

Glen Innes Severn Ordinary Council Meeting
24 JULY 2025

Minutes



SEVERN COUNCIL
ORDINARY MEETING OF COUNCIL

MINUTES

From the meeting held at the Glen Innes Severn Learning Centre,
William Gardner Conference Room, Grey Street, Glen Innes on:

Thursday, 24 July 2025 at 9:00 AM

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MINUTES

COMMUNITY CONSULTATION

No community members addressed Council.

PRESENT: Cr Carol Sparks, Cr Tim Alt, Cr Troy Arandale, Cr Max Elphick, Cr Andrew Parsons and Cr David Scott

IN ATTENDANCE: Mr Bernard Smith (General Manager), Mr Sam Price (Acting Director of Infrastructure Services), Mrs Riarna Sheridan (Director of Place and Growth), Mr Lindsay Woodland (Director of Corporate and Community Services) and Mr Gregory Ford (Executive Assistant (Director of Corporate and Community Services)).

OPENED: 09:00am.

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

"THIS COUNCIL MEETING IS BEING STREAMED LIVE, RECORDED AND PUBLISHED IN ACCORDANCE WITH COUNCIL'S CODE OF MEETING PRACTICE. NO OTHER PERSONS ARE PERMITTED TO RECORD THE MEETING, UNLESS SPECIFICALLY AUTHORISED BY COUNCIL TO DO SO.

TO THOSE PRESENT IN THE GALLERY TODAY, BY ATTENDING A PUBLIC MEETING OF THE COUNCIL YOU ARE CONSENTING TO YOUR IMAGE, VOICE AND COMMENTS BEING RECORDED AND PUBLISHED.

ANYONE WHO IS INVITED TO SPEAK DURING THE MEETING WILL BE RECORDED AND THEIR VOICE, IMAGE AND COMMENTS WILL FORM PART OF THE LIVE STREAM AND RECORDING.

ALL SPEAKERS ARE REQUESTED TO ENSURE THEIR COMMENTS ARE RELEVANT TO THE ISSUE AT HAND AND TO REFRAIN FROM MAKING ANY DEFAMATORY STATEMENTS.

THE CHAIR AND/OR THE GENERAL MANAGER HAVE THE DISCRETION AND AUTHORITY AT ANY TIME TO DIRECT THE TERMINATION OR INTERRUPTION OF LIVE STREAMING. SUCH DIRECTION WILL ONLY BE GIVEN IN EXCEPTIONAL CIRCUMSTANCES WHERE DEEMED RELEVANT. CIRCUMSTANCES MAY INCLUDE INSTANCES WHERE THE CONTENT OF DEBATE IS CONSIDERED MISLEADING, DEFAMATORY OR POTENTIALLY INAPPROPRIATE TO BE PUBLISHED.

ATTENDEES ARE ADVISED THAT THEY MAY BE SUBJECT TO LEGAL ACTION IF THEIR ACTIONS RESULT IN INAPPROPRIATE AND/OR UNACCEPTABLE BEHAVIOUR AND/OR COMMENTS.

UNDER THE MODEL CODE OF MEETING PRACTICE FOR NSW LOCAL GOVERNMENT, THE CHAIR IS RESPONSIBLE FOR ENSURING THE CODE IS

FOLLOWED AND THAT MEETINGS ARE CONDUCTED IN AN ORDERLY, RESPECTFUL, AND SAFE MANNER FOR ALL PARTICIPANTS.

COUNCILLORS ARE REMINDED THAT THEY ARE BOUND BY THE CODE OF MEETING PRACTICE AND THE CODE OF CONDUCT AND SHOULD CONDUCT THEMSELVES IN ALIGNMENT WITH THESE CODES AND THE RULES OF DEBATE.

COUNCILLORS ARE ALSO REMINDED OF THEIR OATH OR AFFIRMATION OF OFFICE MADE UNDER SECTION 233A OF THE LOCAL GOVERNMENT ACT 1993.

THANK YOU.”

1 ACKNOWLEDGEMENT OF COUNTRY

The Mayor read the following “Acknowledgement of Country”:

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

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

2 OPENING WITH PRAYER

Thaddeus Ike opened the Meeting with a prayer.

