

Glen Innes Severn Council Meeting

27 NOVEMBER 2025

ANNEXURES

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^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
21/12/2023	12.2	Proposed Sale of 181 Bourke Street, Glen Innes	20.12/23 RESOLUTION THAT Council: 1. Notes the requirement to reclassify the land as operational and endorses the commencement of that process. 2. Accepts, in principle, the expression of interest received for the sale of the property at 181 Bourke Street, Glen Innes in the amount of \$301,500 plus GST. 3. Authorises the General Manager to negotiate the terms and conditions. 4. Receives a further report to consider the final contract of sale. CARRIED	31/03/2026	Hunt, David	31 Jan 2024 12:14pm Hunt, David Work is underway to reclassify property as Operational which will allow sale to continue. All Operational and Community assets are being reviewed and reclassified if necessary. This will involve community consultation and will take approximately 6 months. 31 Jan 2024 12:16pm Hunt, David - Target Date Revision Target date changed by Hunt, David from 04 January 2024 to 31 August 2024 - Date revised to allow for reclassification to Operational land to occur. This involves community consultation and is expected to take 6 months to complete. 06 Mar 2024 4:59pm Hunt, David Work is underway to reclassify property as Operational which will allow sale to continue. All Operational and Community assets are being reviewed and reclassified if necessary. This will involve community consultation and will take approximately 6 months. 09 Apr 2024 8:25am Hunt, David Work is underway to reclassify property as Operational which will allow sale to continue. All Operational and Community assets are being reviewed and reclassified if necessary. This will involve community consultation and will take approximately 6 months. 08 May 2024 8:10am Hunt, David Work is underway to reclassify property as Operational which will allow sale to continue. All Operational and Community assets are being reviewed and reclassified if necessary. This will involve community consultation and will take approximately 6 months. 11 Jun 2024 11:53am Hunt, David Work is underway to reclassify property as Operational which will allow sale to continue. All Operational and Community assets are being reviewed and reclassified if necessary. This will involve community consultation and will take approximately 6 months. 08 Aug 2024 8:52am Hunt, David - Target Date Revision Target date changed by Hunt, David from 31 August 2024 to 28 February 2025 - Date changed to allow for land to be reclassified to Operational from Community and Expressions of Interest to be received.

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						17 Oct 2024 8:37am Hunt, David Reclassification of land from Community to Operational is still underway. Sale can't progress until the land is reclassified.
						05 Nov 2024 3:50pm Hunt, David Reclassification of land from Community to Operational is still underway. Sale can't progress until the land is reclassified.
						04 Feb 2025 12:32pm Hunt, David - Target Date Revision Target date changed by Hunt, David from 28 February 2025 to 30 June 2025 - To allow for land to be reclassified from Community to Operational.
						04 Feb 2025 12:32pm Hunt, David Reclassification of land from Community to Operational is still underway. Sale can't progress until the land is reclassified.
						07 Apr 2025 9:10am Hunt, David Reclassification of land from Community to Operational is still underway. Sale can't progress until the land is reclassified.
						07 May 2025 9:28am Hunt, David The sale of 181 Bourke Street can not occur until the land is classified from community to operational. This process has been underway for some time and is being progressed Council's Directorate of Place and Growth. Due to the departure of Council's Manager of Growth and Development, an external consultant has been engaged to take over the process. Early indications indicate that the process will take another 6 months. The Department of Planning, Housing and Infrastructure provided a Gateway Determination on the 31st of March that an amendment to the Glen Innes Severn Local Environmental Plan 2012 to reclassify certain community land to operational land should proceed subject to conditions. The first condition was, "prior to agency and community consultation, the planning proposal is to be updated to outline how the funds from the sale of Lots 5-6, Section A, DP 193319, 181 Bourke Street, Glen Innes will be used". Public exhibition and a public hearing is also required for the reclassification to occur in accordance with the requirements of section 3.34(2)(e) of the Local Government Act 1993.
						02 Jun 2025 9:49am Hunt, David - Target Date Revision Target date changed by Hunt, David from 30 June 2025 to 31 March 2026 - Date revised to allow for reclassification to be completed. Expected ETA of

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

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						20 Aug 2025 9:07am Hunt, David The sale of 181 Bourke Street can not occur until the land is classified from community to operational. This process has been underway for some time and is being progressed Council's Directorate of Place and Growth. The Public Hearing - Planning Proposal Reclassification of Land (PP-2025-373) is taking place on the 10th of September with the finalisation of the reclassification expected at the end of 2025. Once the reclassification is finalised, the vacant Council property can be listed for sale. 10 Sep 2025 2:16pm Hunt, David The sale of 181 Bourke Street can not occur until the land is classified from community to operational. This process has been underway for some time and is being progressed Council's Directorate of Place and Growth. The Public Hearing - Planning Proposal Reclassification of Land (PP-2025-373) is took place on the 10th of September with the finalisation of the reclassification expected at the end of 2025. Once the reclassification is finalised, the vacant Council property can be listed for sale. No further action can take place until reclassification of land takes place. 10 Nov 2025 12:48pm Hunt, David Action is on hold pending community consultation on the Glen Innes School of Arts & Music is completed. Building may be suitable for this program.
27/06/2024	7.14	Derry Place Road Closure	15.06/24 RESOLUTION THAT Council: 1. Proceeds to close the road corridor that holds Derry Place. 2. Determines the area of land needed within Lot 7 Deposited Plan 1008237 to enable a cul-de-sac head in Penzance Street. 3. Confirms its intention to exchange land from the closed Derry Place for a partial widening of Penzance Street, subject to a further report that sets appropriate compensation, having regard to valuation of both parcels by an independent registered property valuer. CARRIED	31/12/2025	Woods, Colin	16 Jul 2024 2:16pm Reid, Adam Due to illness of Property Officer, this has not progressed. Notification to service providers to be issued 16 Jul 2024 2:18pm Reid, Adam - Target Date Revision Target date changed by Reid, Adam from 11 July 2024 to 31 January 2025 - Time required for process of road closure 07 Aug 2024 11:24am Reid, Adam Notification period set for 15 August 2024 to 12 September 2024 15 Aug 2024 2:54pm Reid, Adam Notification sent to all notifiable authorities, adjoining land holders, local newspapers, and Council website on 15 August 2024 for a period of 28 days

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						18 Oct 2024 1:52pm Reid, Adam New England Surveying and Engineering have been engaged to complete the road closure on behalf of Council in tandem with the land owners subdivision plans. Negotiations surrounding the payment to Council for the land to be acquired and exchanged will be held at the time of subdivision
						04 Nov 2024 3:02pm Reid, Adam Property Officer awaiting quote for closure of road corridor to on bill to Land owners
						03 Jan 2025 1:53pm Reid, Adam Property Officer waiting on confirmation of payment for the oncost for survey works
						21 Jan 2025 3:33pm Reid, Adam Received payment from Allcrete on 20/01/2025. Notification sent to New England Surveying and Engineering to begin process.
						21 Jan 2025 4:03pm Reid, Adam - Target Date Revision Target date changed by Reid, Adam from 31 January 2025 to 30 June 2025 - Payment received to start survey work received 20/01/2025
						10 Feb 2025 8:36am Duffell, Debbie - Reallocation Action reassigned to Hunt, David by Duffell, Debbie - Resignation of Officer.
						07 Apr 2025 9:12am Hunt, David New England Surveying and Engineering engaged to prepare Compiled Plan, Liaise with Crown Lands Office, Lodge plan with Glen Innes Severn Council and lodge documentation with NSW Land Registry Service.
						07 May 2025 9:28am Hunt, David New England Surveying and Engineering are still progressing through the requirements required to close the road corridor that holds Derry Place. This will involve liaising with Crown Lands, Glen Innes Severn Council and the NSW Land Registry Service. It is anticipated that the work required by New England Surveying and Engineering will be completed by the end of August 2025.
						02 Jun 2025 9:50am Hunt, David - Target Date Revision Target date changed by Hunt, David from 30 June 2025 to 31 December

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						2025 - Date revised to allow for surveying and land valuations to occur. 04 Jul 2025 11:15am Hunt, David New England Surveying & Engineering have confirmed that a title has now been created for the land, known as Derry Place, which confirms the road has been closed. Next steps are to work through selling / transferring the land to Allcrete. Due to vacant Property Officer position not being filled, this will take longer than originally expected. 20 Aug 2025 9:36am Hunt, David Manager of Infrastructure Delivery has been tasked with determining the amount of land required for the cul-de-sac head. Once determined, an independent valuation will be procured to determine monetary amounts required for the transfer of land. 10 Sep 2025 2:19pm Hunt, David Action still progressing. 10 Nov 2025 12:52pm Hunt, David Action still progressing. 19 Nov 2025 8:11am Hunt, David - Reallocation Action reassigned to Woods, Colin by Hunt, David - New employee in Property Officer position.
28/11/2024	9.5	Petition for Street Surveillance in the Central Business District	21.11/24 RESOLUTION THAT Council: - Receives and notes the petition. - Notes the allocation in the current budget for CCTV for Council assets. - Continues to apply for external funding. - Works with the community to encourage property owners to install CCTV on their own premises. - Develops a Public Safety and Asset Protection CCTV Strategy incorporating Council installed cameras, mobile cameras, lighting, and property owner installed cameras.	19/12/2025	Sheridan, Riarna	02 Dec 2024 3:52pm Smith, Bernard - Reallocation Action reassigned to Burley, Gayleen by Smith, Bernard - Leave it to you Gayleen to refer. Suggest a staged approach with a report to the February Workshop 10 Dec 2024 4:34pm Burley, Gayleen - Reallocation Action reassigned to Lawes, Tess by Burley, Gayleen - Manager responsible for CCTV 12 Dec 2024 2:17pm Burley, Gayleen - Target Date Revision Target date changed by Burley, Gayleen from 12 December 2024 to 27 June 2025 - Development of strategy will require specifications, budget and expertise. 15 May 2025 8:52am Duffell, Debbie - Reallocation Action reassigned to Sheridan, Riarna by Duffell, Debbie

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			6. Expresses its extreme concern regarding the impact on the community of crime particularly in public areas and makes a commitment to address the issue as much as possible, and that the General Manager be requested to bring back a comprehensive report to Council regarding the matter.			16 May 2025 11:23am Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 27 June 2025 to 29 August 2025 - Progress is continuing in line with the resolution, with significant upgrades to Council's CCTV network scheduled to commence between late May and early June 2025. These works are being delivered within the allocated \$50,000 budget for the current financial year and include the installation of 16 new cameras in the CBD between Bourke and Meade Streets, 13 new cameras and system upgrades at the Town Hall, and the first-ever installation of CCTV at ANZAC Park. Development of the Public Safety and Asset Protection Strategy is also progressing internally, with initial scoping underway. A draft strategy is expected to be prepared for review by 29 August 2025. 06 Jun 2025 8:35am Sheridan, Riarna Progress continues in accordance with the Council resolution. Four cameras have now been installed in Anzac Park and the contractor is currently upgrading the system. The installation of a further 16 cameras in the CBD (between Bourke and Meade Streets), and 13 new cameras along with system upgrades at the Town Hall are on track to be installed by 30 June 2025. The Public Safety and Asset Protection Strategy also remains on track for preparation and review by 29 August 2025. 10 Jul 2025 8:17pm Sheridan, Riarna Progress continues in accordance with the Council resolution. Four cameras have now been installed in Anzac Park and the contractor is currently upgrading the system. The installation of a further 16 cameras in the CBD (between Bourke and Meade Streets) and 13 new cameras along with system upgrades at the Town Hall are expected to be completed by 30 July. The Public Safety and Asset Protection Strategy remains on track for preparation and review by 29 August 2025. 10 Aug 2025 6:54pm Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 29 August 2025 to 30 October 2025 - Progress continues in accordance with the Council resolution. Installation of the 16 cameras in the CBD (between Bourke and Meade Streets) and 13 new cameras with system upgrades at the Town Hall was delayed due to contractor illness and then weather, but is now continuing. The contractor has confirmed all works will be completed by the end of August at the latest.
			7. Notes the information presented to the meeting by Cr D Scott.			
			CARRIED			

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						The Public Safety and Asset Protection (CCTV) Strategy has been paused to ensure it fully incorporates the upgraded infrastructure, aligns with community safety priorities and reflects best practice. 17 Sep 2025 4:46pm Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 30 October 2025 to 19 December 2025 - Progress continues in accordance with the Council resolution. Installation of the 16 cameras in the CBD (between Bourke and Meade Streets) and 13 new cameras with system upgrades at the Town Hall has been completed and key staff trained in the use of the new system. A draft of the Public Safety and Asset Protection (CCTV) Strategy is now anticipated to be completed by December 2025 due to changes in staffing responsible for completion of the strategy. 07 Oct 2025 8:43pm Sheridan, Riarna Progress continues in line with the Council resolution. Initial scoping for Stage 2 of the CCTV works is continuing, extending coverage along Grey Street (final length to be confirmed) and potentially including a monitor at the Glen Innes Police Station. Glen Innes Police to source an MOU template from other councils to inform a local viewing agreement. The draft Public Safety and Asset Protection (CCTV) Strategy is anticipated by December 2025 following staffing changes. 13 Nov 2025 2:06pm Sheridan, Riarna Progress continues in line with the Council resolution. Initial scoping for Stage 2 of the CCTV works is continuing, extending coverage along Grey Street (final length to be confirmed) and potentially including a monitor at the Glen Innes Police Station - awaiting quotations. Still awaiting Glen Innes Police to source an MOU template from other councils to inform a local viewing agreement. The draft Public Safety and Asset Protection (CCTV) Strategy is still anticipated by December 2025 following staffing changes.

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28/11/2024	12.1	Purchase of Property	24.11/24 RESOLUTION THAT Council: 1. Authorises for the Common Seal of the Glen Innes Severn Council to be affixed to the Contract for the sale and purchase of the building and land as indicated on Plans A and B between the Glen Innes Severn Council and the Glen Innes Mackenzie Mall Pty Ltd ATF Glen Innes Mackenzie Mall Unit Trust and in accordance with the terms outlined in the report. 2. Authorises for the Mayor and the General Manager to execute all documents relating to the purchase of the building and land. 3. Authorises the expenditure plus GST if applicable, as outlined in the report for the purchase of the building and land plus all associated and necessary disbursements, fees and duties. 4. Raises the total loan borrowings of \$6,000,000 staged as required over a 2-year period commencing in the current financial year to fund the purchase and the necessary works to complete the project. 5. Gives public notice of its intentions to classify the land as Operational Land in accordance with the provisions of Section 34 of the <i>Local Government Act 1993</i> and that submissions be received for a minimum period of 28 days closing at 4:00pm on 24 January 2025. 6. That, if no objecting submissions are received, Council classifies the property being land owned by the Council that is shown as Lot 1 on Plan B as Operational Land in accordance with Section 31 of the <i>Local Government Act 1993</i> . 7. Notes that the land currently used for carparking is to continue in that form. CARRIED	31/12/2026	Smith, Bernard	11 Dec 2024 1:09pm Smith, Bernard - Target Date Revision Target date changed by Smith, Bernard from 12 December 2024 to 01 June 2025 - Matter will take time to resolve. 15 May 2025 2:35pm Smith, Bernard - Target Date Revision Target date changed by Smith, Bernard from 01 June 2025 to 31 December 2026 - Resolution includes raising the borrowings for the total project, this will occur in 2 loans and the second will not be raised until mid 2026. 15 May 2025 2:40pm Smith, Bernard Sale contract finalised within 4 weeks, includes provisions relating to carpark design, works funded by vendor, other works to be undertaken by vendor., Brief for internal fit out design to be issued with 4 week., Draft plan of subdivision being prepared. 10 Jun 2025 3:40pm Smith, Bernard Negotiations complete regarding apportionment of civil works costs, terms sheet for contract finalised. 21 Aug 2025 12:25pm Smith, Bernard Negotiations have been protracted however contract should be signed by the end of August 18 Sep 2025 1:22pm Smith, Bernard Negotiations still underway and very protracted regarding a range of matters. 03 Nov 2025 11:42am Smith, Bernard Contract of sale signed in October, tender for design to be awarded at the November meeting.

