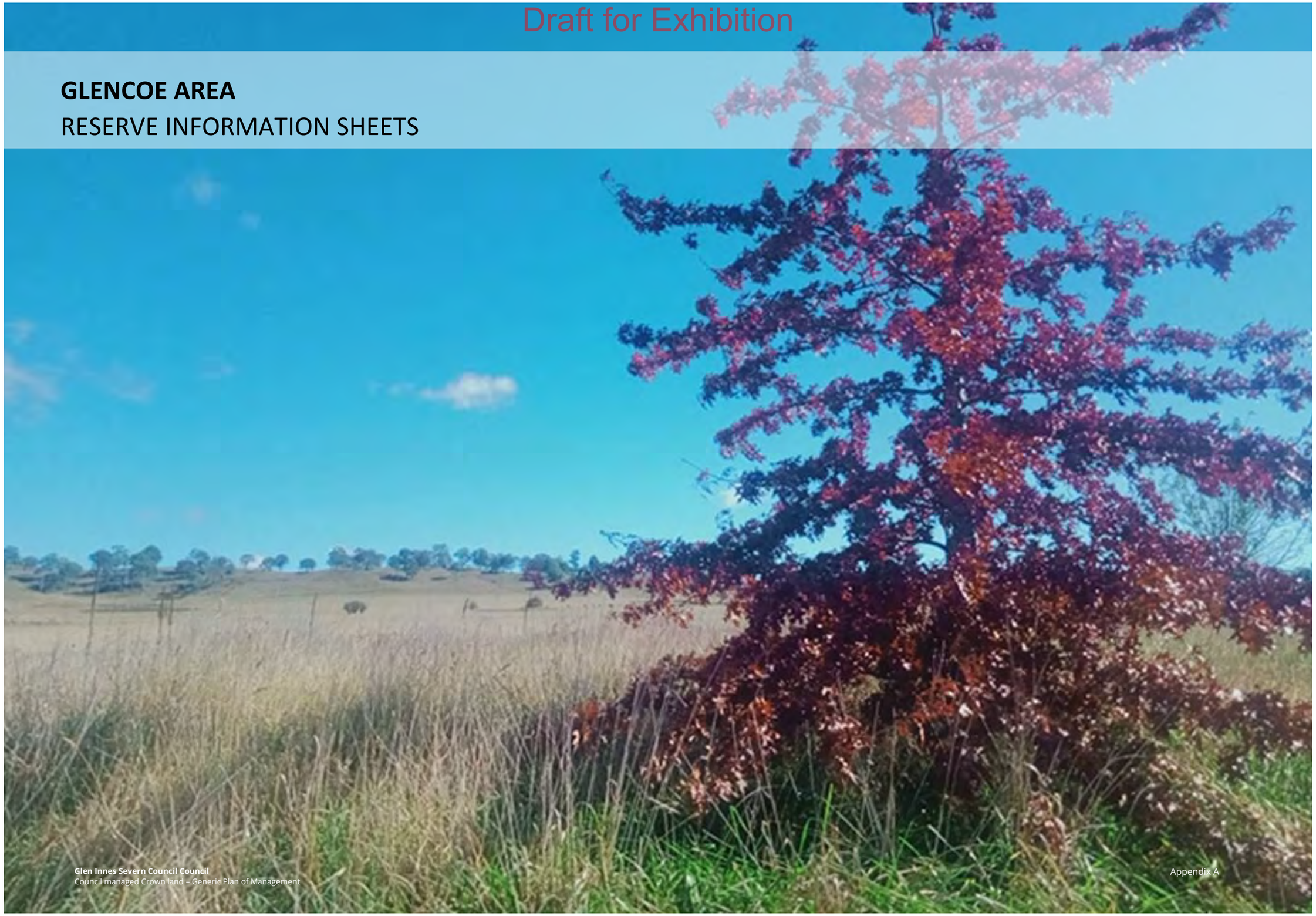





Draft for Exhibition

GLENCOE AREA

RESERVE INFORMATION SHEETS



Item 7.22

Annexure A

Draft for Exhibition



CROWN RESERVE AREA OVERVIEW

A. **Glencoe Recreation Reserve** (R77006) – vacant open space area surrounded by farmland.

B. **Red Lion Tavern camping area** – not located within R77006.

C. **Glencoe Post Office** – not located within R77006.

D. **Bicentennial Park** – not located within R77006.

RELATED PLANS

Destination Management Plan 2021 - 2026 – identifies Glencoe as being a key node and attraction on the New England Rail Trail. The Reserve has strong potential to capitalise and support the development of the New England Rail Trail.

SCALE (approx.) 0 150m 300m

GLEN INNES SEVERN COUNCIL
COUNCIL MANAGED CROWN LAND
PLAN OF MANAGEMENT AUGUST 2022

CROWN RESERVE R77006
06 – GLENCOE RECREATION RESERVE

localé consulting

Draft for Exhibition

Reserve name	Glencoe Recreation Reserve		
Management: Council	**Category:** Natural Area – Bushland	**Zone:** RU1 – Primary Production	
Address: 8039 New England Highway, Glencoe, 2365	**Reserve ID:** R77006	**Area:** 43,881m^2	**Gazetted date:** 03/09/1954
Description: Lot 112 DP753263		**Reserve purpose:** Public Recreation	
Assets	**Total life**	**Remaining life**	**Asset Condition Rating**
No Council building assets located within R7706.			
Heritage: No heritage items listed under the *Glen Innes Severn Local Environment Plan 2012*.			
Leases & Licenses: No leases or licenses currently exist within R7706.			
Aboriginal Land Claims: As of May 2021, there is one undetermined Aboriginal Land Claim made for R7706 lodged on 18/10/2010.			
Maintenance: R7706 is classified as a 'Other Public Space' under a 'Bronze' maintenance schedule in the Draft Open Space Hierarchy and is to be maintained accordingly.			

Management considerations

The Reserve contains grassed open space with scattered trees.

Reserve Images (May 2021)





Draft for Exhibition

RED RANGE AREA

RESERVE INFORMATION SHEETS



Glen Innes Severn Council Council
Council managed Crown land – Generic Plan of Management

Appendix A

Item 7.22

Annexure A

Draft for Exhibition



CROWN RESERVE AREA OVERVIEW

A. **Red Range Road Mann River Reserve** (R80774) – open land providing recreational access to the Mann River.

SCALE (approx.) 0 200m 400m

GLEN INNES SEVERN COUNCIL
COUNCIL MANAGED CROWN LAND
PLAN OF MANAGEMENT AUGUST 2022

CROWN RESERVE R80774
07 – RED RANGE ROAD MANN RIVER RESERVE

localé consulting

Draft for Exhibition

Reserve name	Red Range Road Mann River Reserve		
Management: Council	**Category:** Natural Area – Bushland	**Zone:** RU1 – Primary Production	
Address: Red Range Road, Red Range, 2370	**Reserve ID:** R80774	**Area:** 38,745m^2	**Gazetted date:** 20/06/1958
Description: Lot 7302 DP1153337		**Reserve purpose:** Public Recreation	
Assets	**Total life**	**Remaining life**	**Asset Condition Rating**
No Council building assets located within R80774.			
Heritage: No heritage items listed under the *Glen Innes Severn Local Environment Plan 2012*.			
Leases & Licenses: No leases or licenses currently exist within R80774.			
Aboriginal Land Claims: As of May 2021, there are no Aboriginal Land Claims made for R80774.			
Maintenance: R80774 is classified as a 'Other Public Space' under a 'Bronze' maintenance schedule in the Draft Open Space Hierarchy and is to be maintained accordingly.			

Management considerations

The Reserve adjoins the Mann River.

The Reserve contains grassed open space with scattered trees.

Reserve Images (May 2021)





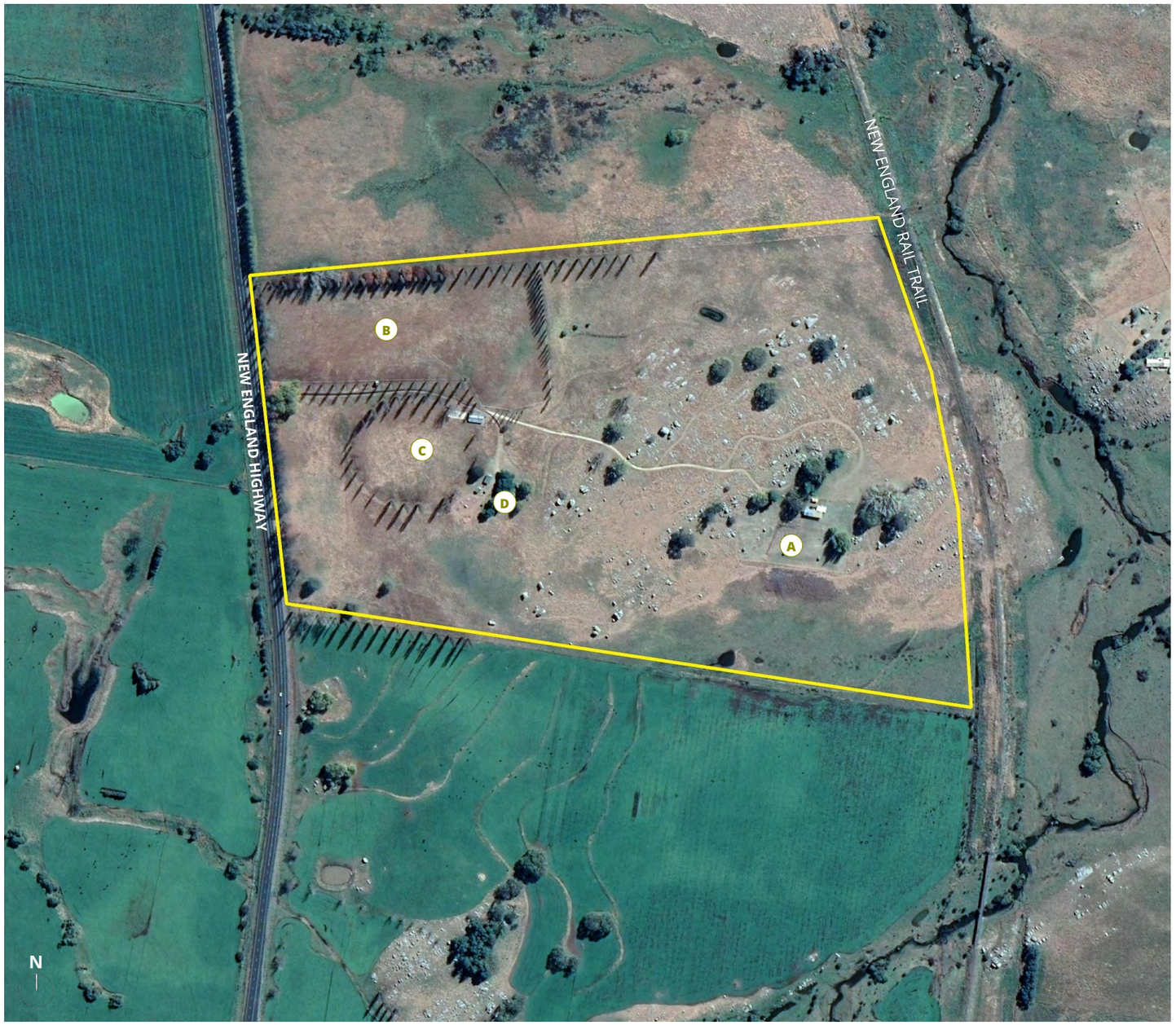
Draft for Exhibition

OTHER ISOLATED AND RURAL RESERVES

RESERVE INFORMATION SHEETS



Draft for Exhibition



CROWN RESERVE AREA OVERVIEW

A. **Glen Innes Clay Target Club** (R33301) – fenced sporting facility with clubhouse.

B. **Former polocrosse area** (R33301) – fenced rectangular area with announcer's box previously utilised for polocrosse.

