

***Glen Innes Severn Ordinary Council Meeting***

**16 OCTOBER 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, 16 October 2025 at 9:00 AM

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## Table of Contents

|     |                                                                                |   |
|-----|--------------------------------------------------------------------------------|---|
| 1   | ACKNOWLEDGEMENT OF COUNTRY .....                                               | 5 |
| 2   | OPENING WITH PRAYER.....                                                       | 5 |
| 3   | APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS .....         | 5 |
| 4   | MINUTES OF PREVIOUS ORDINARY MEETING - 25 SEPTEMBER 2025 TO BE CONFIRMED ..... | 5 |
|     | 1.10/25 RESOLUTION .....                                                       | 5 |
| 5   | DISCLOSURES OF CONFLICT OF INTERESTS .....                                     | 6 |
| 6   | MAYORAL MINUTE .....                                                           | 6 |
| 7   | REPORTS TO COUNCIL .....                                                       | 6 |
| 7.1 | RESOLUTION TRACKING REPORT .....                                               | 6 |
|     | 2.10/25 RESOLUTION .....                                                       | 6 |
| 7.2 | PSYCHOSOCIAL SAFETY .....                                                      | 6 |
|     | 3.10/25 RESOLUTION .....                                                       | 7 |
| 7.3 | COUNCILLOR REPRESENTATION ON GLENRAC .....                                     | 8 |
|     | 4.10/25 RESOLUTION .....                                                       | 8 |
| 7.4 | INVESTMENT STRATEGY .....                                                      | 9 |
|     | 5.10/25 RESOLUTION .....                                                       | 9 |

|      |                                                                                                                                                      |    |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 7.5  | INVESTMENTS REPORT - SEPTEMBER 2025.....                                                                                                             | 9  |
|      | 6.10/25 RESOLUTION .....                                                                                                                             | 9  |
| 7.6  | CAPITAL WORKS PROGRAM PROGRESS REPORT AS AT 30 SEP 2025<br>.....                                                                                     | 10 |
|      | 7.10/25 RESOLUTION .....                                                                                                                             | 10 |
| 7.7  | QUARTERLY BORROWINGS REPORT AS AT 30 SEPTEMBER 2025... ..                                                                                            | 10 |
|      | 8.10/25 RESOLUTION .....                                                                                                                             | 10 |
| 7.8  | DRAFT ECONOMIC DEVELOPMENT STRATEGY 2026-2030 AND<br>DRAFT DESTINATION MANAGEMENT PLAN 2026-2030 .....                                               | 11 |
|      | 9.10/25 RESOLUTION .....                                                                                                                             | 11 |
| 7.9  | PLANNING PROPOSAL - PP-2025-373 - RECLASSIFICATION OF<br>COUNCIL OWNED LAND .....                                                                    | 11 |
|      | 10.10/25 RESOLUTION.....                                                                                                                             | 11 |
| 7.10 | DEVELOPMENT ASSESSMENT REPORT - DA 67/24-25 - SUBDIVISION<br>(BOUNDARY REALIGNMENT - 2 LOTS INTO 2 LOTS) 146 - 148<br>CHURCH STREET, GLEN INNES..... | 12 |
|      | 11.10/25 RESOLUTION.....                                                                                                                             | 12 |
| 8    | NOTICES OF MOTIONS (INCLUDING RESCISSION MOTIONS) / QUESTIONS<br>WITH NOTICE.....                                                                    | 13 |
| 9    | CORRESPONDENCE, MINUTES, PRESS RELEASES .....                                                                                                        | 13 |
|      | 12.10/25 RESOLUTION .....                                                                                                                            | 13 |
| 9.1  | CORRESPONDENCE AND PRESS RELEASES .....                                                                                                              | 13 |
|      | 13.10/25 RESOLUTION.....                                                                                                                             | 13 |
| 9.2  | MINUTES OF COUNCIL COMMUNITY COMMITTEE MEETINGS FOR<br>INFORMATION .....                                                                             | 14 |
|      | 14.10/25 RESOLUTION.....                                                                                                                             | 14 |
| 10   | REPORTS FROM DELEGATES.....                                                                                                                          | 14 |
| 10.1 | REPORTS FROM DELEGATES .....                                                                                                                         | 14 |
|      | 15.10/25 RESOLUTION.....                                                                                                                             | 14 |

