

BUSINESS PAPER

Ordinary Council Meeting

To be held on

Thursday, 27 November 2025

Statement of Ethical Obligations

Councillors are reminded of their Oath or Affirmation of Office made under Section 233A of the *Local Government Act 1993* and their obligation under Council's Code of Conduct to disclose and appropriately manage Conflicts of Interest.

Conflicts of Interest

All Councillors must declare and manage any conflicts of interest they may have in matters being considered at Council meetings in accordance with the Council's Code of Conduct. All declarations of conflicts of interest and how the conflict was managed will be recorded in the minutes of the meeting at which the declaration was made.

Recording of Council Meetings

This Council meeting is being recorded and will be made publicly available on the Council's website and persons attending the meeting should refrain from making any defamatory statements.

Council meetings should be:

Transparent:	Decisions are made in a way that is open and accountable.
Informed:	Decisions are made based on relevant, quality information.
Inclusive:	Decisions respect the diverse needs and interests of the local community.
Principled:	Decisions are informed by the principles prescribed under Chapter 3 of the Act.
Trusted:	The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
Respectful:	Councillors, staff and meeting attendees treat each other with respect.
Effective:	Meetings are well organised, effectively run and skilfully chaired.
Orderly:	Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.



Notice is herewith given of an

ORDINARY MEETING

That will be held at the Glen Innes Severn Learning Centre,
William Gardner Conference Room, Grey Street, Glen Innes on:
Thursday, 27 November 2025 at 9:00 AM

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Bernard Smith
General Manager

- 1 ACKNOWLEDGEMENT OF COUNTRY**
- 2 OPENING WITH PRAYER**
- 3 APOLOGIES AND APPLICATIONS FOR A LEAVE OF
ABSENCE BY COUNCILLORS**
- 4 MINUTES OF PREVIOUS ORDINARY MEETING - 16
OCTOBER 2025 TO BE CONFIRMED**
- 5 DISCLOSURE OF CONFLICT OF INTERESTS:
PECUNIARY AND NON-PECUNIARY INTERESTS**

6 MAYORAL MINUTE(S)

REPORT TITLE: **6.1 MAYORAL MINUTE: NSW PLANNING SYSTEM REFORMS – PROTECT LOCAL REPRESENTATION AND THE ENVIRONMENT AND TACKLE THE REAL CAUSES OF HOUSING DELAY: THE DEVELOPMENT ASSESSMENT AND LOCAL ENVIRONMENTAL PLAN AMENDMENT PROCESS**

REPORT FROM: **Councillors**

MOTION

THAT Council:

1. *Acknowledges the passage of the Environmental Planning and Assessment Amendment (Planning System Reforms) Bill 2025 and notes its implications for local democracy, environmental safeguards and council planning resources.*
2. *Notes the Environmental Planning and Assessment Amendment (60-Day Deemed Approval) Bill 2025 remains before the Legislative Council and poses significant risks to rural and regional planning integrity.*
3. *Formally opposes:*
 - *the exclusion of Mayors and Councillors from eligibility to serve on mandatory Local Planning Panels,*
 - *the weakening of biodiversity and bushfire protections, and*
 - *the introduction of automatic deemed approvals under the 60-Day Bill.*
4. *Supports a balanced, evidence-based reform agenda that:*
 - *reinstates council decision-making for standard development,*
 - *introduces a streamlined Building Application pathway for low-risk housing,*
 - *expands the scope of the Housing Delivery Authority to include rural and regional scale housing land developments, and*
 - *establishes a tailored Local Plan Amendment pathway modelled on Queensland's proven risk-based system.*
5. *Advocates to the Minister for Planning and Public Spaces, the Minister for Regional Development and the Minister for Local Government to adopt the reforms proposed in this report, ensuring rural, regional and metropolitan councils all benefit equitably.*
6. *Partners with Local Government NSW and the Country Mayors Association to coordinate a unified regional advocacy campaign.*

- 7. Requests the General Manager to prepare an advocacy submission reflecting these positions for lodgement with the Department of Planning, Housing and Infrastructure.**

I, Councillor Margot Davis, give notice that at the next Ordinary Meeting of Council to be held on 27 November 2025, I intend to move the abovementioned motion.

RATIONALE

PURPOSE

To inform Councillors of the passage of the *Environmental Planning and Assessment Amendment (Planning System Reforms) Bill 2025*, the status of the *60-Day Deemed Approval Bill 2025* and their implications for rural and regional councils; and to seek Councillors' support for a balanced advocacy position that opposes reforms eroding local democracy and environmental safeguards, while supporting practical, evidence-based solutions that will directly address and fix the true causes of housing delay across NSW.

A CLEAR CASE FOR REAL REFORM

NSW is in a housing crisis, but the solutions recently passed and put forward are not addressing the real problem. Rural and regional communities like ours are being asked to accept weaker environmental protections, diminished local representation and a planning system that is increasingly designed for Sydney, not the bush.

What Glen Innes Severn needs and what NSW needs – is reform that actually works.

The proposals in this Mayoral Minute focus on the real barriers holding back housing supply: a development assessment system that currently assesses a family home the same way as a shopping centre, and a **Local Environmental Plan (LEP)** amendment process so rigid and time-consuming it prevents councils from unlocking new land when communities need it most.

We can fix this. We can free up land faster, deliver approvals sooner and still protect our environment, our character and our community's right to a voice in local decisions.

This is not about stopping reform. It is about getting reform right.

The initiatives outlined in this Mayoral Minute would restore local decision-making, reinstate crucial bushfire and biodiversity safeguards, and introduce practical, risk-based pathways that place planning effort where it matters – on higher-risk, higher-complexity developments.

This is a call for smarter reform, fairer reform and reform that finally works for rural and regional NSW, not just our city counterparts. Our communities deserve nothing less.

BACKGROUND

Environmental Planning and Assessment Amendment (Planning System Reforms) Bill 2025

The *Environmental Planning and Assessment Amendment (Planning System Reforms) Bill 2025* has now passed both Houses of Parliament. It has been presented as a solution to the State's housing crisis – but the measures it introduces will not fix the underlying problems and, in several respects, may cause significant harm to both metropolitan and rural councils.

Rather than simplifying the system, the Bill, through amendment to the *Environmental Planning & Assessment Act 1979* (the EP&A Act), introduces new layers of complexity, weakens environmental protections, and removes local democratic oversight from planning decisions.

Key concerns include the following:

- **Local Planning Panels**

The Bill shifts determination of many development applications that would normally be considered at a Council meeting to Local Planning Panels made up of an independent chair, State-appointed experts and one community representative – **with no role for the Mayor or Councillors**.

This model, which is currently prescribed and used in Greater Sydney Councils, has not delivered better outcomes. These Councils have reported:

- no measurable improvement in assessment speed,
- increased administrative burden and costs as each council must create and manage its own Local Planning Panel,
- loss of democratic oversight, with elected Councillors removed from decision-making and replacement with one community member who may not represent the best interests of the entire Local Government Area,
- greater workload for planning staff preparing lengthy reports for external members, and
- reduced accountability, as decisions are made by State appointed experts, being persons unfamiliar with local context.

If this model has not improved outcomes in metropolitan Sydney where it was designed to operate – where is the evidence it will work in rural or regional NSW? Removing Councillors erodes community representation and replaces local knowledge with a metropolitan, one-size-fits-all approach – which never works.

- **Weakening of Biodiversity and Bushfire Protections**

The Bill weakens several key safeguards under the guise of “streamlining” assessment, to accelerate housing delivery, including:

- repealing section 3.25 of the EP&A Act, removing mandatory biodiversity consultation for LEP amendments,

- narrowing environmental assessment under section 4.15 of the EP&A Act to “likely significant impacts” only,
- allowing agency concurrence to be replaced by simple notification in some cases,
- centralising biodiversity decisions in a newly created Development Control Authority without independent environmental advice / referral to proper agencies,
- downgrading bushfire assessment from mandatory compliance with *Planning for Bush Fire Protection* to mere “consideration”, and
- restricting environmental assessment for the new *Targeted Assessment Development (TAD)* pathway.

Housing supply should never come at the cost of environmental safety or long-term ecological integrity – and it doesn’t have to, if the existing **Development Application (DA)** and LEP processes are genuinely reformed to deliver both timely and responsible outcomes.

- **Housing Delivery Authority (HDA)**

The newly established HDA is framed around large-scale, high-density, precinct-style development. While it may benefit metropolitan councils, rural and regional councils, where subdivision is small-scale and infrastructure-constrained, will rarely meet the thresholds and will be excluded from the benefits.

- **Targeted Assessment Development (TAD)**

The Bill also introduces *Targeted Assessment Development (TAD)*, creating a new category intended to sit between the existing DA and **Complying Development Certificate (CDC)** pathways. Through this mechanism, a **State Environmental Planning Policy (SEPP)** may declare certain types or classes of development as “TAD”, allowing them to bypass some DA requirements while not fully qualifying as Complying Development.

While promoted as a way to streamline low-risk approvals, the types of development to be included remain unclear. In practice, TAD risks overlapping with existing pathways and adding complexity rather than removing it. It also fails to address the State’s acute shortage of qualified town planners and instead of freeing resources, TAD will likely divert planners’ limited capacity into learning and administering yet another assessment pathway – diluting focus from where it’s most needed – non-standard and complex, higher-density planning work.

60 Day Deemed Approval Bill 2025

The *Environmental Planning and Assessment Amendment (60-Day Deemed Approval) Bill 2025*, a private member’s bill introduced on 25 June 2025, is currently before the Legislative Council. It proposes that certain residential DA modifications and Part 6 certificates be automatically approved after 60 days if undetermined.

I do not support this Bill as it:

- ignores the severe workforce shortages in regional and rural planning teams – meeting a hard 60-day deadline would force councils to rely on costly external consultants, wasting ratepayers' money.
- fails to recognise that delays often occur when applicants must provide additional or corrected information, as family homes are currently assessed under the same provisions as large, complex developments such as shopping centres. These “stop the clock” periods would still count toward the 60 days.
- risks unsafe or non-compliant approvals, particularly where bushfire or environmental conditions have not yet been applied.

While I support improving assessment efficiency, I oppose any automatic approval model that disregards rural resourcing realities, environmental risk and due process. Housing delivery will only improve when legislation is changed to remove the need for town planners to assess standard housing development.

THE REAL CAUSES OF HOUSING DELAY – DA ASSESSMENT & LEP AMENDMENT PROCESSES

The reforms do not address the real causes of planning delay that have contributed to the housing crisis in NSW. The real drivers of delay from a planning perspective, are the DA process and the LEP amendment process. These two processes control whether housing can be approved and whether land can be made available for development. Both are lengthy, rigid and structurally incapable of supporting timely outcomes under the current *Environmental Planning and Assessment Act*.

The reforms do not modernise the DA pathway for standard housing, do not make it easier or quicker to amend an LEP to enable additional land for housing and do not relieve workload pressures on an already scarce planning workforce.

Current Development Assessment Process

The current DA framework still forces low-risk, straightforward housing and associated development through the same multi-layered system designed for complex projects. This consumes scarce planning resources, clogs the pipeline and drives up build costs – every month a DA waits for approval adds cost to the homebuyer.

In several larger metropolitan councils, building certifiers have been assessing and determining standard residential DAs for years due to planner shortages. These routine applications, which make up around 80% of all applications lodged to a Council in most cases, are processed alongside their existing responsibilities: assessing Construction Certificates and Complying Development Certificates, carrying out mandatory inspections, and issuing Occupation Certificates.

The newly introduced TAD pathway, while intended to simplify assessment, will likely extend to dwellings and other low-risk housing. Yet it will likely still sit within the same rigid DA architecture, adding new thresholds and interpretive complexity.

Removing standard housing and associated development from the DA system altogether would restore balance and efficiency, freeing planners to focus on complex, high-risk or strategic work, and allowing certifiers to concentrate on what they do best – ensuring the construction of safe, compliant homes.

Current LEP Amendment Process

The NSW Local Environmental Plan Making Guideline (2023) shows that even the simplest type of LEP amendment; a Basic Planning Proposal, takes a minimum of 220 days (>7 months) from lodgement to finalisation. For context, a Basic Planning Proposal is limited to very minor amendments, some of which including:

- fixing mapping or zoning anomalies,
- updating terminology or references,
- removing redundant clauses, and
- aligning the LEP with existing State policies.

These proposals do not change land use, density or zoning, yet must still progress through all six mandatory Gateway stages.

The Department's benchmark timeframes – **which exclude the months of preparatory work preceding lodgement and the Gateway determination tasks carried out by councils (many of which, in rural areas, must rely on consultants due to limited in-house resources)** are:

- Basic – 220 days,
- Standard – 320 days,
- Complex – 420 days, and
- Principle – 420 days.

The NSW LEP process is one of the most procedural and time intensive plan making frameworks in Australia and is a major structural barrier to housing delivery.

THE PATHWAY FORWARD – PRACTICAL, TARGETED REFORM

1. Fix the Development Assessment Process: A Building Application Pathway for Low-Risk Housing and Residential Development

Before the 1998 privatisation of building certification in NSW (i.e. Private Certifiers), homes, sheds and extensions were approved through a single Building Application. Councils managed planning and building together – one application, one pathway, one decision. This efficient, integrated system enabled low-risk projects to be approved quickly and safely, without the multiple layers now required under the DA, Construction Certificate and Occupation Certificate process.

Queensland currently operates a similar model with proven success. There, both councils and private certifiers can issue building approvals for low-risk dwellings and related development in zones where the planning scheme (i.e. LEP) already permits the use and other provisions are met. This avoids unnecessary planning approvals and frees town planners to focus on complex, high-impact and strategic development.

By contrast, NSW’s CDC pathway, promoted as a streamlined alternative, has failed to deliver — particularly in rural and regional areas. It forces applicants to navigate technical standards, rigid setbacks and excessive documentation, pushing most back to the full DA process. The rules are so restrictive that many rural projects don’t qualify, even under the Inland Code of the Housing SEPP, defeating the purpose of simplification.

Reintroducing a streamlined Building Application pathway for low-risk housing — drawing on NSW’s former model and Queensland’s proven approach — would restore balance and common sense to the system. It would enable safe, compliant homes to be approved efficiently, while freeing planners to focus on what truly matters: higher-risk, complex development and long-term strategic planning that delivers resilient, sustainable communities.

2. Fix the LEP Amendment Process: A tailored Local Plan Amendment Pathway

Introducing a tailored LEP Amendment pathway would allow simple, policy-aligned rezonings to progress in 60–180 days, rather than the current 12–24 months, while maintaining State oversight for complex or high-risk proposals.

This would establish a true partnership model, similar to Queensland’s proven approach under section 18 of its *Planning Act 2016*. That framework allows the State and councils to agree upfront on timeframes, consultation requirements and studies — ensuring low-risk changes proceed locally, while major or sensitive proposals remain under State control.

A tailored Local Plan Amendment Pathway would allow councils and the **Department of Planning, Housing and Infrastructure (DPHI)** to set the right process, studies and timeframes for each amendment based on its complexity and risk. Low-risk changes could be fast-tracked in collaboration with DPHI, while the existing Gateway process would be retained for major or State-significant proposals.