C. **Former sports ground** (R33301) – fenced circular shaped sports field with surrounding conifer trees and shed.

D. **Public toilets** (R33301) – male and female public toilets with nearby children's playground and picnic shelters.

Destination Management Plan 2021 - 2026 – identifies the Reserve as a priority project with numerous potential upgrades that could turn it into a significant attraction including:

- Improving access and signage including advanced warning signs on the New England Highway.
- Improving visitor facilities with the potential for the Reserve to be a highlight on the New England Rail Trail and an icon of Glen Innes
- Providing interpretation, explaining how the rock formations evolved.
- Increasing the use of the Reserve as an event venue, group event location and a place for bouldering
- Turning it into an activity node and service centre along the New England Rail Trail
- Incorporating outdoor and nature-based activities, events, temporary accommodation and commercial activities such as a coffee van or cycle hire
- Assessing the feasibility of a large nature / wild play area
- Formalising the track network defining vehicle and walking / cycling tracks within the site to increase visitation and including links with the proposed New England Rail trail and historic railway bridge
- Constructing a new toilet block and upgrade / replace other visitor facilities
- Developing boutique accommodation such as glamping, tiny house, historic railway carriages
- Protecting and maintain the existing poplar and plant additional trees in strategic locations to enhance the display in Autumn
- Providing permanent and temporary art installations
- Holding RV and caravan rallies and events
- The Reserve is identified as not being suitable for motorsports

SCALE (approx.) 0 200m 400m

GLEN INNES SEVERN COUNCIL
COUNCIL MANAGED CROWN LAND
PLAN OF MANAGEMENT AUGUST 2022

CROWN RESERVE R33301
08 – STONEHENGE RECREATION RESERVE TRUST

localé consulting

Draft for Exhibition

Reserve name	Stonehenge Recreation Reserve Trust		
Management: Council & Section 355 Committee	**Category:** Park, Sportsground	**Zone:** RU1 – Primary Production	
Address: 9004 New England Highway, Stonehenge, 2370	**Reserve ID:** 33301	**Area:** 358,487m^2	**Gazetted date:** 05/10/1901
Description: Lot 7004 DP93008		**Reserve purpose:** Public Recreation	

Assets	Total life	Remaining life	Asset Condition Rating
Public Toilets	60	15	5
Shelters x2	60	15	3
Playground	60	7	2

Heritage: No heritage items listed under the *Glen Innes Severn Local Environment Plan 2012*.

Leases & Licenses: Current agreement with Glen Innes Clay Target Club to use the Reserve.

Aboriginal Land Claims: As of May 2021, there are no Aboriginal Land Claims made for R78788.

Maintenance: The Reserve is classified as a 'Other Public Space' with the playground under a 'Silver' maintenance schedule and all other facilities under a 'Copper' maintenance schedule in the Draft Open Space Hierarchy and is to be maintained accordingly. The Glen Innes Clay Target Club maintain the clubhouse and fenced shooting area.

Management considerations



The Reserve had former sporting uses and now currently utilised for clay shooting by the Glen Innes Clay Target Club.



Basic male and female public toilet facilities are available at the Reserve which is identified as potentially being upgraded when funding becomes available and the New England Rail Trail is completed.



Glen Innes Clay Target Club utilise the fenced shooting facilities and clubhouse and the Reserve is managed by Stonehenge Reserve Trust.



The Reserve contains one small children's playground which is identified as potentially being upgraded when funding becomes available and the New England Rail Trail is completed.



The Reserve is a suitable facility to host large events which are permitted in accordance with Council's events and approvals policies where required.

Draft for Exhibition

Reserve Images (May 2021)



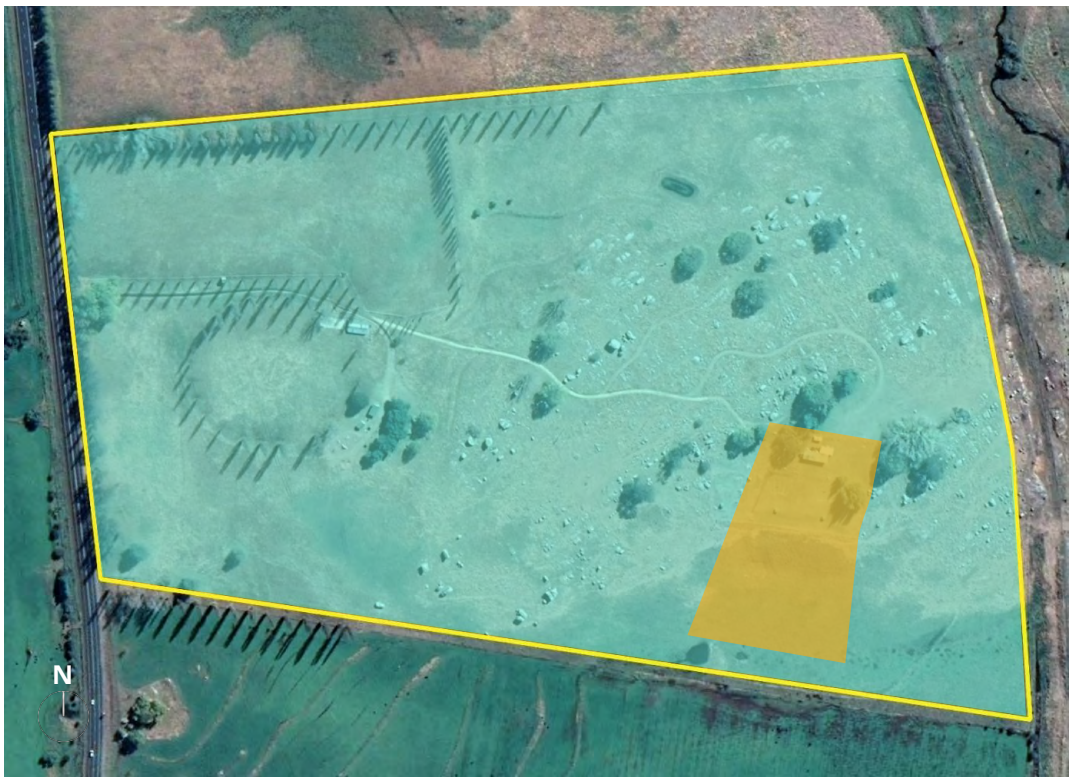







Draft for Exhibition

Multiple Categories Map - R33301



Legend

Park

Sportsground

Draft for Exhibition



CROWN RESERVE AREA OVERVIEW

A. **Beardy Water Heritage Park** (R83657) – pet friendly overnight rest area with picnic tables, Federation stone monument, public toilet and access to Beardy Waters.

B. **Picnic shelters** (R83657) – two picnic shelters with one located outside R83657.

C. **Celtic Henge** – stone entrance signage located outside R83657.

Note: Boundary shown in aerial photo may not be accurate and should be confirmed on the ground.

SCALE (approx.) 0 50m 100m

GLEN INNES SEVERN COUNCIL
COUNCIL MANAGED CROWN LAND
PLAN OF MANAGEMENT AUGUST 2022

CROWN RESERVE R83657
09 – YARRAFORD RECREATIONAL FACILITY

localé consulting

Draft for Exhibition

Reserve name	Yarraford Recreational Facility		
Management: Council	**Category:** Park, Natural Area - Watercourse	**Zone:** E3 – Environmental Management	
Address: 929 New England Highway, Yarrowford, 2370	**Reserve ID:** R83657	**Area:** 14,476m^2	**Gazetted date:** 05/01/1962
Description: Part Lot 18 DP753325		**Reserve purpose:** Public Recreation	

Assets	Total life	Remaining life	Asset Condition Rating
Shelters x2	60	15	3
Public Toilet	60	36	3

Heritage: No heritage items listed under the *Glen Innes Severn Local Environment Plan 2012*.

Leases & Licenses: No leases or licenses currently exist within R83657

Aboriginal Land Claims: As of May 2021, there are no Aboriginal Land Claims made for R83657.

Maintenance: R83657 is classified as a 'Local Open Space' under a 'Bronze' maintenance schedule in the Draft Open Space Hierarchy and is to be maintained accordingly.

Management considerations

The Reserve is a pet friendly overnight rest area with a drop toilet, picnic tables.

The Reserve contains a portion of Beardy Waters with an access point to the water for swimming. The Reserve is located within the 1 in 100 flood extent.

The Reserve contains one public toilet (windyloo).

Reserve Images (May 2021)





Draft for Exhibition

Multiple Categories Map - R83657



Draft for Exhibition



CROWN RESERVE AREA OVERVIEW

A. Beardy Waters North Rest Area (R85387) – empty paddock area adjacent to a Transport for NSW rest area used for river access.

Note: Boundary shown in aerial photo may not be accurate and should be confirmed on the ground.

SCALE (approx.) 0 50m 100m

GLEN INNES SEVERN COUNCIL
COUNCIL MANAGED CROWN LAND
PLAN OF MANAGEMENT AUGUST 2022

CROWN RESERVE R85387
10 –UNNAMED RESERVE (3)

localé consulting

Draft for Exhibition

Reserve name	Unnamed Reserve (3)		
Management: Council	**Category:** Park, Natural Area - Watercourse	**Zone:** E2 – Environmental Conservation	
Address: New England Highway, Yarrowford, 2370	**Reserve ID:** R85387	**Area:** 11,530m^2	**Gazetted date:** 02/07/1965
Description: Lot 7002 DP92736		**Reserve purpose:** Resting Place	
Assets	**Total life**	**Remaining life**	**Asset Condition Rating**
No Council assets located within R85387.			
Heritage: No heritage items listed under the *Glen Innes Severn Local Environment Plan 2012*.			
Leases & Licenses: No leases or licenses currently exist within R85387.			
Aboriginal Land Claims: As of May 2021, there is one undetermined Aboriginal Land Claims made for R85387 lodged on 18/10/2010			
Maintenance: R85387 is classified as a 'Local Open Space' under a 'Bronze' maintenance schedule in the Draft Open Space Hierarchy and is to be maintained accordingly.			
Management considerations			
The Reserve contains a portion of Beardy Waters and is located within the 1 in 100 flood extent.			