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07/03/2025	4.1	Expression of Interest - Sale of 146 and 148 Church Street	2.03/25 RESOLUTION THAT Council: 1. Accepts the offer of \$250,000 from New England CT Pty Ltd and proceeds with the sale of 146 and 148 Church Street, incorporating the below items into the contract as applicable, and 2. Creates a budget of \$10,000 to complete a subdivision of the rear area of 148 Church Street, allowing the front office area to be sold while retaining the historical elements of the building, and 3. Includes as part of the subdivision, a realignment of the rear boundary of 146 Church Street (the dwelling site) to ensure adequate separation between the dwelling and retained rear section of 148 Church Street is provided, and 4. Authorises the General Manager (or delegate) to negotiate lease terms with New England CT Pty Ltd for both properties for an 18-month period while the subdivision process is completed, ensuring the inclusion of the following: - A clause requiring the Lessee to secure all the necessary approvals and licenses for the permitted use within three months of signing the lease, - A clause requiring the Lessee commence operation of the CT business within six months of obtaining the required approvals, - An option for the Lessee to purchase the properties 12 months after the subdivision is completed. 5. Authorises the General Manager to execute all necessary documentation to effect the lease and the Contract for the Sale of Land, and	31/12/2025	Sheridan, Riarna	07 Apr 2025 9:21am Hunt, David Tenterfield Surveying engaged to prepare subdivision documents. APJ Law engaged to draft lease conditions and contract of sale. 07 Apr 2025 9:22am Hunt, David - Target Date Revision Target date changed by Hunt, David from 21 March 2025 to 06 April 2025 - To allow further time to complete actions. 08 Apr 2025 1:55pm Hunt, David - Target Date Revision Target date changed by Hunt, David from 06 April 2025 to 30 June 2025 - Date revised to allow for subdivision to be prepared and lodged. 07 May 2025 9:33am Hunt, David Tenterfield Surveying engaged to proceed with subdivision requirements. Lease documents created and provided to lessee. 02 Jun 2025 9:59am Hunt, David Tenterfield Surveying continuing with requirements for subdivision. Lease has been executed with New England CT. 02 Jun 2025 10:22am Hunt, David - Reallocation Action reassigned to Sheridan, Riarna by Hunt, David - As requested by Director Sheridan. Actions assigned to MAS have been completed at stage. 06 Jun 2025 8:54am Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 30 June 2025 to 31 July 2025 - Progress to date includes finalisation and execution of the lease and lodgement of Development Applications for both subdivision and change of use to a Medical Centre (including associated alterations and additions). These applications are currently under assessment in accordance with Council's Conflict of Interest Policy (Dealing with Council-Related Development). The sale contract will be prepared closer to the date of sale, being 12 months post-subdivision in line with the resolution. A report is on track to be presented to the July 2025 Council Meeting, outlining potential future uses for the rear portion of 148 Church Street, which is to be retained by Council.

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			6. Requests that a report be brought back to the July 2025 Council Meeting outlining potential future uses for the rear section of 148 Church Street, which will be retained by Council. CARRIED			10 Jul 2025 8:27pm Sheridan, Riarna Further progress made in line with the resolution includes, a report for the Development Application for the change of use to a medical centre, including associated alterations and additions has been prepared for Council's consideration at the July 2025 Ordinary Meeting in accordance with Council's Conflict of Interest Policy – Dealing with Council-Related Development. The Development Application for subdivision is expected to be considered at the September 2025 Council Meeting. This was delayed to allow for a reconfiguration of the proposed lots, which now includes the existing dwelling site (146 Church Street) forming part of the front portion of the land to be subdivided at 148 Church Street. To meet item 6 of the resolution, a separate report has been prepared for the July 2025 Meeting, outlining potential future uses for the rear portion of 148 Church Street, which is to be retained by Council. 15 Aug 2025 8:11am Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 31 July 2025 to 31 October 2025 - Further progress in line with the resolution includes: the Construction Certificate for the CT Scanning facility has been lodged and is under assessment; the Development Application for the subdivision is on track for consideration at the September 2025 Council Meeting; and, following Council's July 2025 resolution, community consultation has commenced inviting submissions on potential future use options for the rear portion of the site / heritage building to be retained by Council. An Open Day is also planned for September (date to be confirmed) to allow the public to visit the site and view the area firsthand to further inform submissions. 17 Sep 2025 4:47pm Sheridan, Riarna Further progress in line with the resolution includes: Following issue of the Construction Certificate, New England CT has commenced fit-out works to the front portion of the Essential Energy building (148 Church Street) for the purpose-built CT Scanning Facility. Due to an unforeseen delay by the planning consultant, the Development Application for the subdivision will now be reported to Council in October. In line with Council's July 2025 resolution, community consultation continues, inviting submissions from the community on potential future uses for the rear portion of the site and heritage building to be retained by

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						Council. An Open Day is scheduled to held on Saturday 20 September to allow the public to visit the site and view the area firsthand to inform submissions. 07 Oct 2025 9:04pm Sheridan, Riarna Further progress continues in line with the Council resolution. A report recommending approval of the subdivision of 146–148 Church Street is included in the October Council Agenda. New England CT Pty Ltd has confirmed that internal fit-out works to the front portion of the Essential Energy building (148 Church Street) are progressing well. They are awaiting completion of Essential Energy’s power upgrade, after which a soft launch is planned for late January 2026, followed by a full opening in February 2026, consistent with the resolution timeframe. Outcomes from the community consultation and Open Day on future uses of the rear portion of the site will be reported to Council’s November meeting. 13 Nov 2025 2:14pm Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 31 October 2025 to 31 December 2025 - Works continue to progress in accordance with the resolution. The Development Application for the subdivision has been approved, and Council is now awaiting lodgement of the Subdivision Certificate by the contracted land surveyor to enable the subdivision process to proceed through to registration. All other components of the resolution have been completed.
24/04/2025	7.13	Waste-to-Energy Technology - Costs, Benefits and Risks	14.04/25 RESOLUTION That Council: - Notes the contents of this report. - Creates a sub-committee of Council comprised of Councillors Davis, Scott, Arandale and Parsons, the General Manager, the Director of Place and Growth, John Winter and 3 SEATA directors to undertake further investigations and discussions regarding a potential Public Private Partnership (PPP), and to obtain legal advice to inform this process. - Endorses a \$75,000 budget allocation from the Sewer and Waste Funds Reserve to support a local feedstock trial with SEATA.	31/01/2026	Sheridan, Riarna	08 May 2025 12:07pm Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 08 May 2025 to 30 September 2025 - Works are progressing in accordance with item 1 of the resolution. Draft Terms of Reference for the sub-committee are currently being developed, with the first meeting scheduled to be held prior to 30 June 2025. The \$75,000 allocation endorsed under item 3 will not be released until necessary information is received regarding the trial. Further updates will be provided as the sub-committee progresses its work. 06 Jun 2025 9:29am Sheridan, Riarna Works continue to progress in accordance with item 1 of the resolution. Draft Terms of Reference for the sub-committee have been developed and are being reviewed, with the first meeting still scheduled to be held prior

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			4. Receives a further report detailing the outcomes of the feedstock trial once complete and PPP investigations, including legal considerations, and estimated costs and returns to potentially progress the proposed agreement towards the ownership and means of operation of a SEATA plant by GISC, to also enable GISC to become a power producer and retailer.			to 30 June 2025, with invites to be sent out within the coming week. The \$75,000 allocation endorsed under item 3 will not be released until necessary information is received regarding the trial. Further updates will be provided as the sub-committee progresses its work. 10 Jul 2025 8:42pm Sheridan, Riarna Works continue to progress in accordance with item 1 of the resolution. A sub-committee meeting has been scheduled for 4 August 2025 and will inform future progression of the project and allocation of \$75k for feedstock trial. 15 Aug 2025 8:22am Sheridan, Riarna Works are progressing in line with the resolution, with a comprehensive report presented to Council's August meeting detailing progress to date, outcomes of the Sub-Committee meeting, the scheduled date for the independent feedstock trial, and the next steps to progress to a potential PPP. 18 Sep 2025 6:24am Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 30 September 2025 to 30 November 2025 - Following Council's August 2025 resolution (15.08/25), the Sub-Committee established under resolution 14.04/25 has been placed on hold to ensure probity and compliance with the Local Government Act 1993 and the OLG's PPP Guidelines. Council officers are awaiting a response from SEATA to questions raised to inform development of a Service Level Agreement (SLA) for the independent feedstock trial. The trial is anticipated to proceed in October 2025, subject to receipt of SEATA's response, finalisation of the SLA and confirmation from SEATA that the trial is ready to commence. 07 Oct 2025 9:09pm Sheridan, Riarna Progress remains steady, with SEATA understood to be finalising responses to Council's questions to inform the draft Service Level Agreement for the independent feedstock trial. Once received, these responses will enable finalisation of the agreement and scheduling of the trial.
			5. Makes recommendation for the amendment of the Draft Community Strategic Plan, Delivery Program and the Operational Plan to ensure there are no potential impediments for submissions to OLG.			
			6. Identifies a potential site bearing in mind geography, geology, transport corridors and road and site works.			
			CARRIED			

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						13 Nov 2025 2:23pm Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 30 November 2025 to 31 January 2026 - Progress remains steady, SEATA confirmed that responses to Council's questions to inform the draft Service Level Agreement for the independent feedstock trial. Once received, these responses will enable finalisation of the agreement and scheduling of the trial. SEATA further indicated that the trial will likely proceed in February, once fabrication of an elevated bucket has been completed and installed.
24/04/2025	11.1	Illegal Trade of Tobacco in Glen Innes	25.04/25 RESOLUTION That this council must act to hinder if not close the illegal trade of tobacco in Glen Innes. By, 1. Enforcing no smoking rules within our Main Street. 2. Ensuring the tobacco shops in Glen Innes Strictly adhere to our councils Development. Control Plan and remove the shop window facade blocking visibility into shopfronts. 3. Reporting the presence and effects of these shops and products to NSW Health and demand action. 4. Work with local police to eliminate the sale of illegal tobacco products in our town. And, 5. Demand action by state and federal governments to stop these products ending up in the hands of our children. CARRIED	30/12/2025	Sheridan, Riarna	08 May 2025 12:13pm Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 08 May 2025 to 30 June 2025 - Council officers have completed initial investigations. Updated 'No Smoking' signage is being ordered and installed in the CBD to support enforcement under Council's Smoke Free Outdoor Environment Policy. Compliance action has commenced with tobacco retailers, and concerns have been referred to NSW Health. Council is also working with Police on illegal tobacco sales and advocating to other levels of government. 06 Jun 2025 9:34am Sheridan, Riarna Progress continues to be made. Updated 'No Smoking' signage is on track for installation in the CBD by 30 June, supporting enforcement under Council's Smoke Free Outdoor Environment Policy. Compliance action with local tobacco retailers is ongoing. As of the date of this update, the NSW Public Health Inspector has not yet attended Glen Innes, although, as previously reported, the town remains on their inspection schedule. 10 Jul 2025 8:46pm Sheridan, Riarna Progress continues to be made. Updated 'No Smoking' signage has been ordered and is still awaiting production. Date of installation extended to 30 August to allow for production and delivery to Council. Compliance action with local tobacco retailers is ongoing. As of the date of this update, the NSW Public Health Inspector has not yet attended Glen Innes, although, as previously reported, the town remains on their inspection schedule. 10 Jul 2025 8:49pm Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 30 June 2025 to 30 August 2025 - To allow for signage to be produced and installed and compliance action with tobacco retailers to be finalised.

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						15 Aug 2025 8:25am Sheridan, Riarna Further progress has been made in line with the resolution, with updated no-smoking signage for the CBD now delivered and scheduled for installation before 30 August 2025. The new signage will enable Council to issue penalty infringement notices for non-compliance. 18 Sep 2025 6:43am Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 30 August 2025 to 30 September 2025 - The updated no-smoking signage for the CBD is now scheduled for installation before 30 September 2025, following minor delays caused by resourcing constraints. Once installed, the signage will enable Council to issue penalty infringement notices for non-compliance. 09 Oct 2025 12:41pm Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 31 October 2025 to 14 October 2025 - Installation of the updated no-smoking signage in the CBD is now scheduled for completion by 14 October 2025, following minor delays due to staffing constraints. The signage is ready for installation and, once in place, will enable Council to issue penalty infringement notices for non-compliance. 14 Nov 2025 6:26am Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 14 October 2025 to 30 December 2025 - Updated no smoking signs have now been installed across the CBD, enabling authorised Council officers to issue Penalty Infringement Notices in line with policy and legislation. Public communications about the new signage and enforcement approach are scheduled for completion before 30 November. Compliance action has already led to one retailer removing unlawful signage, with the remaining matter ongoing and expected to be resolved in the coming weeks.
24/07/2025	12.3	Authorisation to Seek Ministerial Approval for an Internal Loan Against the Water and Sewer Fund	38.07/25 RESOLUTION That Council seeks Ministerial Approval for an internal loan from the Water and Sewer reserves to the General Fund of up to \$5M to be repaid within two (2) years. CARRIED	19/12/2025	Woodland, Lindsay	15 Aug 2025 4:36pm Woodland, Lindsay - Target Date Revision Target date changed by Woodland, Lindsay from 07 August 2025 to 30 September 2025 - The letter requesting Ministerial approval for an internal loan of \$5M has been prepared and sent on 15 Aug 2025. We await the Minister's response. 18 Sep 2025 3:29pm Woodland, Lindsay - Target Date Revision Target date changed by Woodland, Lindsay from 30 September 2025 to 30 September 2025 - Meeting with OLG regarding this Ministerial approval for

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						internal loans has been held Friday 12th Sep. It is likely to take another month to receive approval. 18 Sep 2025 3:30pm Woodland, Lindsay - Target Date Revision Target date changed by Woodland, Lindsay from 30 September 2025 to 15 October 2025 07 Oct 2025 10:16am Woodland, Lindsay - Target Date Revision Target date changed by Woodland, Lindsay from 15 October 2025 to 31 October 2025 - Discussions with OLG in progress. Expected to take additional time. 18 Nov 2025 11:45am Woodland, Lindsay - Target Date Revision Target date changed by Woodland, Lindsay from 31 October 2025 to 19 December 2025 - The matter is still with OLG for consideration.
24/07/2025	7.15	NSW Benefit-Sharing Guideline for Large-Scale Renewable Energy Projects	18.07/25 RESOLUTION 1. Notes and endorses the NSW Department of Planning, Housing and Infrastructure's Benefit-Sharing Guideline (November 2024) for large-scale renewable energy projects and acknowledges it as the guiding document for future community benefit negotiations. 2. Requests a further report be presented to Council outlining recommended governance, structure and administration options for a local community benefit fund to receive and manage contributions from large-scale renewable energy proponents. 3. That the report also considers Council advocating for an energy rebate and or voucher system for LGA residents to benefit from REZ projects to provide financial energy relief over the life of any REZ project. CARRIED	30/12/2025	Sheridan, Riarna	15 Aug 2025 8:30am Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 07 August 2025 to 31 October 2025 - Works are progressing on the resolution to prepare a report outlining recommended governance, structure, and administration options for a local community benefit fund to receive and manage contributions from large-scale renewable energy proponents. The report will also consider options for Council to advocate for an energy rebate and/or voucher system for LGA residents to provide financial energy relief over the life of any REZ project. This report is expected to be presented to Council at its October meeting. 18 Sep 2025 6:51am Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 31 October 2025 to 28 November 2025 - Works are progressing on the resolution to prepare a report outlining recommended governance, structure, and administration options for a local Community Benefit Fund to receive and manage contributions from large-scale renewable energy proponents. A request has been submitted to EnergyCo to utilise a portion of Council's allocated REZ funding to engage a legal consultant or similar specialist to support development of a draft Community Benefit Fund framework. This pathway has been chosen to ensure the framework is legally compliant, robust and carefully considered. It is now anticipated that a further report will be presented to Council at its November 2025 Ordinary Meeting once the draft framework has been prepared.