3 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

Moved Cr A Parsons Seconded Cr T Alt

1.07/25 RESOLUTION

That a leave of absence be granted for the Mayor Cr Margot Davis for this meeting.

CARRIED

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

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

The division was declared CARRIED by 6 votes to 0.

4 MINUTES OF PREVIOUS ORDINARY MEETING - 19 JUNE 2025 TO BE CONFIRMED

Moved Cr C Sparks

Seconded Cr T Alt

2.07/25 RESOLUTION

That the minutes of the Ordinary Meeting of Council held on 19 June 2025, copies of which were circulated, be taken as read and confirmed as a correct record of the proceedings of the meeting and that the numbering of items be amended if necessary.

CARRIED

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

For

Against

Abstained

Cr C Sparks
Cr M Elphick
Cr D Scott

Cr T Arandale
Cr A Parsons

Cr T Alt

The division was declared CARRIED by 3 votes to 2.

5 DISCLOSURES OF CONFLICT OF INTERESTS

There were no Conflicts of Interest declared at the meeting,

At 09:11am Cr Troy Arandale tendered his resignation as Councillor of Glen Innes Severn Council effective immediately and left the meeting.

6 MAYORAL MINUTE

6.1 COST SHIFTING ONTO LOCAL GOVERNMENT

REPORT FROM: Councillors

Moved Cr C Sparks

Seconded Cr T Alt

3.07/25 RESOLUTION

THAT Council:

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

CARRIED

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

For

Against

Cr C Sparks

Nil

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

The division was declared CARRIED by 5 votes to 0.

7 REPORTS TO COUNCIL

7.1 RESOLUTION TRACKING REPORT

REPORT FROM: General Manager's Office

Moved Cr M Elphick

Seconded Cr T Alt

4.07/25 RESOLUTION

That Council notes the information contained in this report.

CARRIED

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

For

Against

Cr C Sparks

Nil

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

The division was declared CARRIED by 5 votes to 0.

7.2 ADOPTION OF DRAFT TERMS OF REFERENCE FOR THE SALEYARDS ADVISORY COMMITTEE

REPORT FROM: Corporate and Community Services

Moved Cr T Alt

Seconded Cr M Elphick

5.07/25 RESOLUTION

THAT Council:

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

CARRIED

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

For

Against

Cr C Sparks

Nil

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

The division was declared CARRIED by 5 votes to 0.

7.3 AUDIT, RISK AND IMPROVEMENT COMMITTEE QUARTERLY UPDATE

REPORT FROM: Corporate and Community Services

Moved Cr A Parsons

Seconded Cr M Elphick

6.07/25 RESOLUTION

That Council notes the information contained in this report.

CARRIED

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

For

Against

Cr C Sparks

Nil

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

The division was declared CARRIED by 5 votes to 0.

7.4 DRAFT RELATED PARTIES DISCLOSURE POLICY

REPORT FROM: Corporate and Community Services

Moved Cr M Elphick Seconded Cr A Parsons

7.07/25 RESOLUTION

That Council adopts the revised Related Parties Disclosure Policy.

CARRIED

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

For

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

Against

Cr D Scott

The division was declared CARRIED by 4 votes to 1.

7.5 DRAFT UPDATED GOVERNANCE FRAMEWORK

REPORT FROM: Corporate and Community Services

Moved Cr M Elphick Seconded Cr T Alt

8.07/25 RESOLUTION

That Council approves and adopts the revised Governance Framework Policy.

CARRIED

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

For

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

Against

Nil

The division was declared CARRIED by 5 votes to 0.

7.6 INVESTMENTS REPORT - JUNE 2025

REPORT FROM: Corporate and Community Services

Moved Cr M Elphick Seconded Cr A Parsons

9.07/25 RESOLUTION

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

CARRIED

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

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

The division was declared CARRIED by 5 votes to 0.

7.7 CAPITAL WORKS PROGRAM PROGRESS REPORT AS AT 30 JUNE 2025

REPORT FROM: Corporate and Community Services

Moved Cr T Alt Seconded Cr A Parsons

10.07/25 RESOLUTION

That Council notes the information contained in this report.

CARRIED

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

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

The division was declared CARRIED by 5 votes to 0.