Reserve Images (June 2022)





Draft for Exhibition

Multiple Categories Map - R85387



Legend

- Park
- Natural Area - Watercourse

Draft for Exhibition



CROWN RESERVE AREA OVERVIEW

A. **Blair Hill Recreation Reserve** (R70821) – open land with occasional scattered trees and large boulders. Previously used as a rest stop with potential to reinstate this use in the future.

SCALE (approx.) 0 50m 100m

GLEN INNES SEVERN COUNCIL
COUNCIL MANAGED CROWN LAND
PLAN OF MANAGEMENT AUGUST 2022

CROWN RESERVE R70821
11 – BLAIR HILL RECREATION RESERVE

localé consulting

Draft for Exhibition

Reserve name	Blair Hill Recreation Reserve		
Management: Council	**Category:** Natural Area - Bushland	**Zone:** RU1 – Primary Production	
Address: Glen Legh Road, Lambs Valley, 2370	**Reserve ID:** R70821	**Area:** 89,390m^2	**Gazetted date:** 05/02/1943
Description: Lots 6 - 9 & 11 DP705166 & Lot 89 DP753311		**Reserve purpose:** Access & Public Recreation	
Assets	**Total life**	**Remaining life**	**Asset Condition Rating**
No Council building assets located within R70821.			
Heritage: No heritage items listed under the *Glen Innes Severn Local Environment Plan 2012*.			
Leases & Licenses: No leases or licenses currently exist within R70821.			
Aboriginal Land Claims: As of May 2021, there is one undetermined Aboriginal Land Claims made for Lot 89 DP 75311 on R70821 lodged on 18/10/2010.			
Maintenance: R70821 is classified as a 'Local Open Space' under a 'Copper' maintenance schedule in the Draft Open Space Hierarchy and is to be maintained accordingly.			

Management considerations

The Reserve contains occasional scattered trees.

Reserve Images (May 2021)





Draft for Exhibition

Appendix B – Aboriginal interests in Crown Land

Additional information regarding Aboriginal interests in Crown Land based on Crown Land generic Plan of Management template.

Draft for Exhibition

Aboriginal interests in Crown land

This appendix includes detail about Aboriginal interests in Crown land, and considerations that are made by Council when preparing and implementing a plan of management.

Overview

Crown land has significant spiritual, social, cultural and economic importance to the Aboriginal peoples of NSW. The *Crown Land Management Act 2016* recognises and supports Aboriginal rights, interests and involvement in Crown land.

The management of Crown land can be impacted by the *Native Title Act 1993* (Commonwealth) and the *Aboriginal Land Rights Act 1983* (NSW).

Native Title

Native title describes the rights and interests that Aboriginal and Torres Strait Islander people have in land and waters according to their traditional law and customs. Native title is governed by the Commonwealth *Native Title Act 1993*.

Native title does not transfer the land to the native title holder, but recognises the right to land and water by providing access to the land and, if applicable, compensation for any loss, diminution, impairment or other effect of the act on their native title rights and interests.

All Crown land in NSW can be subject to a native title claim under the *Native Title Act 1993*. A native title claim does not generally affect Crown land where native title has been extinguished or it is considered to be excluded land.

When preparing a plan of management, Council is required to employ or engage a qualified native title manager to provide advice and validate acts (developments and tenures) over the reserve, in line with the *Native Title Act 1993*. The most effective way to validate acts under the *Native Title Act 1993* is to ensure all activities align with the reserve purpose.

If native title rights are found to exist on Crown land, council Crown land managers may be liable to pay compensation for acts that impact on native title rights and interests. This compensation liability arises for local councils whether or not the act was validated under the *Native Title Act 1993*.

For further information about native title and the future acts framework see the Crown lands website - https://www.industry.nsw.gov.au/lands/what-we-do/our-work/native-title

Aboriginal Land Rights

The *Aboriginal Land Rights Act 1983* seeks to compensate Aboriginal peoples for past dispossession, dislocation and removal of land in NSW (who may or may not also be native title holders).

Aboriginal Land Claims may be placed on any Crown land in NSW. The Department of Planning, Industry and Environment is responsible for investigating claims as defined in the *Aboriginal Land Rights Act 1983*. If a claim is established, the land is transferred to the Aboriginal Land Council as freehold land.

As of May 2021, there are eight undetermined Aboriginal Land Claim that are made over the reserves subject to this Plan of Management. It is noted that multiple claims are made over some reserves, with six reserves being subject to undetermined Aboriginal Land Claims as at the date identified above. Council has identified on the relevant Reserve Information Sheets where claims are applicable at the time of review.

Item 7.22

Annexure B

Department of Planning, Housing and Infrastructure

Our ref: DOC22/283226

Mr David Hunt
Manager of Asset Services
Glen Innes Severn Council
PO Box 61
GLEN INNES NSW 2370

via email: dhunt@gisc.nsw.gov.au
cc: council@gisc.nsw.gov.au

30 May 2025

Subject: Glen Innes Severn Council draft Plan of Management – Council Managed Crown Land. Approval to progress to public exhibition and Minister's consent to adopt.

Dear Mr Hunt

Thank you for submitting the draft Plan of Management (PoM) for Council Managed Crown Land on 22 December 2022 followed by the updated PoM on 22 November 2024.

I have reviewed the draft PoM and support it being placed on public exhibition with the following amendment:

- Change the word sub-category and/or sub-categories with further category and/or further categories
- R80774 – update Lot 7032 with Lot 7302

Council should conduct a final review of the document to ensure all legislation referenced is currently in force, departmental names are up to date, and spelling, grammar and formatting is correct and consistent.

Subject to no changes following public exhibition, as a delegate for the Minister for Lands and Property, I consent to council to adopt the PoM under clause 70B of the Crown Land Management Regulation 2018.

If the PoM is amended after public exhibition (except for minor editorial and formatting changes), council must resubmit the draft PoM for Minister's consent to adopt**.** With the amended PoM, please provide the following documents:

- a table of PoM amendments or tracked changes.
- summary report of submissions from public exhibition (if any)
- council reports on the proposed adoption (if any)

If there are no amendments to the PoM, please provide a copy of the adopted PoM. All documents must be sent to council.clm@crownland.nsw.gov.au.

An adopted PoM authorises the lawful use and occupation of Crown land. Council must ensure that any activities planned on the reserve are expressly authorised in the adopted PoM and native title obligations are met.

If you have any further questions or need assistance, please contact the Reserves Programs Team at council.clm@crownland.nsw.gov.au.

Yours sincerely,

6 Stewart Avenue, Newcastle NSW 2302
PO Box 2185 Dangar NSW 2309
reservemanager.crownland.nsw.gov.au

Department of Planning, Housing and Infrastructure



Penelope McLennan
Acting Manager, Reserves Programs
Department of Planning, Housing and Infrastructure – Crown Lands and Public Spaces

Donations Policy

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:	EXECUTIVE ASSISTANT (DIRECTOR OF CORPORATE AND COMMUNITY SERVICES) (EA(DCCS))
REVIEWED BY:	MANEX
REVIEW DUE DATE:	June 2024
VERSION NUMBER:	8
DOCUMENT NUMBER:	NA

VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
18	22/06/2023	8.06/23	Updated the position of the responsible officer due to a title change.	EA (DCCS)	Council
17	15/12/22	4.12/22	Amendment to Part 3(d) for the amount in which a Mayoral Donation can be made, increasing from $250 per donation to a maximum of $1,000 per donation to a total of $3,000 in any one (1) year.	(PA(DCCS))	Council
16	23/06/2022	18.06/22	Inclusion of the Acknowledgement of Country. Removal of RAAF 76 Squadron from part 3. c). Clear up possible ambiguity in relation to who can hire the hall for $Nil. Removing reference to Resolution 3.05/21 in relation to Mayoral Donation.	(PA(DCCS))	Council

Note: Document Control continued at Appendix A

..... General Manager

28/3/23 ..... Date

ACKNOWLEDGEMENT OF COUNTRY

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

PURPOSE

The purpose of this policy is to:

- Assist Council when dealing with requests for donations; and
- Ensure an open, fair and transparent process is adhered to when granting donations.

APPLICABILITY

This policy applies to:

- Pre-approved organisations listed below in 3a;
- Non pre-approved community group applicants;
- Cultural activities, events and festivals receiving funding annually through the Operational Plan and Budget as noted in 3c below;
- Mayor and applicants seeking a Mayoral Donation; and
- Annual Donations Review Committee.

OUTCOMES

To provide Council with a framework for determining and allocating Council grants and donations and ensure that its community service obligations concerning the granting of donations to community groups are met in an open, fair and transparent manner and that the administration work in considering donations is streamlined as much as possible.

ROLES AND RESPONSIBILITIES

The Executive Assistant (Director Corporate and Community Services) will arrange for the processing and payment of the Pre-approved Donations listed in Section 3(a) of this policy.

The Executive Assistant (Director Corporate and Community Services) will communicate the information contained within this policy to customer service officers and organisations / members of the public requesting a donation from Council.

The Media and Communications Officer will arrange for advertisement/s to be placed in the Glen Innes Examiner and information to be placed on Council's website and Facebook page, inviting community groups to apply for donations.

POLICY STATEMENT

Each year Council receives numerous requests for donations. These requests can broadly be classified into three (3) categories namely:

1. Local Organisations;
2. Community Organisations;
3. Council list of Organisations to which donations are made categorised as:
    a. Pre-approved Donations;
    b. Non-Pre-approved Donations;
    c. Operational Plan and Budget funding; and
    d. Mayoral Donations.

1. Local Organisations

Due to the large number of requests for donations from non-local organisations, Council will generally only make donations to local organisations with the exception of the Pre-approved Donations listed in Section 3(a) of this policy.

Donations to this category should be limited to $100 per year per organisation.

2. Community Organisations

Council will only make donations to community organisations, not individuals. This will remove any public perception that may exist concerning Council favouring one (1) individual over another.

3. Council list of Organisations to which donations are made

a) Pre-approved Donations

This section contains a list of local organisations that Council will make an annual donation to without the need for the organisation to apply to Council for the donation.