|           |                                                                                                                                               |           |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>11</b> | <b>MATTERS OF AN URGENT NATURE.....</b>                                                                                                       | <b>15</b> |
|           | <b>16.10/25 RESOLUTION.....</b>                                                                                                               | <b>15</b> |
|           | <b>L.1 DRAFT GENERAL PURPOSE AND SPECIAL PURPOSE FINANCIAL<br/>STATEMENTS AND SPECIAL SCHEDULES FOR THE 2024/2025<br/>FINANCIAL YEAR.....</b> | <b>15</b> |
|           | <b>17.10/25 RESOLUTION.....</b>                                                                                                               | <b>15</b> |
| <b>12</b> | <b>CONFIDENTIAL MATTERS.....</b>                                                                                                              | <b>16</b> |

MINUTES

## **PUBLIC FORUM**

No community members addressed Council.

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

**IN ATTENDANCE:** Mr Lindsay Woodland (Acting General Manager), Mr Alan Butler (Director of Infrastructure Services), Mr Simon Vivers (Acting Director of Place and Growth), Mr Shageer Mohammed (Chief Financial Officer), and Mrs Debbie Duffell (Executive Assistant (Mayor and General Manager)).

**OPENED:** 9.00am.

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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

David Robinson opened the Meeting with a prayer.

## 3 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

No apologies were given as all Councillors were in attendance.

## 4 MINUTES OF PREVIOUS ORDINARY MEETING - 25 SEPTEMBER 2025 TO BE CONFIRMED

Moved Cr T Alt

Seconded Cr M Elphick

### 1.10/25 RESOLUTION

That the Minutes of the Ordinary Meeting of the Council held on 25 September 2025, copies of which were circulated, be taken as read and confirmed as a correct record of the proceedings of the Meeting.

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

For

Against

Cr M Davis

Nil

Cr C Sparks

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

Cr A Vosper

The division was declared carried by 7 votes to 0.

**CARRIED**

## 5 DISCLOSURES OF CONFLICT OF INTERESTS

No disclosures of Conflicts of Interests were made.

## 6 MAYORAL MINUTE

There were no mayoral minute received.

## 7 REPORTS TO COUNCIL

### 7.1 RESOLUTION TRACKING REPORT

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

Moved Cr C Sparks                      Seconded Cr M Elphick

#### 2.10/25 RESOLUTION

That Council notes the information contained in this report.

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

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

The division was declared carried by 7 votes to 0.

**CARRIED**

### 7.2 PSYCHOSOCIAL SAFETY

**REPORT FROM: Corporate and Community Services**

Moved Cr M Davis                      Seconded Cr C Sparks

THAT Council:

1. Adopts the Draft Councillor Psychosocial Safety and Wellbeing Framework – Foundational Stage.
2. Implements the actions outlined in the Framework and continues to develop the Framework to meet SafeWork NSW Code of Practice requirements.

3. Continues to advocate for improvements in managing the Psychosocial Safety and Wellbeing of Councillors, to the relevant State Government Ministers, key Government Departments including Office of Local Government and Safework NSW, and relevant stakeholders including Local Government NSW, Country Mayors Association and other Councils.

Amendment Moved Cr M Davis                      Seconded Cr C Sparks

THAT Council:

1. Adopts the Draft Councillor Psychosocial Safety and Wellbeing Framework – Foundational Stage.
2. Implements the actions outlined in the Framework and continues to develop the Framework to meet SafeWork NSW Code of Practice requirements.
3. Continues to advocate for improvements in managing the Psychosocial Safety and Wellbeing of Councillors, to the relevant State Government Ministers, key Government Departments including Office of Local Government and Safework NSW, and relevant stakeholders including Local Government NSW, Country Mayors Association and other Councils.
4. Proactively seeks peer and expert review as Council moves from the foundational stage into the final stage.

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

For

Against

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

Cr A Parsons  
Cr D Scott

The division was declared CARRIED by 5 votes to 2.

The Amendment became the Motion.

Moved Cr M Davis                      Seconded Cr C Sparks

### 3.10/25 RESOLUTION

THAT Council:

1. Adopts the Draft Councillor Psychosocial Safety and Wellbeing Framework – Foundational Stage.
2. Implements the actions outlined in the Framework and continues to develop the Framework to meet SafeWork NSW Code of Practice requirements.