7.8 UPDATED AGENCY INFORMATION GUIDE

REPORT FROM: Corporate and Community Services

Moved Cr T Alt

Seconded Cr M Elphick

11.07/25 RESOLUTION

That Council adopts the revised Agency Information Guide.

CARRIED

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

For

Against

Cr C Sparks

Nil

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

The division was declared CARRIED by 5 votes to 0.

7.9 CAPITAL PROJECT REVOTES AS AT 30 JUNE 2025

REPORT FROM: Corporate and Community Services

Moved Cr T Alt

Seconded Cr M Elphick

12.07/25 RESOLUTION

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

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

CARRIED

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

For	Against
Cr C Sparks	Nil
Cr T Alt	
Cr M Elphick	
Cr A Parsons	
Cr D Scott	
The division was declared CARRIED by 5 votes to 0.	

7.10 QUARTERLY BORROWINGS REPORT AS AT 30 JUNE 2025

REPORT FROM: Corporate and Community Services

Moved Cr A Parsons	Seconded Cr T Alt
13.07/25 RESOLUTION	
That Council notes the information contained in this report.	
CARRIED	
A division was called for, voting on which was as follows:	
For	Against
Cr C Sparks	Nil
Cr T Alt	
Cr M Elphick	
Cr A Parsons	
Cr D Scott	
The division was declared CARRIED by 5 votes to 0.	

7.11 OPERATIONAL PLAN 2024-2025 PERIODIC REVIEW (Q4)

REPORT FROM: Corporate and Community Services

Moved Cr A Parsons	Seconded Cr M Elphick
14.07/25 RESOLUTION	
That Council notes the information contained in this report.	
CARRIED	
A division was called for, voting on which was as follows:	
For	Against
Cr C Sparks	Nil
Cr T Alt	

Cr M Elphick
Cr A Parsons
Cr D Scott

The division was declared CARRIED by 5 votes to 0.

7.12 DRAFT COMMON SEAL POLICY

REPORT FROM: Corporate and Community Services

Moved Cr M Elphick Seconded Cr T Alt

15.07/25 RESOLUTION

That Council adopts the Common Seal Policy.

CARRIED

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

For

Cr C Sparks
Cr T Alt
Cr M Elphick
Cr D Scott

Against

Cr A Parsons

The division was declared CARRIED by 4 votes to 1.

7.13 DRAFT INVESTMENT POLICY

REPORT FROM: Corporate and Community Services

Moved Cr M Elphick Seconded Cr A Parsons

16.07/25 RESOLUTION

That Council adopts the revised Investment Policy.

CARRIED

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

For

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

Against

Nil

The division was declared CARRIED by 5 votes to 0.

7.14 UPDATED CODE OF MEETING PRACTICE POLICY, FOR PUBLIC EXHIBITION

REPORT FROM: Corporate and Community Services

Moved Cr T Alt

Seconded Cr A Parsons

17.07/25 RESOLUTION

THAT Council:

1. Approves for the revised Code of Meeting Practice Policy to be placed on public exhibition for 28 days from Thursday 24 July 2025 until Wednesday 20 August 2025.
2. Displays the revised Code of Meeting Practice Policy on Council's website, and that it be made available for viewing at the following locations:
 - Council's Town Hall Office, and
 - The Village Post Offices at Deepwater and Emmaville.
3. Requests the Manager Governance to prepare a further report to Council after the exhibition period in the event of Council receiving any substantial submissions regarding the Code of Meeting Practice Policy; otherwise, that the Code of Meeting Practice Policy be adopted by Council.

CARRIED

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

For

Against

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

Nil

The division was declared CARRIED by 5 votes to 0.

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

REPORT FROM: Place and Growth

Moved Cr C Sparks

Seconded Cr A Parsons

THAT Council:

1. *Notes and endorses the NSW Department of Planning, Housing and Infrastructure's Benefit-Sharing Guideline (November 2024) for large-scale renewable energy projects and acknowledges it as the guiding document for future community benefit negotiations.*

- 2. Requests a further report be presented to Council outlining recommended governance, structure and administration options for a local community benefit fund to receive and manage contributions from large-scale renewable energy proponents.**

Moved Cr T Alt

Seconded Cr A Parsons

18.07/25 RESOLUTION

1. Notes and endorses the NSW Department of Planning, Housing and Infrastructure's Benefit-Sharing Guideline (November 2024) for large-scale renewable energy projects and acknowledges it as the guiding document for future community benefit negotiations.
2. Requests a further report be presented to Council outlining recommended governance, structure and administration options for a local community benefit fund to receive and manage contributions from large-scale renewable energy proponents.
3. That the report also considers Council advocating for an energy rebate and or voucher system for LGA residents to benefit from REZ projects to provide financial energy relief over the life of any REZ project.