The following organisations have been included in this section:

• Westpac Rescue Helicopter Service – New England North West	$100
• CareFlight	$100
• Royal Flying Doctor Service - South Eastern Section	$100
• Cancer Council – Northern NSW Region	$100
• National Heart Foundation	$100
• Royal Far West Children's Home – Manly	$100
TOTAL	**$600**

b) Non Pre-approved Donations

In July each year Council will place an advertisement in the Glen Innes Examiner inviting local not for profit community groups to submit their requests to Council for consideration of a donation. Following closure of the time allocated for receipt of requests a Council committee, the Annual Donations Review Committee, comprising the Mayor, Deputy Mayor and one (1) other Councillor and the Director of Corporate and Community Services will consider all requests and make an appropriate recommendation to Council.

Sapphire Wind Farm Community Benefit Funds allocated to the Glen Innes Severn Local Government Area will be in addition to the funds distributed through Council's Annual Community Donations process.

Applications under this category should be limited to $1,500 (however the Annual Donations Review Committee will use this figure as a guide rather than a cut-off) and may include requests for Council to donate the value of the community group's annual general purpose rates, if applicable. Requests for the donation of the value of rates will be considered in the same manner as other donations.

All applications must be on the Glen Innes Severn Council's Application form, which lists the Application Guidelines. Successful applicants are required to complete a Community Donation Report and return it to Council by the end of the financial year in which the donation was given. If a Community Donation Report is not received by Council on the due date, future applications for donations may be declined.

c) Operational Plan and Budget funding

Council acknowledges that the following annual cultural activities, events and festivals will be funded on a recurrent basis through the Operational Plan and Budget. No further requests for these mentioned activities, by way of donation, will be considered by Council:

- ANZAC Day;
- Arts North West;
- Australia Day;
- Australian Celtic Festival;
- Glen Innes Show Society; and
- Minerama.

Council further acknowledges that, in accordance with the Operational Plan and Budget's Schedule of Fees and Charges, a donation by way of a $Nil hire fee of the Town Hall will be given to the following:

- Local not-for-profit community groups and events;
- Local schools; and
- Local religious / political groups.

d) Mayoral Donations

Mayoral Donations may be up to $1,000 per donation for a maximum $3,000 in any one (1) year.

Council's total donations each year will not exceed 0.5% of the rate levy.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

- *Section 356 of the Local Government Act 1993.*

Relevant Council Policies and Procedures include:

- Nil.

VARIATION AND REVIEW

The Donation Policy will be reviewed every year, following the development of the annual Operational Plan and Budget, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

Appendix A

Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
15	24/06/2021	12.06/21	Update the policy to be in line with Council's new Policy template. Addition of $1,500 limit to be used as a guide.	(PA(DCCS))	Council
14	25/06/2020	11.06/20		(PA(DCCS))	Council
13	27/06/2019	6.06/19		(PA(DCCS))	Council
12	28/06/2018	14.06/18			Council
11	22/06/2017	6.06/17			Council
10	23/06/2016	8.06/16			Council
9	25/06/2015	6.06/15			Council
8	26/06/2014	4.06/14			Council
7	23/05/2013	8.05/13			Council
6	26/07/2012	13.11/12			Council
5	23/06/2011	6.06/11			Council
4	24/06/2010	9.06/10			Council
3	25/06/2009	6.06/09			Council
2	26/06/2008	5.06/08			Council
1	20/04/2006	13.04/06			Council

AUSTRALIAN STANDING STONES MANAGEMENT BOARD
MINUTES FOR MAY ORDINARY MEETING
HELD ON: 18 JUNE 2025

MEETING OPENED: 5.32pm

CHAIR: Judi Toms

PRESENT: Judi Toms (Chair), Kevin Jones (Secretary), John Rhys Jones (Treasurer), Pamela O'Neill, Fiona O'Brien, Steve Toms, Col Price, George Robertson-Dryden, Raelene Watson, Nathan Tyers (GISC, Tourism & Events Officer), Riarna Sheridan (GISC, Director Place & Growth)

APOLOGIES: Robert O'Brien, Peter Grimes, Cr Margot Davis (Mayor)

Moved Steve seconded Col that the apologies be accepted. **CARRIED**

DECLARATIONS OF CONFLICT OF INTEREST: NIL

MINUTES OF THE PREVIOUS MEETING:
Moved Raelene seconded George that the minutes of the previous meeting, dated 16 April 2025 be accepted.

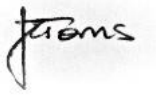
CARRIED

Item No.	Item	Action
1	**BUSINESS ARISING:**	
1.1	Update of Celtic information on the Glen Innes Highlands website	Draft information for the website is just about finished and will then be sent to the web manager. Nathan to bring an update to the next meeting.
1.2	ACF debrief from ASSMB	ASSMB feedback from last meeting sent to Nathan.
1.3	ACF debrief meeting held 11 June	Feedback from all stakeholders is still being compiled. Nathan will report at next meeting.
1.4	Information Board	In progress
2	**Treasurer Report** **Moved** John **seconded** Steve	**CARRIED**
2.1	**Monthly Financial statements**	John
2.2	**Payments for approval**	John will purchase Square credit (moved at previous meeting for this to be automatically done prior to Square use)
3	**CORRESPONDENCE**: **Moved** Kevin **seconded** George	**CARRIED**
3.1	**Received** congratulatory letter from GISC Mayor, Cr Davis, Treasurer's report, Grants email from Community Committees, email from Riarna advising Geographical Names Board approval of the name	Link to the Government Gazette indicating approval of Australian Standing Stones

Item No.	Item	Action
	Australian Standing Stones, E-mail of appreciation from Nigel Brown	https://gazette.nsw.gov.au/gazette/2025/6/2025-6_224-gazette.pdf
3.2	**Sent** June agenda, May minutes, May Director's report, May TEO report, May Treasurer's report, letters and e-mails to thank people for their participation in ASSMB ceremonies at the ACF and to Jack Parry for his kind donation for the gas ring for the Cauldron, e-mail to GI Pipe Band to ask if they can play at the Winter solstice gathering, Letter of Support for ACF grant funding	
4	**STANDING ITEMS:**	
4.1	**Director's Report**	Riarna – report attached
4.2	**Tourism & Events Officer report**	Nathan – report attached
4.3	**Volunteer Register**	Nil for June
4.4	**Brochure count** – approx. 7 boxes left. In April 2023, 15,000 brochures were ordered at a cost of $3,295.	Feedback from members so far: • Change front picture, Celtic theme • Sponsorship – it was suggested that sponsorship would be offered if there is enough space after the new information is included. • GI Highlands Skywalk needs to be included • Welsh spelling to be corrected • New shelter • Parkrun • New photo of Crofter's Cottage • Add and edit "Things To Do…' Nathan to keep a track of the brochure quantity
5	**GENERAL BUSINESS:**	
5.1	Winter solstice arrangements for 21 June	11.30 meet at the Central Stones, pipes and drums will be there, then move to solar noon markers. Dawn - meet around 6.30, Crofter's Cottage open at 7am. Publicity has been through GI Highlands, GISC and ASSMB Facebook, and in GI News
5.2	Tynwald Day organisation	4pm 5 July – Pamela to speak as Steve will be away.
5.3	Tartan Dinner fundraiser	Dinner planned to be at the New England Motor Lodge on the 26th July. Judi to contact NEML to check availability and price of 2 course meal.
5.4	Reports from members	The new down pipe on the Crofter's Cottage needs to be painted to help disguise it – Riarna to look in to this Overnight camping is increasing on site. A Resolution to Council will be submitted for the erection on signs indicating 'No Overnight Camping'

Item No.	Item	Action
6	**Urgent Business**	
		Nil
7	**Resolutions to Council**	**Action**
7.1	Moved Pamela O'Neill seconded Raelene Watson that 'No Overnight Camping' signs be erected at Centennial Parklands and Martins Lookout.	Riarna to action and submit this to Council.

MEETING CLOSED: 6,45pm
NEXT MEETING: Wednesday 16 July 2025 in the Board Room at the Glen Innes Services Club.

Chairperson  Date 25 June 2025

Calendar dates – Anniversaries and Activities 2025

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

			11.46am, sunset 5.48pm	
30 Nov	St Andrew's Day Scotland	Flag lowering	5 pm	Pamela
21 Dec	Summer solstice	Sunrise–gathering solar noon-watch solar shadow sunset - gathering	sunrise 5.49am, solar noon from 12.30pm-actual time 12.51pm, sunset 7.52pm	Sunrise – John, Peter Solar noon – Judi & Steve

PUBLIC ARTS ADVISORY GROUP (PAAG)
MINUTES OF *Ordinary* MEETING
HELD ON: 5 June 2025

MEETING OPENED: 5.35pm

PRESENT: Rhonda (Ronnie) Bombell (Facilitator), Mayor Margot Davis, Cr Carol Sparks, Stephen Wright. Miranda Heckenberg, Richard Moon, Sean Galetto, Sari James, Raelene Watson and Riarna Sheridan (Minute Taker)

APOLOGIES: Adele (Waabi) Chapman Burgess

DECLARATIONS OF CONFLICT OF INTEREST:
None

MINUTES OF THE PREVIOUS MEETING:
No minutes

Item No.	Item	Action
5	**Agenda Items and Discussion:**	
Item number 5.1	Welcome and Overview Ronnie opened the meeting and provided a PowerPoint presentation outlining the agenda, background, group representation, policy definitions, objectives, and scope of the Public Art Policy.	Ronnie to circulate
5.2	Public Art Policy and Council Vision Ronnie outlined Council's vision for public art, highlighting its focus on diversity and excellence. She noted strong alignment with LALC-led projects, such as the Willows lighting installations. The strategic planning role of PAAG was reinforced, with support expressed by the group for continuing advisory oversight.	Ronnie to circulate PAP and PAAG guideline documents to group members.
5.3	Donation of Sculpture – 'Roobot' for Emmaville Sean presented the sculpture 'Roobot', a 5m tall piece representing bushfire recovery, donated by Taronga Mines. He confirmed the sculpture is structurally sound, has no sharp edges, and suggested RSL Park near key community facilities as a suitable location. Miranda raised height compliance and safety concerns, while Raelene queried if a concrete slab would be required (Sean confirmed no cost to Council). Cr Sparks proposed alternative sites including the Emmaville lookout. Richard supported the artwork's originality and local relevance (and it not being 'celtic'). Ronnie stressed the importance of considered decision-making for all public art, including donations.	The group agreed to proceed to community consultation on the project.