A NSW version of this model, using the QLD model as a template, could look something like the following:

Tier	Type of Change	Examples	Who Leads / Timeframe
Tier 1 – Straightforward Changes / Low-Risk Amendments	Minor, low-impact amendments that do not alter policy intent or materially increase development yield.	Correcting wording and mapping anomalies, amending permitted / prohibited uses where this does not materially increase dwelling yield or conflict with existing strategic plans.	Council-led, with early DPHI notification. Steps such as state interest review and community consultation may run concurrently. Target completion: 60 days (max 90 days).

Tier	Type of Change	Examples	Who Leads / Timeframe
Tier 2 – Moderate Local Growth / Strategic Alignment	Local rezonings or expansion of residential, employment or mixed-use land consistent with adopted strategic plans and existing or easily extendable servicing (reticulated or on-site). Moderate community or environmental sensitivity.	Expanding housing land at town or village fringes, small infill industrial or commercial rezonings or reducing minimum lot sizes to allow for additional dwellings / subdivision to facilitate additional dwelling development on appropriate land.	Joint Council-DPHI process , agreed upfront on studies, consultation and sequencing. Allows some steps (e.g. state interest review and exhibition) to occur concurrently. Target completion: 100 – 180 days.
Tier 3 – Complex or State-Significant Changes	Major rezonings or growth areas requiring substantial infrastructure, inter-agency coordination or policy shifts of regional / state importance. High-risk or high-impact proposals.	Urban release areas, new growth precincts or developments requiring significant State infrastructure investment.	Full Gateway process , retained for transparency and rigour but streamlined through concurrent steps and tailored agency involvement to reduce unnecessary delay.

Appropriate safeguards would include:

- Alignment with State, Regional and Local Strategic Planning Statements and policies,
- Demonstrated infrastructure feasibility through existing services or compliant on-site management systems,
- Early state interest review to identify issues before public exhibition,
- Assessment of key environmental and hazard factors – biodiversity, bushfire, flooding and heritage,
- Minimum 21-day public exhibition period with transparent reporting of submissions, and
- DPHI Secretary retains power to request further studies or escalate to a higher tier when warranted.

This model would overhaul NSW's rigid, slow and costly LEP amendment process – replacing bureaucracy with a risk-based, partnership-driven and flexible framework.

This is not about deregulation – it is about restoring trust in councils as capable partners. It replaces unnecessary red tape with accountability, collaboration and common sense to deliver more homes, stronger communities and a planning system that works for all of NSW.

I commend this Mayoral Minute to Council.

Cr Margot Davis
Councillor

Date: 21 November 2025

ATTACHMENTS

There are no annexures to this report.

7 REPORTS TO COUNCIL

REPORT TITLE: 7.1 RESOLUTION TRACKING REPORT

REPORT FROM: General Manager's Office

PURPOSE

The purpose of this report is to provide Councillors with an update on the outstanding resolutions from previous Ordinary and Extraordinary Council Meetings (**Annexure A**) along with an update on the resolutions from previous meetings that have been completed since the last report (**Annexure B**).

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

Council makes Resolutions at each Ordinary and Extraordinary Council Meeting. These Resolutions are then actioned to appropriate staff members to follow up in a timely and professional manner. The Outstanding Actions Report (Annexure A) provides a framework to monitor and manage all outstanding Council Resolutions.

The table below provides details the progress on Council Resolutions:

Outstanding Actions reported at the October 2025 Council Meeting	31
New actions assigned following October 2025 Council Meeting	6
Actions completed since the previous report	-17
Outstanding Actions as of Thursday, 20 November 2025	20

Annexure A provides the most recent comments, from the responsible officers, as of Thursday, 20 November 2025.

Annexure B outlines the 17 Council Resolution actions that have been completed since the report presented to Council in October 2025.

KEY CONSIDERATIONS

Financial/Asset Management

Nil.

Policy

Nil.

Risk

There is a risk that Council staff may not action Council Resolutions without undue delay, in an accurate and professional manner. This report aims to mitigate this risk by managing accountability and promoting transparency.

Community Consultation

Nil.

Options (if applicable)

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program *Open and Collaborative Leadership Strategy* O1.3.3 Continually improve & optimise organisational culture and effectiveness by fostering a high-performance values-driven workplace that supports innovation accountability & collaboration while delivering efficient & responsive services to the community.

CONCLUSION

It is important that all Council Resolutions are followed up in a timely, accurate and professional manner. This assists in building confidence, with the Councillors and the community, that Council is a transparent, efficient, and professionally run organisation.

ATTACHMENTS

Annexure A Actions Outstanding as at 20.11.25 ➡
Annexure B Actions Finalised from 11.10.25 - 20.11.25 ➡

**REPORT TITLE: 7.2 CHANGE OF DATE FOR MARCH AND AUGUST 2026
ORDINARY COUNCIL MEETINGS**

REPORT FROM: General Manager's Office

PURPOSE

The purpose of this report is to seek Council's consideration of rescheduling the dates of the March and August 2026 Ordinary Council Meetings.

RECOMMENDATION

THAT Council:

- 1. Reschedules the March 2026 Ordinary Council Meeting to Wednesday, 25 March 2026, to accommodate attendance at the 2026 Australian Local Government Women's Association Conference.***
- 2. Reschedules the August 2026 Ordinary Council Meeting to Wednesday, 26 August 2026, to accommodate attendance at the Country Mayors Association and Coalition of Renewable Energy Mayors meetings.***

REPORT

At its meeting held on 25 September 2025, Council resolved to set the dates and times for Ordinary Council Meetings from October 2025 through September 2026. As part of this resolution, the March 2026 meeting was scheduled for 9:00 am on Thursday, 26 March, and the August 2026 meeting for 9:00 am on Thursday, 27 August.

Since then, the dates for the 2026 **Australian Local Government Women's Association (ALGWA)** Conference and the **Country Mayors Association (CMA)** and Coalition of Renewable Energy Mayors meetings have been confirmed. It is noted that the March Council Meeting coincides with the ALGWA Conference, which the Mayor, Deputy Mayor and Councillor Vosper will attend. Similarly, the August Council Meeting conflicts with CMA and Coalition meetings, which the Mayor and General Manager attend.

These events are important opportunities for engagement with key agencies and government departments. In particular, CMA provides direct access to Ministers and supports lobbying and advocacy activities. Meetings of both organisations are generally scheduled early in the month and are coordinated for efficiency. The 2026 dates have only recently been confirmed, as they depend on parliamentary sitting schedules.

To resolve these conflicts, it is proposed that the March and August Council Meetings be brought forward by one day, to Wednesday, 25 March and Wednesday, 26 August respectively. Business Papers for these meetings would be made available on the preceding Thursday instead of Friday.

KEY CONSIDERATIONS

Financial/Asset Management

Nil.

Policy

Section 365 of the *Local Government Act 1993* states the following:

“The Council is required to meet at least 10 times a year, each time in a different month.”

Risk

Nil.

Community Consultation

Nil.

Options (if applicable)

Council may choose to retain the original meeting dates or consider alternative dates.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Adjusting the March and August 2026 Council Meeting dates will ensure that elected representatives and senior staff can participate fully in key external forums and conferences without compromising Council’s meeting schedule. These changes support effective representation, advocacy, and engagement with government and industry stakeholders while maintaining regular governance commitments.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.3 ANNUAL REPORT FY2024-2025

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to seek Council endorsement of the *Glen Innes Severn Council Annual Report 2024-2025 (Annexure A – distributed under separate cover with this Business Paper)*.

RECOMMENDATION

THAT Council:

- 1. Endorses the Glen Innes Severn Council Annual Report 2024–2025 as presented in Annexure A.**
- 2. Notes that the Office of Local Government has granted Glen Innes Severn Council an extension until 12 December 2025 to lodge its audited financial statements.**
- 3. Authorises the General Manager to approve any minor amendments to the Annual Report to correct drafting errors and finalise design, artwork, and accessible formats for publication.**
- 4. Notes that the Annual Report will be submitted to the Office of Local Government in accordance with legislative requirements and published on Council's website.**

REPORT

Council has prepared the *Glen Innes Severn Council Annual Report 2024–2025* in accordance with the requirements of the *Local Government Act 1993*. The report outlines Council's performance against the objectives set out in the Delivery Program and Operational Plan, and highlights achievements across infrastructure, community services, environmental management, and governance.

Note: We are still awaiting some financial information for inclusion in the Annual Report, and the Annexure will be reissued on Monday, 24 November.

The Office of Local Government has granted Glen Innes Severn Council an extension to lodge its audited financial statements (a mandatory inclusion to the Annual Report) by 12 December 2025. This extension ensures Council can complete its financial reporting obligations with accuracy and transparency.

Council will publish the Annual Report on its website following endorsement.

KEY CONSIDERATIONS

Financial/Asset Management

There are no financial/asset management implications associated with this report.

Policy

Council has prepared the Annual Report in accordance with the *Local Government Act 1993* and the Integrated Planning and Reporting Framework.

Risk

Endorsing and submitting the Annual Report within the timeframe, and the audited financial statements within the extended timeframe, mitigates the risk of non-compliance and supports Council's commitment to transparency.

Community Consultation

Although formal consultation is not required, Council will make the Annual Report publicly available and promote it through its communication channels.

Options (if applicable)

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

The Annual Report for FY2024–2025 reflects Council's performance and accountability to the community. Endorsing the report and noting the extension granted by the Office of Local Government ensures Council meets its statutory obligations and continues to operate transparently.

ATTACHMENTS

Annexure A Glen Innes Severn Council Annual Report 2024-2025 (*under separate cover*)

REPORT TITLE: 7.4 DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS

REPORT FROM: Corporate and Community Services

PURPOSE

This report tables councillors' and designated persons' annual and primary disclosures of interest.

RECOMMENDATION

THAT Council:

- 1. Notes the councillors' and designated persons' annual disclosures of interests for FY2024/2025 (Tabled – Hard copy only).***
- 2. Notes the designated persons' primary disclosures of interests.***
- 3. Notes the disclosures will be published on Council's website in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2018 and guidelines issued by the NSW Information Commissioner.***

REPORT

Disclosures of interests

Section 440AAB [Register and tabling of returns] of the *Local Government Act 1993* requires:

- (1) The general manager must keep a register of returns disclosing interests that are required to be lodged with the general manager under a code of conduct.***
- (2) Returns required to be lodged with the general manager must be tabled at a meeting of the council, being the first meeting held after the last day specified by the code for lodgement, or if the code does not specify a day, as soon as practicable after the return is lodged.***

The Model Code of Conduct for Local Councils in NSW requires certain council officials to disclose their personal interests in publicly available returns of interests.

These provisions are replicated in Council's Codes of Conduct for Councillors; Council Staff; and Committee Members, Delegates and Council Advisers.

Who must submit a disclosure of interests?

Councillors and designated persons must complete and lodge a disclosure of interests. Designated persons include:

1. the General Manager,
2. other senior staff of Council for the purposes of section 332 of the *Local Government Act 1993* (Nil),
3. members of the Audit, Risk and Improvement Committee, and
4. a person (staff, delegates of council or members of committees) who the council identifies as exercising functions that could give rise to a conflict of interest between the person's duty and private interest.

Officers and others who submitted or were asked to submit returns:

General Manager
Director of Corporate and Community Services
Director of Place and Growth
Director of Infrastructure Services
Chief Financial Officer
Acting Chief Financial Officer
Manager Admin & Human Resources
Manager Community Services
Manager Governance (Interim)
Manager Library / Learning Centre
Manager Asset Services
Manager Infrastructure Delivery
Manager Integrated Water Services
Manager Quarry
Consultant Planning Manager
Manager Growth and Development (Vacant)
Manager Recreation and Open Spaces (Vacant)
Manager Sustainability and Compliance
Coordinator of Building & Compliance
ARIC Chair
ARIC Independent Member
ARIC Independent Member
Chief Audit Executive / Internal Auditor

Returns are tabled for all of the above, except for the Chief Audit Executive / Internal Auditor, who has left her position.

Types of Disclosures and Compliance Status

Councillors and designated persons must make and lodge with the General Manager a return within three months after:

- a. becoming a councillor or designated person (primary disclosure), and
- b. 30 June of each year (annual disclosure), and

- c. the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

Annual returns submitted to the General Manager were required to be tabled at the October Council meeting and published online as soon as practicable.

Due to staff turnover in the Governance team, Council missed the deadline to submit annual returns to a Council meeting. Council will ensure future deadlines are met.

Publication of disclosures of interests

The *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2018* and guidelines issued by the NSW Information Commissioner require Council to make all disclosures of interests publicly available.

The Information Commissioner has issued Information Access Guideline 1 in relation to the publication of information contained in returns of interests. Guideline 1 states that councillors' and designated persons' returns of interests must be made publicly available free of charge on council websites, unless there is an overriding public interest against disclosure of the information.

It is open to councils to redact information from disclosures (e.g. a person's signature and residential address) when publishing them on council websites where there is an overriding public interest against the disclosure of that information.

A return lodged within three months of 30 June must be tabled at the first council meeting after the last day the return was required to be lodged (30 September each year). The returns at Attachment 1 comprise all of those received since 30 June 2025.

KEY CONSIDERATIONS

Financial/Asset Management

Nil.

Policy

The Model Code of Conduct for Local Councils in NSW requires councillors and designated persons to disclose their personal interests in publicly available returns of interests.

The *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2018* and guidelines issued by the NSW Information Commissioner require Council to publish the returns on Council's website.

Risk

Returns of interest operate as a key transparency mechanism for promoting community confidence in council decision making, whether by councillors, staff or others under delegation.

Community Consultation

Nil.

Options (if applicable)

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report helps Council achieve the Operational Plan, specifically, *Open and Collaborative Leadership – Goal 1.3*.

CONCLUSION

Council will publish the returns on Council's website, with signatures and residential street numbers redacted.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.5 CODE OF CONDUCT - COMPLAINT STATISTICS - 2024/2025

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to present Council with the annual summary of Code of Conduct complaints received during the reporting period 1 September 2024 to 31 August 2025, in accordance with the requirements of the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW (2020) (*Annexure A*).

RECOMMENDATION

THAT Council:

- 1. Notes the Code of Conduct Complaint Statistics for the 2024/2025 reporting period.***
- 2. Endorses the submission of the Code of Conduct Complaint Statistics to OLG by the due date.***
- 3. Notes the financial impact of investigating Code of Conduct complaints.***
- 4. Notes the importance of maintaining a strong culture of compliance with the Code of Conduct to support effective governance and minimise the need for formal complaint processes and associated financial costs.***

REPORT

In accordance with clauses 11.1 and 11.2 of the Procedures for the Administration of the Model Code of Conduct (2020), councils are required to report annually on complaints received about councillors and the General Manager. The Office of Local Government has issued an updated collection form to capture complaint volumes, types, outcomes, and associated costs.

The complaints coordinator has completed the required form for Glen Innes Severn Council, covering the period from 1 September 2024 to 31 August 2025. The form (*Annexure A*) will be submitted to OLG by the deadline of 31 December 2025 and will be published by OLG in the Time Series Data and Your Council website.

Costs of managing complaints

While there are no direct costs associated with compiling this report, councillors should note that preliminary assessments and formal investigations of Code of Conduct complaints can involve significant financial and staff resources. These costs may include

external legal or conduct reviewer fees, internal administrative time, and procedural overheads.