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						07 Oct 2025 9:22pm Sheridan, Riarna Work continues to progress in line with the resolution to develop governance and administration options for a local Community Benefit Fund to manage contributions from large-scale renewable energy projects. EnergyCo has provided guidance on submitting proposed activities, including sourcing quotes for development of the draft framework. A portion of Council's REZ funding will be used to engage a specialist consultant to ensure the framework is robust and compliant. A further report is still anticipated to be presented to Council in November 2025 once the draft framework is complete. 14 Nov 2025 6:42am Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 28 November 2025 to 30 December 2025 - Further progress has been made in line with the resolution to develop governance and administration options for a local Community Benefit Fund to manage contributions from large scale renewable energy projects. A legal team has now been engaged to prepare the fund, utilising monies allocated to Councils in REZ areas by EnergyCo for REZ related activities. The legal team is currently drafting the fund framework and a report to Council is now anticipated for the December meeting.
24/07/2025	12.2	Taronga Mines - Mine Camp at Glen Innes Airport - Final Terms to form Binding Heads of Agreement	37.07/25 RESOLUTION THAT Council: - Endorses the final terms as contained in Annexure 1 of this report to form the Binding Heads of Agreement with Taronga Mines Pty Ltd for the lease of part of the Glen Innes Airport site to establish a mine camp supporting the Taronga tin mine at Emmaville; - Notes that Taronga will be responsible for preparing the Heads of Agreement and lease documentation; - Approves the execution of the Heads of Agreement, subject to all relevant terms and conditions being	31/01/2026	Sheridan, Riarna	15 Aug 2025 8:37am Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 07 August 2025 to 30 November 2025 - The final Heads of Agreement has been received by Taronga for execution by the General Manager in line with the resolution. Taronga has confirmed that the lease agreement will be prepared once the Heads of Agreement has been executed. 18 Sep 2025 6:53am Sheridan, Riarna The final Heads of Agreement has been executed by the General Manager. Council is now awaiting Taronga to provide a copy of the lease, which will be prepared in line with the resolution. 07 Oct 2025 9:35pm Sheridan, Riarna No change since the previous update. The final Heads of Agreement has been executed by the General Manager, and Council is now awaiting Taronga to prepare and provide a copy of the lease, which will be drafted in accordance with the terms outlined in the resolution.

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			4. Approves the execution of the lease, as prepared in accordance with the terms of the executed Heads of Agreement. CARRIED			14 Nov 2025 7:02am Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 30 November 2025 to 31 January 2026 - Some progress has been made. Taronga's consultant has provided a draft plan of subdivision consistent with the Heads of Agreement. This subdivision is required to clearly define the land parcel for lease registration with NSW Land Registry Services. To be clear, no land is being sold, and Council will retain full ownership of the site. Further work on the subdivision cannot proceed until the land is reclassified from Community to Operational, which is anticipated to occur in December 2025. Taronga is still to provide a copy of the proposed lease, noting that the lease cannot be executed or registered until the reclassification process is complete in accordance with legislative requirements.
24/07/2025	7.16	Future Use Options - Rear of 148 Church Street, Glen Innes	19.07/25 RESOLUTION THAT Council: - 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. - 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. - Receives a further report in October 2025 summarising community feedback and outlining recommended next steps for the site's future use. CARRIED	28/11/2025	Sheridan, Riarna	15 Aug 2025 8:32am Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 07 August 2025 to 31 October 2025 - Community consultation has commenced in line with the resolution inviting submissions on potential future use options for the rear portion of the site / heritage building to be retained by Council. An Open Day is also planned for September (date to be confirmed) to allow the public to visit the site and view the area firsthand to further inform submissions. A report is intended to be prepared and presented to the October Ordinary Meeting outlining submissions received and next steps. 18 Sep 2025 6:51am Sheridan, Riarna Community consultation continues in line with the resolution inviting submissions on potential future use options for the rear portion of the site / heritage building to be retained by Council. An Open Day is scheduled for Saturday, 20 September to allow the public to visit the site and view the area firsthand to further inform submissions. A report is still intended to be prepared and presented to the October Ordinary Meeting outlining submissions received and next steps. 07 Oct 2025 9:34pm Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 31 October 2025 to 28 November 2025 - Community consultation on future use options for the rear portion of the site and heritage building has now closed, with submissions under review. As the consultation ended on 30 September and the October meeting was brought forward by a week, the report will now be presented to the November Ordinary Meeting to ensure Council

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						receives a thorough summary of community feedback and next steps, consistent with the intent of the original resolution. 14 Nov 2025 6:45am Sheridan, Riarna The report on the future use options of the Glen Innes Power House following community consultation and the associated open day has now been finalised and placed on the agenda for Council's November Ordinary Meeting, as anticipated.
28/08/2025	12.1	Waste-To-Energy - Public Private Partnership Progress Update And Next Steps	15.08/25 RESOLUTION THAT Council: - Notes that the Sub-Committee established under resolution 14.04/25 has been paused to ensure probity and full compliance with the <i>Local Government Act 1993</i> and the OLG's Public Private Partnership (PPP) Guidelines. - Determines that the PPP initial assessment documentation will not be prepared or submitted to the OLG until the independent feedstock trial is completed and results are available to confirm the technology's viability enabling evidence-based due diligence, risk assessment, and project scoping. - Receives a further report following the feedstock trial, outlining the results and providing recommendations on whether to proceed with a potential PPP process in line with statutory and probity requirements. CARRIED	28/02/2026	Sheridan, Riarna	18 Sep 2025 6:27am Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 11 September 2025 to 28 November 2025 - Progress in line with the resolution has been made - Council officers are awaiting a response from SEATA to questions raised to inform development of a Service Level Agreement (SLA) for the independent feedstock trial. The trial is anticipated to proceed in October 2025, subject to receipt of SEATA's response, finalisation of the SLA and confirmation from SEATA that the trial is ready to commence. 07 Oct 2025 9:37pm Sheridan, Riarna Progress remains steady, with SEATA understood to be finalising responses to Council's questions to inform the draft Service Level Agreement for the independent feedstock trial. Once received, these responses will enable finalisation of the agreement and scheduling of the trial. 14 Nov 2025 7:06am Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 28 November 2025 to 28 February 2026 - Progress remains steady, SEATA confirmed that responses to Council's questions to inform the draft Service Level Agreement for the independent feedstock trial. Once received, these responses will enable finalisation of the agreement and scheduling of the trial. SEATA further indicated that the trial will likely proceed in February, once fabrication of an elevated bucket has been completed and installed.
28/08/2025	8.1	Notice of Motion - Former Glen Innes Ambulance Station - Proposed Return to Community Ownership	11.08/25 RESOLUTION THAT Council: Notes the community interest and historic value of the former Ambulance Station at 104 Bourke Street, Glen Innes.	22/12/2025	Smith, Bernard	18 Sep 2025 1:20pm Smith, Bernard - Target Date Revision Target date changed by Smith, Bernard from 11 September 2025 to 22 December 2025 - Ongoing advocacy. 20 Nov 2025 2:16pm Smith, Bernard Mayor has written to Minister and raised with Local Member.

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			2. Supports the Mayor to continue enquiries with the State Government regarding its future use and ownership. 3. Defers any formal request for transfer until a clear and suitable plan for use and funding is identified. CARRIED			
28/08/2025	7.5	Financial Assistance Grants - Letter from Local Government Grants Commission	7.08/25 RESOLUTION That Council prepares a submission to the Local Government Grants Commission during the consultation process, highlighting the impact of the current methodology on Glen Innes Severn Council and advocating for reforms that provide more equitable outcomes for rural and regional councils. CARRIED	19/12/2025	Woodland, Lindsay	18 Sep 2025 3:18pm Woodland, Lindsay - Target Date Revision Target date changed by Woodland, Lindsay from 11 September 2025 to 31 October 2025 - Formal consultation process has not yet commenced. LW will clarify with the Grants Commission the timing of consultation and make a submission accordingly. 18 Nov 2025 11:46am Woodland, Lindsay - Target Date Revision Target date changed by Woodland, Lindsay from 31 October 2025 to 19 December 2025 - We have yet to hear from the Grants Commission about their engagement process.
25/09/2025	12.2	Sale of Council-owned land at Dumaresq Street, Glen Innes - Sale and Marketing Options	23.09/25 RESOLUTION THAT Council: 1. Authorises the listing of 186 Dumaresq Street, Glen Innes at \$330,000 inclusive of GST for a maximum period of six months. 2. Authorises the listing of 194 Dumaresq Street, Glen Innes at \$236,500 inclusive of GST for a maximum period of six months. 3. Authorises the listing of 196 Dumaresq Street, Glen Innes at \$236,500 inclusive of GST for a maximum period of six months. 4. Authorises the listing of 198 Dumaresq Street, Glen Innes at \$236,500 inclusive of GST for a maximum period of six months. 5. Authorises the Common Seal of Council to be affixed to the contract of sale for any of the above lots if the minimum listing price is achieved within the six-month period.	30/06/2026	Woods, Colin	09 Oct 2025 8:41am Hunt, David - Target Date Revision Target date changed by Hunt, David from 09 October 2025 to 30 June 2026 - Work to commence on selection the most appropriate agent to list the vacant lots of land. Agent expected to be selected by the middle of November 2025 to allow for marketing and sale of the land. 10 Nov 2025 12:54pm Hunt, David Submissions from Real Estate Agents received. Successful agent to be appointed by 15th of November. 19 Nov 2025 8:12am Hunt, David Country Wide Property selected to market and sell vacant land at market values as per Council Resolution. 19 Nov 2025 8:13am Hunt, David - Reallocation Action reassigned to Woods, Colin by Hunt, David - New employee in Property Officer position.

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			6. Requests that a report be presented to a Council Meeting, outlining additional options for selling any of the specified lots that remain unsold after the six-month period. Additionally, the General Manager may bring to Council offers which warrant consideration. CARRIED			
25/09/2025	12.1	Sale of 23 Bourke Street, Deepwater	22.09/25 RESOLUTION THAT Council: 1. Accepts the offer as received for the sale of land at 23 Bourke Street, Deepwater, in the amount of \$82,500 including GST. 2. Authorises for the Common Seal of Glen Innes Severn Council to be affixed to the Contract of Sale of Land between the Glen Innes Severn Council and the purchaser at a sale price of \$82,500 including GST. CARRIED	01/12/2025	Woods, Colin	09 Oct 2025 8:40am Hunt, David - Target Date Revision Target date changed by Hunt, David from 09 October 2025 to 01 December 2025 - Purchaser for 23 Bourke Street, Deepwater has paid a deposit for this land and contracts are ready for exchange. Expected completion by the end of November 2025. 10 Nov 2025 12:54pm Hunt, David Settlement will take place on 20 November 2025. 19 Nov 2025 8:14am Hunt, David - Reallocation Action reassigned to Woods, Colin by Hunt, David - New employee in Property Officer position.
16/10/2025	L.1	Draft General Purpose and Special Purpose Financial Statements and Special Schedules for the 2024/2025 Financial Year	17.10/25 RESOLUTION THAT Council: 1. In accordance with Section 413 (2) (c) of the Local Government Act 1993: a. Resolves that, in its opinion, the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ended 30 June 2025 are properly drawn up in accordance with the provisions of the Local Government Act 1993 and the Regulations. b. Authorises for the Financial Statements for the year ending 30 June 2025 to be certified and signed by the Mayor, the Deputy Mayor, the General Manager and the Responsible Accounting Officer on behalf of Council.	12/12/2025	Woodland, Lindsay	18 Nov 2025 11:52am Woodland, Lindsay - Target Date Revision Target date changed by Woodland, Lindsay from 30 October 2025 to 12 December 2025 - The audited financial statements are to be presented to Council prior to being lodged with OLG - extension by OLG approved for 12 December 2025.

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			2. Refers the Financial Statements to Council’s Auditor for audit. 3. Delegates authority to the General Manager to forward the Audited Financial Statements to the Office of Local Government. 4. Delegates Authority to the General Manager to place the Audited Financial Statements on public exhibition and give notice that Council will present its Audited Financial Statements at the applicable Ordinary Council Meeting. CARRIED			
16/10/2025	7.2	Psychosocial Safety	3.10/25 RESOLUTION THAT Council: 1. Adopts the Draft Councillor Psychosocial Safety and Wellbeing Framework – Foundational Stage. 2. Implements the actions outlined in the Framework and continues to develop the Framework to meet SafeWork NSW Code of Practice requirements. 3. Continues to advocate for improvements in managing the Psychosocial Safety and Wellbeing of Councillors, to the relevant State Government Ministers, key Government Departments including Office of Local Government and Safework NSW, and relevant stakeholders including Local Government NSW, Country Mayors Association and other Councils. 4. Proactively seeks peer and expert review as Council moves from the foundational stage into the final stage. CARRIED	30/04/2026	Woodland, Lindsay	18 Nov 2025 11:50am Woodland, Lindsay - Target Date Revision Target date changed by Woodland, Lindsay from 30 October 2025 to 30 April 2026 - The foundational stage Psychosocial Safety & Wellbeing Framework for Councillors was adopted by Council at the October OCM. The document will be updated over the coming months with further engagement of Councillors required at a future workshop and peer review by industry and other Councils to be completed.