Item No.	Item	Action
5.4	Creative Projection Infrastructure Proposal Ronnie introduced a proposal to invest in creative projection infrastructure using the Public Art budget. Potential projection sites include the Blade, Standing Stones, Town Hall, and Photocreate building. Mayor Davis asked if the projections would only be visible at night (Ronnie confirmed yes) and queried the potential return on investment. Ronnie confirmed current quotations to be $48,000 per unit. Miranda linked projections to safer, more vibrant public spaces and suggested integration with CBD activations. Riarna proposed developing a local 'Vivid-style' event to leverage night-time economy opportunities. Stephen provided advice on short-throw projectors and cost-effective installations, noting Photocreate's support. Sean shared insights from lighting specialists, including gender-responsive lighting solutions.	Group supported continued investigation into this proposal for infrastructure cheaper than currently quoted.
	Raelene Watson and Sari James left the meeting at 6:20pm	
5.5	Potential Site Mapping for Public Art Ronnie suggested mapping key village precincts and iconic locations for potential public art placement, including Deepwater water tower, Rocky Ponds, and the New England Rail Trail. Raelene highlighted the importance of aligning with village precinct planning and confirmed Standing Stones as a viable site. Stephen recommended exploring heritage precincts such as the Railway. Cr Sparks noted the Blade sculpture needs maintenance (painting).	Ronnie to review past art location audits and also add as an agenda for future meeting.
5.6	Integration with Broader Strategies Discussion focused on integrating public art initiatives with Council's broader strategic documents, such as the Reconciliation Action Plan, STEM programs, Youth Strategy, Destination Management Plan, and Economic Development Strategy. Mayor Davis encouraged a whole-of-LGA approach and questioned whether a more formal public art strategy should be developed. Ronnie suggested this could align with upcoming consultation processes. Riarna agreed a strategy would be beneficial to apply for grant funding with 'shovel ready projects' however advised hesitancy to develop such a strategy that would 'hem in' and constrict public art in the LGA.	No decision was made by the group whether to proceed. Further discussion to occur at a future meeting.
6	**GENERAL BUSINESS:**	

Item No.	Item	Action
Item number 6.1	General Business and Closing Reflections Richard emphasised the role of quality public art in shaping external perceptions of the community. Mayor Davis and others supported the idea of thoughtful, inclusive, and strategic approaches to future installations. The group expressed continued support for investment in lighting infrastructure and the development of shovel-ready projects.	Group to discuss and determine next steps for a whole-of-LGA Public Art Strategy at the next meeting.

MEETING CLOSED: 6:37pm
NEXT MEETING: Proposed quarterly meetings (one per season), in addition to meetings required for specific Expressions of Interest



10 June 2025

…… ……..
Chairperson Date
Rhonda Bombell
Coordinator Economic Development & Tourism
Glen Innes Severn Council

Item 9.1

Annexure C

GLEN INNES SEVERN COUNCIL

Minutes of Roads Consultative Committee Meeting
21 May 2025

PRESENT:

Andrew Hancock (Chair), Mayor Margot Davis, David Hunt (Manager of Asset Services), Mike Stone (GISC Senior Design Officer), Maurice Velcich, Tom Faithfull, Mike Norton and Daniel Alford (minutes)

OPEN AND WELCOME:

Andrew Hancock (Chair) opened the meeting at 10:05 am.

APOLOGIES:

Tony Kamphorst (Manager of Infrastructure Delivery), Daniel McAlary, Cr Tim Alt, Jeff Smith, Cr Troy Arandale, Barbara Holliss

MOTION: That the apologies noted above be accepted
MOVED: **Mayor Davis** **SECONDED:** Maurice Velcich

CARRIED

MINUTES OF THE PREVIOUS MEETING:

As per Item 3.4 of the Manual for Community Committees of Council, the minutes of the ordinary meeting held on 20 November 2024 were deemed endorsed by consensus of the Committee as no requests for amendment were received within the specified five (5) days of distribution.

BUSINESS ARISING:

4.1 Member Requests

Jeff Smith Wentworth Street vision –
turning onto highway southbound vision is obstructed by traffic parked in front of houses and poses a dangerous risk for vehicles having to creep out to see if any traffic is oncoming.

ACTION: Refer matter to Local Traffic Committee

21.5.2025 Mike Stone investigated and determined that sight distances at the intersection meet the relevant standards as per Austroads Guide to Road Design and TfNSW supplements and are more than adequate. The matter was also reviewed by Transport for NSW, who advised that intersections controlled by Give Way signage must be approached with the intent to stop, in accordance with the NSW Road Rules.

NO FURTHER ACTION

Cr Tim Alt Yarraford Road – on the turnoff from the highway, the guardrail runs along the side of the highway and around the corner to the turn off. There is no pull off/deceleration lane and the turn off is right before a crest. Request to address issue.
ACTION: TFNSW to be requested to review guardrail location.

21.5.2025 No action required. The road meets the relevant sight distance requirements.

NO FURTHER ACTION

Andrew Hancock Request and discussion for vegetation clearing and potential road widening work at the top of Blue Hills Road.

ACTION: Matter carried over to the next meeting for further discussion and consideration.

CARRIED

GLEN INNES SEVERN COUNCIL

Minutes of Roads Consultative Committee Meeting
21 May 2025

5. CORRESPONDENCE

Incoming

Correspondence from Tom Faithfull regarding naming conventions for bridges across the Council network. The Mayor recommended that Council undertake a review of all existing bridge names to determine the current naming convention and consider formalising a consistent approach.

Outgoing

Roads Consultative Committee Distribution Meeting documents 19.2.2025

NOTED. NO FURTHER ACTION

6. MAINTENANCE PROGRAM UPDATE

On behalf of Manager of Infrastructure Delivery reported, the following was reported:

- Northern Grading are currently on Bullock Mountain Road and will then be heading out to the Gwydir Highway and Matheson area west of town.
- Southern Grading are around Glencoe area and will be heading east out to Mt Mitchell.
- Vegetation control such as tree trimming is ongoing to keep crews busy on wet days, although we have stopped spraying for the year as it is getting too cold.
- Pothole patching will continue so long as there are potholes to patch.

NOTED. NO FURTHER ACTION

7. CAPITAL PROGRAM UPDATE

On behalf of Manager of Infrastructure Delivery reported, the following was reported:

- The bridge crew are working on the Cox's Road bridge replacement and have successfully installed the abutments last week.
- Taylor Civil have completed the last link in the Bald Nob Road upgrade (this should be sealed on Friday 22 May) and will be then heading out to Pinkett next to finish the heavy patching before moving onto the eastern end of Mt Mitchell.
- The Construction team and halfway through their Wellington Vale Road rehabilitation project of 3.4km long, then will move to the Blue Hills/Rodgers Rod project in late June/July.

NOTED. NO FURTHER ACTION

8. CHANGES TO PLANT AND EQUIPMENT

Manager of Asset Services reported that there are no updated changes to the current Council plant and equipment fleet.

NOTED. NO FURTHER ACTION

9. EVENT ROAD CLOSURES

No upcoming event road closures scheduled.

NOTED. NO FURTHER ACTION

Item 9.1

Annexure C

Minutes of Roads Consultative Committee Meeting
21 May 2025

11. GENERAL BUSINESS

11.1 Mann River Lighting – Pinkett Road (Tom Faithfull)

Tom Faithfull suggested exploring the use of solar-powered floodlights, similar to those used at roadworks, to improve visibility at Mann River when the bridge is submerged. MS to investigate the feasibility and suitability of this solution.

ACTION: This matter was resolved to remain in the hands of Council to investigate options and apply for appropriate funding programs as opportunities arise t

NOTED. NO FURTHER ACTION

11.2 Speed Zone – Rummery's Hill (Tom Faithfull)

MS spoke with Transport for NSW, who advised that a speed zone reduction at Rummery's Hill is highly unlikely.

ACTION: Council to look into applying for funding to install skirting under the existing guardrails, additional curve advisory signage, and request a formal speed zone review.

NOTED. NO FURTHER ACTION

11.3 Sealing Road Sections (Tom Faithfull)

Tom Faithfull suggested that Council engage with local residents to determine whether it is appropriate to seal specific sections of the road, noting that the recently sealed portion is subject to frequent inundation. **ACTION:** Council to consider community consultation on this matter.

NOTED. NO FURTHER ACTION

11.4 Roundabout for Bourke Street/New England Highway (Mayor Davis)

MS conducted a site survey and determined that traffic delays and queuing at the intersection are minimal, and that a roundabout would result in excessive deflection angles. The primary issue appears to be a lack of channelisation.

ACTION: Council to investigate alternative solutions and the possibility of formalising the side road layouts.

11.5 Kerb and gutter for ANZAC PARK (Mayor Davis)

Concerns were raised regarding access difficulties for ageing veterans using mobility scooters, due to kerb and guttering and height discrepancies along the footpath leading to ANZAC Park.

ACTION: Council to review access conditions and assess potential improvements to enhance accessibility.

11.6 Morgans Road (Maurice Velcich)

Maurice Velcich inquired about works on Morgans Road. Council advised that the property owner will be supplying a cattle grid, which Council will install.

ACTION: Council will also undertake some minor road realignment works as part of the installation.

NO FURTHER ACTION

GLEN INNES SEVERN COUNCIL

Minutes of Roads Consultative Committee Meeting
21 May 2025

11.7 Elizabeth Street Trees and Meade Street root barriers (Mayor Davis)

Mayor Davis raised concerns regarding tree roots along Elizabeth Street causing damage to the kerb, gutter, and fencing at 187 Meade Street. Root barriers are not considered viable, as they may compromise root integrity and increase the risk of tree failure.

ACTION: Matter to be referred to the Manager of Recreation and Open Spaces for assessment and recommendation.

NO FURTHER ACTION

11.8 Community Forum Submission Regional Roads Funding (Chairman)

Chariman Andrew Hancock raised the need to prepare a community forum submission advocating for more consistent and reliable state government grant funding for regional roads.

ACTION: Chairman Andrew will liaise with Kimberley Wilkins to prepare the submission. Mayor Davis expressed support and offered to co-sign the submission.

MEETING CLOSED 11:20am

NEXT MEETING: Ordinary General Meeting William Gardner Conference Room **20 August 2025**

…… ……
Chairperson Date

Item 9.2

Annexure A

The Country Mayors Association of NEW SOUTH WALES Inc

Chairman: *Mayor Rick Firman OAM*
C/- Temora Shire Council,
PO Box 262, Temora NSW 2666
Contact: *0429 204 060*
Email: *admin@nswcountrymayors.com.au*
ABN: 92 803 490 533

MINUTES

A General Meeting of the Country Mayors Association of NSW Inc, was held on Friday **9 May 2025,** in the Theatrette, Parliament House, Macquarie Street, SYDNEY commencing from 8:20am.
THEME: Health

1. **8:20am A warm welcome from CMA Chairman and Temora Shire Mayor Rick Firman OAM and a brief address by ALGA President, Mayor Matt Burnett**

Mayor Burnett emphasised that the 1% campaign continues. He expressed concern that new Government's majority might make things difficult.