Council does not seek to discourage the lodging of complaints—robust complaint handling is essential to maintaining integrity and public trust. However, these financial implications highlight the importance of fostering a culture of proactive compliance with the Code of Conduct, which helps minimise the need for formal investigations and supports efficient governance.

This report ensures transparency and compliance with statutory reporting obligations.

KEY CONSIDERATIONS

Financial/Asset Management

Nil.

Policy

This report aligns with the Model Code of Conduct and the Procedures for its administration as adopted by Council.

Risk

Failure to submit the required statistics may result in non-compliance with OLG directives and reputational risk for Council.

Community Consultation

No community consultation is required for this report. The data will be publicly available via OLG publications.

Options (if applicable)

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Council is required to report annually on Code of Conduct complaints. The attached statistics have been compiled in accordance with OLG requirements and will be submitted within the required timeframe. Council's endorsement ensures compliance and supports transparent governance.

ATTACHMENTS

Annexure A Model Code of Conduct Complaints Statistics 2024-25 [⇒](#)

REPORT TITLE: 7.6 DRAFT CODE OF MEETING PRACTICE - POST-EXHIBITION REVIEW AND FINAL ADOPTION

REPORT FROM: Corporate and Community Services

PURPOSE

To present the outcome of the public exhibition of the Draft Code of Meeting Practice, including consideration of one submission received, and to seek Council's adoption of the final Code.

RECOMMENDATION

THAT Council:

- 1. Notes the submission received during the public exhibition of the Draft Code of Meeting Practice.***
- 2. Adopts the Draft Code of Meeting Practice without amendment in accordance with section 360 of the Local Government Act 1993.***
- 3. Publishes the adopted Code on Council's website.***

REPORT

Background

At its meeting of 25 September 2024, Council resolved to place the Draft (revised) Code of Meeting Practice on public exhibition in accordance with section 361 of the *Local Government Act 1993*.

10.09/25 RESOLUTION

THAT Council:

- 1. Approves for the revised Code of Meeting Practice to be placed on public exhibition for 28 days from Thursday, 2 October 2025 until Thursday, 30 October 2025.**
- 2. Displays the revised Code of Meeting Practice 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; otherwise, that the Code of Meeting Practice be adopted by Council.

The exhibition period concluded on 30 October 2024, with one submission received.

Council resolved to receive a further report to Council after the exhibition period in the event of Council receiving any substantial submissions regarding the Code of Meeting Practice.

The submission

One submission (**Annexure A**) was received, from a Glen Innes Severn councillor.

The submission relates to the role of the Mayor when moving a general motion (i.e. a motion that is not a Mayoral Minute). The submission proposes that the Code include a supplementary clause requiring the Mayor to vacate the chair when moving a general motion, allowing the Deputy Mayor or another councillor to preside during debate. The rationale is to ensure impartiality in the conduct of meetings and to separate the Mayor's role as a mover of a motion from their role as chair.

The submission notes that while the Model Code of Meeting Practice permits the Mayor to move a Mayoral Minute while remaining in the chair, it is silent on the Mayor's role when moving a general motion. The councillor suggests that the proposed clause would reinforce principles of orderly and effective meetings and would not be inconsistent with the mandatory provisions of the Model Code.

Comment on the submission

The submission proposes that the Mayor be required to vacate the chair when moving a general motion, on the basis that the Mayor may not be able to 'impartially rule on matters of order, [while] simultaneously arguing for their motion and enforcing the rules governing its debate'.

For the following reasons, it is recommended that Council adopts the Draft Code of Meeting Practice without amendment.

Relevant Legislative and Code Provisions

While there is no specific section in the *Local Government Act 1993* or the Model Code of Meeting Practice that explicitly states that the Mayor is to be impartial when presiding over meetings, the expectation of impartiality is implied through the Mayor's statutory role and the procedural responsibilities outlined in both documents.

Local Government Act 1993 – Section 226(e) and (f)

- Section 226(e): The Mayor is to preside at meetings of the council.
- Section 226(f): The Mayor is to ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act.

These provisions imply that the Mayor must act in a manner that upholds procedural integrity, which includes impartial rulings on matters of order.

Model Code of Meeting Practice – Part 10 (Keeping Order at Meetings)

- The chairperson (usually the Mayor) is responsible for ruling on points of order, maintaining order, and ensuring fair debate.
- While the Code does not use the word “impartial,” it requires the chair to act in accordance with the Code and the Act, which presumes fairness and procedural neutrality.

Section 226(e) of the *Local Government Act 1993* states that the Mayor is to preside at meetings of council. This statutory requirement cannot be overridden by supplementary provisions in the Code of Meeting Practice.

The Model Code permits the Mayor to move motions—including general motions—while remaining in the chair. It makes no direction requiring the Mayor to vacate the chair except in relation to Mayoral Minutes, which are explicitly addressed. The submission’s assertion that the Model Code is “silent” on this point does not indicate a gap; rather, it reflects accepted and deliberate practice across NSW councils that the Mayor may both preside and participate in debate. Introducing a clause requiring the Mayor to vacate the chair would be inconsistent with both the Model Code and the Local Government Act and would risk procedural confusion and disruption to meeting continuity.

The submission’s argument that the Mayor must vacate the chair to ensure impartiality is not supported by any mandatory provision in the Act or the Model Code.

The current framework assumes the Mayor can fulfill both roles responsibly (and indeed, requires the Mayor to do so). If impartiality is compromised, remedies exist through points of order, motions of dissent, or governance review—not structural changes to the Code.

KEY CONSIDERATIONS

Financial/Asset Management

Nil.

Policy

The Code of Meeting Practice is a key governance policy under the *Local Government Act 1993* and must be reviewed within 12 months of each local government election.

The Code governs the conduct of Council and committee meetings and supports transparency, accountability, and effective decision-making. The process for adoption is governed by sections 360–361 of the *Local Government Act 1993* and the Model Code of Meeting Practice for Local Councils in NSW.

Risk

Adopting a clear and compliant Code of Meeting Practice reduces the risk of procedural disputes and supports good governance.

Community Consultation

The draft code was publicly exhibited for 28 days from 2 October 2025 to 30 October 2025.

Options (if applicable)

Not Applicable.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

The Draft Code of Meeting Practice has been publicly exhibited, and one submission has been received and considered. It is recommended that Council adopt the Code without amendment and publish it on Council's website.

ATTACHMENTS

Annexure A Submission on draft Code of Meeting Practice 20 Oct 2025 [⇒](#)
Annexure B Draft Code of Meeting Practice [⇒](#)

REPORT TITLE: 7.7 OPERATIONAL PLAN 2025-2026 PERIODIC REVIEW (Q1)

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to provide Council an update on progress made towards actions in the Operational Plan 2025-2026 as measured against the principal activities in the Delivery Program (2025-2029), for the period of 01 July 2025 to 30 October 2025, this report will also provide an update on progress made towards outstanding actions from the 2024-2025 Operational Plan.

RECOMMENDATION

That Council notes the information in this report.

REPORT

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

At the Ordinary Council Meeting held on 28 November 2024, Council resolved to change the review frequency of the Operational Plan progress from half yearly to quarterly in conjunction with the Quarterly Budget Review.

Operational Plan progress reports will now be presented to Council at the February (Q2), May (Q3), August (Q4) and November (Q1) meetings each year. In addition, the Operational Plan annual report for 2024/25 Financial Year is included in Council's official Annual Report, to be presented to Council before 30 November each year.

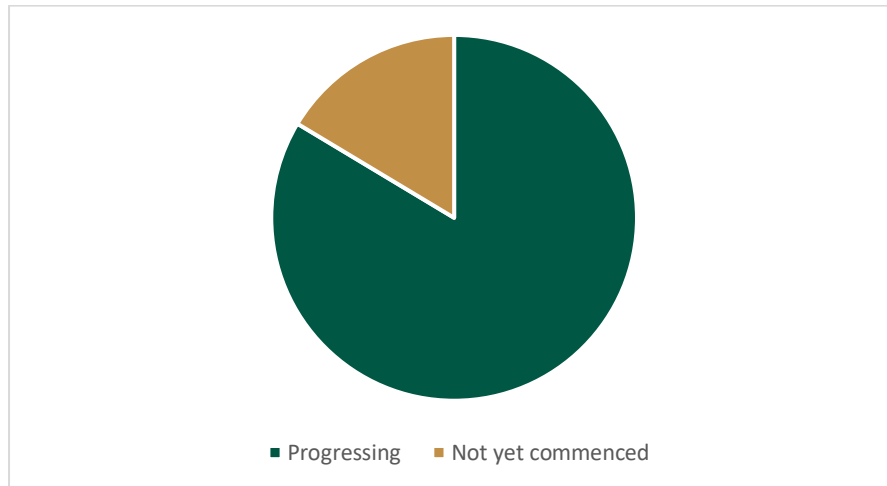
This Report presents Council with the 2025-2026 Operational Plan Periodic Review (Q1) (*Annexure A*) and the 2024/2025 Operational Plan Outstanding Actions Review (*Annexure B*).

Annexure B contains a list of 13 actions that were not completed during the previous operating year, and had been deferred for completion in 2025/2026, we will continue to track and report on these actions throughout 2025/2026 until they are closed off.

Actions listed as *not due to start* are actions that are required to be completed at certain periods of the year.

The following chart provides a visual overview of how many actions have commenced as of Q1. Of the total 122 actions in the Operating Plan, 102 have commenced and 20 are yet to commence.

For actions that are progressing, the report provides a percentage completed to help Councillors to understand how much progress has been made towards the completion of each action.



KEY CONSIDERATIONS

Financial/Asset Management

Nil.

Policy

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

Risk

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

Community Consultation

Nil

Options (if applicable)

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

During the past quarter, Council officers have focused on advancing actions from the 2025/2026 Operational Plan while working to finalise outstanding items from the 2024/2025 Operational Plan. The progress achieved has been documented in these reports and is now presented to Council for review

ATTACHMENTS

- | | |
|------------|---|
| Annexure A | 2025-2026 Operational Plan Periodic Review (Q1) ⇒ |
| Annexure B | 2024 - 2025 Operational Plan Outstanding Actions Review ⇒ |

**REPORT TITLE: 7.8 AUDIT, RISK AND IMPROVEMENT COMMITTEE
QUARTERLY UPDATE**

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to provide Council with the **Audit, Risk and Improvement Committee (ARIC)** quarterly update in the form of the Minutes from the 24 September 2025 ARIC meeting and the Draft Minutes from the 15 October 2025 Extraordinary ARIC Meeting (*Confidential Annexures A and B*).

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

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

The ARIC Committee consists of:

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

The ARIC held its quarterly meeting on 24 September 2025 with all members in attendance.

At the 24 September 2025 meeting the ARIC dealt with the following topics of which details are included within the Minutes (Annexure A - confidential):

- Emerging risks,
- General Manager's update,
- Finance Improvement Plan,
- Business Systems Update,
- External Work Health and Safety Review,
- Work Health and Safety Report
- Risk Management – Project Management Framework,

- Internal Audit Report – Quarterly Update
- Workforce Management Strategy,
- Human Resources and Payroll,
- Implementation of the Strategic Plan, Delivery Program and Strategies,
- Capital Works Update.

An Extraordinary Meeting was held on 15 October 2025 where the ARIC dealt with the following topics of which details are included within the Draft Minutes (Annexure B - confidential):

- Draft General Purpose and Special Purpose Financial Statements and Special Schedules for the 2024/2025 Financial Year.

KEY CONSIDERATIONS

Financial/Asset Management

Nil.

Policy

- **Risk Management and Internal Audit Guidelines**
 - *Ongoing reporting by the audit, risk and improvement committee to the governing body (and general manager) is essential for accountability and will ensure that the governing body is kept informed of matters considered by the committee and any emerging issues that may influence the strategic direction of the council or the achievement of the council's goals and objectives.*
 - *Additionally, it will ensure strong linkages between the audit, risk and improvement committee, governing body and the general manager and lead to a better functioning assurance mechanism.*
 - *The audit, risk and improvement committee must provide an update to the governing body of the council of its activities and opinions after every committee meeting.*
 - *Further, the audit, risk and improvement committee must provide its quarterly update to the general manager to ensure they are kept informed of issues raised and can answer any questions the governing body may have about the committee's opinions and recommendations.*
 - *The mayor can request to meet with the chairperson of the audit, risk and improvement committee at any time to discuss any issues relating to the work of the committee during the quarter.*
 - *The chairperson of the audit, risk and improvement committee can also request to meet with the mayor at any time.*
- **The ARIC Terms of Reference**
 - *Information and documents pertaining to the committee are confidential and are not to be made publicly available.*

Risk

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

Community Consultation

ARIC Chair and independent members.

Options (if applicable)

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

The ARIC Meeting Minutes for 24 September 2025 and 15 October 2025 are provided as confidential annexures for Council's review, and form the ARIC's quarterly update.

ATTACHMENTS

Annexure A	Minutes - ARIC - 24.9.25 (<i>Confidential</i>)
Annexure B	Draft Minutes - ARIC Extraordinary - 15.10.25 (<i>Confidential</i>)

REPORT TITLE: 7.9 AMENDED FEES AND CHARGES 2025/2026 - LIFE CHOICES-SUPPORT SERVICES

REPORT FROM: Corporate and Community Services

PURPOSE

This report seeks Council's approval for new fees for Life Choices – Support Services under the Australian Government's Support at Home Program, which commenced 1 November 2025. This represents the most significant aged care reform in decades, transitioning from Home Care Packages to a service-based contribution model mandated under the *Aged Care Act 2024*.

RECOMMENDATION

THAT COUNCIL

- 1. Notes the mandated Life Choices – Support Services new fees for the Support at Home Government Program, effective 1 November 2025.***
- 2. Resolves to place these changes to the 2025/26 Fees and Charges on public exhibition for 28 days.***

REPORT

Life Choices – Support Services - Support at Home Program

On 1 November 2025, the Australian Government implemented significant aged care reforms through the new Support at Home program. This program replaces the Home Care Packages Program and Short-Term Restorative Care Program, introducing a new fee structure designed to create a more sustainable, equitable, and person-centred aged care system.

The new contribution model shifts from a package-based fee system to a service-based contribution arrangement, ensuring participants only pay for services they actually receive.

1.1 Legislative Framework

The Support at Home program operates under the new *Aged Care Act 2024*, which commenced on 1 November 2025. This legislation represents the most significant reform to Australia's aged care system in decades, putting the rights of older people at the centre of aged care laws.

1.2 Royal Commission Recommendations

The fee structure changes directly respond to findings from the Royal Commission into Aged Care Quality and Safety, which identified systemic issues requiring reform. The Royal Commission recommended that participants make greater contributions toward services they have historically paid for themselves, while government funding focuses on assessed aged care needs that help people stay at home and avoid hospitalisation.

1.3 Sustainability and Equity

The new fee structure aims to:

- ensure system sustainability by asking those who can afford it to contribute more,
- make aged care more affordable and accessible for all Australians, regardless of capacity to pay,
- provide transparent, service-based contributions rather than package-based fees,
- align contributions with actual services received, not estimated package levels.