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16/10/2025	7.9	Planning Proposal - PP-2025-373 - Reclassification of Council Owned Land	10.10/25 RESOLUTION THAT Council: 1. Notes the independent facilitator's report on the outcomes of the public exhibition and public hearing held 10 September 2025 (Annexure A). 2. Endorses the planning proposal (Annexure B), having considered the outcomes of the public exhibition and hearing, and authorises its submission to the Department of Planning, Housing and Infrastructure with a request to amend the Glen Innes Severn Local Environmental Plan 2012 accordingly. 3. Records its appreciation to community members who made submissions or attended the public hearing. CARRIED	30/12/2025	Sheridan, Riarna	20 Nov 2025 8:03am Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 30 October 2025 to 30 December 2025 - The Planning Proposal has been finalised and uploaded to the Department via the NSW Planning Portal for updating of the LEP accordingly. It is anticipated that the update will be finalised by the Department by end of December in line with the original dates recorded with the PP application.
16/10/2025	7.8	Draft Economic Development Strategy 2026-2030 and Draft Destination Management Plan 2026-2030	9.10/25 RESOLUTION THAT Council: 1. Endorses the Draft Glen Innes Highlands Economic Development Strategy 2026-2030 and Draft Glen Innes Highlands Destination Management Plan 2026-2030 for public exhibition for a period of 28 days commencing Monday, 20 October 2025. 2. Receives a further report at its November 2025 meeting to adopt the final versions of the Economic Development Strategy 2026-2030 and Glen Innes Highlands Destination Management Plan 2026-2030 (incorporating any changes from public submissions and the final graphic design) for formal adoption and publication. CARRIED	30/12/2025	Sheridan, Riarna	14 Nov 2025 7:09am Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 30 October 2025 to 30 December 2025 - In line with the resolution, community consultation is underway and will close on 16 November 2025. A report to Council's November meeting is scheduled, presenting the final versions of the EDS and DMP incorporating community feedback and completed graphic design.

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22/02/2024	7.13	Reclassification of Council Owned Land	15.02/24 RESOLUTION THAT Council: 1. Endorses the submission of the attached planning proposal for Gateway Determination to the Department of Planning, Housing and Infrastructure. 2. Notes that a subsequent report detailing the outcomes of public exhibition and public hearing will be reported back to Council. CARRIED	Sheridan, Riarna	28 Feb 2024 10:00am Neil, Andrew Planning Proposal Submitted for Gateway Determination 28/2/24 19 Mar 2024 9:48am Neil, Andrew - Target Date Revision Target date changed by Neil, Andrew from 07 March 2024 to 07 September 2024 - The timeframe for receiving Gateway Determination, undertaking Public Hearings and reporting back to Council will be a minimum of six months from the resolution of Council. 19 Mar 2024 9:54am Neil, Andrew Request for amended maps to align with Department template received from Department of Planning 12/3/24. Currently amending maps for resubmission by 22/3/24 17 Apr 2024 12:03pm Neil, Andrew Revised PP sent to Department of Planning 18 Jul 2024 12:11pm Neil, Andrew Gateway Determination anticipated week ending 23/08/2024 06 Aug 2024 11:16am Neil, Andrew Request for additional information from Department received. 9/8/24 target for sending back. 15 Oct 2024 4:12pm Neil, Andrew - Target Date Revision Target date changed by Neil, Andrew from 07 September 2024 to 20 December 2024 - Awaiting finalisation. 11 Dec 2024 10:31am Neil, Andrew - Target Date Revision Target date changed by Neil, Andrew from 20 December 2024 to 31 January 2025 - Allow for DPE to complete taking into account Christmas shutdown 12 Feb 2025 11:33am Neil, Andrew - Target Date Revision Target date changed by Neil, Andrew from 31 January 2025 to 28 February 2025 - Comments from DOP currently being made to finalise.	14/11/2025

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					14 Mar 2025 12:51pm Ford, Gregory - Reallocation Action reassigned to Sheridan, Riarna by Ford, Gregory - Andrew Neil has Left Council.	
					02 Apr 2025 4:26pm Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 30 April 2025 to 30 May 2025 - Gateway Determination received from Department 28/03/25. Strategic Planning Consultant engaged to complete remainder of process including conducting public hearings. Process anticipated to be completed by 30 May 2025.	
					08 May 2025 11:38am Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 30 May 2025 to 30 June 2025 - The revised date reflects the expected timeframe for completion by the Strategic Planning Consultant, taking into account scheduling impacts during April, including multiple public holidays.	
					06 Jun 2025 8:15am Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 30 June 2025 to 30 August 2025 - Works are progressing well. The Planning Proposal has been updated in accordance with the Gateway Determination conditions and uploaded to the NSW Planning Portal. Public exhibition is scheduled to occur throughout June and July, followed by a public hearing scheduled to occur in early August, in accordance with legislative requirements. Following the exhibition and hearing, a report will be presented to Council's August Ordinary Meeting.	
					10 Jul 2025 8:11pm Sheridan, Riarna Reclassification of land Planning Proposal remains on public exhibition until 18 July 2025, which will be followed by a public hearing scheduled to occur in early August. Following the exhibition and hearing, a report will be presented to Council's August Ordinary Meeting.	
					10 Aug 2025 5:01pm Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 30 August 2025 to 30 September 2025 - Public exhibition of the Reclassification of land Planning Proposal closed 18 July, which resulted in ENTER NUMBER of submissions. The public hearing has been scheduled for ENTER DATE. Due to the public hearing being scheduled later than	

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					anticipated, a report will be presented to either Council's September or October Ordinary Meeting to finalise the process. 15 Sep 2025 7:40pm Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 30 September 2025 to 28 November 2025 - Public Hearing conducted by independent consultant 10 September 2025. Awaiting report from consultant to be provided. Report to Council's October meeting with outcome of Public Hearing and Exhibition to follow. 07 Oct 2025 5:27pm Sheridan, Riarna The Land Reclassification Planning Proposal has now passed exhibition and hearing and is in its final stage. A report to Council's October meeting recommends noting the independent facilitator's findings and endorsing the proposal for submission to the Department of Planning, Housing and Infrastructure to enable the formal amendment of the Glen Innes Severn Local Environmental Plan. 14 Nov 2025 7:12am Sheridan, Riarna - Completion Completed by Sheridan, Riarna (action officer) on 14 November 2025 at 7:12:40 AM - Action complete. All items of the resolution completed. New Action for the progression of the reclassification created from Council's October 2025 meeting and will be completed through to the finalisation of the reclassification planning proposal.	
22/05/2025	6.1	Managing Psychosocial Safety Risks for Councillors and Upholding Respectful Conduct in Council	2.05/25 RESOLUTION That Council: 1. Endorses the development of a "Councillor Psychosocial Safety and Wellbeing Framework" to guide how Council identifies, manages and mitigates psychosocial hazards affecting elected members. 2. Requests the General Manager to prepare a draft Framework and present it to Council for endorsement by August 2025 with consideration given to:	Smith, Bernard	10 Jun 2025 3:43pm Smith, Bernard A number of stakeholders have been contacted including LGNSW, LGPro, other Councils. 13 Jun 2025 7:47am Smith, Bernard - Target Date Revision Target date changed by Smith, Bernard from 05 June 2025 to 29 August 2025 - Aligns with resolution 21 Aug 2025 12:24pm Smith, Bernard - Target Date Revision Target date changed by Smith, Bernard from 29 August 2025 to 29 August 2025 21 Aug 2025 12:25pm Smith, Bernard Report going to August meeting.	03/11/2025

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			a. Access to Employee Assistance Program (EAP) or equivalent mental health support for councillors b. Induction and ongoing training on managing conflict, abuse, and difficult community interactions c. Clear procedures for incident reporting, debriefing, and referral after public meetings or distressing events d. Communication protocols and standards to minimise hostility, bullying, and misinformation in Council forums and community platforms e. Guidance for risk assessments related to public meetings, online interactions, or site visits involving elected officials 3. Includes psychosocial safety as a standing consideration in Council's quarterly WHS reporting and Risk Register reviews, including any identified councillor-specific incidents or risks. 4. Advocates through LGNSW and regional groupings for the development of state-wide resources and shared frameworks to support the mental health and psychosocial safety of elected representatives.		18 Sep 2025 1:21pm Smith, Bernard - Target Date Revision Target date changed by Smith, Bernard from 29 August 2025 to 31 October 2025 - Was deferred from listing on August agenda 03 Nov 2025 11:41am Smith, Bernard - Completion Completed by Smith, Bernard (action officer) on 03 November 2025 at 11:41:19 AM - Foundation document adopted by Council at the October meeting.	
19/06/2025	7.14	Aged and Disability Inclusion Strategy 2025-2035	17.06/25 RESOLUTION THAT Council: 1. Endorses the draft Aged and Disability Strategy 2025-2035 for public exhibition for a period of 28 days, and 2. Subject to no significant adverse submissions being received during the exhibition period, adopts the Aged and Disability Strategy 2025-	Brackenborough, Ellie	18 Jul 2025 4:25pm Ford, Gregory - Target Date Revision Target date changed by Ford, Gregory from 03 July 2025 to 31 July 2025 - 2 submissions received to be reviewed and considered. 21 Aug 2025 12:57pm Duffell, Debbie - Target Date Revision Target date changed by Duffell, Debbie from 31 July 2025 to 30 September 2025 - Final internal review being undertaken prior to publication.	03/11/2025

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			2035 at the conclusion of the exhibition period. CARRIED		09 Oct 2025 2:04pm Duffell, Debbie - Target Date Revision Target date changed by Duffell, Debbie from 30 September 2025 to 17 October 2025 - Final internal review being undertaken prior to publication. 03 Nov 2025 11:42am Brackenborough, Ellie - Completion Completed by Brackenborough, Ellie (action officer) on 03 November 2025 at 11:42:51 AM - Two submissions were received from Community regarding the strategy. Both submissions have been responded to and the specifics will be submitted to Council for review only.	
24/07/2025	8.5	Notice of Motion - Addressing Hygiene Insecurity: Equitable Access to Showers and Toilets for Vulnerable Residents in the Glen Innes Severn Local Government Area	28.07/25 RESOLUTION That Council re-visit the matter of hygiene Insecurity at a future Councillor Workshop. CARRIED	Woodland, Lindsay	19 Aug 2025 3:50pm Smith, Bernard - Completion Completed by Smith, Bernard (action officer) on 19 August 2025 at 3:50:39 PM - Workshop dates unknown 19 Aug 2025 3:58pm Duffell, Debbie - Completion Uncompleted by Duffell, Debbie 21 Aug 2025 12:31pm Smith, Bernard - Reallocation Action reassigned to Woodland, Lindsay by Smith, Bernard - More appropriate for you Lindsay 22 Aug 2025 9:47am Duffell, Debbie - Target Date Revision Target date changed by Duffell, Debbie from 07 August 2025 to 31 October 2025 - Awaiting Councillor Workshop. 18 Nov 2025 11:45am Woodland, Lindsay - Completion Completed by Woodland, Lindsay (action officer) on 18 November 2025 at 11:45:00 AM - The item was covered at the Councillor Workshop held 6th November 2025.	18/11/2025
24/07/2025	7.22	Council Managed Crown Land - Plan of Management	25.07/25 RESOLUTION THAT Council: 1. Approves for the Council Managed Crown Land – Plan of Management to be placed on public exhibition for 42 days from Thursday 24 July 2025.	Woods, Colin	20 Aug 2025 9:46am Hunt, David - Target Date Revision Target date changed by Hunt, David from 07 August 2025 to 31 October 2025 - Draft Council Managed Crown Land Plan of Management is currently on public exhibition. Once the exhibition processes closes, if any substantial feedback is received, a report will be prepared to the October Council meeting.	18/11/2025

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			2. Displays the revised Council Managed Crown Land – Plan of Management on Council’s website, and that it be made available for viewing at the following locations: - Council’s Town Hall Office, and - The Village Post Offices at Deepwater and Emmaville. 3. Requests the Manager of Asset Services to prepare a further report to Council after the exhibition period in the event of Council receiving any substantial submissions regarding the Council Managed Crown Land – Plan of Management; otherwise, that the Council Managed Crown Land – Plan of Management be adopted by Council. CARRIED		09 Sep 2025 11:20am Hunt, David - Reallocation Action reassigned to Woods, Colin by Hunt, David - New employee in Property Officer position. 18 Nov 2025 2:47pm Woods, Colin - Completion Completed by Woods, Colin (action officer) on 18 November 2025 at 2:47:12 PM - Council Managed Crown Land POM adopted by Council. Procedures followed.	
24/07/2025	8.1	Notice of Motion - Glen Innes Severn Council Philanthropic Trust	26.07/25 RESOLUTION That Council requests the general manager to host a Councillor Workshop to further discuss a Glen Innes Severn Council Philanthropic Trust. CARRIED	Smith, Bernard	21 Aug 2025 12:29pm Smith, Bernard Will be placed on September workshop agenda 21 Aug 2025 1:01pm Duffell, Debbie - Target Date Revision Target date changed by Duffell, Debbie from 07 August 2025 to 31 October 2025 - Awaiting suitable Workshop date. 03 Nov 2025 11:43am Smith, Bernard Discussed at the Councillor workshop on the 6th November 03 Nov 2025 11:44am Smith, Bernard - Target Date Revision Target date changed by Smith, Bernard from 31 October 2025 to 30 November 2025 - Discussed at the November workshop. 20 Nov 2025 2:18pm Smith, Bernard - Completion Completed by Smith, Bernard (action officer) on 20 November 2025 at 2:18:40 PM - Discussed at November workshop.	20/11/2025

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28/08/2025	7.6	Investments Report - July 2025	8.08/25 RESOLUTION That Council: 1. Notes the Investment Report as of 31 July 2025, including the certification by the Responsible Accounting Officer. 2. Requests the General Manager to prepare a report within three months outlining strategies to mitigate the impact of declining interest rates on Council's investment returns, while ensuring full compliance with the <i>Local Government Act 1993</i> , the <i>Local Government (General) Regulation 2021</i> , and OLG Investment Policy Guidelines. CARRIED	Woodland, Lindsay	18 Sep 2025 3:31pm Woodland, Lindsay - Target Date Revision Target date changed by Woodland, Lindsay from 11 September 2025 to 17 October 2025 18 Sep 2025 3:32pm Woodland, Lindsay - Target Date Revision Target date changed by Woodland, Lindsay from 17 October 2025 to 17 October 2025 - Targeting finalisation of this matter for the October OCM. 18 Nov 2025 11:47am Woodland, Lindsay - Completion Completed by Woodland, Lindsay (action officer) on 18 November 2025 at 11:47:48 AM - A report was presented at the October OCM. The matter is now closed.	18/11/2025
28/08/2025	7.4	Draft Payment of Expenses and Provision of Facilities to Councillors Policy	6.08/25 RESOLUTION That Council adopts the revised Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy, incorporating the following: Special requirement and carer expenses—broaden the coverage of carer expenses to include support for Councillors managing family and cultural obligations, consistent with modern workforce equity practice. CARRIED	Ford, Gregory	18 Sep 2025 9:16am Henwood, Marnie - Target Date Revision Target date changed by Henwood, Marnie from 11 September 2025 to 03 October 2025 - The requested updates are currently in progress. The Manager of Governance has been temporarily absent from the business due to participation in an external training course. Completion of the updates is expected upon their return. 08 Oct 2025 2:51pm Duffell, Debbie - Reallocation Action reassigned to Ford, Gregory by Duffell, Debbie 09 Oct 2025 2:40pm Ford, Gregory - Target Date Revision Target date changed by Ford, Gregory from 03 October 2025 to 20 October 2025 - Changes have been incorporated to policy as resolved, Policy is being finalised for publication. 20 Nov 2025 1:04pm Ford, Gregory - Completion Completed by Ford, Gregory (action officer) on 20 November 2025 at 1:04:04 PM - Changes made as per resolution, Updated document has been published.	20/11/2025