The Inquiry into Financial Sustainability is very important and we look forward to that be handed down.

The 2025 National General Assembly of Local Government (NGA) – incorporating the Regional Cooperation and Development Forum – will be held in Canberra from 24-27 June. We do want your motions. To lodge a motion contact alga@alga.asn.au or call (02) 6122 9400. $200mil disaster ready fund was a win from the Federal Government.

I think our Governments know we need more money.

A token of appreciation was presented to Mayor Burnett by Mayor Firman.

2. **8:30am Presentation – NSW Minister for Regional Health, the Hon. Ryan Park MP**

It is a privilege to have this portfolio and I acknowledge the work of those (like Bronnie Taylor) who have made good progress before me.

Maternity Services are an important challenge. I believe women should try to give birth as close to home as possible. It takes a support network to raise a child. We need to keep birthing services close to where people live, which is a big challenge where we have a sparce regional State. That challenge is a concern in places such as Gunnedah and Tamworth.
Midwifery care networks are expanding in places like Glen Innes. We have increased incentives for midwives to $20,000.
This is a priority of mine for rural and regional health.

Staffing is an ongoing challenge. Ratios in ED's (1:3) will be established.

2,500 nurses are now receiving the $20,000 attraction incentive and retention incentive are also being received.

I am also aware of the housing shortage. I learned about that from mayors. We've increased the budget for housing to $200mil. We hope to house around 500 workers.

Pressure on ED's is real. A lot more category 2 and 3 patients (category 1 is life and death). The primary care and GP access is not as good as when we were children and that is contributing to the severity of conditions in Eds. People are not accessing Primary Care regularly.

Regional infrastructure benefits from the Country Mayors, thank you for your advocacy. We are building facilities, including ambulance stations across the regions.

The Minister concluded with: Thank you for this opportunity to engage with you.

Q: CGRC Mayor Abb McCalister: Thank you very much for listening and not closing the Pathology Department in Cootamundra.
A: Steph Cooke and the Councils got the message through.
Q: Yass Valley Council Mayor Jasmin Jones: I gave birth on the Barton Highway. Birthing on country is particularly important for our Aboriginal communities. On mental health, our Police Force needs professional support in dealing with people with mental health issues. Something we learned from our zoom with the Police Minister.
Q: Mayor of Kempsey Shire Council Kinne Ring: The Kempsey Hospital should be returned to level 3 on weekends and limited during. It is the 5th most disadvantaged in the State.
A: It must be safe and I will look into it.
Q: Kyogle Council Mayor Danielle Mulholland: What staffing strategies do you have in mind? Post disaster, kids have signs of PTSD.
A: I am happy to see what we can do about the PTSD and I will talk to the Mental Health Minister about that.
We are working to deliver 80 more GPs to rural NSW.
Q: Narrabri Shire Mayor Darrell Tiemens: Thanks you for you attention on Wee Waa and Narrabri hospitals. Demarcation disputes hurt our communities.
A: The LHDs and PHNs and AMSs and their inter-relationships frustrate me. If you are getting the bureaucratic run around, I want to hear about. I don't want rural and regional communities to waste time on the merry-go-round, we will do what we can to bring those people together to work it out.
Q: Lachlan Shire Mayor John Medcalf: Virtual Care – it has a place but it should not replace people on the ground.
A: Covid exacerbated this. I have said it is to be an enhancement or when we are struggling but it should not be a replacement or cost cutting measure.
Q: Lithgow City Council Mayor Cassandra Coleman: We are at the edge of the Penrith based health service. We need silos to be broken down.
A: I couldn't agree more. I don't know what the Federal Health Department does. I am happy to work with Lithgow.
Q: Byron Shire Mayor Sarah Ndiaye: Post Cyclone Alfred I encountered a nurse living in a van. Council would like to discuss this (the housing issue) with you further.

Q: Gwydir Shire Mayor Tiff Galvin: I started nursing as EEN. We need that paid training. Bullying in hospitals is a problem.
A: Bullying is a bigger problem in rural and remote areas because they are smaller and you cannot get away. We are certainly working on it.
Q: Ballina Shire Mayor Sharon Cadwallader: Our population is growing fast. It took me an hour in an ambulance to get to Lismore Hospital. We need some progress for Ballina.
A: It is a priority. The North Coast is also challenged for staffing and housing.

A token of appreciation was presented to Minister Park by Mayor Firman.

3. **9:00am Presentation – NSW Shadow Minister for Regional Health, Mr. Gurmesh Singh MP**

I wish we could see more of the bipartisanship we have in health.

Regional health can be much more challenging than metropolitan health. The challenges seem worse post-Covid.
When we created a special port folio for Regional Health, it was because of the differences in the regions and between the regions and the major cities.
Rostering for ambulance staff has been part of the problem and we are working closely with unions and stakeholders to hold Ambulance NSW to account on their staffing approach.
Paramedic care is more important in the regions than in the city. We are holding the Government to account on ICPs and ECPs.

Maternity was also a focal point for Mr. Singh. We know how important it is to be able to say “I was born here”, and services have declined to what they were 40 years ago. The problems are global but we need to keep working on them. It’s one thing to provide incentives but their partners need a job, need a life. So, we need to make regional locations good places to live. Our job is to work on the imbalances in health services between the city and the regions. Little Wings is a private charity that does an amazing job and we need Government support for this.

A token of appreciation was presented to Mr. Singh by CMA Deputy Chairman Mayor Russell Fitzpatrick.

4. **9:30am Presentation – Mr. Luke Sloane, Deputy Secretary NSW Regional Health Division**

Mr. Sloan said that remote consultations are an advancement we see today that is a positive for rural patients.

He offered to engage directly with regional communities.

The lack of Midwives is a major problem and I am open to the idea of training on the job.

IPTAS is increasingly being accessed and that is an important equity measure.

The Health Inquiry recommendations have been delivered and they have not, we are working on them. They have been taken very seriously and we have been focused on regional equity.

The Select Committee on Remote, Rural and Regional Health has been monitoring equity / access improvements in regional NSW and the implementation of the Inquiry recommendations. The oversight is important.

Aboriginal health organisations are being supported.

I am a nurse by background, so I do understand what our health personnel go through.

The MPS Strategy mentioned.

Q. Bland Shire Mayor Brian Monaghan: What can we do about urgent cases, like a heart attack in our towns?
A. We do have plans for the districts. We have a clinician and clinical staff advisory system to help improve service provision. We know we need services for what towns need. Leeton, Lismore, Wee Waa, Quirindi and another are current case studies, informing us.
We are continuing to work on retrieval services.
Hospital at home programs are being rolled out.
Q. Mayor of Yass Valley Jasmin Jones: What can we do to restore the cutback maternity units.
A: We need to focus on how we keep mothers and babies safe. Where we see birth rates below 50, it cannot be supported. Every year a minimum amount of births is needed for registration to be continued. We have to get the workforce back.

A token of appreciation was presented to Mr. Sloane by Mayor Firman.

5. 10:00am Presentation – Ms. Kath Hetherington, GM – Service Delivery, NSW Rural Doctors Network and Community Solutions Manager Ms. Katie McDonell

Ms. Kath Hetherington

It is a privilege to be here.
We value our MoU. We see Councils as the key stakeholder for community health concerns in country NSW.
Enabling access to health services in country towns is complex and each circumstance is unique.
This year, we are aiming at recruiting over 200 doctors to country NSW.
Ms Hetherington finished on a call for action – 1st July their contract changes to just have 'rural' as a priority. We need dedicated funding to recruit doctors for rural areas and we need your advocacy.

Ms. Katie McDonell

I'm your key point of contact. Council participation in our programs includes bush bursaries and cadetships, plus collaborative care.

We are always working on how we can engage with and support Councils, as well as better understanding of the health sector. It's a complex space and we can help understand it. We can help you to have the data to communicate with and advocate for your communities.

The data they use was illustrated in a slideshow presentation which was made available to members.

A token of appreciation was presented to the RDN representatives by CMA Executive Board Member, Mayor John Medcalf.

6. **10:30am Morning Tea**

7. **11:00am Presentation – Mrs. Clare Beech, Executive Director – Clinical Capability, Safety and Quality, NSW Ambulance**

Mrs. Beech described how NSW Ambulance plans for it's resourcing and servicing of regional communities.

She said that the Ambo of 30 years ago would not compare to the paramedic of today. Advanced paramedics must have adequate exposure to the level of work they are qualified for, just like how you would not get brain surgery at your local MPS.

We know communities have concerns about access to emergency response ambulances and we do work with communities and volunteers to fill gaps. As demand increases, increased services can be justified.

Q. Deputy Mayor of Forbes Shire, Cr. Chris Roylance advised that Mayor Miller is stable at St. Vincent's Hospital. He said that Ambos are among our local heroes. What do you do about rehabilitation for the emotional toll? I have an ambo mate who is in a bad place, so he is off work.
A. The trauma that is experienced by first responders is real and has an accumulative impact. We are working hard on the issue and how we can better support our people. We have a range of programs in place. When you know you have a psychological injury, coming back to work might not be appropriate and we want to work on alternative pathways. Success will be where we are able to work on prevention. It's a big, complex issue.
Q. Warren Shire Mayor Greg Whitely: The 000 directions in the bush. Is there a way we could advertise the emergency location app?
A. You're right. Geolocation challenges could be improved with promotion of the app. We rely on the caller's information, so it's a could suggestion.
Q. Lachlan Shire Mayor John Medcalf: Tottenham has three Ambos renting and one owning a home. Is it a hub?
A. We are starting to see a bit of a FIFO or DIDO approach in our workforce. We do not have a hub and spoke model at present. I understand accommodation is a challenge, so in your case they are likely addressing the challenge together.
Q. Mayor of Inverell Shire Mayor Kate Dight: What relationships do you have with your counterparts over the border?
A: At an operational level, a 000 call is routed to the literal closest available responders. So, it is relatively simple. We have MoU's with QLD, Vic and ACT.

A token of appreciation was presented to Mrs. Beech by CMA Executive Board Member, Mayor Sharon Cadwallader (who advised Mrs. Beech that her recent ambulance ride from Ballina to Lismore took an hour, for 32km).

8. **11:15am Presentation – Mrs. Christine Corby AM, CEO, Walgett Aboriginal Medical Service**

Mrs. Corby explained that they are all Aboriginal Walgett locals. Gomeroi country. The lack of maternity services was highlighted. “We give birth 3 hours down the road in Dubbo.”