2. KEY FEE STRUCTURE CHANGES

2.1 From Package-Based to Service-Based Contributions

Under the Home Care Packages system, participants paid fees based on their approved package level, regardless of whether services were used. The new Support at Home program transitions to service-based contributions, where participants only pay for services they actually receive.

2.2 Elimination of Basic Daily Fee

The basic daily fee, which was payable under Home Care Packages regardless of service use, has been eliminated under Support at Home. This represents a significant change that reduces the fixed costs for participants.

2.3 New Participant Contribution Model

Participant contributions are now calculated as a percentage of the cost of non-clinical services received. The contribution rate varies based on:

- **Service category:** Clinical supports, Independence services, or Everyday Living services,
- **Pension status:** Full pensioner, part pensioner, or self-funded retiree,
- **Commonwealth Seniors Health Card (CSHC)** holder status.

3. NEW FEE STRUCTURE DETAILS

3.1 Service Categories and Contribution Rates

Support at Home services are divided into three categories, each with different contribution requirements:

Clinical Supports

Government Funded: 100%

Clinical supports including nursing, physiotherapy, occupational therapy, podiatry, and allied health services are fully funded by the government for all participants. Participants make no contribution toward these services.

Independence Services

Independence services include assistance with personal care, mobility, transport, and social participation. These services help participants maintain their functional independence.

Everyday Living Services

Everyday living services include domestic assistance (cleaning, laundry), meal preparation, gardening, and home maintenance. These are services participants would typically pay for themselves throughout their lives and therefore attract higher contribution rates.

4. TRANSITION ARRANGEMENTS AND PROTECTIONS

4.1 'No Worse Off' Principle

A critical protection for existing Home Care Package recipients is the 'no worse off' principle, which ensures:

- participants approved for a Home Care Package on or before 12 September 2024 will pay the same or less under Support at Home,
- those who paid no income-tested care fees will never pay fees under Support at Home,
- those paying income-tested fees receive special discounted contribution rates, and
- protection continues even if reassessed to a higher classification level.

4.2 Automatic Transition

All Home Care Package recipients automatically transitioned to Support at Home on 1 November 2025:

- no reassessment required unless care needs have changed,
- budget allocation matches existing package level,

- unspent Home Care Package funds transfer to Support at Home, and
- participants can remain with their current service provider.

5. PRICING AND PROVIDER ARRANGEMENTS

5.1 Initial Pricing Period (1 November 2025 - 30 June 2026)

From 1 November 2025, Support at Home providers will continue to set their own prices for services, consistent with the current Home Care Packages system. Providers must:

- publish standard prices on their websites,
- display prices in the My Aged Care Find a Provider tool, and
- include all costs (administrative costs, staff travel, third-party charges) in service pricing.

5.2 Price Caps (From 1 July 2026)

Government-set price caps will be introduced from 1 July 2026, developed in consultation with the **Independent Health and Aged Care Pricing Authority (IHACPA)**.

Price caps will:

- apply to the entire cost of delivering services,
- standardise costs across the sector, and
- ensure fairness and consistency in pricing.

KEY CONSIDERATIONS

Financial/Asset Management

The proposed Support at Home Program fee structure has been reviewed, analysed and approved for financial viability by the Acting Chief Financial Officer. The transition from Home Care Packages to the service-based contribution model commenced November 2025, with pricing remaining provider-determined until government-set price caps are introduced from 1 July 2026. The fee structure covers three zones (A, B, C) based on distance from CBD, with rates varying from \$97 per hour (Social Support-Group, Zone A) to \$406 per hour (Nursing Care public holiday, Zone C).

Policy

The new fee structure operates under the *Aged Care Act 2024*, which commenced 1 November 2025. The fee changes are mandated by Commonwealth legislation and implement recommendations from the Royal Commission into Aged Care Quality and Safety. The 'no worse off' principle protects existing Home Care Package recipients approved on or before 12 September 2024, ensuring they pay the same or less under Support at Home. A lifetime contribution cap of \$130,000 (indexed) applies to participant contributions for non-clinical care costs across both Support at Home and residential aged care.

Risk

Low risk. The fee structure is mandated by Commonwealth legislation and approved for financial viability. Automatic transition arrangements for existing clients minimise disruption, and the 'no worse off' principle provides financial protection for vulnerable participants.

Community Consultation

Nil.

Options (if applicable)

Not applicable.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program *Thriving and Connected Community* Strategy T1.2.3 Maintain support services for social inclusion ensuring accessibility for all residents alongside creating community leadership and advocacy programs to support community-driven and civic initiatives.

CONCLUSION

The Support at Home program represents a fundamental shift in how aged care services are funded and delivered in Australia. The new fee structure, while complex, is designed to create a more equitable, sustainable, and person-centred system that better responds to individual needs. Whilst the fees are mandated, given they are part of our fees and charges it was considered appropriate to advertise them.

ATTACHMENTS

Annexure A Support at Home Pricebook - Fees & Charges [⇒](#)

REPORT TITLE: 7.10 CHILDREN AND FAMILY SERVICES STRATEGY 2025-2028

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to outline the proposed Children and Family Services Strategy 2025-2028 (Annexure A), which aims to establish a comprehensive framework for delivering targeted support services to children and families within the Glen Innes Severn Council Local Government Area over the next three years.

RECOMMENDATION

THAT Council:

1. ***Approves for the Children and Family Services Strategy 2025-2028 to be placed on public exhibition for 28 days from Thursday 27 November 2025 until Thursday 25 December 2025.***
2. ***Displays the Children and Family Services Strategy 2025-2028 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 Community Services to prepare a further report to Council after the exhibition period in the event of Council receiving any substantial submissions regarding the Children and Family Services Strategy 2025-2028; otherwise, that the Children and Family Services Strategy 2025-2028 be adopted by Council.***

REPORT

The current Children and Family Services framework requires renewal as it reached the end of its operational period in June 2025.

The Children and Family Services team have developed a new strategy that recognises the importance of building and sustaining meaningful relationships that nurture the wellbeing, development, and learning for children and families accessing Council services. The strategy acknowledges that children are naturally curious and capable learners, and that families are the most influential teachers in children's lives.

A comprehensive review of current services has identified areas of strength and opportunities for improvement, with the proposed Strategy 2025-2028 building upon successful elements of the existing framework while introducing new initiatives to address identified compliance gaps and service delivery challenges.

The Children and Family Services Strategy 2025-2028 presents a holistic approach to supporting children and families across the Local Government Area. The Strategy encompasses key services including:

1. **Outside of School Hours Care programme** - Providing a safe, nurturing environment where children engage in stimulating activities before and after school.
2. **Vacation Care Programmes** - Offering diverse, engaging activities during school holiday periods.
3. **Community Support** - Delivering externally funded supported playgroups and support groups to enhance parenting skills and create community connections.

The strategy identifies current service strengths in building meaningful connections with children and families, providing well-maintained age-appropriate environments, and using intentional teaching strategies that respect children's agency.

However, it also acknowledges compliance gaps requiring immediate attention, particularly in health and safety management where risk minimisation plans for children with medical conditions are absent, emergency risk assessments are incomplete, and some policies don't align with regulatory requirements.

Based on the recent parent satisfaction survey, the strategy prioritises enhancing family participation opportunities (currently rated 4.75/10), strengthening educational programming (currently rated 5/10), and improving service operations with a focus on booking systems (currently rated 7/10), with a minimum 15% improvement target through structured initiatives.

Implementation will be guided by a comprehensive action plan addressing all seven Quality Areas in the National Quality Framework, with particular focus on:

- Learning and Development
- Health & Safety
- Environment and Resources
- Administration & Governance
- Partnerships

The overall goal is to systematically achieve full regulatory compliance, moving from "Working Towards National Quality Standard" to "Meeting National Quality Standard" and ultimately to "Exceeding National Quality Standard."

This report was endorsed by MANEX on 27 May 2025 with a presentation provided to Councillors on 3 July 2025.

KEY CONSIDERATIONS

Financial/Asset Management

The strategy's future focus centres on achieving financial sustainability through comprehensive service reviews that accurately determine community needs, evidence-based resource allocation, and strategic business development initiatives.

By analysing enrolment patterns, optimising operational efficiencies, exploring diverse funding opportunities, and aligning services with identified community requirements, the strategy aims to create a robust operational model that ensures long-term viability while maintaining commitment to high-quality education and care.

Implementation of the Strategy will be achieved within existing budget allocations for Children and Family Services, with some initiatives to be funded through identified grant opportunities.

Policy

The Strategy aligns with key legislative and policy frameworks including:

- Education and Care Services National Law and Regulations
- National Quality Framework for Early Childhood Education and Care
- Child Safe Standards
- Council's Community Strategic Plan

The strategy identifies necessary policy updates to ensure alignment with current regulatory requirements, particularly in health and safety management.

Risk

Non-compliance with regulatory requirements poses significant operational threats including potential service approval suspension, financial penalties, reputational damage affecting enrolment numbers, increased scrutiny during future assessments, and limitations on growth opportunities—all of which could compromise service continuity.

The strategy addresses these risks through a comprehensive approach to compliance, particularly focusing on:

- Quality Area 2: Children's health and safety (Element 2.1.2: Health practices and procedures, Element 2.2.2: Incident and emergency management)
- Quality Area 7: Governance and Leadership (Element 7.1.2: Management systems)

Implementation will include ongoing risk monitoring and regular reviews to identify emerging issues requiring management.

Community Consultation

- Parent Satisfaction Survey

Options (if applicable)

Nil

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program *Thriving and Connected Community* Strategy T1.1.2 Facilitate investment in education infrastructure and resources, strengthen early-childhood and school readiness programs whilst engaging community and businesses to develop school-to-work pathways.

CONCLUSION

Development of the Strategy involved extensive consultation with stakeholders as evidenced by the detailed parent satisfaction survey data included in the strategy document. This data has directly informed the strategy's priorities and actions, particularly the focus on improving family participation, educational programming, and service operations.

The proposed 28-day public exhibition period will provide further opportunity for community input prior to final adoption.

ATTACHMENTS

Annexure A Children and Family Services Strategy 2025-2028 [↗](#)

REPORT TITLE: 7.11 YOUTH STRATEGY 2021-2025 OUTCOME REPORT

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to present Council with the Youth Strategy 2021-2025 Outcome Report (*Annexure A*).

RECOMMENDATION

THAT Council:

1. *Notes the Youth Strategy 2021-2025 Outcome Report, and*
2. *Acknowledges the achievements of the Youth Strategy 2021-2025 implementation, particularly the success of The Youth Booth as a central service hub, the effective community partnerships established, and the successful grant funding strategies that have enhanced youth service delivery in the Glen Innes Severn Local Government Area.*

REPORT

The Glen Innes Severn Council Youth Strategy 2021-2025 was developed to provide strategic direction and actions that meet the identified needs of young people living in the Local Government Area.

The strategy was developed through extensive community consultation involving 300 participants, including surveys of 189 young people (aged 12-24) and 32 community members, plus eight face-to-face sessions with 58 attendees.

The development process integrated local demographic data, existing Council strategies, and state/federal policies, leading to an action plan addressing three primary themes: Mental Health, Employment, and Socioeconomic support.

Prior to the strategy development, in 2019, Council opened The Youth Booth to provide a dedicated, supportive environment for young people in the community, which became the centrepiece for implementing the Youth Strategy initiatives.

The Youth Strategy 2021-2025 has successfully delivered significant outcomes across its three primary themes through the **Targeted Earlier Intervention (TEI)** Program, which focuses on delivering coordinated services and activities for young people aged 12-24 years. The implementation has centred around The Youth Booth facility, which has become a vital community resource.

KEY CONSIDERATIONS

Financial/Asset Management

Glen Innes Severn Council has actively pursued external funding opportunities to enhance and expand Youth Booth operations throughout the 2021-2025 period.

Through successful grant applications and funding partnerships, Council has supplemented its base funding to deliver comprehensive youth programs, cultural activities, and support services.

Policy

The Youth Strategy 2021-2025 implementation aligns with:

- NSW Child Safe Standards,
- Child Safe Policy (adopted by Council on May 25, 2023),
- NSW Strategic Plan for Children and Young People, and
- Targeted Earlier Intervention (TEI) Program guidelines.

The establishment of operating policies and procedures in 2023-2024 has strengthened governance around youth services and ensures compliance with relevant legislation, including child protection requirements.

Risk

Key risks associated with youth programs and services have been effectively managed through:

- Implementation of the Child Safe Policy,
- Training of Youth Booth staff as mandatory reporters,
- Established processes to respond to disclosures,
- Partnerships with professional support services including mental health providers, and
- Creation of safe, supportive environments for vulnerable young people.

These measures have mitigated risks while providing essential services to at-risk young people in the community.

Community Consultation

Ongoing consultation has been maintained through the operation of The Youth Booth and engagement with community partners to ensure services remain relevant and responsive to youth needs.

Options (if applicable)

Not Applicable.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program *Thriving and Connected Community* Strategy T1.3.3 Strengthen wellbeing support through community wellbeing programs, multi-use spaces, local employer programs and social cohesion activities.

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

CONCLUSION

The Youth Strategy 2021-2025 has successfully achieved its objectives of providing strategic direction and actions that meet the identified needs of young people in the Glen Innes Severn Local Government Area. Through The Youth Booth facility, strategic partnerships, and diverse funding sources, Council has delivered significant outcomes across the three primary themes of mental health, employment, and socioeconomic support.

Cultural events such as the Festival of Youth & Community Culture have engaged young people in meaningful activities that celebrate diversity and promote inclusion. The strategy's implementation demonstrates Council's commitment to supporting young people as an integral part of the community and providing safe, inclusive spaces where they can access support, develop skills, and connect with others.

ATTACHMENTS

Annexure A 2021-2025 Youth Strategy Outcome Report [↗](#)

REPORT TITLE: 7.12 CAPITAL WORKS PROGRAM PROGRESS REPORT AS AT 31 OCTOBER 2025

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is for Council to review the progress of its Capital Works Program for the 2025/2026 Financial Year and the progress of Capital Works Projects carried over from previous financial years or revoted from previous financial years, all of which were adopted in July 2025.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

The Capital Works Program report includes all currently active projects, confirming that each aligns with its approved budget. Refer to the attached report titled “Capital Projects Details” (**Annexure A**).

Projects have been categorised into relevant areas. With the grants register now fully established and rolled over into the 2025-26 fiscal year, monitoring grant-related capital projects has become a priority to ensure alignment with funding requirements. This enhanced oversight will include monthly reviews of capital projects associated with the contract assets/liabilities balance, aiming to ensure timely receipt of grant funds. Such timely inflows will help manage and relieve pressure on the unrestricted cash position, ensuring better management of working capital and cashflow.

This report has been prepared with input from the staff who have ownership of the various projects to ensure that there is up-to-date commentary on all the projects. It provides a holistic overview of Council’s progress regarding completed projects, works in progress, or expected project commencement dates.

The Annexure provides detailed information on all the open Capital Works projects for the 2025/2026 Financial Year and reviews progress on Capital Works projects that were carried over or revoted from previous financial years.

As a result of capitalisations for financial year 2024-25, capitalised reports have not been removed from the report as yet. Ongoing projects that span over multiple years also need budgets updated to reflect the amount that has been capitalised. This work will be completed for the November report.