CARRIED

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

For

Against

Cr C Sparks

Nil

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

The division was declared CARRIED by 5 votes to 0.

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

REPORT FROM: Place and Growth

Moved Cr T Alt

Seconded Cr M Elphick

19.07/25 RESOLUTION

THAT Council:

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

CARRIED

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

For

Against

Cr C Sparks
Cr T Alt
Cr M Elphick
Cr D Scott

Cr A Parsons

The division was declared CARRIED by 4 votes to 1.

7.17 DEVELOPMENT ASSESSMENT REPORT: APRIL 2025 - JUNE 2025

REPORT FROM: Place and Growth

Moved Cr T Alt

Seconded Cr M Elphick

20.07/25 RESOLUTION

That Council notes the information contained in this report.

CARRIED

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

For

Against

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

Nil

Cr D Scott

The division was declared CARRIED by 5 votes to 0.

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

REPORT FROM: Place and Growth

Moved Cr T Alt

Seconded Cr M Elphick

21.07/25 RESOLUTION

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

CARRIED

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

For

Against

Cr C Sparks

Nil

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

The division was declared CARRIED by 5 votes to 0.

7.19 DWELLING ENTITLEMENTS ON RURAL LAND

REPORT FROM: Place and Growth

Moved Cr A Parsons

Seconded Cr T Alt

22.07/25 RESOLUTION

THAT Council:

1. Resolves to prepare a Planning Proposal to amend the Glen Innes Severn Local Environmental Plan 2012, recommending that dwelling opportunities be enabled on the RU1 Primary Production lots identified in Table 1 of this report and submit it to the Department of Planning, Housing and Infrastructure for Gateway Determination and subsequent public exhibition in accordance with the Environmental Planning and Assessment Act 1979.

2. Requests a further report be presented to Council following completion of the public exhibition period, outlining the outcomes of community consultation and recommended next steps.

CARRIED

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

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

The division was declared CARRIED by 5 votes to 0.

7.20 REVIEW OF COUNCIL POLICY AND PROCEDURES – VEHICLE CROSSINGS AND NATURE STRIP POLICY, AND URBAN AND RURAL VEHICLE CROSSINGS DESIGN & CONSTRUCTION STANDARDS

REPORT FROM: Infrastructure Services

Moved Cr A Parsons Seconded Cr T Alt

23.07/25 RESOLUTION

RECOMMENDATION

THAT Council:

1. Places on exhibition the draft Vehicle Crossings and Nature Strip Policy, as outlined in the report, from, 26 July 2025 to 21 August 2025.
2. Displays the draft Vehicle Crossings and Nature Strip Policy on Council's website, and makes it available for viewing at the following locations:
 - ☐ Council's Town Hall Office,
 - ☐ Council's Church Street Office, and
 - ☐ The Village Post Offices at Deepwater, Emmaville and Glencoe.
3. A further report to Council be prepared after the exhibition period in the event of Council receiving any substantial submissions; otherwise, that the draft Vehicle Crossings and Nature Strip Policy be adopted by Council.

CARRIED

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

For	Against
Cr C Sparks	Nil
Cr T Alt	
Cr M Elphick	
Cr A Parsons	
Cr D Scott	
The division was declared CARRIED by 5 votes to 0.	

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

REPORT FROM: Infrastructure Services

Moved Cr T Alt	Seconded Cr A Parsons
24.07/25 RESOLUTION	
That Council adopts all complying tenders from Tender T25-03 (Engagement of a Panel of Contractors for Wet Hire of Plant) onto an approved Panel of Contractors for a two-year term with priority order as per the evaluation report.	
CARRIED	
A division was called for, voting on which was as follows:	
For	Against
Cr C Sparks	Nil
Cr T Alt	
Cr M Elphick	
Cr A Parsons	
Cr D Scott	
The division was declared CARRIED by 5 votes to 0.	