3. Continues to advocate for improvements in managing the Psychosocial Safety and Wellbeing of Councillors, to the relevant State Government Ministers, key Government Departments including Office of Local Government and Safework NSW, and relevant stakeholders including Local Government NSW, Country Mayors Association and other Councils.
4. Proactively seeks peer and expert review as Council moves from the foundational stage into the final stage.

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

For

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

Against

Cr A Parsons  
Cr D Scott

The division was declared carried by 5 votes to 2.

**CARRIED**

### 7.3 COUNCILLOR REPRESENTATION ON GLENRAC REPORT FROM: General Manager's Office

Moved Cr T Alt

Seconded Cr A Vosper

#### 4.10/25 RESOLUTION

That Council nominates Councillor M Elphick as Council's delegate to GLENRAC from Thursday, 16 October 2025 until the September 2026 Ordinary Meeting of Council.

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

For

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

Against

Cr A Parsons  
Cr D Scott

The division was declared carried by 5 votes to 2.

**CARRIED**

The Acting Director of Place and Growth left the meeting at 9.35am.  
The Acting Director of Place and Growth returned to the meeting at 9.36am.

## 7.4 INVESTMENT STRATEGY

**REPORT FROM:** Corporate and Community Services

Moved Cr M Elphick                      Seconded Cr T Alt

### 5.10/25 RESOLUTION

That Council notes the information contained in this report.

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

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

The division was declared carried by 7 votes to 0.

**CARRIED**

## 7.5 INVESTMENTS REPORT - SEPTEMBER 2025

**REPORT FROM:** Corporate and Community Services

Moved Cr M Elphick                      Seconded Cr T Alt

### 6.10/25 RESOLUTION

That Council notes the information contained in this report.

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

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

The division was declared carried by 7 votes to 0.

**CARRIED**

## 7.6 CAPITAL WORKS PROGRAM PROGRESS REPORT AS AT 30 SEP 2025

**REPORT FROM:** Corporate and Community Services

Moved Cr C Sparks

Seconded Cr T Alt

### 7.10/25 RESOLUTION

That Council notes the information contained in this report.

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

For

Against

Cr M Davis

Nil

Cr C Sparks

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

Cr A Vosper

The division was declared carried by 7 votes to 0.

**CARRIED**

## 7.7 QUARTERLY BORROWINGS REPORT AS AT 30 SEPTEMBER 2025

**REPORT FROM:** Corporate and Community Services

Moved Cr M Elphick

Seconded Cr C Sparks

### 8.10/25 RESOLUTION

That Council notes the information contained in this report.

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

For

Against

Cr M Davis

Nil

Cr C Sparks

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

Cr A Vosper

The division was declared carried by 7 votes to 0.

**CARRIED**

## **7.8 DRAFT ECONOMIC DEVELOPMENT STRATEGY 2026-2030 AND DRAFT DESTINATION MANAGEMENT PLAN 2026-2030**

**REPORT FROM: Place and Growth**

Moved Cr M Davis

Seconded Cr T Alt

### **9.10/25 RESOLUTION**

THAT Council:

1. Endorses the Draft Glen Innes Highlands Economic Development Strategy 2026-2030 and Draft Glen Innes Highlands Destination Management Plan 2026-2030 for public exhibition for a period of 28 days commencing Monday, 20 October 2025.
2. Receives a further report at its November 2025 meeting to adopt the final versions of the Economic Development Strategy 2026-2030 and Glen Innes Highlands Destination Management Plan 2026-2030 (incorporating any changes from public submissions and the final graphic design) for formal adoption and publication.

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

For

Against

Cr M Davis

Nil

Cr C Sparks

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

Cr A Vosper

The division was declared carried by 7 votes to 0.

**CARRIED**

## **7.9 PLANNING PROPOSAL - PP-2025-373 - RECLASSIFICATION OF COUNCIL OWNED LAND**

**REPORT FROM: Place and Growth**

Moved Cr T Alt

Seconded Cr C Sparks

### **10.10/25 RESOLUTION**

THAT Council:

1. Notes the independent facilitator's report on the outcomes of the public exhibition and public hearing held 10 September 2025 (Annexure A).

2. Endorses the planning proposal (Annexure B), having considered the outcomes of the public exhibition and hearing, and authorises its submission to the Department of Planning, Housing and Infrastructure with a request to amend the Glen Innes Severn Local Environmental Plan 2012 accordingly.
3. Records its appreciation to community members who made submissions or attended the public hearing.

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

For

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

Against

Cr D Scott

The division was declared carried by 6 votes to 1.