ANZAC Park Amenities Upgrade-Construction Update

Demolition works at ANZAC Park are now complete, marking an exciting milestone in delivering upgraded public facilities for our community.

Construction of the new playground commenced on 4 November, with completion expected by the end of January 2026. The new facilities will provide an all-abilities modern, accessible, and family-friendly space for locals and visitors to enjoy one of Glen Innes' most popular parks.



Image: ANZAC Park – playground equipment removed



Image: Design concept of new playground equipment

7408C26 – Kerb and Gutter Renewals

Council has commenced the 2026 kerb and gutter renewal project this week with over 250 metres of kerb to be replaced in Elizabeth Street, Clarke Street and Hunter Street. The project is funded from Council's drainage charge reserve and is targeted at repairing damaged kerb ahead of Council's pavement works program including heavy patching and reseals, and full street rehabs. Broken and damaged kerb is identified during the reseal inspection process and scoped for replacement.

Often the root cause of kerb failure is either poor construction practises in the past with minimal foundation/base prep underneath the kerb leading to rolling or rotation, or damage from tree roots. Council is improving on this by including a minimum 200mm thick cement stabilised DGB20 gravel base under all new kerb or replaced kerb, and when tree roots are encountered they are either cut and root guard installed, or the trees are removed if they are found to be unsuitable for the location and cutting the roots to repair the kerb would cause the tree to lose structural integrity.

A number of problematic trees have been removed in Elizabeth Street. Moving forward Council is focusing on planting suitable species of street trees that minimise impact on infrastructure assets.



Image: Damaged kerb and guttering

7207C24 – RRTRP Regional Roads Betterment

Council has reached practical completion of the \$3.6M Regional Roads Betterment program this month.

Since the November 2024 the project has successfully rehabilitated over 12 kilometres of damaged pavements of eligible sections of Wellington Vale Road and Emmaville Road, with a mix of internal delivery and contracted works.

The works focused primarily on pavement recycling and strengthening through stabilisation but also included drainage works and foundation treatments including remove and replacement of unsuitable subgrade material, pre-milling and shape correction of old pavements and proof rolling to identify potential failures. The most recent segments completed were Segments 517-57, 110 and 130 on Emmaville Road which are now sealed and open to traffic with some minor clean up works and defect rectification work ongoing until 21 November.



Images: Rehabilitation Works

Grants Update

Refer to **Annexure B**.

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

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

GRANTS Pipeline Register

Refer to **Annexure C**.

CONSIDERATIONS**Financial/Asset Management**

The following table provides a summary of the adopted budget, the actual and committed amounts as of 31 October 2025, along with the percentage of the actual and committed expenditure when compared to adopted budgets, noting that a significant amount of projects will be removed in the coming weeks as part of the capitalisation process and projects being completed for financial year 2024-25.

Project Type	Projects Count	FY2025-26	Total Spent	Expenditures %
Aerodome	4	\$3,423,391.00	\$844,996.99	24.68%
Bridge	6	\$4,645,540.23	\$755,690.33	16.27%
Building	5	\$495,000.00	\$107,575.02	21.73%
Community Halls	1	\$131,651.00	\$0.00	0.00%
Drainage	2	\$350,000.00	\$84,840.49	24.24%
Economic Development	7	\$893,446.00	\$294,261.25	32.94%
Flood Recovery & Natural Disasters	2	\$1,425,225.00	\$205,188.07	14.40%
IT	2	\$130,000.00	\$53,000.00	40.77%
Library	1	\$10,750.93	\$9,454.55	87.94%
Life Choices	5	\$187,153.00	\$148,148.39	79.16%
Open Office	1	\$785,825.00	\$51,890.91	6.60%
Open Spaces & Recreational	21	\$4,049,602.71	\$383,445.08	9.47%
Plant	41	\$3,141,704.73	\$506,967.44	16.14%
Quarry	4	\$329,225.00	\$169,866.91	51.60%
Roads	27	\$29,211,071.48	\$6,149,900.68	21.05%
Sewer	6	\$1,388,945.00	\$1,493,916.75	107.56%
Waste	7	\$931,701.50	\$184,583.66	19.81%
Water	9	\$2,560,681.67	\$1,057,017.19	41.28%
Grand Total	151	\$54,090,914.25	\$12,500,743.71	23.11%

The extent to which the Capital Works program is completed determines the Infrastructure Asset Renewal ratio, which is a measure of the financial sustainability of Council's assets. This ratio is crucial in determining the future cash requirements and Council will need to ensure that asset renewals are at the required levels and the funding source of asset renewals are understood thoroughly and forecasted. The asset revaluations and depreciation expense also play a pivotal role in ensuring all these factors are allowed for in Council's Long Term Financial Plan.

Ongoing projects currently marked as "Capitalised" are now included in this report. The remaining budgets for these projects have been brought forward after capitalisations have been completed and budgets for these projects will be adjusted in accordance with the amount that has been capitalised.

Policy

Maintenance of Council's infrastructure assets is in accordance with Council's Risk Management policies, Procurement Policy and with Asset Management Plans.

Risk

Maintaining Council's assets minimises legal and risk exposure. Council faces project management risks in managing timelines and budgets, particularly relating to grant funded projects.

Developing a project risk management assessment and plan, using Council's Enterprise Risk Management system, will assist in mitigating risk.

Community Consultation

Nil.

Options (if applicable)

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Council adopts its Capital Works Program annually as part of its Operational Plan and Budget. This report provides updated information on the projects within each of the Capital Works Programs, the spend to date as well as updated commentary. Projects for the 2025/2026 year will be updated into the Capital Report as they commence.

ATTACHMENTS

Annexure A	Capital Project Details ↗
Annexure B	Grants Update ↗
Annexure C	Project Pipeline Register ↗

REPORT TITLE: 7.13 INVESTMENTS REPORT - OCTOBER 2025

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to provide details of all funds that Council has invested.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

In accordance with section 212 of the **Local Government (General) Regulation 2021 (Regulation)**, the Responsible Accounting Officer must provide Council with a written report on a monthly basis setting out details of all money that the Council has invested under section 625 of the *Local Government Act 1993*.

Council has \$21.5M invested in term deposits, equating to 100% of Council's total financial investment portfolio as at the end of the reporting month.

Council selects banks based on rating, return and term of investment. It is expected that future investments will continue to target returns while aiming to select institutions with a high **Standard and Poor's (S&P)** rating. This is done by rolling investments between banks that meet Council's criteria and cash requirements.

If Council has two comparable investment fund options, investment will be made in the fund that does not fund fossil fuels.

Council currently holds three responsible investments: Two \$1 million deposits with Westpac's Green Tailored Deposits. In addition, Council has \$2 million investment with BOQ and with Bendigo Bank \$1 million investment, being institutions that do not fund fossil fuels.

The Bank Reconciliation Statement shown below details what Council held in its bank account as at the end of the reporting month. This considers unrepresented cheques, unrepresented deposits.

Bank Reconciliation Statement	
Balance as per General Ledger :	
Ledger Balance as at 31 October 2025	\$3,072,597.59
Balance as per Bank :	
Opening Balance 1 October 2025	\$3,405,975.03
October Movements	-\$387,534.87
Closing Balance 31 October 2025	<u>\$3,018,440.16</u>
less : Unpresented Receipts & Payments	-\$54,157.43
less : Timing Differences	\$0.00
Total:	<u>\$3,072,597.59</u>
Variance	\$0.00
	
Responsible Accounting Officer	
19 November 2025	

The summary of Investments set out in the following table details each of Council's investments, where each investment is held, maturity date, interest rate and the rating of each investment as at the end of the reporting month.

SUMMARY OF INVESTMENTS

Rating (S&P)	Maturity	%	Institution	Bank funds Fossil Fuels	Invested \$	Return \$
A1+/AA-	12/12/2025	4.95%	NAB	Yes	1,000,000	49,500
A1+/AA-	12/12/2025	4.92%	Westpac **	Yes	1,000,000	49,200
A1+/AA-	10/03/2026	4.58%	NAB	Yes	1,000,000	45,800
A2/A-	22/05/2026	4.23%	ING	Yes	1,000,000	42,300
A3/BBB+	22/05/2026	4.05%	BOQ	No	1,000,000	40,389
A1+/AA-	05/02/2026	4.05%	CBA	Yes	1,000,000	26,630
A2/BBB+	10/06/2026	4.25%	AU	Yes	500,000	21,250
A2/A-	11/03/2026	4.28%	Rabobank	Yes	1,000,000	32,012
A2/BBB+	20/11/2025	4.30%	AMP	Yes	1,000,000	18,142
A2/A-	20/01/2026	4.25%	Rabobank	Yes	1,000,000	21,192
A2/A-	22/07/2026	4.15%	ING	Yes	1,000,000	41,500
A3/BBB+	22/07/2026	4.20%	Heartland	Yes	1,000,000	42,000
A3/BBB+	21/04/2026	3.90%	BOQ	No	1,000,000	29,170
A2/A-	30/01/2026	4.10%	Bendigo*	No	1,000,000	21,567
A1+/AA-	30/07/2026	4.05%	NAB	Yes	1,000,000	40,500
A2/A-	29/04/2026	4.20%	Rabobank	Yes	1,000,000	31,414
A1+/AA-	30/07/2026	4.15%	Westpac **	Yes	1,000,000	41,500
A1+/AA-	30/07/2026	4.05%	CBA	Yes	1,000,000	40,500
A1+/AA-	08/08/2026	4.05%	NAB	Yes	1,000,000	40,500
A1+/AA-	22/08/2026	4.05%	NAB	Yes	1,000,000	40,500
A1+/AA-	05/09/2026	4.10%	NAB	Yes	1,000,000	41,000
A1+/AA-	29/10/2026	4.15%	NAB	Yes	1,000,000	\$41,500.00
Expected Return FY25		4.23%	Total Investments		21,500,000	798,066
Avg. Headline Rate Return		4.23%	Cash on Hand		3,018,440	
Total Cash and Investments					24,518,440	

The table below details the interest received for the current financial year as at the end of the reporting month. Interest yield maybe be affected against budget as investments maturing are not being reinvested due to cash requirements for operational purposes.

Investment Interest	
Interest received for year to 31 October	\$288,326.00

The table below details the monthly movements of investments for the reporting month:

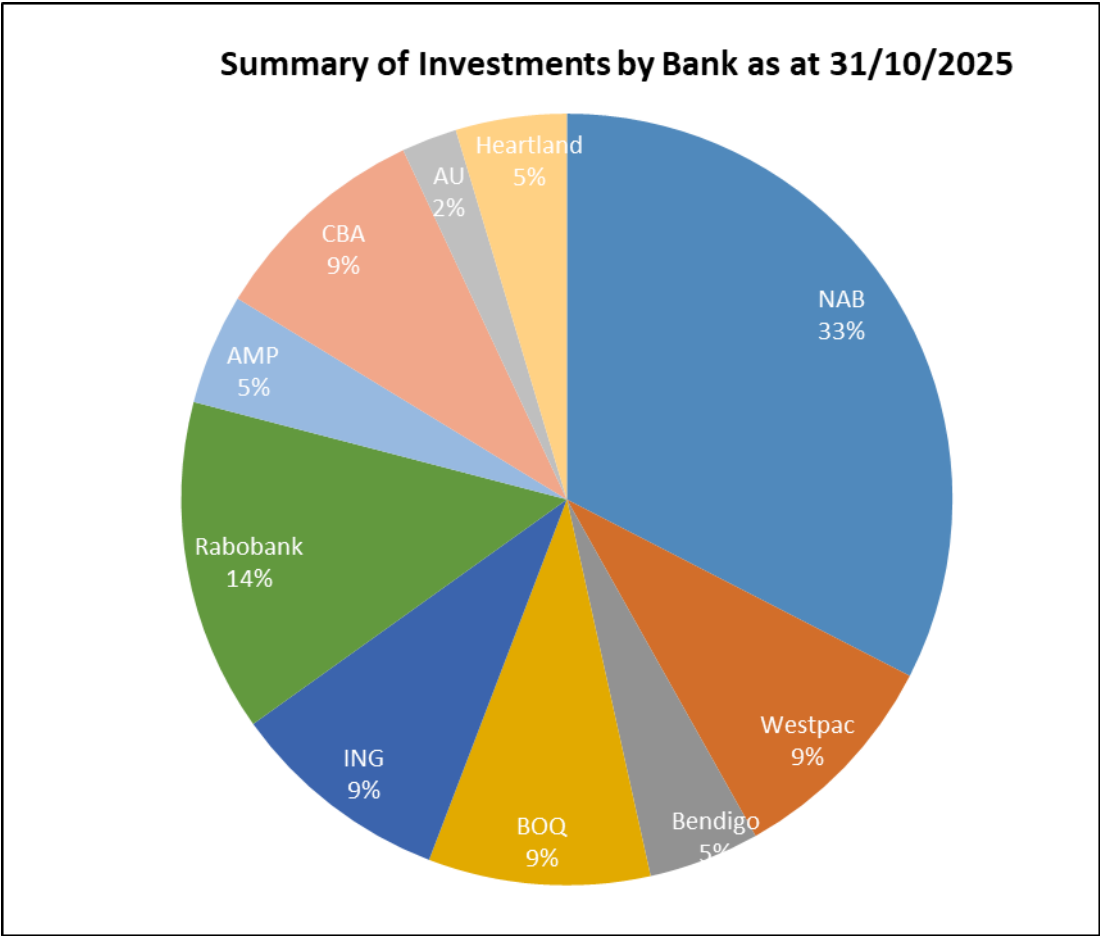
Investment Movements	
Opening Balance as at 1 October 2025	24,500,000
Less :	
Maturities (4)	4,000,000
Subtotal	20,500,000
Plus :	
Rollovers (1)	1,000,000
New Investments (0)	-
Current Balance as at 31 October 2025	21,500,000

During the reporting month, four term deposits of \$1 million each—held with NAB, ING, BOQ and CBA matured, only one was rolled over. There were no new investments made.

A summary of maturities is set out below:

Period	No. of Term	Value
Nov-25	1	1,000,000
Dec-25	2	2,000,000
Jan-26	2	2,000,000
Feb-26	1	1,000,000
Mar-26	2	2,000,000
Apr-26	2	2,000,000
May-26	2	2,000,000
Jun-26	1	500,000
Jul-26	5	5,000,000
Aug-26	2	2,000,000
Sep-26	1	1,000,000
Oct-26	1	1,000,000
Nov-26	0	0
Dec-26	0	0
Jan-27	0	0
Total	22	\$21,500,000

The graph below shows the summary of investments by bank:



Restricted funds and trust funds are limited to a particular purpose and must be set aside for that purpose. Therefore, they may not be available to meet certain obligations, and this should be kept in mind when determining the short-term liquidity of Council.

The table below is reporting restricted funds balances as at 31 October 2025.