7.22 COUNCIL MANAGED CROWN LAND - PLAN OF MANAGEMENT

REPORT FROM: Infrastructure Services

Moved Cr A Parsons	Seconded Cr T Alt
25.07/25 RESOLUTION	
THAT Council:	
1. Approves for the Council Managed Crown Land – Plan of Management to be placed on public exhibition for 42 days from Thursday 24 July 2025.	

2. Displays the revised Council Managed Crown Land – Plan of Management on Council's website, and that it be made available for viewing at the following locations:
 - ☐ Council's Town Hall Office, and
 - ☐ The Village Post Offices at Deepwater and Emmaville.
3. Requests the Manager of Asset Services to prepare a further report to Council after the exhibition period in the event of Council receiving any substantial submissions regarding the Council Managed Crown Land – Plan of Management; otherwise, that the Council Managed Crown Land – Plan of Management be adopted by Council.

CARRIED

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

For

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

Against

Nil

The division was declared CARRIED by 5 votes to 0.

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

8.1 NOTICE OF MOTION - GLEN INNES SEVERN COUNCIL PHILANTHROPIC TRUST

REPORT FROM: Councillors

Moved Cr D Scott

Seconded Cr A Parsons

THAT Council:

1. *Endorses in principle the establishment of a Glen Innes Severn Council Philanthropic Trust Fund (Trust Fund) to support community organisations and individuals across the Glen Innes Severn local government area.*
2. *Agrees that the Trust Fund may accept voluntary donations, contributions, and bequests from the public and other entities and apply for grants to fulfill the Trust's goals. Bequests of real property or shares, or other income earning assets will be held for 30 years.*

3. Applies for charitable status for the Trust Fund, to enable voluntary private donations, contributions and bequests to benefit from any applicable taxation concessions.

4. Resolves that grants from the Trust Fund may be made available to:

- a. Community organisations for projects or programs of local benefit;
- b. Individuals or groups for travel, educational or personal development purposes aligned with the public interest;
- c. Students, particularly of medicine, allied health, science and social science, agriculture, environmental studies and engineering undertaking tertiary studies (including TAFE) or placements within the New England and North West regions;
- d. Sporting and cultural ambassadors;
- e. Other eligible causes;
at the discretion of a full meeting of Council.

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

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

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

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

For

Cr A Parsons
Cr D Scott

Against

Cr C Sparks
Cr T Alt
Cr M Elphick

The division was declared LOST by 3 votes to 2.

Moved Cr A Parsons

Seconded Cr T Alt

26.07/25 RESOLUTION

Foreshadowed Motion:

That Council requests the general manager to host a Councillor Workshop to further discuss a Glen Innes Severn Council Philanthropic Trust.

CARRIED

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

For

Against

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

Nil

The division was declared CARRIED by 5 votes to 0.

8.2 NOTICE OF MOTION - GLEN INNES SEVERN COUNCIL PROPOSED POLICY FOR THE DETERMINATION AND REMEDIATION OF FORMER SERVICE STATIONS AND FUEL-CONTAMINATED LANDS

REPORT FROM: Councillors

Moved Cr A Parsons

Seconded Cr D Scott

THAT Council:

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

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

For	Against
Cr A Parsons Cr D Scott	Cr C Sparks Cr T Alt Cr M Elphick
The division was declared LOST by 3 votes to 2.	

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

REPORT FROM: Councillors

Moved Cr D Scott	Seconded Cr A Parsons
THAT Council:	
<ol style="list-style-type: none">1. Notes the content of this report, and2. Requests Council Officers to draft a report to be brought back to Council detailing the entire budget for the Australian Celtic Festival (ACF) in 2025, the proposed budget for the 2026 ACF and the arguments, for and against, the adoption of the Whole-of-Town Activation Model for the ACF commencing May 2026A division was called for, voting on which was as follows:	
For	Against
Cr A Parsons Cr D Scott	Cr C Sparks Cr T Alt Cr M Elphick
The division was declared LOST by 3 votes to 2.	