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28/08/2025	7.3	Draft Councillor Induction and Professional Development Policy	5.08/25 RESOLUTION That Council adopts the revised Councillor Induction and Professional Development Policy, with the addition of clauses which: - Strengthen compliance and consequences for non-attendance by linking participation to councillors' statutory obligations and Code of Conduct responsibilities. - Introduce a mid-term review of induction and professional development participation to improve transparency and accountability. - Ensure all professional development plans are fully mapped to the Local Government NSW Capability Framework and reviewed annually. - Broaden the scope of training to include diversity, inclusion, psychosocial safety and wellbeing. - Clarify the Mayor's leadership role in supporting and encouraging councillor development, consistent with the Local Government Act. CARRIED	Ford, Gregory	18 Sep 2025 9:10am Henwood, Marnie The requested updates are currently in progress. The Manager of Governance has been temporarily absent from the business due to participation in an external training course. Completion of the updates is expected upon their return. 18 Sep 2025 9:15am Henwood, Marnie - Target Date Revision Target date changed by Henwood, Marnie from 11 September 2025 to 03 October 2025 - The requested updates are currently in progress. The Manager of Governance has been temporarily absent from the business due to participation in an external training course. Completion of the updates is expected upon their return. 08 Oct 2025 2:51pm Duffell, Debbie - Reallocation Action reassigned to Ford, Gregory by Duffell, Debbie 10 Oct 2025 9:20am Ford, Gregory - Target Date Revision Target date changed by Ford, Gregory from 03 October 2025 to 22 October 2025 - requested clauses as per resolution have been added, Policy is in final review and publishing stage, 20 Nov 2025 1:04pm Ford, Gregory - Completion Completed by Ford, Gregory (action officer) on 20 November 2025 at 1:04:13 PM - Changes made as per resolution, Updated document has been published.	20/11/2025
25/09/2025	7.10	Review of the Financial Hardship and Debt Recovery Policies	11.09/25 RESOLUTION THAT Council: - Approves the revised Financial Hardship and Debt Recovery Policies to be placed on public exhibition for 28 days from 29 September 2025 to 27 October 2025. - Displays the revised Financial Hardship and Debt Recovery Policies on Council's website, and that they be made available for viewing at the following locations: - Council's Town Hall Office, - The Glen Innes Library and - The Village Post Offices at Deepwater	Ford, Gregory	02 Oct 2025 2:28pm Henwood, Marnie - Target Date Revision Target date changed by Henwood, Marnie from 09 October 2025 to 31 October 2025 - The revised policy is out for public exhibition until 27 October 2025 08 Oct 2025 2:52pm Duffell, Debbie - Reallocation Action reassigned to Ford, Gregory by Duffell, Debbie 20 Nov 2025 12:02pm Ford, Gregory - Completion Completed by Ford, Gregory (action officer) on 20 November 2025 at 12:02:44 PM - Policies exhibition has concluded with no feedback received, policy has now been adopted and published.	20/11/2025

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			and Emmaville. 3. Requests the Manager of Governance to prepare a further report to Council after the exhibition period on any submissions received. CARRIED			
25/09/2025	7.14	Draft Review of the Agreement between Glen Innes Severn Council and the Glen Innes Severn Library Committee 2025 - 2029	15.09/25 RESOLUTION THAT Council: 1. Endorses the reviewed Agreement between the Glen Innes Severn Council and the Glen Innes Severn Library Committee. 2. Authorises the General Manager to sign the Agreement. CARRIED	Byrne, Kerry	09 Oct 2025 2:09pm Byrne, Kerry - Target Date Revision Target date changed by Byrne, Kerry from 09 October 2025 to 31 October 2025 09 Oct 2025 2:09pm Byrne, Kerry - Target Date Revision Target date changed by Byrne, Kerry from 31 October 2025 to 31 October 2025 09 Oct 2025 2:10pm Byrne, Kerry - Target Date Revision Target date changed by Byrne, Kerry from 31 October 2025 to 31 October 2025 - Forwarded to Lindsay Woodland as Acting General Manager to sign. 20 Nov 2025 8:46am Byrne, Kerry - Completion Completed by Byrne, Kerry (action officer) on 20 November 2025 at 8:46:36 AM - The Acting General Manager, Lindsay Woodland signed the Agreement on 16 October 2025. The signed Agreement will be tabled at the GIS Library Committee meeting on 9 December 2025.	20/11/2025
25/09/2025	7.15	Progress Report - Highlands Hub	16.09/25 RESOLUTION THAT Council: 1. Notes the strong progress achieved in implementing Resolution 8.03/25, with measurable outcomes across marketing, stakeholder engagement, staffing and facility improvements at the Highlands Hub. 2. Requests that quarterly progress reports on the Highlands Hub be provided to Council for the duration of its operation. 3. Sets strategic direction for the Temporary Marketing & Engagement Plan, and prioritise implementation before the next quarterly	Bombell, Rhonda	13 Nov 2025 8:53am Bombell, Rhonda - Completion Completed by Bombell, Rhonda (action officer) on 13 November 2025 at 8:53:14 AM - Strong progress has been achieved in implementing Council Resolution 8.03/25, with measurable outcomes across marketing, stakeholder engagement, staffing, and facility improvements at the Highlands Hub., To meet Council's direction for ongoing transparency and evidence-based reporting, quarterly progress reports will now be provided for the duration of the Hub's operation. These will track utilisation, conversion, repeat use, and yield through a simplified KPI Dashboard, supported by data extracted from the Nexodus platform., The team has commenced implementation of the Temporary Marketing & Engagement Plan, focusing on: • Developing clear baselines and definitions for measurable KPIs; • Strengthening online storytelling	13/11/2025

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			report, to: a. Measure what matters with a simple KPI dashboard (utilisation, conversion, repeat use, yield) with clear baselines and definitions; b. Tell a more impactful story online by adopting value propositions for key customer segments and reflecting these across the website and marketing channels; c. Integrate the booking platform functions and leverage its capabilities to increase booking conversions and improve engagement. 4. Confirms any fee and charges will proceed through the 2026/27 Fees & Charges process and public exhibition. CARRIED		and refining value propositions across key customer segments;; •Enhancing the booking platform’s integration to improve user experience and conversion., Key actions underway include; •Population of the KPI Dashboard data from 1 October onwards using Nexodus backend insights;; • Nexodus training, support quarterly reporting, and develop monthly Hub newsletters through Mailchimp;; • Social media scheduling, posting, and user-generated content being developed., The new Highlands Hub website (developed by Cloud Concepts) is complete and has been simplified for usability, acting as a landing page that links directly to Nexodus for bookings. These updates are on trial and will be reviewed to ensure more user friendly and accurate. Future improvements to imagery and content will require dedicated marketing resources to align with Council’s expectations for professional presentation and engagement., This structured approach ensures the Highlands Hub delivers transparent, data-driven outcomes and continuous improvement in utilisation, engagement, and customer experience ahead of the next quarterly report to Council.	
25/09/2025	7.4	Delegates on Committees	5.09/25 RESOLUTION That: 1. Council nominates the following Councillors as Council’s delegates to sit on the following committees from Thursday, 25 September 2025 until the September 2026 Ordinary Meeting of Council - as detailed in the list below. 2. Council confirms the importance of its Community Committee structure to facilitate the necessary flow of communication and information from its committees back to Council and vice versa. 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	Duffell, Debbie	09 Oct 2025 1:55pm Duffell, Debbie - Target Date Revision Target date changed by Duffell, Debbie from 09 October 2025 to 30 October 2025 - Letters drafted to Committees and Councillors, and meeting schedule updated. Awaiting advice from the Interagency Committee regarding the number of Council delegates that can be appointed to that Committee, before distributing letters. 17 Oct 2025 1:42pm Duffell, Debbie - Completion Completed by Duffell, Debbie (action officer) on 17 October 2025 at 1:42:40 PM - Letters sent to Councillors, and Committees and List of Meeting Frequency updated.	17/10/2025

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			Community Access Committee		Councillor A Vosper, and Councillor C Sparks	
			Glen Innes Saleyards Advisory Committee		Mayor, and Councillor T Alt	
			Recreation and Open Spaces Advisory Committee		Mayor, Councillor T Alt, and Councillor D Scott	
			Library Committee (Managed under Section 11 of the Libraries Act)		Mayor, and Councillor A Vosper	
			Public Arts Advisory Group		Mayor, and Councillor C Sparks	
			Roads Consultative Committee		Mayor, and Councillor T Alt	
			Delegate of the Council			
			Joint Regional Planning Panel		Councillor M Davis, and Councillor C Sparks (two Council nominees as community representatives)	
			Community Committees NOT Committees of Council			
			Arts North West Inc		Councillor C Sparks	
			Community Safety Precinct Committee		Mayor	
			Community Services Interagency Committee		Councillor C Sparks, and Councillor A Vosper	
			Deepwater Progress Association		Councillor T Alt	
			Glen Innes and District Community Centre Inc.		Councillor C Sparks	
			Glen Innes Correctional Centre Community Committee		Mayor	
			GLENRAC		Councillor M Elphick, and Councillor D Scott	
			Local Traffic Committee		Mayor (with voting rights)	
			Rural Fire District Liaison Committee		Councillor T Alt, and Councillor D Scott	
			Sapphire Wind Farm Community Consultative Committee		Councillor C Sparks	
			White Rock Wind Farm Community Consultative Committee		Councillor M Elphick	
			White Rock Wind Farm Community Fund Committee		Councillor M Elphick	
25/09/2025	7.8	Revised Code of Conduct for Councillors	9.09/25 RESOLUTION That Council adopts the revised Code of Conduct for Councillors. CARRIED	Ford, Gregory	08 Oct 2025 2:52pm Duffell, Debbie - Reallocation Action reassigned to Ford, Gregory by Duffell, Debbie 10 Oct 2025 9:14am Ford, Gregory - Target Date Revision Target date changed by Ford, Gregory from 09 October 2025 to 20 October 2025 - Publishing of the newly adopted code of conduct is underway,	20/11/2025

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					20 Nov 2025 1:03pm Ford, Gregory - Completion Completed by Ford, Gregory (action officer) on 20 November 2025 at 1:03:37 PM - Code of conduct has been endorsed by Council and published on website.	
25/09/2025	7.9	Revised Code of Meeting Practice for Public Exhibition	10.09/25 RESOLUTION THAT Council: - 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. - 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. - 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. CARRIED	Ford, Gregory	02 Oct 2025 2:30pm Henwood, Marnie - Target Date Revision Target date changed by Henwood, Marnie from 09 October 2025 to 14 November 2025 - The revised Code of Meeting Practice is on public exhibition until 30 October 2025. 08 Oct 2025 2:52pm Duffell, Debbie - Reallocation Action reassigned to Ford, Gregory by Duffell, Debbie 10 Oct 2025 9:13am Ford, Gregory - Target Date Revision Target date changed by Ford, Gregory from 14 November 2025 to 07 November 2025 - Document has been placed on public Exhibition to the end of October, 20 Nov 2025 10:27am Ford, Gregory - Completion Completed by Ford, Gregory (action officer) on 20 November 2025 at 10:27:01 AM - Public Exhibition period has closed, Feedback received and submitted back to Council at November meeting.	20/11/2025
16/10/2025	7.10	Development Assessment Report - DA 67/24-25 - Subdivision (Boundary Realignment - 2 Lots into 2 Lots) 146 - 148 Church Street, Glen Innes	11.10/25 RESOLUTION That Council approves Development Application No. 67/24-25 for a Subdivision (Boundary Adjustment – Two Lots into Two Lots) on land known as 146–148 Church Street, Glen Innes, subject to the conditions of consent contained in Schedule 1 (Annexure A) of the report prepared by Council's Consulting Town Planner. CARRIED	Vivers, Simon	20 Nov 2025 8:54am Vivers, Simon Completed. Approval issued. 20 Nov 2025 8:55am Vivers, Simon - Completion Completed by Vivers, Simon (action officer) on 20 November 2025 at 8:55:32 AM - Completed - Approval issued following Council determination.	20/11/2025

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16/10/2025	7.3	Councillor Representation on GLENRAC	4.10/25 RESOLUTION That Council nominates Councillor M Elphick as Council's delegate to GLENRAC from Thursday, 16 October 2025 until the September 2026 Ordinary Meeting of Council. CARRIED	Duffell, Debbie	17 Oct 2025 1:43pm Duffell, Debbie - Completion Completed by Duffell, Debbie (action officer) on 17 October 2025 at 1:43:19 PM - Letter emailed to Councillor and GLERAC.	17/10/2025

Model Code of Conduct Complaints Statistics 2024-25 Glen Innes Severn Council		
Number of Complaints		
1	The total number of complaints received in the reporting period about councillors and the General Manager (GM) under the code of conduct from the following sources:	
i	Community	1
ii	Other Councillors	13
iii	General Manager	0
iv	Other Council Staff	1
2	The total number of complaints finalised about councillors and the GM under the code of conduct in the following periods:	
i	3 Months	13
ii	6 Months	2
iii	9 Months	0
iv	12 Months	0
v	Over 12 months	0

Overview of Complaints and Cost		
3	a	The number of complaints finalised at the outset by alternative means by the GM or Mayor
		6
	b	The number of complaints referred to the Office of Local Government (OLG) under a special complaints management arrangement
		0
	c	The number of code of conduct complaints referred to a conduct reviewer
		6
	d	The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer
		1
	e	The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer
		1
	f	The number of finalised code of conduct complaints investigated by a conduct reviewer
		5
	g	Cost of dealing with code of conduct complaints via preliminary assesment
		9,643
	h	Progressed to full investigation by a conduct reviewer
		5
	i	The number of finalised complaints investigated where there was found to be no breach
		0
	j	The number of finalised complaints investigated where there was found to be a breach
		5
	k	The number of complaints referred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police
	i	ICAC
		0
	ii	NSW Ombudsman
		0
	iii	OLG
		2
	iv	Police
		0
	v	Other Agency (please specify)
		0
	l	The number of complaints being investigated that are not yet finalised
		0
	m	The total cost of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs
		10,000

Annexure A

Item 7.5

Preliminary Assessment Statistics		
4	The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:	
a	To take no action (clause 6.13(a) of the 2020 Procedures)	0
b	To resolve the complaint by alternative and appropriate strategies (clause 6.13(b) of the 2020 Procedures)	0
c	To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies (clause 6.13(c) of the 2020 Procedures)	1
d	To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police (clause 6.13(d) of the 2020 Procedures)	0
e	To investigate the matter (clause 6.13(e) of the 2020 Procedures)	5
f	Other action (please specify)	0
Investigation Statistics		
5	The number of investigated complaints resulting in a determination that there was no breach , in which the following recommendations were made:	
a	That the council revise its policies or procedures	0
b	That a person or persons undertake training or other education (clause 7.40 of the 2020 Procedures)	1
6	The number of investigated complaints resulting in a determination that there was a breach in which the following recommendations were made:	
a	That the council revise any of its policies or procedures (clause 7.39 of the 2020 Procedures)	0
b	In the case of a breach by the GM, that action be taken under the GM's contract for the breach (clause 7.37(a) of the 2020 Procedures)	0
c	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (clause 7.37(b) of the 2020 Procedures)	0
d	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 and that the matter be referred to OLG for further action (clause 7.37(c) of the 2020 Procedures)	0
7	Matter referred or resolved after commencement of an investigation (clause 7.20 of the 2020 Procedures)	0

Categories of misconduct	
8	The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:
a	General conduct (Part 3) 5
b	Non-pecuniary conflict of interest (Part 5) 0
c	Personal benefit (Part 6) 0
d	Relationship between council officials (Part 7) 0
e	Access to information and resources (Part 8) 0
Outcome of determinations	
9	The number of investigated complaints resulting in a determination that there was a breach in which the council:
a	Adopted the independent conduct reviewers recommendation 5
b	Failed to adopt the independent conduct reviewers recommendation 0
10	The number of investigated complaints resulting in a determination where:
a	The external conduct reviewers decision was overturned by OLG 0
b	Council's response to the external conduct reviewers recommendation was overturned by OLG 0
11	Date Code of Conduct data was presented to council 27-Nov-25


GLEN INNES NSW 2370

General Manager
Glen Innes Severn Council
Grey St
GLEN INNES NSW 2370

20th October 2025

Dear General Manager,

Re: Submission for Draft Code of Meeting Practice

"General motions," typically introduced via a notice of motion, or by adopting a resolution made through an officer's report to Council, must adhere to the standard rules of debate:

- **Requirement for Seconding:** Unless otherwise specified in the code, a motion or an amendment **cannot be debated unless or until it has been seconded** and,

- **Speaking Rights:** The mover of an original motion has the right to speak on each amendment and a right of **general reply** at the conclusion of the debate. Other councillors generally have the right to speak once on the motion and once on each amendment.