Externally restricted cash, cash equivalents and investments as at 31 Oct 2025		
	\$'000	
Trust Funds	-	as at 31 Oct 2025
Included in Grant related contract liabilities	5,545	as at 31 Oct 2025
Developer contributions - Rangers Valley Feedlot S7.11	1,323	as at 30 Jun 2025
Water Fund	3,758	as at 31 Oct 2025
Sewer Fund	4,602	as at 31 Oct 2025
Waste management	3,727	as at 30 Jun 2025
Drainage	1,186	as at 30 Jun 2025
Council Committees	406	as at 30 Jun 2025
Specific purpose unexpended grants (general funds)	3,225	as at 31 Oct 2025
Total external restrictions	23,773	
Total Cash & investments as at 31 Oct 2025	24,518	
Unrestricted cash position (i.e. available after the above restrictions)	745	

Unrestricted Cash Position

The unrestricted cash position reported as at 31 October 2025 is positive \$745k.

The decrease in unrestricted cash from the prior month of \$4.155M is due to:

- fund allocation errors identified through the recent 2024/25 Audit which date back to the 2022/23 and 2024/25 financial years, which have impacted the unrestricted cash position by ~\$1.4M,
- larger than usual creditors payments in October of ~\$2.5M, and
- the remainder largely resulting from General Fund operating cash movements, including payroll, throughout the month.

As a key component of the planned Service Review of the Financial Services function, Management has engaged Morrison Low to undertake an independent assessment of Council's cash position for Water, Sewer and General Funds including developing cash flow forecast models for each fund, which will provide greater certainty on Council's forward cash position and improve our ability to manage cash flow.

Certification

I, Shageer Mohammed, Chief Financial Officer, do hereby certify that the above investments have been made in accordance with the Regulation (Section 212), the **Local Government Act 1993 (the Act)** (Section 625), and Council's **Investment Policy (the Policy)**.

KEY CONSIDERATIONS

Financial/Asset Management

The actual average return on Council investments for the 2024/2025 financial year was **5.07%**. In comparison, the current average return for the 2025/2026 financial year stands at **4.23%**, representing a **0.84% decrease**, consistent with the broader trend of declining interest rates. In response to emerging economic challenges, the **Reserve Bank of Australia (RBA)** adopted a more accommodative monetary policy, beginning to reduce the official cash rate in early 2025. As of October 2025, the RBA official cash rate stands at **3.60%**, following a 25-basis point reduction on August 12, 2025.

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

Investment Balances	This Year	Last Year
Opening Balance 1 October	24,500,000	23,400,000
Closing Balance 31 October	21,500,000	21,400,000

Policy

Monthly financial reporting ensures transparency, to enable councillors to make financially sustainable and accountable decisions. The Policy states that short-medium term funds can be invested for up to five years.

Investments are to be considered in conjunction with the following key criteria:

- At the time of investment, no institution at any time shall hold more than 45% of Council's total investments. The maximum will be determined by the long-term rating of the institution - AAA up to 45%; AA up to 35%; A up to 15% and BBB up to 5% percent,
- At the time of investment, the maximum portfolio limits per rating are - AAA up to 100%; AA up to 100%; A up to 45%; BBB up to 30% and Government up to 100%, and
- Council's Investments can be placed in a mixture of short (0-12 months), short-medium (1-2 years) and medium (2-5 years) term investments whilst ensuring that liquidity and income requirements are met.

The portfolio is split across three of the credit rating categories (AA, A and BBB).

Credit Quality Portfolio Compliance

The following table details the credit rating of each of the categories where Council has money invested. All investments were compliant with the Policy at time of investment:

Compliant	Credit Rating	Invested	Invested \$	Policy Limit	Available \$
Yes	AAA	0.0%	-	100%	21,500,000
Yes	AA	55.8%	12,000,000	100%	9,500,000
Yes	A	16.3%	3,500,000	45%	6,175,000
Yes	BBB	27.9%	6,000,000	30%	450,000
Yes	Government	0.0%	-	100%	21,500,000
		100.0%	21,500,000		

A credit rating is an evaluation of the credit risk of a prospective financial institution, predicting its ability to pay back the investment and interest maturity and an implicit forecast of the likelihood of the institution defaulting. The credit ratings are an opinion based on the creditworthiness of the company issuing the security and are assigned by Australian Ratings based on publicly available information at a point in time.

All investments continue to be made in accordance with the requirements of the Act and the Policy.

Section 625 of the Act states the following:

How may Councils invest?

- (1) *A Council may invest money that is not, for the time being, required by the Council for any other purpose.*

- (2) *Money may be invested only in a form of investment notified by order of the Minister published in the Gazette.*
- (3) *An order of the Minister notifying a form of investment for the purposes of this section must not be made without the approval of the Treasurer.*
- (4) *The acquisition, in accordance with section 358, of a controlling interest in a corporation or an entity within the meaning of that section is not an investment for the purposes of this section.*

Section 212 of the Regulation states the following:

Report on Council's Investments

- (1) *The responsible accounting officer of a council:*
 - (a) *must provide the council with a written report (setting out details of all money that the council has invested under section 625 of the Act) to be presented:*
 - (i) *if only one ordinary meeting of the council is held in a month, at that meeting, or*
 - (ii) *if more than one such meeting is held in a month, at whichever of those meetings the council by resolution determines, and*
 - (b) *must include in the report a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and the council's investment policies.*
- (2) *The report must be made up to the last day of the month immediately preceding the meeting.*

Risk

The following table provides information on investment types including a risk assessment and the amount and percentage invested compared to the total investment portfolio:

RISK ASSESSMENT OF INVESTMENT PORTFOLIO

Investment Type	Risk Assessment		Amount \$	% of Portfolio
	Capital	Interest		
Term Deposits	Low	Low	21,500,000	100%
Total			21,500,000	100%

The Policy defines the principal objective of the investment portfolio as the preservation of capital. There is a risk that the investment portfolio does not perform on par with or greater than the **Consumer Price Index (CPI)**. It is possible therefore that Council does not meet the principal objective of the Policy. In addition, consideration must be given to the potential that the investment restrictions provided in the Policy (both legislatively and by Council) may increase this risk.

Council is currently only investing in fixed term deposits which are similar to or below the CPI. To gain returns higher than CPI, long term investments are needed that are not fixed term deposits and may pose a higher risk. With investments maturing every month, this allows the ability to not reinvest if funds need to be directed to major projects.

A review of the aggregate performance on Council investments, comparative to the CPI, over a significant period (greater than five years) may ascertain if the investment strategy has been meeting the Policy's principal objective. This may then advise if changes are required to Council's investment strategy.

Community Consultation

Council makes investments through Curve Securities and deals directly with the Commonwealth Bank and the Westpac Bank. During the month, all three advisors were contacted to gain advice on daily interest rates.

Options (if applicable)

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Funds have been restricted to ensure all areas of Council continue to operate in accordance with both the annual Operational Plan and Budget and the Long-Term Financial Plan. Further, all investments continue to be made in accordance with the requirements of the Act, the Regulation, and the Policy.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.14 ADDENDUM TO FEES AND CHARGES - AUSTRALIAN CELTIC FESTIVAL, MINERAMA, AND DELETION OF CATTLE WEIGHBRIDGE FEE

REPORT FROM: Place and Growth

PURPOSE

The purpose of this report is to seek Council's approval for amendments to selected Fees and Charges relating to services within the Directorate of Place and Growth.

RECOMMENDATION

THAT Council:

- 1. Endorses the proposed amendments to the 2025/26 Fees and Charges relating to:***
 - increasing the children's ticket age definition for Council events to 16 years,*
 - revised Minerama ticketing fees of \$10 per person for a weekend pass and \$5 per person for a daily pass,*
 - deletion of the Cattle Weighbridge per-head fee.*
- 2. Resolves to place these amendments to the 2025/26 Fees and Charges on public exhibition for 28 days in accordance with the Local Government Act 1993.***
- 3. Receives a further report to Council after the exhibition period in the event of Council receiving substantial submissions regarding the amendments to these Fees and Charges; otherwise, that the amendments be adopted by Council.***

REPORT

Each year Council determines its fees and charges for services it provides. The adopted Fees and Charges Schedule comprises both statutory fees prescribed under legislation and discretionary fees set by Council.

Council adopted its 2025/26 Fees and Charges as part of the annual budget process. Subsequent review and consultation within the Directorate of Place and Growth have identified several amendments required to ensure the fees remain current, equitable and reflective of community and stakeholder expectations.

A description of the proposed amendments follows below:

1. Australian Celtic Festival - Amendment to Children's Ticket Definition

Following strong stakeholder feedback, it is proposed that the definition of a children's ticket be amended from "up to 12 years" to "up to 16 years" for the Australian Celtic Festival.

This amendment is recommended to:

- support families by offering a more affordable and inclusive pricing structure,
- encourage greater youth and family participation in one of the community's flagship festivals.

Updating the age definition will support stronger family attendance and improve consistency across Council's event ticketing framework.

2. Minerama Ticketing – Various Amendments

Feedback from traders and participants identified affordability concerns and reduced attendance, exacerbated by cost-of-living pressures and significant financial losses experienced during last year's severe weather event.

To support accessibility and viability, the following structure is proposed:

- definition of a children's ticket be amended from "up to 12 years" to "up to 16 years" for Minerama,
- Addition of weekend pass: Festival Gate Entry - Weekend Pass – Per Adult: \$10 per person,
- Reduction of Daily Pass to \$5 per adult (currently \$10 per person): Festival Gate Entry – Per Day – Per Adult - \$5.00.

Benchmarking indicates these prices are appropriate for comparable regional events and will encourage increased participation while supporting local traders.

3. Deletion of Cattle Weighbridge Fee

Strong community feedback received during the exhibition of the Integrated Planning and Reporting documents in May 2025 highlighted significant opposition to the existing per-head Cattle Weighbridge fee (currently \$5.50 per head). Submissions noted that other regional weighbridges charge a flat fee for use and expressed concern that the per-head fee was inconsistent and placed unnecessary cost pressures on local producers.

The agricultural community also reported that, due to the per-head fee, utilisation of the weighbridge for cattle is very low, with some transport drivers choosing to bypass the facility and use weighbridges in neighbouring areas. This is not an equitable outcome for local producers and undermines the intended purpose of the service.

A review confirmed that the per-head charge was a historic application of the fee and is no longer required. The existing flat weighbridge fee of \$35.00, already included in the adopted 2025/26 Fees and Charges Schedule, is sufficient to cover all types of loads, including livestock. Feedback received indicated that the \$35.00 fee is reasonable and consistent with charges applied by other regional weighbridges.

Council's Infrastructure Department, which manages the quarry weighbridge, has verified that removal of the per-head charge is appropriate and that the \$35.00 flat fee will provide a consistent and equitable charging structure moving forward.

KEY CONSIDERATIONS

Financial/Asset Management

The amendments are expected to have minimal impact on revenue. Improved affordability for Council events may increase attendance and offset lower individual ticket prices. Removing the per-head weighbridge fee will have minimal financial impact due to its low utilisation.

Policy

The amendments maintain accuracy and transparency in Council's Fees and Charges Schedule and align with community expectations regarding equitable and accessible pricing.

Risk

Adopting the amendments will support community confidence in Council's pricing structure and reinforce positive relationships with stakeholders. Retaining the current fees may lead to ongoing concerns about fairness and accessibility.

Community Consultation

Consultation occurred with event stakeholders, traders, community members and the agricultural community.

Options (if applicable)

Council may choose to:

1. Adopt the amendments as recommended.
2. Retain existing fees and definitions.
3. Amend or defer specific items for further consideration.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

The proposed amendments ensure the 2025/26 Fees and Charges Schedule remains accurate, equitable and reflective of community needs. Updating the children's ticket definition, revising Minerama pricing and deleting the outdated cattle weighbridge fee will support accessibility, community goodwill and transparency in Council's published fees.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.15 FUTURE USE OF THE GLEN INNES POWERHOUSE - COMMUNITY ENGAGEMENT OUTCOMES & NEXT STEPS

REPORT FROM: Place and Growth

PURPOSE

The purpose of this report is to present the outcomes of the community engagement program undertaken in accordance with Council's July 2025 resolution (19.07/25) on the proposed future use for the Glen Innes Powerhouse.

RECOMMENDATION

THAT Council:

- 1. Notes the outcomes of the community engagement undertaken for the Glen Innes Powerhouse as outlined in this report.***
- 2. Endorses Option 1 – Combined Multipurpose Heritage & Activation Model as the preferred future direction for the Glen Innes Powerhouse, as outlined in Table 2 of this report and authorises it to be placed on Council's Project Pipeline Register with monthly reports on the progress of the project to be provided as part of the Grant Applications Report.***
- 3. In addition to the components of Option 1, actively investigates the inclusion of an appropriate commercial element in the project.***
- 4. Given the significance of the site and the potential economic and heritage outcomes, include the site and surrounds in the Precincts and Activation Framework currently being developed.***
- 5. Thanks all community members, volunteers, local organisations and Council staff who contributed to the engagement program and supported the delivery of the Glen Innes Powerhouse Open Day.***

REPORT

Background

At its July 2025 Ordinary Meeting, Council resolved (Resolution 19.07/25), to undertake community engagement to seek public feedback on ideas and potential future uses for the Glen Innes Powerhouse site, based on key themes identified in the earlier report. A copy of Resolution 19.07/25 is provided overpage.

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

It is important to note that although this report was scheduled for the October 2025 meeting in line with the resolution, the October meeting was brought forward by one week. As engagement concluded on 30 September, Council officers did not have sufficient time to give the submissions the thorough consideration they deserved. The report was therefore deferred to the November meeting.

Community Engagement Overview

In response to the July 2025 resolution, Council officers delivered a community engagement program titled “Help Re-energise the Glen Innes Powerhouse”, comprising:

- a public open day at the Glen Innes Powerhouse, and
- an online Have Your Say engagement platform.

Engagement ran from 13 August to 30 September 2025.

Further details on each of the engagement activities and a summary of feedback is provided below and overpage.

Powerhouse Open Day – Summary of Engagement

The Open Day welcomed 300 visitors, including both residents and visitors from outside the area including Gympie, Inverell and Tamworth. Attendees were invited inside the historic building to view original machinery that powered Glen Innes from 1922 to 1956 and to contribute ideas for the site's future.

The atmosphere was enriched by the contributions of the Glen Innes Traction Club, History House, and community volunteers, with some bringing tractors and stationary engines for display. The Lions Club operated a food van offering warm meals, while Council provided complimentary tea and coffee.

Engagement feedback was collected during the event via QR codes and hardcopy forms.

Have Your Say – Summary of Engagement

The Have Your Say platform recorded 36 submissions, received either online or via the QR code provided at the Open Day. An additional four hardcopy submissions were received at the event, bringing the total number of submissions to 40.

Please refer to **Annexure A** for a full copy of the submissions received.

Table 1 below provides a summary of the themes emerging from the submissions.

Theme Area	What the Community Said	Strength of Theme
Heritage Museum & Engine Preservation	Keep as museum, restore machinery, run demonstration days, expand industrial displays	Very Strong
Tourism & Events	Workshops, exhibitions, weddings, conferences, themed “running days”	Strong
Creative, Cultural & Education Uses	Workshops, photography, maker spaces, theatre, STEM programs	Moderate
Community Development	Spaces for women’s groups, training, volunteer programs	Moderate
Energy Transition & Education	Renewable energy displays, retrofit/energy savings education, “power.house” concept	Emerging but relevant, aligns with Renewable Energy Zone

Table 1 – Summary of Community Engagement Submissions

Additional Submission Received (Annexure B - Confidential)

One additional submission was received during the engagement period that was not lodged via the Have Your Say platform or at the Open Day. The submission includes personal identifying information as well as operational, governance and potential asset ownership structures / proposals relating to the Powerhouse.