**CARRIED**

#### **7.10 DEVELOPMENT ASSESSMENT REPORT - DA 67/24-25 - SUBDIVISION (BOUNDARY REALIGNMENT - 2 LOTS INTO 2 LOTS) 146 - 148 CHURCH STREET, GLEN INNES**

**REPORT FROM: Place and Growth**

Moved Cr T Alt

Seconded Cr A Vosper

#### **11.10/25 RESOLUTION**

That Council approves Development Application No. 67/24-25 for a Subdivision (Boundary Adjustment – Two Lots into Two Lots) on land known as 146–148 Church Street, Glen Innes, subject to the conditions of consent contained in Schedule 1 (Annexure A) of the report prepared by Council’s Consulting Town Planner.

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

For

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

Against

Cr A Parsons  
Cr D Scott

The division was declared carried by 5 votes to 2.

**CARRIED**

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

There were no Notices of Motions, Rescission Motions or Questions with Notice.

## 9 CORRESPONDENCE, MINUTES, PRESS RELEASES

Moved Cr T Alt

Seconded Cr C Sparks

### 12.10/25 RESOLUTION

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

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

For

Against

Cr M Davis

Nil

Cr C Sparks

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

Cr A Vosper

The division was declared CARRIED by 7 votes to 0.

**CARRIED**

### 9.1 CORRESPONDENCE AND PRESS RELEASES

**REPORT FROM: Corporate and Community Services**

Moved Cr C Sparks

Seconded Cr T Alt

### 13.10/25 RESOLUTION

That Council notes the information contained in this report.

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

For

Against

Cr M Davis

Nil

Cr C Sparks

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

Cr A Vosper

The division was declared CARRIED by 7 votes to 0.

**CARRIED**

## 9.2 MINUTES OF COUNCIL COMMUNITY COMMITTEE MEETINGS FOR INFORMATION

**REPORT FROM:** Corporate and Community Services

Moved Cr C Sparks                      Seconded Cr T Alt

### 14.10/25 RESOLUTION

That Council notes the information contained in this report.

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

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

The division was declared CARRIED by 7 votes to 0.

**CARRIED**

## 10 REPORTS FROM DELEGATES

### 10.1 REPORTS FROM DELEGATES

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

Moved Cr C Sparks                      Seconded Cr T Alt

### 15.10/25 RESOLUTION

That Council notes the information contained in this report.

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

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

The division was declared CARRIED by 7 votes to 0.

**CARRIED**

## 11 MATTERS OF AN URGENT NATURE

Moved Cr C Sparks

Seconded Cr M Elphick

### 16.10/25 RESOLUTION

That Council considers the Late Report titled “Draft General Purpose and Special Purpose Financial Statements and Special Schedules for the 2024/2025 Financial Year”, as circulated to Councillors and published on Council’s website.

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

For

Against

Cr M Davis

Nil

Cr C Sparks

Cr T Alt

Cr M Elphick

Cr A Parsons

Cr D Scott

Cr A Vosper

The division was declared CARRIED by 7 votes to 0.

**CARRIED**

### L.1 DRAFT GENERAL PURPOSE AND SPECIAL PURPOSE FINANCIAL STATEMENTS AND SPECIAL SCHEDULES FOR THE 2024/2025 FINANCIAL YEAR

**REPORT FROM: Corporate and Community Services**

Moved Cr M Elphick

Seconded Cr T Alt

### 17.10/25 RESOLUTION

THAT Council:

1. In accordance with Section 413 (2) (c) of the Local Government Act 1993:
  - a. Resolves that, in its opinion, the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ended 30 June 2025 are properly drawn up in accordance with the provisions of the Local Government Act 1993 and the Regulations.
  - b. Authorises for the Financial Statements for the year ending 30 June 2025 to be certified and signed by the Mayor, the Deputy Mayor, the General Manager and the Responsible Accounting Officer on behalf of Council.
2. Refers the Financial Statements to Council’s Auditor for audit.
3. Delegates authority to the General Manager to forward the Audited Financial Statements to the Office of Local Government.



**4. Delegates Authority to the General Manager to place the Audited Financial Statements on public exhibition and give notice that Council will present its Audited Financial Statements at the applicable Ordinary Council Meeting.**

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

For

Against

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

Nil

The division was declared carried by 7 votes to 0.

**CARRIED**

## **12 CONFIDENTIAL MATTERS**

There were no closed council reports.

The Meeting closed at 10.15am.