A Mayor has two roles when moving a "general motion". They are participating in the debate as a councillor (the mover) and exercises the specific rights of a mover, including the right of reply **and** they must also impartially rule on matters of order.

Since the Model Code explicitly grants the Mayor the privilege of moving a *Mayoral Minute* while remaining in the chair, but is silent on whether the Mayor retains the chair when moving a standard "general motion" (or notice of motion), a supplementary clause requiring the Mayor to **step down for a general motion** simply reinforces the principle of **Orderly** and **Effective** meetings by separating the role of neutral chairperson from that of an active proposer and debater.

I believe that there should be a clause inserted into the Code which ensures that the Mayor acts firstly as a Councillor in the moving of a general motion, and that the Mayor vacates the chair allowing the Deputy Mayor, or delegate, to act as the chairperson. This separation ensures the person presiding is available to impartially rule on matters of order, rather than simultaneously arguing for their motion and enforcing the rules governing its debate.

I believe that such a clause is a permissible supplementary provision and is not inconsistent with the mandatory provisions of the Draft Code.

Yours sincerely,





Draft – Code of Meeting Practice

DRAFT



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Item 7.6

Annexure B

CODE OF MEETING PRACTICE

ACKNOWLEDGEMENT OF COUNTRY

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

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CODE OF MEETING PRACTICE

INTRODUCTION

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

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

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

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

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

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

2. MEETING PRINCIPLES**2.1 Council and committee meetings should be:**

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

Respectful: Councillors, staff and meeting attendees treat each other with respect.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

CODE OF MEETING PRACTICE

3. BEFORE THE MEETING**Timing of ordinary council meetings**

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

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

Extraordinary meetings

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

Note: Clause 3.2 reflects section 366 of the Act.

Notice to the public of council meetings

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

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

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

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

Notice to councillors of ordinary council meetings

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

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

CODE OF MEETING PRACTICE

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

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

Notice to councillors of extraordinary meetings

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

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

Giving notice of business to be considered at council meetings

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

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

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

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

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

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

CODE OF MEETING PRACTICE

Questions with notice

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

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

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

Agenda and business papers for ordinary meetings

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

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

- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
- (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
- (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
- (d) any business of which due notice has been given under clause 3.9.

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

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

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

CODE OF MEETING PRACTICE

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

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

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

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

Statement of ethical obligations

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

Availability of the agenda and business papers to the public

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

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

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

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

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

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

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

CODE OF MEETING PRACTICE

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

Agenda and business papers for extraordinary meetings

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

3.28 Despite clause 3.27, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:

- (a) a motion is passed to have the business considered at the meeting, and
- (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

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

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

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

Pre-meeting briefing sessions

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

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

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

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

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

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

CODE OF MEETING PRACTICE

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

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

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

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

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

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

4. PUBLIC FORUMS

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

CODE OF MEETING PRACTICE

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

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

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

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

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

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

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

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

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

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

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

CODE OF MEETING PRACTICE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5. COMING TOGETHER

Attendance by councillors at meetings

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

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

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

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

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

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

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

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

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

The quorum for a meeting

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

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

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

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

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

- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
- (b) within half an hour after the time designated for the holding of the meeting, or
- (c) at any time during the meeting.

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

- (a) by the chairperson, or
- (b) in the chairperson's absence, by the majority of the councillors present, or
- (c) failing that, by the general manager.

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

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

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

Meetings held by audio-visual link

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

- (a) The mayor may only make a determination under clause 5.15 where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk; and
- (b) The mayor must make a determination under clause 5.15 in consultation with the general manager and, as far as is practicable, with each councillor.

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

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

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

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

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

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

Attendance by councillors at meetings by audio-visual link

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Entitlement of the public to attend council meetings

5.30 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.30 reflects section 10(1) of the Act.

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

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

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.32 reflects section 10(2) of the Act.

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

Webcasting of meetings

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

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

- (a) the meeting is being recorded and made publicly available on the council's website, and
- (b) persons attending the meeting should refrain from making any defamatory statements.

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

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

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

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

Note: Clauses 5.33 – 5.37 reflect section 236 of the Regulation.

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

Attendance of the general manager and other staff at meetings

5.39 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all the members are councillors.

Note: Clause 5.39 reflects section 376(1) of the Act.

5.40 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.40 reflects section 376(2) of the Act.

5.41 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.41 reflects section 376(3) of the Act.

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

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

6. THE CHAIRPERSON

The chairperson at meetings

6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

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

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

6.4 The election of a chairperson must be conducted:

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

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

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

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

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

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

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

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

Chairperson to have precedence

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

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

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

7. MODES OF ADDRESS

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

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

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

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

8. ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

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

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

8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: Part 13 allows council to deal with items of business by exception.

8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

9. CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

9.1 The council must not consider business at a meeting of the council:

(a) unless a councillor has given notice of the business, as required by clause 3.9, and

(b) unless notice of the business has been sent to the councillors in accordance with clause 3.6 in the case of an ordinary meeting or clause 3.8 in the case of an extraordinary meeting called in an emergency.

9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

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(a) is already before, or directly relates to, a matter that is already before the council, or

(b) is the election of a chairperson to preside at the meeting, or

(c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or

(d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.

9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:

(a) a motion is passed to have the business considered at the meeting, and

(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.

9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.

9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.

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9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.

9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.9 and 3.13.

9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.

9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.

9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.

9.18 Councillors must put questions directly, succinctly, respectfully and without argument.

9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

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10. RULES OF DEBATE

Motions to be seconded

10.1 Unless otherwise specified in this Code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

10.2 A councillor who has submitted a notice of motion under clause 3.9 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.

10.3 If a councillor who has submitted a notice of motion under clause 3.9 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.

10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:

(a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or

(b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.

10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

10.8 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

10.9 A motion or an amendment to a motion, which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter,

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pending a report from the general manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

10.10 An amendment to a motion must be moved and seconded before it can be debated.

10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.

10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.

10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.

10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.

10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.

10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.

10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

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10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.

10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.

10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:

- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
- (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.

10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.

10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.

10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

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10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.

10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

11. VOTING

Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at council meetings

11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.5 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

11.6 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

Voting on planning decisions

11.7 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

11.8 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

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1.9 Clauses 11.7 and 11.8 apply also to meetings that are closed to the public.
Note: Clauses 11.7 and 11.8 reflect section 375A of the Act.

Note: The requirements of clause 11.7 may be satisfied by maintaining a register of the minutes of each planning decision.

12. COMMITTEE OF THE WHOLE

12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

12.2 All the provisions of this Code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13. DEALING WITH ITEMS BY EXCEPTION

13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.

13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.

13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or

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committee must resolve to alter the order of business in accordance with clause 8.2.

13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.

13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.

13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

14. CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

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

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- (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and

- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and

- (b) are clearly identified in the advice, and

- (c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or

- (b) the discussion of the matter may:

- (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or

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(ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Where the matter has been identified in the agenda of the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by 12 noon on the Tuesday before the meeting at which the matter is to be considered.

14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.

14.13 No more than three (3) speakers are to be permitted to make representations under clause 14.9.

14.14 If more than the permitted number of speakers apply to make representations

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under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.

- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than three (3) speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed two (2) minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

- 14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

- 14.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the

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meeting. The grounds must specify the following:

- (a) the relevant provision of section 10A(2) of the Act,
- (b) the matter that is to be discussed during the closed part of the meeting,
- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.21 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.22 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.23 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 14.22 during a part of the meeting that is webcast.

15. KEEPING ORDER AT MEETINGS

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.

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- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
 - (a) contravenes the Act or any Regulation or this Code, or
 - (b) assaults or threatens to assault another councillor or person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
 - (d) insults or makes unfavourable personal remarks or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
 - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

Note: Clause 15.11 reflects section 182 of the Regulation.

- 15.12 The chairperson may require a councillor:
 - (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e), or

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- (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

Note: Clause 15.12 reflects section 233 of the Regulation.

How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

- 15.14 All chairpersons of meetings of the council and committees of the council are authorised under this Code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.
- 15.15 Clause 15.14, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.
- 15.16 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.16 reflects section 233(2) of the Regulation.

- 15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.18 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.19 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

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How disorder by councillors attending meetings by audio-visual link may be dealt with

- 15.20 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.
- 15.21 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.22 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.23 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.24 Without limiting clause 15.18, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.23, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.25 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16. CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's applicable code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct for Councillors. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of

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interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

17. DECISIONS OF THE COUNCIL

Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act.

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.9.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.9.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

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- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.10 with the consent of all signatories to the notice of motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than seven (7) days after the meeting at which the resolution was adopted.

- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

- 17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
- (b) to confirm the voting on the resolution.

- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the

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purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18. TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the council to conclude no later than 12.00pm (three (3) hours after the commencing of the meeting at 9.00am).
- 18.2 If the business of the meeting is unfinished at 12.00pm, the council or the committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished at 12.00pm, and the council does not resolve to extend the meeting, the chairperson must either:
 - (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
 - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:
 - (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
 - (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

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19. AFTER THE MEETING**Minutes of meetings**

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

- 19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- (a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a council meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

- 19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable

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access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20. COUNCIL COMMITTEES

Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
 - (b) if the council has not decided a number – a majority of the members of the committee.

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Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
 - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

- 20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
 - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
 - (b) to move or second a motion at the meeting, or
 - (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

- 20.11 The chairperson of each committee of the council must be:
- (a) the mayor, or

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- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.

20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.

20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

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- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

Disorder in committee meetings

- 20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

- 20.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost, and
 - (e) such other matters specifically required under this code.
- 20.23 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

CODE OF MEETING PRACTICE

- 20.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21. IRREGULARITIES

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
 - (b) a failure to give notice of the meeting to any councillor or committee member, or
 - (c) any defect in the election or appointment of a councillor or committee member, or
 - (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
 - (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22. PETITIONS

- 22.1 That Council affirm its belief in, and support for the right: "It is the privilege of any individual or body of individuals in the community to petition (Council) to obtain redress of grievances, or to ask it not to do something that is contemplated."
- 22.2 That for the purposes of reviewing and dealing with petitions, such documents be formally drawn up, and be directed to matters which are within the powers of authorities of the Council.
- 22.3 That petitions presented by Councillors to duly convened Council meetings be subject to consideration of motions in terms "That the petition lie on the table for a period of fourteen (14) days and"
- 22.4 That petitions lodged with the Council by post or means other than by presentation by a Councillor at a duly convened meeting of the Council shall be dealt with as ordinary correspondence.

CODE OF MEETING PRACTICE

23. DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2005</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

CODE OF MEETING PRACTICE

Review of this code

This Code will be reviewed within 12 months of a Local Government General Election or as required in the event of legislative changes. The Code may also be changed because of other amendments that are to the advantage of Council and in the spirit of the Model Code of Meeting Practice. Any amendment to this Code must be by way of a Council Resolution and in accordance with the *Local Government Act 1993*.

Appendix A**Document Control/Authorisation**

Responsible Officer		Manager of Community Services			
Reviewed By		Council			
Review Due Date		April 2028			
Version Number		8.0			
Document Number					
Versions	Date	Resolution Number	Description of Amendments	Author / Editor	Approved / Adopted By
8	/7/2025		Transposed to current template	MG	Council
7	26/10/2023	4.11/23	Amendments made in accordance with the Model Code to allow for attendance at meetings by Councillors via audio-visual link	MGRCP	Council
6	24/02/2022	12.2/22	Amendments are significant and contained throughout the Code. The Statement of ethical obligations at 3.22 is a recommendation from ICAC. Part 4 includes the complete Community Consultation Session Guidelines, making that Policy redundant. Part 5 amendments provide conditional allowances for council meetings to be held via audio-visual link and slightly amend the webcasting requirements.	MGRCP	Council
5	22/10/2020		Amendments include the provisions contained in clause 236 of the Local Government Regulation pertaining to webcast recordings being kept on Council's website for a minimum of 12 months and the addition of clauses dealing with the handling of petitions by Council, which are not already contained in the Code of Meeting Practice. An amendment to clause 8.1 (02) of the Order of	MGRCP	Council

CODE OF MEETING PRACTICE

			Business to replace “Opening by Minister from the Fraternal” with “Opening with Prayer”.		
4	28/05/2020	1.05/20	Revised Code of Meeting Practice to incorporate the Guidelines for Pre-meeting Briefing Sessions.	GM	Council
3	23/05/2019	3.05/19	Adopted Model Code of Meeting Practice	GM	Council
2	22/11/2012	2.11/12	Revised Code of Meeting Practice	GM	Council
1	27/11/2008	6.11/08	Original document	GM	Council

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Periodic Review 2025-2026 Operational Plan (Q1)



Periodic Review of the 2025-2026 Operational Plan (Q1)

Operational Plan Action	Responsibility	Progress Update	Status
E1.1.1.1 Deliver issues paper and commence Waste Strategy.	MSC	55% This project is progressing well. RFQ for consultants to prepare the Waste Issues Paper and 10-Year Waste Strategy was completed in August, with the contract awarded to Ask Waste Management. Initial Councillor consultation occurred in September, followed by an online community survey and in-person pop up consultation days held at Glen Innes, Emmaville and Deepwater. The Issues Paper is scheduled for delivery in late 2025, with the draft Waste Strategy targeted for March 2026 following community engagement and analysis.	Progressing
E1.1.2.1 Scope a program for sustainable biosecurity and identify available funding options.	MSC	30% Progress on scoping the sustainable biosecurity program has resumed following staffing changes. Program scope is expected to be finalised late in Q2, with implementation to follow. Council has submitted an application for Weeds Action Program (WAP) funding to support delivery over four years.	Progressing
E1.1.3.1 Advocate and promote the Glen Innes REZ to attract industry growth and diversity.	DPG	5% Advocacy and promotion of the Glen Innes REZ will be integrated into Council's forthcoming Investment Prospectus to attract industry growth and diversify the local economy. This approach ensures the REZ is positioned as a key opportunity for renewable energy investment and regional development.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