In summary, the concepts outlined most closely align with the Heritage Museum and Engine Preservation theme identified through community feedback.

In accordance with the *Government Information (Public Access) Act 2009*, this submission has been included as Annexure B - Confidential for Council’s review.

Next Steps – Options for Consideration

Based on the outcomes of community engagement and the additional submission received, **Table 2** below presents a number of options for Council’s consideration on possible future uses of the Powerhouse.

It recommended that the selected option **be placed on Council’s Project Pipeline Register** to prepare for future grant opportunities that firstly support the engagement of a suitably qualified consultant to undertake detailed analysis, feasibility and business case work, including partnership exploration, economic assessment, staging and heritage considerations.

This approach enables Council to progress the future use of the Powerhouse in a financially responsible and staged manner while remaining ready for external funding opportunities.

It is considered that as the project is developed up, consideration should be given to incorporating an appropriate commercial element to not only potentially financially assist operations but to also be an additional drawcard to the site.

The re-use of former industrial sites into commercial use in a way which reflects and leverages off the former industrial use of the site is very common and is a way of highlighting the history of the site.

Option	Description	Key Components / Themes
Option 1 – Combined Multipurpose Heritage & Activation Model This is the recommended option	Given the overlap across themes in the submissions, a combined model is recommended as it offers the greatest flexibility for Council to adopt a mix of uses that are feasible, financially responsible and aligned with community expectations. A multipurpose approach also enables the site to scale over time and reduces reliance on a single funding or revenue stream, providing greater resilience during economic fluctuations. The final mix of uses would be refined following further analysis and may include some or all of the key theme elements, depending on suitability, cost, heritage constraints and activation potential.	• Heritage & industrial museum functions • Small-scale tourism & events activation • Creative, community & education uses • Energy education linked to Glen Innes' role in the New England Renewable Energy Zone (REZ) • Commercial component
Option 2 – Single Primary Use	Council selects one dominant future use direction for the site. This provides clarity and focus but does not capture the broader range of themes raised during consultation.	• Heritage museum; or • Tourism & events; or • Creative, community and education use
Option 3 – Progress the Confidential Proposal (Confidential Annexure 1)	Council progresses the unsolicited proposal received outside the Have Your Say process. This proposal includes governance, operational and asset ownership structure concepts requiring probity and legal review.	• Heritage Museum / Engine Preservation with suggested governance and ownership structure concepts
Option 4 – No Change / Maintain Current Inactive State	The site remains in its current condition with no activation or development progressed, with future use only reconsidered if brought back to Council at a later date.	• No change to current status (site remains inactive) • Only essential maintenance undertaken as required

Table 2 – Powerhouse Future Uses - Options for Consideration

KEY CONSIDERATIONS

Financial/Asset Management

The selection of a preferred option does not commit Council to expenditure. Any future activation can be staged and aligned with external grant funding opportunities. The

Powerhouse remains a heritage asset requiring ongoing basic maintenance regardless of the option selected.

Policy

Any future use must comply with the site's heritage status, the Glen Innes Severn LEP, and relevant Council policies including asset management, leasing/licensing and WHS obligations. Governance or ownership proposals (including those contained in the confidential submission) would require separate legal and probity assessment before consideration.

Risk

Selecting a clear direction will assist in managing community expectations, ensuring transparent decision-making and enabling safe use of the site within WHS and heritage constraints. Progressing without a decision may create reputational risk and delay activation opportunities.

Community Consultation

The community engagement program carried out during August and September 2025 generated 40 formal submissions and 300 attendees at the Open Day, indicating strong community interest in the future of the site and providing a solid evidence base to inform Council's decision.

Options

A summary of the four future use options for the Glen Innes Powerhouse is provided in Table 2 for Council's consideration. These options reflect the outcomes of community engagement, the additional submission received, heritage considerations and operational realities of the site.

Option 1 – Combined Multipurpose Heritage & Activation Model is recommended as it most closely aligns with the dominant themes identified through community feedback and provides a flexible, scalable approach that does not rely on a single use or revenue stream. This model enables Council to refine the final mix of uses following further analysis (conducted once grant funding obtained), while supporting long-term resilience, staged activation and future funding opportunities.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Community feedback received through the engagement program shows strong support for activating the Powerhouse, particularly around heritage, tourism, creative, community and education. Four options are outlined in Table 2. Option 1 – Combined

Multipurpose Heritage & Activation Model is recommended as the most aligned with these themes. Selecting an option will provide clear direction and enable it to be added to Council's Project Pipeline Register for future funding and planning.

ATTACHMENTS

- | | |
|------------|--|
| Annexure A | Glen Innes Powerhouse - Community Submissions Report ↔ |
| Annexure B | Glen Innes Powerhouse - Confidential Additional Submission Received
(<i>Confidential</i>) |

REPORT TITLE: 7.16 DEVELOPMENT ASSESSMENT REPORT (QUARTERLY UPDATE) - JULY - SEPTEMBER 2025

REPORT FROM: Place and Growth

PURPOSE

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

RECOMMENDATION

That Council notes the information contained within the report.

REPORT

This quarterly report summarises Development Assessment and Building Certification activity for the period 1 July to 30 September 2025, including:

- **Development Application (DA), Complying Development Certificate (CDC) and Construction Certificate (CC)** lodgements and determinations,
- Average approval timeframes,
- Comparisons with the previous quarter and financial year, and
- Development trends and commentary.

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

Table 1 below provides data on the volume of applications received and determined over the July 2025 to September 2025 quarter relative to the previous year.

Applications Received and Determined	July 2025	Aug 2025	Sept 2025	Total for July - Sept Quarter 2025	Monthly Average for July - Sept Quarter 2025	Total for July - Sept Quarter 2024	Monthly Average for July - Sept Quarter 2024
DA Received	8	6	6	20	6.67	27	9
DA Determined	13	7	9	29	9.67	29	10
Average days for Determination	76.4	76.7	38		63.7		63

Applications Received and Determined	July 2025	Aug 2025	Sept 2025	Total for July - Sept Quarter 2025	Monthly Average for July - Sept Quarter 2025	Total for July - Sept Quarter 2024	Monthly Average for July - Sept Quarter 2024
CDC Received	1	1	1	3	1	1	0.33
CDC Determined	1	0	1	2	0.67	0	0
Average days for Determination	43	-	17		30		N/A
CC Received	2	4	1	7	2.33	9	3
CC Determined	3	3	3	9	3	13	4
Private Certifier CC Issued	0	0	2	2		4	
Private Certifier CDC Issued	0	0	1	1		1	

Table 1

DA volumes were similar compared to the same period in 2024 (in terms of number of applications received and determined, and number of days to determine). It is noted the timeframes include some legacy applications, such as DA 39/24-25 (Intensive Livestock Agriculture – 166 Newsomes Road) (251 days).

This similar throughput is indicative of Council having similar staffing in this quarter within 2024. Recruitment continues, to reduce reliance on consultants and restore in-house capacity.

Planning Performance Monitoring

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

Expectation Assessment Days (GISC) (Financial Year 25-26)	Average Assessment Days (GISC) (1 July 2025 – 30 September 2025)	NSW Average Assessment Days (1 July 2024 – 31 May 2025)
74	62	102

Table 2

As shown in Table 2, Glen Innes outperformed both the Minister's expectation and the NSW average. While determination timeframes for this quarter were high, Council's cumulative performance remains within the target timeframe.

It is important to note that the processing times provided in the previous table are based on gross assessment days and do not consider time when applications are on "stop the clock" while officers are waiting for requested information to be provided by applicants. It is noted also that there is no ability to "stop the clock" while waiting for referral or concurrence responses from state agencies such as the Rural Fire Service or Transport for NSW.

Table 3 below provides a summary of the number of DAs determined, the value of the work, type of development and the average determination, **year-to-date (YTD)**, compared to the 2024-2025 Financial Year.

	2025-2026 (YTD)	2024-2025
Total Number of DAs Determined	29	85
Average Determination Time (days)	63.7	78
Value of DAs	\$4,313,181.80	\$21,042,199.19
Number of Single Dwellings	2	14
Number of Subdivisions	6	15
Number of Multi Unit Dwellings	1	2
Number of Commercial Developments	3	5
Number of Industrial Developments	3	5
Withdrawn	2	4

Table 3

CC and CDCs

Applications for CCs have decreased compared to the same period last year. Additionally, the number of CCs issued by private certifiers has increased.

CDC volumes remain low, with only three applications received and one determined this quarter. The CDC process requires strict compliance with eligibility criteria. Ongoing competition from private certifiers continues to affect volumes. Council is implementing a range of strategies to strengthen service delivery, with further improvements expected following the commencement of the Coordinator of Building and Compliance in early November 2025 who now provides a full-time, dedicated resource for the community, enabling full-time certification and daily inspections in place of the current consultant arrangement of one day per week.

Table 4 below provides statistical information regarding the number of CDCs issued in the 2024-2025 Financial Year, compared to the number issued YTD for the current Financial Year.

	2025-2026 (YTD)	2024-2025
Total Number of CDCs Determined	2	2
Value of CDCs	\$520,000	\$123,000.00
Number of Single Dwellings	1 – RU1 Zone	1 – RU1 Zone
Withdrawn	0	1

Table 4

Section 4.59 of the *Environmental Planning and Assessment Act 1979*, precludes a challenge to the validity of consent more than three months after the date of public notification of the consent. Consents are available for public inspection, free of charge, during ordinary office hours at Council's Church Street office. In accordance with Section 4.59 of the Act and *Clause 161* of the *Environmental Planning and Assessment Regulation 2021*, the following table lists the determinations issued determined from 1 July 2025 to 30 September 2025 to be publicly notified. These are on Council's website and also included below (# denotes an application which was publicly notified or exhibited).

July:

DA/CDC Number	Description	Location
#DA 61/24-25	Subdivision – One Lot into Two	34 West Avenue, Glen Innes
DA 76/24-25	Subdivision (Boundary Realignment and Amalgamation) – Three Lots into Two	33 and 35 Wentworth Street, Glen Innes
DA 75/24-25	Subdivision (Boundary Realignment) – Two Lots into Two	78 Lang Street, Glen Innes
DA 71/24-25	Outbuilding (Shed/Garage)	8 Thomas Street, Glen Innes
DA 65/24-25	New Dwelling (Manufactured)	293 Deloraine Road, Emmaville
#DA 49/24-25	Erect Structure – Shed	99 Church Street, Glen Innes
CDC 1/25-26	Erect Shed	232 West Avenue, Glen Innes
DA 60/24-25	Part Change of Use and Associated Work (Ancillary Café/Restaurant within existing Shop)	170 Bourke Street, Glen Innes
#DA 64/24-25	Subdivision – One Lot into Two	42 Church Street, Glen Innes
DA 17/2020/C	Alterations and Additions to Existing Supermarket to include New Awning over Grocery Pick-Up Area, Proposed Signage and Associated Site Works	128-134 Grey Street, Glen Innes
#DA 68/24-25	Change of Use to Medical Centre and Associated Alterations, Signage and External Works	148 Church Street, Glen Innes
DA 2/25-26	Alterations and Additions to Existing Dwelling	555 Lawler Road, Red Range
DA 53/24-25	Alterations and Additions to Existing Dwelling and Home Industry	11-13 O'Donnell Street, Emmaville
#DA 69/24-25	Outbuilding (Extension to Shed)	75 Lambeth Street, Glen Innes

August:

DA/CDC Number	Description	Location
# DA 78/24-25	Demolition of Existing Structure	192 Ferguson Street, Glen Innes
DA 6/25-26	Erection of a new structure – Shed	16 Victoria Street, Red Range
DA 77/24-25	Change of Land Use and Erection of Self Storage Units (80 total)	1 Lambeth Street, Glen Innes
#DA 1/25-26	One into Two Lot Residential Subdivision	215 Meade Street, Glen Innes
DA 73/24-25	Demolition of Existing Concrete Slab and Erection of a new structure – Shed	15 Margaret Street, Glen Innes
DA 3/25-26	Workshop and Associated Development including Office and Car Parking Sreas (General Industry Land Use)	90 Ferguson Street, Glen Innes

September:

DA/CDC Number	Description	Location
#DA 9/25-26	Outbuilding (Shed)	1 Archers Road, Glen Innes
DA 15/25-26	Subdivision (Boundary Re- Alignment and Consolidation)	Cherry Tree Road Furracabad and 94 West Pandora Road
DA 16/25-26	Addition of Rear Deck to Existing Dwelling	44 Grovers Lane, Glen Innes
DA 14/25-26	Outbuilding (Shed)	142 Six Mile Road, Dundee
DA 56/24-25	Continued Use of Existing Buildings (partially constructed Studio and fully constructed Shed) and Two x Shipping Containers	Golf Links Road, Glen Innes (Lot 4 DP1269508)
#DA 13/25-26	Storage Pod/Shipping Container (non-habitable)	210 West Avenue, Glen Innes
#DA 39/24-25	Intensive Livestock Agriculture (Cattle Feedlot - 999 Head)	166 Newsomes Road, Wellington Vale
#DA 8/25-26	Secondary Dwelling (Manufactured)	57 Caerleon Road, Glen Innes
DA 4/25-26	Two x Carports	141 Church Street, Glen Innes
DA 12/25-25	Manufactured Dwelling and Two x Shipping Containers	46 Victoria Street, Red Range

KEY CONSIDERATIONS**Financial/Asset Management**

Development assessment and certification functions continue to be delivered within existing operational budgets. Recruitment to permanent roles is expected to improve service efficiency and reduce reliance on external consultancy support over time.

Policy

Development assessment and certification functions continue to be undertaken in accordance with the *Environmental Planning and Assessment Act 1979*, the *Environmental Planning and Assessment Regulation 2021*, relevant State Environmental Planning Policies (SEPPs), and Council's adopted planning instruments and procedures.

Risk

Development assessment and certification functions continue to be delivered in accordance with statutory requirements under the *Environmental Planning and Assessment Act 1979* and associated Regulations. Operational risks relating to workload pressures and reliance on external support are being mitigated through ongoing recruitment and the recent appointment of the Coordinator of Building and Compliance, which will strengthen internal capacity and improve service continuity.

Community Consultation

No external consultation.

Statistics such as the ones contained in this report are discussed internally as the key indicator of system performance.

Options (if applicable)

Not Applicable.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

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

CONCLUSION

Development activity for the July to September 2025 quarter is consistent with the same period last year, with cumulative assessment timeframes remaining within the Minister's expectations. Recruitment to key roles is progressing and will continue to strengthen Council's capacity.

Certification volumes remain low, noting applicants' ongoing use of private pathways, however the commencement of the Coordinator of Building and Compliance is expected to enhance Council's service delivery and responsiveness. Council will continue to monitor performance and implement improvements as required.

ATTACHMENTS

There are no annexures to this report.

8 NOTICE OF MOTIONS/RESCISSION/QUESTIONS WITH NOTICE

Clause 3.9 of Council's Code of Meeting Practice states the following:

A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted six (6) business days before the meeting is to be held (by 12 noon on the Wednesday one (1) week prior to the council meeting).