We have MoU’s with Councils and also value the interagency meetings we have, so we can work together and understand who is doing what in the health sector in our communities.

She outlined how their AMS plays a vital role in the mental health of the community, even helping to make significant dates from ANZAC Day to Christmas special for the community.

They have an innovative garden / seed project, which now has 100 beds and a lot of health benefits. It is good for education about healthier diets.

Culturally, Christine referred to Charles Perkins. Promoting the Aboriginal stories and cultural heritage is important to her and the AMS. Doctor retention is often as big a challenge as recruitment but the Walgett AMS got lucky; “I had two doctors and by chance, they married farmers.”

“Health partners and relationships are so important,” Mrs. Corby concluded.

A token of appreciation was presented to the Walgett Aboriginal Medical Service representatives by CMA Executive Board Member, Mayor Josh Black.

9. 11:30am Presentation – Mr. Mario Barone, President, Pharmacy Guild of Australia NSW Branch

Mr. Daniel Kicuroski - NSW Branch Director (CEO) - Pharmacy Guild of Australia - NSW Branch

Mr. Kicuroski highlighted that there is a lot of overlapping between the Guild and CMA.
The potential for more people to be treated and screened at pharmacies could reduce the demands on the health system. There are 350 localities with a pharmacy in Australia, where there is no other health service.
People are waiting way too long for a GP appointment. I saw a doctor in Sydney yesterday with an hour’s notice but the majority of regional residents wait three weeks or more.
Urinary tract infection is now widely treated in community pharmacies, with over 20,000 women treated, nationally. Contraception and the shingles vaccine are also among the services provided in pharmacies.
By 2026, acute chronic conditions treatment will be trialed outside of Sydney, Wollongong and Newcastle. Eg. Antibiotics for an ear infection.

Mr. Mario Barone
Vaccination hesitancy is a huge issue. Increasing Pharmacy scope of practice can increase vaccinations levels.
You have to be a pharmacist to open a pharmacy. We put patients ahead of profits. You can only own a maximum of five pharmacies.
We got bipartisan support for patient access to affordable medications, namely the reduced co-payments.

A token of appreciation was presented to the Pharmacy Guild representatives by Mayor Firman.

Mayor Firman then presented a CMA pin to new member, Mayor of Balranald Shire Council Louie Zaffina.

12:00pm General Meeting

10. Attendance [134 in total]

Max Eastcott	GM	Gwydir Shire Council
Cr. Tiffany Galvin	Mayor	Gwydir Shire Council
Cr. Carol Oataway	Mayor	Hay Shire Council
David Webb	GM	Hay Shire Council
Cr. Rick Firman OAM	Chairman/Mayor	CMA/Temora Shire Council
Melissa Boxall	Secretary/GM	CMA/Temora Shire Council
Cr. Adam Roberts	Mayor	Port Macquarie Hastings Council
Cr. Steve Krieg	Mayor	Lismore City Council
Cr. John Medcalf OAM	Mayor	Lachlan Shire Council
Cr. Hugh Packard	Deputy Mayor	Snowy Valleys Council
Cr. Julia Ham	Mayor	Snowy Valleys Council
Cr. Ashley Hall	Mayor	Edward River Council
Jack Bond	CEO	Edward River Council
Cr. Cheryl Cook	Mayor	Federation Council
Cr. Kinne Ring	Mayor	Kempsey Shire Council
Michael Jackson	Acting GM	Kempsey Shire Council
Cr. Cassandra Coleman	Mayor	Lithgow City Council
Cr. Nina Dillon	Mayor	Goulburn Mulwaree Council
Marina Hollands	Acting CEO	Goulburn Mulwaree Council
Gary Woodman	GM	Warren Shire Council
Cr. Greg Whiteley	Mayor	Warren Shire Council
Cr. Russsell Fitzpatrick	Mayor	Bega Valley Shire Council
Anthony McMahon	CEO	Bega Valley Shire Council
Cr. John Harvie	Mayor	Murray River Council
Stacy Williams	CEO	Murray River Council
Sarah Ryan	Director	Murray River Council
Cr. Brian Ingram	Mayor	Hilltops Council
Anthony O'Reilly	GM	Hilltops Council
Cr. Jesse Fitzpatrick	Mayor	Wingecarribee Shire Council
Lisa Miscamble	GM	Wingecarribee Shire Council
Cr. Ray Smith	Mayor	Clarence Valley Council
Cr. Colleen Fuller	Mayor	Gunnedah Shire Council
Cr. Kate McGrath	Deputy Mayor	Gunnedah Shire Council
Eric Groth	GM	Gunnedah Shire Council
Cr. Jarrod Marsden	Mayor	Cobar Shire Council
Peter Vlatko	GM	Cobar Shire Council
Cr. Darrell Tiemen	Mayor	Narrabri Shire Council
Eloise Chaplain	GM	Narrabri Shire Council

Cr. Matthew Norris	Assistant Deputy Mayor	Shoalhaven City Council
Cr. George Weston	Mayor	Leeton Shire Council
Jackie Kruger	GM	Leeton Shire Council
Cr. Adam Shultz	Mayor	Lake Macquarie City Council
Cr. Margot Davis	Mayor	Glen Innes Severn Council
Bernard Smith	GM	Glen Innes Severn Council
Megan Mulrooney	CEO	REROC
Cr. Jasmin Jones	Mayor	Yass Valley Council
Cr. Ewen Jones	Mayor	Narromine Shire Council
Cr Kate Dight	Mayor	Inverell Shire Council
Cr Wendy Wilks	Councillor	Inverell Shire Council
Brett McInnes	GM	Inverell Shire Council
Cr. Kathryn Rindfleish	Mayor	Warrumbungle Shire Council
Lindsay Mason	GM	Warrumbungle Shire Council
Cr. Sharon Cadwallader	Mayor	Ballina Shire Council
Cr. Melissa Matters	Deputy Mayor	Kiama Municipal Council
Jane Stroud	CEO	Kiama Municipal Council
Cr. Paul Culhane	Mayor	Upper Lachlan Shire Council
Alex Waldron	CEO	Upper Lachlan Shire Council
Kathy Hetherington	GM–Service Delivery	RDN
Katie McDonnell	Community Solutions Manager	RDN
Cr. Eric Noakes	Mayor	Walcha Council
Cr. Susannah Pearse	Mayor	Moree Plains Shire Council
Natalia Cowley	Interim GM	Moree Plains Shire Council
Cr. Robert Bell	Mayor	Uralla Shire Council
Toni Averay	GM	Uralla Shire Council
Cr. Bruce Reynolds	Mayor	Blayney Shire Council
Mark Dicker	GM	Blayney Shire Council
Cr. Josh Black	Mayor	Dubbo Regional Council
Murray Wood	GM	Dubbo Regional Council
Cr. Ruth McRae	Mayor	Murrumbidgee Council
John Scarce	GM	Murrumbidgee Council
Cr. Bronwyn Petrie	Mayor	Tenterfield Shire Council
Cr. Mareeta Grundy	Councillor	Queanbeyan-Palerang Regional Council
Rebecca Ryan	GM	Queanbeyan-Palerang Regional Council
Cr. Lachlan Ford	Mayor	Bourke Shire Council
Leonie Brown	GM	Bourke Shire Council
David Reynolds	CEO	LGNSW
Cr. Leah Anderson	Mayor	Port Stephens Council
Cr. Danielle Mulholland	Mayor	Kyogle Council
Cr. Kieran Somerville	Councillor	Kyogle Council
Kate Barker	Acting CEO	CNSWJO
Meredith Macpherson	Regional Resilience Program Manager	CNSWJO
George Cowan	GM	Narrandera Shire Council
Cr. Neville Kschenka	Mayor	Narrandera Shire Council

Gavin Rhodes	GM	Lockhart Shire Council
Cr. Peter Sharp	Mayor	Lockhart Shire Council
Cr. Claire Pontin	Mayor	MidCoast Council
Greg Hill	GM	Central Darling Shire Council
Cr. Paul Smith	Mayor	Cowra Council
Paul Devery	GM	Cowra Council
Cr. Sarah Ndiaye	Mayor	Byron Shire Council
Mark Arnold	GM	Byron Shire Council
Cr. Abb McAlister	Mayor	Cootamundra-Gundagai Regional Council
Roger Bailey	Interim General Manager	Cootamundra-Gundagai Regional Council
Cr. Marg Applebee	Deputy Mayor	Parkes Shire Council
Cr. Louie Zaffina	Mayor	Balranald Shire Council
Peter Bascomb	GM	Balranald Shire Council
Cr. Matt Burnett	President	ALGA
Cr. Sue George	Deputy Mayor	Singleton Council
James Roncon	GM	Armidale Regional Council
Justin Fitzpatrick-Barr	GM	Singleton Council
Mary Purse	Chairperson	Walgett Aboriginal Medical Service
Christine Corby AM	CEO	Walgett Aboriginal Medical Service
Nik Seemann	Project Manager	Walgett Aboriginal Medical Service
Jenny Trindall	Jenny Trindall	Walgett Aboriginal Medical Service
Stephen Dunshea	CEO	Snowy Monaro Regional Council
Cr. Chris Hanna	Mayor	Snowy Monaro Regional Council
Cr. Robert Taylor	Mayor	Bathurst Regional Council
Cr. Paul Best	Mayor	Weddin Shire Council
Noreen Vu	GM	Weddin Shire Council
Cr. Brian Monaghan	Mayor	Bland Shire Council
Grant Baker	GM	Bland Shire Council
Richard Jane	AGM	Forbes Shire Council
Cr. Chris Roylance	Deputy Mayor	Forbes Shire Council
Cr. Steve Allan	Mayor	Bellingen Shire Council
Mark Griffioen	GM	Bellingen Shire Council
Cr. Kevin Beatty	Mayor	Cabonne Shire Council
Brad Byrnes	GM	Cabonne Shire Council
Cr. Digby Rayward	Mayor	Dungog Shire Council
Cr. Alexandria Carruthers	Deputy Mayor	Dungog Shire Council
Gareth Curtis	GM	Dungog Shire Council
Adrian Butler	GM	Federation Council
Ross Gurney	GM	Lithgow City Council
Cr. Des Kennedy	Mayor	Mid-Western Regional Council
Brad Cam	GM	Mid-Western Regional Council
Cr. Katie Graham	Deputy Mayor	Oberon Council
Mathew Webb	Acting GM	Oberon Council
Cr. Tony Mileto	Mayor	Orange City Council
David Waddell	CEO	Orange City Council
Jonathan Malota	Policy Advisor	NRMA

Jennifer Hickey		OLG
Sharne Colefax		OLG
Jodie Healy		OLG
Yvonne Lingua	EO	Riverina and Murray JO
David Kirby	GM	Brewarrina Shire Council