E1.1.3.2 Finalise the Climate Action Plan and commence implementation of priority initiatives.	MSC	10% Works are scheduled to commence in late Q2 & Q3, following completion of preparatory planning and alignment with priority projects. Revised timelines ensure resources are in place for effective delivery.	Progressing
E1.2.1.1 Work with local sustainability groups to develop an action plan for noxious weed control.	MSC	50% Meetings have been held with GLENRAC, and work continues with local sustainability groups to develop an action plan for noxious weed control to inform the development of the management program for the LGA. Collaboration aims to align priorities and resources for effective implementation.	Progressing
E1.2.2.1 Administer the heritage fund to support tangible upgrades to heritage street scapes within the LGA.	DPG	50% The Heritage Assistance Fund opened in July 2025, with applications closing on 17 November. Submissions are currently being assessed, and successful projects will support tangible upgrades to heritage streetscapes across the LGA.	Progressing
E1.2.2.2 Apply for heritage funding to achieve upgrades to heritage street scapes within the LGA.	DPG	0% Not yet commenced	Not yet commenced



Periodic Review of the 2025-2026 Operational Plan (Q1)

E1.2.3.1 Review and update the Glen Innes Severn Council Development Control Plan.	DPG	20% Request for Quotation process to appoint a Strategic Planning Consultant to manage the DCP review scheduled to commence in late November and conclude early December 2025. The successful consultant will commence the full LEP review in January 2026. This review will ensure alignment with the update of the LEP and provide user friendly, common sense development controls suitable for the Glen Innes Severn LGA.	Progressing
E1.3.1.1 Ensure that our GeoRegion status and the National Geotourism Strategy and framework are central to the Destination Management Plan and marketing of Glen Innes Highlands.	CEDT	50% GeoRegion status and alignment with the National Geotourism Strategy have been embedded as core elements of the updated Destination Management Plan (DMP). This also included Geotourism Australia providing a submission during the draft EDS and DMP consultation period in October / November 2025, which informed updates to the final version. Adoption of the revised DMP is anticipated at Council's December meeting, ensuring Glen Innes Highlands is marketed as a premier Geotourism destination.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

E1.3.2.1 Review and adopt the Destination Management Plan.	DPG	90% The revised Glen Innes Highlands Destination Management Plan 2026–2030 is nearing finalisation following Council's resolution to proceed to community consultation in October 2025 and is on track to be considered for adoption at Council's December 2025 meeting.	Progressing
E1.3.2.2 Continue to seek funding for the delivery of the New England Rail Trail and to support CoNERT to develop experiences that contribute to geotourism.	GM	30% Awaiting outcome of Precincts and Partnerships funding application. Design work and associated activities proceeding with a view to complying with the requirements of the Rail Trail framework. Ongoing engagement with CoNERT	Progressing
F1.1.1 .1 Ensure 100% compliance with the Australian Drinking Water Guidelines.	MIWS	25% The Water Treatment Plant is running well with all tests showing compliance with the Australian Drinking Water Guidelines	Progressing
F1.1.1.2 Achieve 100% compliance with EPA licence number 576.	MIWS	25% The change to Liquid Alum last year has enabled very good results at the plant. Work is scheduled to replace the decanter rubbers in the next part of the year.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

F1.1.1.3 Implement and complete the water and sewer capital works program.	MIWS	47% 4700 metres of reline complete. Remainder will be complete by end of November. Bourke Street water main will be complete early November. SCADA project progressing well. FDS production is underway. This project will be complete by June	Progressing
F1.1.2.1 Deliver Glen Innes Aggregates services that support renewal and maintenance of Council's infrastructure assets.	DIS	25% Glen Innes Aggregates and Wattle Vale Quarries are processing and loading out at their limits of for any 12-month period. This being an EPA requirement. Wellington Vale Borrow pit has 5500 tonnes remaining and will also reach its allowable extraction limit of 30,000 tonne.	Progressing
F1.1.2.2 Ensure Glen Innes Aggregates achieves an annual profit.	DIS	25% All targets have been met for Q1.	progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

F1.1.2.3 Implement and complete the annual capital works program.	DIS	25% The Wycliffe Road gravel resheeting project is complete, and the Regional Roads Traffic Facilities and Block Grant programs are complete. The bitumen reseal program is scheduled for February. Council has also delivered a large volume of WIP from previous financial years including completing the Cox's Road bridge replacement and is continuing with the RRTRP Betterment programs with works completed on Emmaville Road, Rangers Valley Road and Maybole Road.	Progressing
F1.1.2.4 Deliver maintenance works to the adopted levels of service and monitor the progress of these works.	DIS	25% The Northern Maintenance grading team is on track while the Southern team is running approximately 8 weeks behind. Vegetation control, pothole patching and signage maintenance is ongoing.	Progressing
F1.1.2.5 Update and revise Council's Asset Management Strategies and plan in line with current Long-Term Financial Plan (LTFP).	MAS	100% Due to the departure of Council's Asset Officer, no measurable work has been completed on this action.	Not yet commenced



Periodic Review of the 2025-2026 Operational Plan (Q1)

F1.1.3.1 Implement and complete the drainage capital works program.	MIWS	25% Work is scheduled to commence on Church St drainage upgrade in November	Progressing
F1.1.3.2 Deliver rural drainage maintenance works through the allocation of a three person drainage team and associated plant.	MID	0% Not yet commenced	Not yet commenced
F1.2.1.1 Prepare recreation and open space strategic plan.	DPG	0% Preparation of the Recreation and Open Space Strategic Plan is scheduled to commence in Q2 2026, via an RFQ process to engage a suitably qualified consultant if budget permits. This plan will guide future investment and prioritisation of open space and recreational assets to meet community needs and support sustainable growth.	Not yet commenced



Periodic Review of the 2025-2026 Operational Plan (Q1)

F1.2.1.2 Scope place activation plan for Glen Innes Central Business District (CBD) that outlines actions to enhance the vibrancy usability and appeal of the town centre.	DPG	0% Scoping for the Glen Innes CBD Place Activation Plan is scheduled to begin in Q2, following completion of precinct and village master planning to avoid duplication and ensure alignment.	Not yet commenced
F1.2.1.3 Develop and deliver a precincts and activations framework and strategy for rural villages.	GM	50% Report to be presented to Council in December	Progressing
F1.2.2.1 Implement landscape plan for the Glen Innes Indoor Sports Centre.	DPG	10% Initial review of the landscape plans has begun to confirm scope, source plants and materials, and ensure delivery within budget. With the Parks and Gardens Team now at full strength following recruitment of three new Parks Labourers, implementation is scheduled to commence in Q2 and be completed by 30 June 2026.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

F1.2.2.2 Maintain the upgraded Glen Innes main street following the 24/25 Glen Innes Town Centre Beautification Project, ensuring presentation and upkeep aligns with the original landscape design.	DPG	50% Following completion of the 24/25 Town Centre Beautification Project, the Parks and Gardens Team is maintaining the upgraded Glen Innes main street to ensure presentation and upkeep align with the original landscape design. Routine inspections and maintenance schedules have been implemented to preserve quality and appearance.	Progressing
F1.2.2.3 Develop detailed design plans for the establishment of a pump track, skate park extension and amenities.	DPG	10% Development of detailed design plans for a pump track, skate park extension, and amenities is contingent on securing suitable grant funding. Staff are actively monitoring and pursuing appropriate funding opportunities to enable project delivery.	Progressing
F1.2.2.4 Prepare scope and budget to upgrade Wilson Park to meet Australian Standards.	DPG	5% Scope and budget preparation for upgrading Wilson Park to meet Australian Standards is scheduled for completion in Q2, following resourcing adjustments and prioritisation of key projects in Q1.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

F1.2.2.5 Expand shared footpath network as funding allows and in accordance with the Pedestrian Access Management Plan.	MID	15% The grant application for the Safer Local Roads and Infrastructure Program included a shared pathway on Oliver Street, connecting West Avenue to the footpath network on Grey Street and the New England Highway. A footpath has been incorporated into the design for the Bourke Street upgrade between West Avenue and Macquarie Street. This will be delivered in Q3-Q4 of FY 25/26.	Progressing
F1.2.3.1 Undertake a place-based audit to identify priority local infrastructure and historical landmarks for activation, preservation, and adaptive reuse aligned with place-making and community wealth building principles.	CEDT	5% Preliminary work to define audit methodology and key criteria for identifying priority infrastructure and heritage assets is scheduled to be completed by December 2025. Engagement approach drafted to ensure community input informs activation and adaptive reuse opportunities. Full audit scheduled to commence in Q2.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

F1.2.3.2 Leverage the place-based capital program resources to determine opportunities to increase community ownership of infrastructure and programs linked to future Renewable Energy Zone (REZ) Community Benefit Scheme Framework.	GM	10% Design underway of Future Fund Framework with its objective being the equitable distribution of funds realised from the REZ Community Benefit Scheme. Report to Council either December of February	Progressing
F1.3.1.1 Utilise Artificial Intelligence (AI) inspection software to facilitate natural disaster recovery funding applications.	DIS	100% Council has used Retina Vision AI to secure a \$240,000 flood recovery claim on Tablelands Road after AGRN1198 (Cyclone Alfred)	Completed



Periodic Review of the 2025-2026 Operational Plan (Q1)

F1.3.1.2 Facilitate emergency services within the LGA.	MAS	25% The Local Emergency Management Officer (LEMO) facilitates 4 Local Emergency Management Meetings annually. The LEMO has been working with NSW Reconstruction Authority on creating the Pre-Event Recovery Plan / Disaster Recovery Plan.	Progressing
F1.3.2.1 Research opportunities for public-private partnerships.	DPG	50% Research focused on a waste-to-energy public-private partnership (biochar and syngas facility). Council resolved to pause pursuing a PPP pending commercial trials to validate the concept. Further research is planned to commence in Q2 as part of the development of the Investment Prospectus.	Progressing
F1.3.3.1 Construct an off-leash dog park in Glen Innes.	DPG	80% Progress continues with fencing construction for the off-leash dog park scheduled for late December or early January, subject to contractor availability.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

F1.3.3.2 Identify underutilised public spaces that can be activated through temporary or permanent installations such as street games, nature play zones, public art, and cultural trails.	CEDT	30% Mapping of underutilised public spaces is underway in conjunction with scoping for precinct and village master plans to ensure alignment. Early concepts for nature play and public art installations anticipated to be developed in Q2, with stakeholder consultation planned for Q3 to refine activation priorities.	Progressing
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Periodic Review of the 2025-2026 Operational Plan (Q1)

F1.3.3.3 Integrate climate resilience and sustainability standards into all new public infrastructure projects, including use of low-emission materials, renewable energy systems (e.g. solar lighting) and water-sensitive urban design.	DPG	50% Climate resilience and sustainability principles are being embedded in all new public infrastructure projects. Renewable energy solutions, including solar systems, are under consideration for the new Council Administration Building. Playground designs, such as the ANZAC Park upgrade, incorporate a range of low-emission materials.	Progressing
O1.1.1.1 Engage community in the development of the 10-year Waste Strategy.	MSC	90% Community engagement for the 10-Year Waste Strategy is nearing completion. Consultation carried out includes Councillor workshops, in person pop-up consultation at Glen Innes, Emmaville and Deepwater and an online public survey, which remains open until early December 2025. Feedback gathered will inform priority actions and long-term objectives in the draft strategy, ensuring alignment with community expectations and regulatory requirements.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

O1.1.1.2 Deliver and implement a strategic marketing and activation plan for the Highlands Hub to increase community engagement, usage and visibility.	CEDT	50% A temporary marketing and engagement plan for the Highlands Hub was developed in 2024/25 and continues to be implemented through June 2030. A progress report presented to Council in September noted that Hub usage has doubled in hours, though fee adjustments have not resulted in increased revenue. Insights from this report will inform a final strategic marketing and activation plan which will be developed in Q4 of 25/26.	Progressing
O1.1.1.3 Provide leadership in developing child safe strategies and building awareness of New South Wales (NSW) Child Safe Standards.	MCS	25% The launch of Council's dedicated Child Safe Council webpage in September 2024 provides public access to these commitments and demonstrates Council's whole-of-organisation approach to maintaining a safe, inclusive environment that supports participation of all children and young people. Council continues to align its practices with the updated 2022 Child Safe Standards and Reportable Conduct Scheme requirements.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

O1.1.1.4 Develop a vision and Master Plan for the library to ensure that Council continues to meet the community's changing needs and expectations.	MLLC	35% The Library Manager has commenced discussion with the Public Library Network professional to receive feedback on consultants and has begun brainstorming possible goals and actions of the 10 year Master Plan based on Library trends, community needs and future technology and development options. Specific work re scoping and developing the Library Master Plan will commence in Q2.	Progressing
O1.1.2.1 Conduct a Community Satisfaction Survey.	DCCS	0% The Community Satisfaction Survey is not scheduled for commencement until Q2 with a view to running the survey from Q3.	Not Yet Commenced
O1.1.2.2 Utilise the Have Your Say engagement platform for community consultations.	GM	80% Continually utilised by Council for community consultation	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

O1.1.2.3 Implement a customer online self-service platform, in line with Council's Business Systems Improvement Roadmap.	MAHR	10% Civica Altitude is being implemented, which has a Customer Relationship Management (CRM) module. The go live date for Civica is in 2025/2026. Outside of the Civica CRM module, there is no budget allocation for customer software in the Operational Plan for 2025/2026.	Progressing
O1.2.1.1 Prepare an application to the Independent Pricing and Regulatory Tribunal (IPART) for a Special Rate Variation (SRV) in line with the IPART guidelines.	DCCS	25% IPART has been notified of GISC's intention to lodge an SRV application. Planning and preparation of the application has commenced and it will be completed and lodged in Q2 to meet IPART's timeline.	Progressing
O1.2.1.2 Review and update Council's Hardship, Debt and Recovery and Pensioner Rebate Policies.	CFO	50% The Financial Hardship Policy and Debt Recovery Policy were updated and endorsed by Council on 25 September 2025, these documents will undergo another review, if the Special Rate Variation application is approved.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

O1.2.2.1 Undertake annual review of LTFP.	CFO	0% Not yet commenced, this is due for review in Q3.	Not yet commenced
O1.2.2.2 Implement the Business Systems Improvement Roadmap as endorsed by Council.	DCCS	30% The Civica Implementation project is currently running to plan for a Go-Live date of 1 July 2026. Key updates include: GISC Altitude environments established; Initial load of Council staff users completed; Solution Overview & Module Questionnaires Review Workshops completed for core modules; and Solution design and configuration work for core modules commenced; and the first cut of GL and Work Order Structure design completed, and feedback received.	Progressing
O1.2.2.3 Maintain up-to-date grants and contracts registers and improve end-to-end grants process.	CFO	25% Grants and contracts registers are updated monthly. Councils Capital Board meets monthly and provides oversight and approval on grant applications.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

O1.2.2.4 Ensure management of contracts assets to maintain appropriate cash flow.	CFO	25% Workshop was held on 7th August 2025 to reconcile contract assets and update grants register; the Council's Capital Board now provides oversight on contract assets at its monthly meetings and undertakes regular reviews.	Progressing
O1.2.2.5 Meet all financial reporting requirements in line with the NSW Local Government Act 1993.	CFO	25% Throughout the first quarter of 25/26 Councils finance team have continued to report to Council via the monthly Investments and Capital Works Reports, and the Quarterly Borrowings Report. The Quarterly Budget Review Statement will be provided to Council at the November Ordinary meeting. the 2024/2025 Financial Statements have been endorsed by Council on 16 October 2025 and audit is underway.	Progressing
O1.2.2.6 Ensure the Quarterly Budget Review (QBR) is reported to Council in line with the Local Government Act 1993.	CFO	25% The Quarterly Budget Review for Q1 will be presented to Council at the November meeting.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