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

REPORT FROM: Councillors

Moved Cr D Scott	Seconded Cr A Parsons
THAT Council:	
<ol style="list-style-type: none">1. <i>Acknowledges that Council meetings are recorded and live-streamed in accordance with existing Council practice and in compliance with its adopted Code of Meeting Practice.</i>	

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

Proposed Amendment to the Code of Meeting Practice

19.X Transcriptions and Supporting Notes

- (1) Council staff prepare a transcription of all of the recorded proceedings of an Ordinary and Extraordinary Council or Committee meeting for the purpose of supporting the accurate preparation of reports;
- (2) These transcriptions be retained as **supporting notes to the meeting** and referenced to confirm motions, amendments, procedural resolutions, and decisions of Council;
- (3) Supporting notes do not form part of the formal minutes and shall not replace the official minutes adopted by Council.
- (4) Audio or video recordings used for transcription are to be securely stored and retained for a minimum of 12 months, or in accordance with Council's adopted Records Management Policy.

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

For

Cr A Parsons
Cr D Scott

Against

Cr C Sparks
Cr T Alt
Cr M Elphick

The division was declared LOST by 3 votes to 2.

Moved Cr A Parsons

Seconded Cr D Scott

27.07/25 RESOLUTION

Foreshadowed Motion:

That the matter of transcription of Council Meeting's be revisited when the new code of meeting practice is released by the state government.

CARRIED

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

For

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

Against

Nil

The division was declared CARRIED by 5 votes to 0.

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

REPORT FROM: Councillors

Moved Cr D Scott

Seconded Cr A Parsons

THAT Council:

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

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

For	Against
Cr A Parsons Cr D Scott	Cr C Sparks Cr T Alt Cr M Elphick
The division was declared LOST by 3 votes to 2.	
Moved Cr T Alt	Seconded Cr D Scott
28.07/25 RESOLUTION Foreshadowed Motion: That Council re-visit the matter of hygiene Insecurity at a future Councillor Workshop. CARRIED	
A division was called for, voting on which was as follows:	
For	Against
Cr C Sparks Cr T Alt Cr M Elphick Cr A Parsons Cr D Scott	Nil
The division was declared CARRIED by 5 votes to 0.	

Moved Cr T Alt Seconded Cr A Parsons

29.07/25 RESOLUTION

That the meeting be extended for a further 30 minutes.

CARRIED

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

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

The division was declared CARRIED by 5 votes to 0.

Moved Cr C Sparks

Seconded Cr A Parsons

30.07/25 RESOLUTION

That Council Meeting enter a short break.

CARRIED

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

For

Against

Cr C Sparks

Nil

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

The division was declared CARRIED by 5 votes to 0.

9 CORRESPONDENCE, MINUTES, PRESS RELEASES

9.1 MINUTES OF COUNCIL COMMUNITY COMMITTEE MEETINGS FOR INFORMATION

REPORT FROM: Corporate and Community Services

Moved Cr A Parsons

Seconded Cr T Alt

31.07/25 RESOLUTION

That Council notes the information contained in this report.

CARRIED

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

For

Against

Cr C Sparks

Nil

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

The division was declared CARRIED by 5 votes to 0.

9.2 MINUTES OF OTHER ORGANISATIONS FOR INFORMATION

REPORT FROM: Corporate and Community Services

Moved Cr A Parsons Seconded Cr T Alt

32.07/25 RESOLUTION

That Council notes the information contained in this report.

CARRIED

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

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

The division was declared CARRIED by 5 votes to 0.

9.3 CORRESPONDENCE AND PRESS RELEASES

REPORT FROM: Corporate and Community Services

Moved Cr A Parsons Seconded Cr T Alt

33.07/25 RESOLUTION

That Council notes the information contained in this report.

CARRIED

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

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

The division was declared CARRIED by 5 votes to 0.

10 REPORTS FROM DELEGATES

10.1 REPORTS FROM DELEGATES

REPORT FROM: General Manager's Office

Moved Cr A Parsons Seconded Cr T Alt

34.07/25 RESOLUTION

That Council notes the information contained in this report.

CARRIED

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

For

Against

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

Nil

The division was declared CARRIED by 5 votes to 0.

11 MATTERS OF AN URGENT NATURE

There were no matters of an urgent nature

12 CONFIDENTIAL MATTERS

Moved Cr A Parsons Seconded Cr T Alt

35.07/25 RESOLUTION

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

Item	Report	Reason
12.1	NIRW TENDER P00824 - Scrap Metal and Optional Recyclable Materials	(d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it. (d) (ii) commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the Council. (d) (iii) commercial information of a confidential nature that would, if disclosed, reveal a trade secret.