11. Apologies

Eber Butron	Acting General Manager	Lismore City Council
Cr. Daniel Linklater	Mayor	Wentworth Shire Council
Ken Ross	GM	Wentworth Shire Council
Cr. Tania Brown	Lord Mayor	Wollongong City Council
Jane Redden	GM	Narromine Shire Council
Cr.Dallas Tout	Mayor	Wagga Wagga City Council
Cr. Nikki Williams	Mayor	Coffs Harbour City Council
Cr. Sue Moore	Mayor	Singleton Council
Adrian Panuccio	GM	MidCoast Council
Cr. Neil Westcott	Mayor	Parkes Shire Council
Cr. Sam Coupland	Mayor	Armidale Regional Council
Cr. Russell Webb	Mayor	Tamworth Regional Council
Cr. Ken Cudmore	Mayor	Liverpool Plains Shire Council
Cr. Julia Cornwell McKean	Mayor	Berrigan Shire Council
Cr. Jim Hickey	Deputy Mayor	Broken Hill City Council
Jay Nankivell	GM	Broken Hill City Council
Cr. Kenrick Winchester	Mayor	Queanbeyan-Palerang Regional Council
Cr. Bob Callow	Mayor	Junee Shire Council
James Davis	GM	Junee Shire Council
Cr. Jasen Ramien	Mayor	Walgett Shire Council
Andrew Brown	GM	Walgett Shire Council
Cr. Daniel Keady	Mayor	Coonamble Shire Council
Paul Gallagher	GM	Coonamble Shire Council
Cr. Kevin Mack	Mayor	Albury City Council
Frank Zaknich	GM	Albury City Council
Cr. Doug Batten	Mayor	Gilgandra Shire Council
David Neeves	GM	Gilgandra Shire Council
Cr. Maurice Collison	Mayor	Upper Hunter Shire Council
Cr. Matt Gould	Mayor	Wollondilly Shire Could
Cr. Phyllis Miller	President	LGNSW (and Forbes Shire Mayor)
Greg Tory	GM	Lachlan Shire Council
Cr. Patricia White	Mayor	Shoalhaven City Council
James Ruprai	GM	Shoalhaven City Council

Recommendation: That the apologies be accepted and noted. Mayor Medcalf (Lachlan Shire Council) moved and Mayor Danielle Mulholland (Kyogle Council) seconded the motion. Carried unanimously.

12. Adoption of Minutes of Previous Meeting, 28 March 2025 (Copy Attached)

Recommendation: That the 28 March Minutes be accepted as a true record. Mayor Sharon Cadwallader (Ballina Shire Council) moved, Mayor Jasmin Jones (Yass Valley Council) seconded. Carried unanimously.

13. Matters Arising from Minutes

14. Correspondence

Outward	Inward
• Assistant Minister for Immigration, Senator the Hon. Matt Thistlethwaite MP – Supporting RDA Riverina's campaign against the NSW Government DAMA and supporting the Orana DAMA expansion. • Shadow Federal Local Government Minister, The Hon Darren Chester – online meeting with CMA Executive • Chief Engineer – Institute of Public Works, Engineers Australia, Mr. Joshua Devitt – Invitation to the June meeting • Chief Executive Officer – NSW Reconstruction Authority, Mr. Mal Lanyon APM – Invitation to the June meeting • National Rural Health Commissioner, Professor Jenny May AM – Invitation to the May meeting • Shadow Regional Health Minister Mr. Gurmish Singh MP – Invitation to the May meeting FAGs letters • Leader of the Australian Greens, Mr. Adam Bandt MP • Leader of the National Party, the Hon. David Littleproud MP • Leader of the Opposition, the	• NSW Regional Health Minister, the Hon. Ryan Park MP, in response to CMA correspondence and meetings regarding health cuts. • Murrumbidgee Local Health District Chief Executive, Jill Ludford PSM apologising regarding 9 May. • Communique: Regional Health Ministerial Advisory Panel • Parliamentary Secretary to the Premier, Mrs Julie Finn MP – responding to CMA letters concerning Fire Ants and Local Government financial Sustainability. Luke Sloane, Deputy Secretary, Rural and Regional Health – MPS Strategy feedback request

Hon. Peter Dutton MP • Prime Minister, the Hon. Anthony Albanese MP • Senator Pauline Hanson • Senator David Pocock • Ms Zali Steggall OAM, MP • Ms Allegra Spender MP • Ms Kylea Tink MP • Dr Sophie Scamps MP	

Recommendation: That the correspondence we be received and noted. Mayor Sharon Cadwallader (Ballina Shire Council) moved, Mayor Mulholland (Kyogle Council) seconded. Carried unanimously.

Media Releases

NSW Country Mayors welcome Coalition funding pledge Country Mayors Call Out Failure to Address Funding Shortfalls NSW Country Mayors and Police connect

15. Reports (attached)

Update from ALGA President Mayor Matt Burnett

Recommendation: That the Report be received and noted.

Mayor Cheryl Cook (Federation Council) moved. Mayor Colleen Fuller (Gunnedah Shire Council) seconded. Carried unanimously.

Update from President of LGNSW – Mayor Phyllis Miller OAM

Recommendation: That the Report be received and noted.
Mayor Mathew Hatcher (Eurobodalla Shire Council) moved. Mayor Dight (Inverell Shire Council) seconded. Carried unanimously.

Update from CMA Chairman Mayor Rick Firman OAM

Former CMA Chairman Jamie Chaffey was congratulated.

Premier Minns met yesterday with myself and Ms Boxall.

re: Premier's Rural & Regional Advisory Council… The Premier agreed to an initial two-year term, then to be reviewed. It is expected CMA will occupy at least one of the chairs, on what could be up to 11 members. The final terms of reference are being worked on by the Premier. This is a significant win for CMA as well as rural, regional and remote NSW.

The Treasurer also advised that he has been working hard on the RFS issue.

Recommendation: That the Report be received and noted.

Mayor Steve Allan (Bellingen Shire Council) moved. Mayor Brian Monaghan (Bland Shire Council) seconded. Carried unanimously.

Policy Advisor's Report – Mrs. Julie Briggs

Recommendation: that the Report be received and noted

Recommendations contained in the Policy Advisor's Report.

That the CMA adopt the response to* NSW Roads Act *1993 Issues Paper.

Mayor George Weston (Leeton Shire Council) moved. Mayor Monaghan (Bland Shire Council) seconded. Carried unanimously.

That the CMA Executive explore an advocacy campaign promoting a greater investment in Local Government through an increase in Financial Assistance Grants

Mayor Medcalf (Lachlan Shire Council) moved. Mayor Cadwallader (Ballina Shire Council) seconded. Carried unanimously.

Recommendation: That the Policy Advisor's Report be received and noted.
Mayor Mulholland (Kyogle Council) moved. Mayor Colleen Fuller (Gunnedah Shire Council) seconded. Carried unanimously.

Financial Report (CMA) – CMA Secretary Ms. Melissa Boxall

Mayor Cass Coleman (Lithgow City Council) moved. Mayor Steve Allan (Bellingen Shire Council) seconded. Carried unanimously.

16. Business with notice

Nil

17. Urgent business without notice

CMA Chairman and Bega Valley Mayor Fitzpatrick proposed a motion of support for the Rural Doctors Newtork - That the Country Mayors association reaffirms its support for funding of the Rural Doctors Network NSW to continue to focus on Rural Services within their agreements with DoHAC and not reduce the impact to rural, regional and remote NSW through the extension of their obligations to metropolitan areas.

Mayor Jones (Yass Valley Council) moved. Mayor Medcalf (Lachlan Shire Council) seconded. Carried unanimously.

Ms Boxall read the motion - The Executive Board recommends to members:

1. **The establishment of the Executive Officer's position for a period of two years, commencing 1 December 2025**
2. **That the Executive Board be given delegation to undertake an expression of interest (EOI) process to be undertaken from 1 July 2025 and that the outcome of this process be reported to the AGM in November 2025**

Mayor Mulholland (Kyogle Council) moved. Mayor Cadwallader (Ballina Shire Council) seconded. Carried unanimously.

18. Presentation [5 mins] - Dr Amanda Cohn Greens MLC, Chair of the Legislative Council Health committee, former Doctor and Deputy Mayor

Three key points where Local Government plays a key role in health.
Attracting health care workers. We need to consider the lives of the individuals, their partners, children etc.
Planning – you can shape the quality of lives in your communities,
Advocacy – your roles as mayors in advocating to Senate committee members and others cannot be understated. Please don't feel disempowered. My door is always open to hear from you and your health challenges.

19. Excelling CMA Members Segment – Health Theme

Bellingen Shire Council presentation. [10mins]

Talked about Bellingen and Dorrigo hospital. Dorrigo ward has been closed for three years. Lack of housing prevented the reopening of ward. The cost of housing post-Covid has sky-rocketed. Homes for Health – For essential workers across the Bellingen Shire.
The community was ready to protest but I sought to bring them together to focus on solutions. Billeting training nurses.
120 people attended a community meeting, over 70 put their hands up to offer accommodation.
We partnered with the Local Health District. The Welcome Experience has been vital to this initiative working. The program has already expanded to include pharmacists and ambos.
Hartley House will reopen and that we placed nurses into accommodation, we feel helped. It's a great story of what can be achieved and what Local Government can do when you work with the community.
A presentation was supplied and distributed.

Leeton Shire Council presentation. [10mins]

Spoke on Collaborative Care
We can be without a doctor for up to two weeks. Telehealth is meant to augment, not replace face to face service.

We had FIFO ambos. A heart attack patient waited 50mins, yet he was 2mins away. Had his neighbours known it was going to take that long – they would have taken him to hospital themselves. There was a drop in confidence in the health and ambulance service.

Being a migrant and refugee friendly Shire, we have been very supportive of them. We have a highly experienced doctor from Iran who is struggling to navigate the registration system.

We proposed having top paramedics manning our ED when there were no doctors. It was described as not clinically safe. There has not been a willingness to think outside the box to make solutions happen. Our Deputy Mayor met with Minister Ryan Park and they enlisted us into the Collaborative Care program. It is changing community health services (through co-design approaches) with the RDN. We will be identifying needs and solutions, from consultation and collaboration. A working group has been set up. A local project officer employed until 2026. We will collaborate with service providers to help deliver better health care for the Leeton Shire. Ongoing advocacy will be important and support for migrant doctors. Rural hospitals cannot just be a bed for convalescence. Our ambulance services have to do more than take us to a larger centre.

The Chairman thanked all for attending and with no further business, declared the meeting closed at 1:30pm.

The next meeting will be held in Orange on 11/12 June 2025.