REPORT TITLE: 8.1 NOTICE OF MOTION - CUSTOMER SERVICE IMPROVEMENT AND SERVICE REVIEW - IMMEDIATE AND LONG-TERM ACTIONS

REPORT FROM: Councillors

MOTION

THAT Council:

1. *Notes that the Customer Service Service Review will be undertaken in 2025/2026 in accordance with Operational Plan Action O1.3.3.9.*
2. *Requests the General Manager to prepare a Customer Service Improvement Plan – Stage 1 (Immediate Actions) to be implemented during 2025 and 2026 financial year, addressing:*
 - *Response timeframes and escalation pathways,*
 - *Clear standards for communication and follow-up,*
 - *Staff training in customer-centred service delivery,*
 - *Improved coordination between departments for customer requests, and*
 - *Mechanisms for monitoring and reporting on customer satisfaction.*
3. *Ensures that the Improvement Plan align with the long-term Service Review Framework, ensuring that lessons and data from Stage 1 inform the broader review outcomes.*
4. *Ensures that customer service considerations are embedded into planning for the office co-location project, including system integration, shared reception and service points, and cross-functional workflows that support a “One GISC” model.*
5. *Receives a progress report at the April 2026 Council Meeting outlining:*
 - *Actions completed and outcomes achieved under Stage 1,*
 - *Key findings emerging from the Service Review process, and*
 - *Next steps for Stage 2 (system integration and continuous improvement).*

6. *Allocates appropriate resources in the Operational Budget to support implementation of immediate and staged improvement actions over FY 2025/2026 and FY 2026/2027.*

I, Councillor Margot Davis, give notice that at the next Ordinary Meeting of Council to be held on 27 November 2025, I intend to move the abovementioned motion.

RATIONALE

Purpose

To resolve that Council accelerate improvements to customer service while progressing the Service Review of Customer Service in line with Operational Plan Action O1.3.3.9, ensuring both immediate action and long-term reform. The intent is to strengthen responsiveness, accessibility, and consistency in how Council engages with the community – delivering measurable improvement in 2025/2026 while enabling integration and efficiency gains through the office co-location project.

Background and Rationale

Glen Innes Severn Council's reputation and effectiveness are directly influenced by the quality of its customer service. Each interaction – from enquiries and complaints to development advice and service requests – shapes community trust and confidence in Council.

Community feedback and organisational insights have highlighted ongoing challenges in responsiveness, communication, and follow-through. While resource limitations constrain Council's capacity to meet all expectations, every interaction must be professional, timely, and respectful. Addressing these issues is critical to improving both community satisfaction and internal efficiency.

Operational Plan Action O1.3.3.9 – In line with Council's Service Review Framework, undertake two Service Reviews (Financial Services and Customer Service) provides the framework for a comprehensive review. It is appropriate that short-term, practical improvements occur in parallel to this review to address existing service challenges and enhance community confidence.

The forthcoming office co-location project provides a unique opportunity to improve integration between teams, streamline communication, and strengthen the "One GISC" customer experience. Embedding service improvement actions will ensure the benefits of co-location are fully realised when the transition occurs.

A staged approach leveraging off the Operational Plan Action beginning with immediate enhancements in customer service standards, communication protocols, and accountability mechanisms, followed by medium-term system integrations and long-term structural improvements – will ensure measurable and sustained progress.

I commend this Notice of Motion to Council.

Cr Margot Davis
Councillor
Date: 13 November 2025

ATTACHMENTS

There are no annexures to this report.

Clause 3.9 of Council's Code of Meeting Practice states the following:

A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted six (6) business days before the meeting is to be held (by 12 noon on the Wednesday one (1) week prior to the council meeting).

REPORT TITLE: 8.2 NOTICE OF MOTION - SUPPORT FOR THE PROPOSED AMENDMENT TO THE COMPANION ANIMALS ACT 1998 (NSW) - CAT CONTAINMENT

REPORT FROM: Councillors

MOTION

THAT Council:

1. ***Supports the proposed amendment to the Companion Animals Act 1998 (NSW) to include provisions requiring the containment of domestic cats to their owner's property, similar to existing requirements for dogs.***
2. ***Recognises that cat containment:***
 - ***Protects native wildlife and biodiversity by reducing predation from roaming domestic cats,***
 - ***Improves the safety and wellbeing of cats by reducing risks from traffic, disease, injury and loss, and***
 - ***Minimises neighbourhood nuisance and disputes caused by free-roaming cats.***
3. ***Writes to:***
 - ***The NSW Minister for Local Government,***
 - ***The Shadow Minister for Local Government,***
 - ***Local Member of Parliament for Northern Tablelands, and***
 - ***Local Government NSW (LGNSW),***

expressing Council's support for legislative reform to include cat containment provisions in the Companion Animals Act 1998 (NSW).
4. ***Advocates through LGNSW for a state-wide approach to responsible cat ownership, including containment, education, and enforcement measures.***

I, Councillor Carol Sparks, give notice that at the next Ordinary Meeting of Council to be held on Thursday, 26 November 2025, I intend to move the abovementioned motion.

RATIONALE

Background

Domestic cats are estimated to kill millions of native animals across Australia each year. While many owners act responsibly, current legislation under the *Companion Animals Act 1998 (NSW)* does not require cats to be contained on private property.

Several Councils across NSW and the ACT have introduced local cat containment policies, demonstrating strong community support and environmental benefits. Implementing cat containment as a state-wide legislative requirement would ensure consistency, fairness, and improved outcomes for both animal welfare and biodiversity protection.

Supporting this amendment aligns with Council's commitment to fostering a sustainable region by minimising environmental impacts and safeguarding ecosystems through conservation, innovation and environmental risk management.

Summary of the Companion Animals Amendment (Control of Cats) Bill 2025

The Bill proposes to:

Creates a general duty of containment

The Bill introduces a new section 29A into the *Companion Animals Act 1998* that establishes a clear legal duty for cat owners to keep their animals under control. This duty reflects the principle that owning a cat carries a responsibility not only for the animal's welfare but also for the protection of wildlife and community amenity. The Bill closes a longstanding gap in the companion-animal regulatory framework and brings expectations for cat ownership into line with those that already apply to dogs.

Establishes penalties that are fair and proportionate

The Bill sets out a graduated penalty structure that increases with repeated non-compliance. A first offence attracts a penalty of 0.1 penalty unit – about \$11 at current values – reflecting that initial enforcement will focus on education and awareness. A second offence attracts 3 penalty units, or roughly \$330, and a third or subsequent offence attracts 9 penalty units, or about \$880. This scaling provides a fair and proportionate response to repeated breaches while allowing time for owners to adjust their behaviour. The model is designed to prioritise education before punishment, supporting a culture of responsible ownership rather than relying on punitive enforcement alone.

Protects vulnerable people

This Bill includes statutory defences to ensure that the new offences do not unfairly penalise people who may be in crisis or experiencing hardship. It provides that a person is not guilty of an offence if, at the time of the alleged breach, they were experiencing homelessness or were subject to behaviour constituting domestic or family violence under the *Crimes (Domestic and Personal Violence) Act 2007*. These provisions recognise that some people face circumstances that limit their ability to comply immediately with

containment requirements and ensure that enforcement remains compassionate and proportionate.

Empowers Councils

The Bill amends the *Local Government Act 1993* to give Councils clear authority to issue and enforce orders that require the occupier of a property to take action to prevent a cat from escaping. These provisions give local governments the practical tools they have long sought to respond to nuisance and predation complaints, manage risks to wildlife and public amenity, and support consistent standards for responsible cat ownership across the State.

The Bill also provides a staged commencement – 12 months after assent for most provisions, and six years for the full penalty regime – to allow time for education and for cultural change to occur.

Conclusion

This Bill provides a balanced and compassionate approach to improving animal welfare and protecting native wildlife. It strengthens local government's ability to act, fosters responsible ownership, and aligns with Glen Innes Severn Council's environmental protection goals.

Supporting this reform is a proactive step towards safeguarding biodiversity across regional NSW while promoting community harmony and responsible pet ownership.

Cr Carol Sparks

Councillor

Date: 4 November 2025

Officer Comment

The Notice of Motion proposes that Council advocate for legislative reform to include cat containment provisions in the *Companion Animals Act 1998* (NSW), similar to those already applying to dogs.

Available research indicates that roaming domestic cats contribute significantly to wildlife mortality in Australia. Studies by the Invasive Species Council (2023) estimate that each roaming pet cat kills an average of approximately 186 animals per year, including around 110 native species (32 mammals, 38 birds and 40 reptiles). While most research to date focuses on metropolitan and peri-urban environments, these findings can reasonably be considered relevant to the Glen Innes Severn context.

The Glen Innes Severn region includes both town and village centres, as well as extensive rural properties where dwellings are often located near bushland and native vegetation. These conditions increase the likelihood of roaming cats encountering native fauna. Although there is currently no dataset specific to the Glen Innes Severn LGA or fully rural areas within NSW, it is reasonable to infer that domestic cats in rural settings may have greater access to wildlife habitats and a proportionally higher impact on local biodiversity.

References

1. Invasive Species Council (2023). *The Impact of Roaming Pet Cats on Australian Wildlife*. <https://invasives.org.au/wp-content/uploads/2023/06/Pet-cat-impacts-June-2023.pdf>

ATTACHMENTS

There are no annexures to this report.

9 CORRESPONDENCE, MINUTES, PRESS RELEASES

REPORT TITLE: 9.1 CORRESPONDENCE AND PRESS RELEASES

REPORT FROM: Corporate and Community Services

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

Correspondence

- Arts North West - newsletter,
- Councillor updates from the General Manager,
- Local Government NSW – newsletter,
- Member for Northern Tablelands, Mr Brendan Moylan MP – weekly reports, and
- Office of Local Government (OLG) – newsletter.

Press Releases

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

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

**REPORT TITLE: 9.2 MINUTES OF COUNCIL COMMUNITY COMMITTEE
MEETINGS FOR INFORMATION**

REPORT FROM: Corporate and Community Services

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

Annexure A Australia Day Committee - 8/10/25 [⇒](#)
Annexure B Australian Standing Stones Management Board - 15/10/25 [⇒](#)
Annexure C Emmaville Mining Museum Committee - 17/04/25 [⇒](#)
Annexure D Emmaville Mining Museum Committee - 16/10/25 [⇒](#)

REPORT TITLE: **9.3 MINUTES OF NON-COUNCIL COMMUNITY COMMITTEES FOR INFORMATION**

REPORT FROM: **Corporate and Community Services**

PURPOSE

The minutes listed as annexures have been received from Community Committees for the information of Council.

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

Annexure A Minutes - Local Traffic Committee - 3.9.25 [↗](#)

10 REPORTS FROM DELEGATES

REPORT TITLE: 10.1 REPORTS FROM DELEGATES

REPORT FROM: General Manager's Office

PURPOSE

This report outlines recent meetings conducted by the Section 355 Community Committees and records Councillor attendance at these meetings.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

Council currently has the following number of Committees, Groups and Industry Structures on which it is represented:

- Councillor/Staff Committees of Council: 4,
- Community Committees of Council: 14,
- Delegates of Council: 1,
- Community Committees NOT Committees of Council: 12.

Council delegates were assigned at the Ordinary Council Meeting held on Thursday, 25 September 2025. These delegates will remain in place until the September 2026 Ordinary Council Meeting.

In keeping with past practice, Council resolved the following (in part) at the Ordinary Council Meeting held on Thursday, 25 September 2025:

5.09/25 RESOLUTION

3. All Councillors be required to provide the Executive Assistant to the Mayor and General Manager with all relevant information relating to their attendances at all Committee Meetings during the previous month, in a timely, professional and accurate manner, and that these records of attendance continue to be published for all Councillors under Section 10 "Reports from Delegates" in the following month's Business Paper.

During October 2025, the following meetings were held by Council Committees, Community Committees of Council, Regional Committees, and Non-Council Community Committees to which Councillors were appointed as delegates:

Date	Committee	Councillor Delegate	Attendance
2.10.25	Rural Fire District Liaison Committee	Cr T Alt Cr D Scott	No Yes
8.10.25	Community Services Interagency Committee*	Cr C Sparks Cr A Vosper	Yes Yes
8.10.25	Australia Day Committee	Cr A Parsons	Apology
8.10.25	Deepwater Progress Association Meeting	Cr T Alt	Yes
15.10.25	Audit Risk and Improvement Committee	Cr M Elphick Cr M Davis**	Yes Yes
15.10.25	Australian Standing Stones Management Board	Cr M Davis	Yes
16.10.25	Emmaville Mining Museum Committee	Cr T Alt	No
21.10.25	Glen Innes Severn Library Committee	Cr M Davis Cr A Vosper	Yes Yes
30.10.25	General Manager Appraisal Committee	Cr M Davis Cr C Sparks Cr M Elphick Cr D Scott	Yes Yes Yes Yes
31.10.25	GLENRAC	Cr M Elphick	Yes

*Meeting Cancelled

**Observer

KEY CONSIDERATIONS

Financial/Asset Management

Nil.

Policy

Manual for Community Committees of Council.

Risk

Nil.

Community Consultation

Nil.

Options (if applicable)

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Committee delegates are appointed annually and are expected to attend all meetings relevant to their assigned roles or arrange for an alternate delegate to attend in their absence.

ATTACHMENTS

There are no annexures to this report.

11 MATTERS OF AN URGENT NATURE

12 CONFIDENTIAL MATTERS

CLOSED COUNCIL

To consider Confidential Reports

(Section 10A(2) of The Local Government Act 1993)

Where it is proposed to close part of the Meeting, the Chairperson will allow members of the public to make representations to or at the meeting, before any part of the meeting is closed to the public, as to whether or not that part of the meeting should be closed to the public.

The Chairperson will check with the General Manager whether any written public submissions or representations have been received as to whether or not that part of the meeting should be closed to the public.

The grounds on which part of the Council or Committee meeting may be closed to the public are listed in Section 10A(2) of the *Local Government Act 1993* and are as follows:

- (a) personnel matters concerning particular individuals other than Councillors,
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) during the receipt of information or discussion of information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of any code of conduct requirements applicable under section 440.

Section 10A(3) of the Act provides that Council, or a Committee of the Council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Section 10B(3) of the Act provides that if a meeting is closed during discussion of a motion to close another part of the meeting to the public (as referred to in section 10A(3) of the Act), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting (other than consideration of whether the matter concerned is a matter referred to in section 10A(2) of the Act).

Section 10B(1) of the Act provides that a meeting is not to remain closed to the public during the receipt of information or the discussion of matters referred to in section 10A(2):

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret - unless the Council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest section 10B(4) of the Act states it is irrelevant that:

- (a) a person may interpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
 - (i) cause embarrassment to the Council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the Council or committee.

RECOMMENDATION

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

<i>Item</i>	<i>Report</i>	<i>Reason</i>
12.1	T25-06 Lead Architectural Consultant - Co-Location Project	(d) (ii) commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the Council.

The following two recommendations will also be put to the Closed Council:

RECOMMENDATION

That Council moves out of Closed Council into Open Council.

RECOMMENDATION

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