12.2	Taronga Mines - Mine Camp at Glen Innes Airport - Final Terms to form Binding Heads of Agreement	(d) (ii) commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the Council.
12.3	Authorisation to Seek Ministerial Approval for an Internal Loan Against the Water and Sewer Fund	(c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.
12.4	Approval to Affix the Council Seal on Loan Documents	(c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

CARRIED

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

For

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

Against

Nil

The division was declared CARRIED by 5 votes to 0.

All members of the public left the room at 12:00pm.

12.1 NIRW TENDER P00824- SCRAP METAL AND OPTIONAL RECYCLABLE MATERIALS

REPORT FROM: Place and Growth

Moved Cr M Elphick Seconded Cr T Alt

36.07/25 RESOLUTION

THAT Council:

1. Appoints Sims Group Australia Holdings as a single source tender for the period 1 July 2025 to 30 June 2027 for the collection and processing of scrap ferrous metal, scrap non-ferrous metal, used lead acid batteries (ULABs), e-waste, car bodies and refrigerant de-gassing.
2. That a provision be allowed for a 12-month extension based on satisfactory supplier performance which can occur on two (2) successive occasions, which may take this contract through to 30 June 2029.
3. That the General Manager be authorised to execute the contract documentation on behalf of Council.

CARRIED

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

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

The division was declared CARRIED by 5 votes to 0.

12.2 TARONGA MINES - MINE CAMP AT GLEN INNES AIRPORT - FINAL TERMS TO FORM BINDING HEADS OF AGREEMENT

REPORT FROM: Place and Growth

Moved Cr T Alt Seconded Cr A Parsons

37.07/25 RESOLUTION

THAT Council:

1. Endorses the final terms as contained in Annexure 1 of this report to form the Binding Heads of Agreement with Taronga Mines Pty Ltd for the lease of part of the Glen Innes Airport site to establish a mine camp supporting the Taronga tin mine at Emmaville;
2. Notes that Taronga will be responsible for preparing the Heads of Agreement and lease documentation;
3. Approves the execution of the Heads of Agreement, subject to all relevant terms and conditions being met;
4. Approves the execution of the lease, as prepared in accordance with the terms of the executed Heads of Agreement.

CARRIED

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

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

The division was declared CARRIED by 5 votes to 0.

12.3 AUTHORISATION TO SEEK MINISTERIAL APPROVAL FOR AN INTERNAL LOAN AGAINST THE WATER AND SEWER FUND

REPORT FROM: Corporate and Community Services

Moved Cr A Parsons Seconded Cr T Alt

38.07/25 RESOLUTION

That Council seeks Ministerial Approval for an internal loan from the Water and Sewer reserves to the General Fund of up to \$5M to be repaid within two (2) years.

CARRIED

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

For

Against

Cr C Sparks

Nil

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

The division was declared CARRIED by 5 votes to 0.

12.4 APPROVAL TO AFFIX THE COUNCIL SEAL ON LOAN DOCUMENTS

REPORT FROM: Corporate and Community Services

Moved Cr A Parsons Seconded Cr T Alt

39.07/25 RESOLUTION

Pursuant to Council Resolution 13.06/25:

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.

That Council authorises to affix the Common Seal of the Glen Innes Severn Council to execute the National Australia Bank (NAB) Corporate Market Loan - a fixed interest loan agreement for \$5 million over a term of two (2) years, with drawdown scheduled as soon as possible.

CARRIED

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

For

Against

Cr C Sparks

Nil

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

The division was declared CARRIED by 5 votes to 0.

Moved Cr A Parsons

Seconded Cr T Alt

40.07/25 RESOLUTION

That Council moves out of Closed Council into Open Council.

CARRIED

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

For

Against

Cr C Sparks

Nil

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

The division was declared CARRIED by 5 votes to 0.

Moved Cr A Parsons

Seconded Cr T Alt

41.07/25 RESOLUTION

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

CARRIED

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

For

Against

Cr C Sparks

Nil

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

The division was declared CARRIED by 5 votes to 0.

The Meeting closed at 12:30pm.

MINUTES