O1.2.3.1 Identify Council assets that can leverage funding opportunities and alternate income streams.	GM	20% Existing Council properties with income streams which may support the development of other sites have been identified. Possible development of the Powerhouse under active consideration Vacant sites suitable for future development have been identified and feasibilities being prepared where appropriate.	Progressing
O1.3.1.1 Consult with Council in the preparation of a comprehensive advocacy program.	GM	70% Draft document prepared and discussed at Councillor workshop, proposed to be presented to the February meeting	Progressing
O1.3.2.1 Scope costs involved in the digital mapping of Glen Innes Cemetery and plan for implementation.	DPG	50% Council's new GIS provider includes a cemetery mapping module, eliminating the need for a standalone system and reducing costs. Survey works may be required before mapping can commence. Development of the digital mapping application is scheduled to begin in Q2 2025/26, supporting future digitisation of Glen Innes cemeteries.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

O1.3.2.10 Undertake a review of the Asset Management Plan to align it with asset maintenance and renewals.	MAS	0% Due to the departure of Council's Asset Officer, no progress has been made.	Not yet commenced
O1.3.2.2 Complete the implementation of the Reliansys governance suite risk module and compliance register.	MG	30% The risk and compliance modules have now been incorporated into the Reliansys suite. The risk module and compliance module content will need to be reviewed and updated to ensure alignment with GISC's risk and compliance requirements.	Progressing
O1.3.2.3 Ensure reporting obligations to Audit, Risk and Improvement Committee (ARIC) are being met in line with Office of Local Government (OLG) guidelines.	MG	25% ARIC meetings were held on 13th June and 24th September where all reporting requirements were met. An extraordinary ARIC meeting was held on 15th October to review the unaudited financial statements. ARIC reporting obligations have been met in Q1.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

O1.3.2.4 Coordinate statewide mutual continuous improvement pathway across Council and ensure Council is adequately insured.	MG	15% Council renewed its insurance early in the new financial year and will continue to progress the improvement pathway initiatives.	Progressing
O1.3.2.5 Implement a professional development program for Councillors.	MG	25% Ongoing Councillor training has continued over Q1 with New Councillor Induction Training provided to Cr Vosper and AICD Governance Essentials for Local Government provided to the Mayor. A training & development program for 2026 will be prepared in Q2 for implementation in Q3 and Q4.	progressing
O1.3.2.6 Reduce outstanding debts to Council to ensure we meet OLG benchmark.	CFO	10% A review of the arrangement with Council's outsourced debt collector has been undertaken. Focus on debt collection will continue in the coming months.	Progressing
O1.3.2.7 Provide quarterly progress reports of the Operational Plan.	MG	25% The Operational Plan update for Q1 has been updated and will be presented to Council at its November Ordinary Council Meeting.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

O1.3.2.8 Deliver rates notification and collection services in line with the NSW Local Government Act 1993.	CFO	25% Rates notification and collection services are in accordance with the LG Act.	Progressing
O1.3.2.9 Undertake a review of procurement practices across Council with an aim to reduce procurement costs.	CFO	0% Internal audit of procurement practices scheduled for Q2	Not yet commenced



Periodic Review of the 2025-2026 Operational Plan (Q1)

O1.3.3.1 Conduct an Employee Engagement Survey to gauge the organisational climate and identify and commence implementing actions necessary for building a positive organisational culture.	MAHR	100% The Culture Discovery survey conducted by the Dattner Group was completed in August 2025.	Completed.
O1.3.3.10 Develop and implement Council's Elevate 360 Business Improvement Plan to build a positive workforce culture, secure efficiencies in service delivery and reduce costs.	GM	10% Limited progress due to delay in the appointment of the Executive Manager People and Culture, some socialisation with staff has commenced	Progressing.



Periodic Review of the 2025-2026 Operational Plan (Q1)

O1.3.3.11 Deliver acquisition and design of new civic offices.	GM	30% Contract of sale has been entered into. Contract for design proposed to be awarded at the November meeting	Progressing.
O1.3.3.2 Develop Council's online learning management systems to facilitate organisation learning and development including upskilling Information and Communications Technology (ICT) skills.	MAHR	20% This action is well on track, with training under the 2025/2026 Corporate Training Plan being rolled out, a full cyber security training strategy being developed, and an ICT upskilling course also under development.	Progressing.



Periodic Review of the 2025-2026 Operational Plan (Q1)

O1.3.3.3 Review Council's current employment branding and recruitment practices to improve young people's participation in the workforce through developing Council's employee value proposition.	MAHR	10% Management is considering a number of possible initiatives to improve GISC's employee value proposition. Once the new Executive Manager HR is recruited, this work will advance rapidly.	Progressing
O1.3.3.4 Link staff training and development programs to service delivery requirements and annual training plans.	MAHR	20% Training set out in the approved 2025/2026 Corporate Training Plan is being rolled out. Council will undertake its usual process of aligning the next year's training plan with Operational Plan requirements during the 2026/2027 budget preparation period in early 2026.	Progressing.



Periodic Review of the 2025-2026 Operational Plan (Q1)

O1.3.3.5 Achieve Australian cyber security essential 8 maturity level 2.	MAHR	50% A security consultancy has been engaged to conduct an Essential 8 maturity assessment in early 2026, which will provide Council with an updated roadmap for achieving E8 maturity level 2. Specific budget items have been added to the current Operational Plan to ensure continued progression towards this goal.	Progressing.
O1.3.3.6 Conduct internal penetration testing of Council's network and systems.	MAHR	20% Penetration testing has been booked in with Council's security vendor, to occur in the third quarter of 2025/2026.	Progressing.
O1.3.3.7 Review and implement a Workforce Wellness Program with an emphasis on psychosocial hazards and wellbeing.	MAHR	50% A formal wellbeing program will be developed later in the year; however, considerable work has already been carried out to improve psychosocial health in the workplace, including the rollout of Council's onsite EAP service, mental health awareness and first aid training for all staff, and psychosocial hazard assessments and interventions at selected worksites.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

O1.3.3.8 Undertake a review of Council's Work Health and Safety (WHS) risks and implement an approved annual WHS Action Plan.	MAHR	50% An independent review and audit of GISC's high risk areas was completed in August 25 by BWS Consulting, and a debriefing workshop with all Managers was held. An action plan to address the identified high-risk areas has been developed with Managers and implementation of the actions has commenced. ARIC was also debriefed by the consultant on the audit report.	Progressing
O1.3.3.9 In line with Council's Service Review Framework, undertake two Service Reviews - Financial Services and Customer Service.	DCCS	10% The service review of the Financial Services Function has commenced with an initial focus on cash flow management. The Financial Services review is planned for completion by end Q2 and the Customer Service Review is planned for commencement in Q3 with completion scheduled in Q4.	Progressing
P1.1.1.1 Advocate for waste to energy (WtE) initiatives in the local area.	DPG	50% Council is progressing with a feedstock trial to prove the concept of a biochar / syngas waste-to-energy facility, converting organic waste into renewable energy and biochar. Additional advocacy in 2026 will explore broader WtE technologies and regional collaboration, building on priorities in the Economic Development Strategy. Business case development and funding advocacy will also be pursued.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

P1.1.1.2 Deliver the revised Glen Innes Highlands Economic Development Strategy and commence implementation of its action plan	DPG	90% The revised Glen Innes Highlands Economic Development Strategy 2026-2030 is nearing finalisation following Council's resolution to proceed to community consultation in October 2025 and is on track to be considered for adoption at Council's December 2025 meeting.	Progressing
P1.1.2.1 Following finalisation of the Economic Development Strategy, develop a Glen Innes Severn Investment Prospectus.	DPG	0% Work on the Glen Innes Severn Investment Prospectus will commence in early 2026 following adoption of the revised Economic Development Strategy. The prospectus will showcase priority projects, investment-ready opportunities, and regional strengths to attract private and public sector investment. Initial scoping and content framework planning are scheduled for Q2 2026.	Not yet commenced



Periodic Review of the 2025-2026 Operational Plan (Q1)

P1.1.2.2 Strategic management of Glen Innes Aggregates to ensure responsible resource management working in line with Environment Protection Authority (EPA) licence requirements.	DIS	25% The current extraction limit is capped at 65,000 tonne in any 12-month period. This will leave approximately 5 – 7 years of better-quality rock and some lower grade material from the weathered zones. We have a management plan that looks at safety, production and environmental issues on a six-monthly bases with focuses on end-of-life water storage facility.	progressing
P1.1.2.3 Explore and develop new opportunities in accordance with stage 2 of the Airport masterplan and seek funding.	DIS	0% Not yet commenced	Not yet commenced



Periodic Review of the 2025-2026 Operational Plan (Q1)

P1.1.2.4 Update the draft Local Economic Leakage analysis report from REMPLAN and leverage to attract business and industry and enable further partnership and collaboration with the Glen Innes Business Chamber.	CEDT	0% The draft Local Economic Leakage analysis from REMPLAN will be updated following adoption of the revised Economic Development Strategy in early 2026. This update will identify priority sectors for investment and inform targeted marketing to attract new businesses. Council will leverage findings to strengthen partnerships with the Glen Innes Business Chamber and drive collaborative initiatives.	Not yet commenced
P1.1.3.1 Develop and deliver a development concierge service to attract new and significant developments in the LGA.	DPG	0% Planning for a development concierge service will commence in 2026 following adoption of the revised Economic Development Strategy. The service will provide a streamlined, single-point-of-contact approach for investors and developers, offering guidance on approvals, incentives, and partnerships to attract major projects. Initial scoping and stakeholder engagement scheduled for Q2 2026.	Not yet commenced



Periodic Review of the 2025-2026 Operational Plan (Q1)

P1.2.1.1 Advocate for the attraction of an Open University provider and support the establishment of a local tertiary hub that enables flexible, supported study options for the community.	DCCS	25% A new lease for TAFE (and UNE) has been prepared and forwarded to TAFE for their review and signing. We are awaiting a response from TAFE.	Progressing
P1.2.1.2 Establish partnerships and lead targeted initiatives with training providers, industry, and government to expand local vocational training and apprenticeship pathways for young people	DCCS	20% Work has progressed on the School of Arts and Music pilot concept to create greater opportunities and career pathways for prospective young music and arts teachers. Working with New England Conservatorium of Music (NECOM) as a cornerstone partner in bringing the School of Arts & Music concept to reality, which will provide a platform for developing and establishing career pathways in the music and arts sector. GISC was also successful in securing three new apprenticeship positions through OLG's Freshstart Program. These are funded positions.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

P1.2.2.1 Implement recruitment, traineeships, and mentoring programs to increase Aboriginal and Torres Strait Islander employment within Council to levels that reflect the working-age population, in alignment with Council’s Equal Employment Opportunity Policy.	MAHR	20% Funding for traineeships has been sought under the Fresh Start Program but is not aboriginal specific.	Progressing
P1.3.1.1 Develop an advocacy program to improve accessible sustainable off grid housing solutions.	GM	0% Not commenced	Not yet commenced



Periodic Review of the 2025-2026 Operational Plan (Q1)

P1.3.1.2 Identify, secure, and activate priority housing sites in collaboration with government and private sector partners to facilitate delivery of diverse and affordable housing options aligned with strategic growth priorities.	DPG	20% Scoping of potential sites within the Glen Innes LGA is underway, and these will form part of proposed LEP amendments to enable delivery of diverse and affordable housing aligned with strategic growth priorities. Initial meetings have also occurred with social housing representatives to progress this initiative. Further engagement and planning will continue in 2026.	Progressing
P1.3.2.1 Review and update Local Environmental Plan (LEP).	DPG	20% Request for Quotation process to appoint a Strategic Planning Consultant to manage the LEP review scheduled to commence in late November and conclude early December 2025. The successful consultant will commence the full LEP review in January 2026. This review will ensure alignment with strategic growth priorities and enable delivery of additional housing sites through proposed amendments.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

P1.3.3.1 Review the Development Service Plan to help facilitate housing development.	DIS	0% This will be reviewed upon completion of the IWCM.	Not yet commenced
P1.3.3.2 Undertake a review of Council owned vacant land appropriate to future housing development.	DPG	40% Key Council-owned land has been earmarked for inclusion in the upcoming LEP review to enable rezoning for additional housing supply. Work has commenced on a small unused road reserve parcel, appropriately zoned, to remove its road classification and prepare for development into housing sites. Work will continue in 2026 to deliver these initiatives.	Progressing
T1.1.1.1 Advocate on behalf of community to secure funding to attract more specialists and general health care.	GM	40% Second health forum has been held and a report being finalised which will outline a 3 year plan aimed at improving community health outcomes. Support of the Health Hub has continued noting its recent official opening. Also active support of the Glen Innes Care Co-op , a community based Co-op auspiced by the PHN and with the objective of improving access to health services for the community	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

T1.1.1.2 Identify and provide accommodation options for healthcare professionals	GM	0% Not commenced	Not yet commenced
T1.1.2.1 Strengthen partnerships with education providers to provide school readiness and school to work pathways.	DCCS	25% Council was successful in securing three new apprenticeship positions through the OLG Freshstart Program. These positions are funded through the program. Council is also engaging with the GIHS and the Department of Education to participate in the School Based Apprenticeships and Traineeships (SBATs) program. This initiative will progress in Q2.	Progressing
T1.1.2.2 Finalise and implement the Youth Strategy	MCS	25% The Youth Strategy Development Project has successfully completed the stakeholder engagement phase. The comprehensive consultation programme engaged young people aged 12-24, service providers, and the broader community through surveys, workshops and targeted consultations. The project is now progressing into the analysis and strategy development phase, where collected feedback will be analysed to develop the strategic framework and action plan, followed by public exhibition and final refinement.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

T1.1.2.3 Maintain adequate external funding agreements to provide capacity building and engaging activities for early childhood and youth.	MCS	50% Funding negotiations have commenced with the Department regarding renewal agreements due in December 2025. These discussions focus on securing external funding to maintain capacity building and engaging activities for early childhood and youth services. The negotiations align with Council's commitment to ensuring adequate resourcing for youth development programmes and early childhood initiatives across the Glen Innes Severn area, supporting the ongoing delivery of essential services to young people and families in our community.	Progressing
T1.1.3.1 Plan and advocate for improved public transport options.	DIS	20% GISC is progressing the preparation of a submission relating to the development of the New England North West - Strategic Regional Integrated Transport Plan, which reflects the needs of our community, the strategic priorities of Council, and our commitment to improving transport connectivity, equity, and sustainability across the region.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

T1.1.3.2 Facilitate information to the community on available transport options within the local government area	DCCS	25% LC-SS completed community consultation to extend the Access Bus service to include regular transport from Deepwater, Emmaville, Glencoe, and Red Range villages into Glen Innes, as it was identified limited transport as a significant barrier for older rural residents, however the engagement sessions received very limited response from the respective communities and the key barrier being the requirement for individual funding eligibility. A second wave of engagement will be rolled out in Q2.	Progressing
T1.1.3.3 Expand current transport services to clients throughout the LGA.	MCS	25% The Access Bus operates through the Commonwealth Home Support Programme (CHSP) for residents 65+ (50+ for Aboriginal and Torres Strait Islander people) as an accredited Point to Point provider. Services include weekly CBD transport, special event trips, and individual services for funded participants. Community consultation explored extending services to Deepwater, Emmaville, Glencoe, and Red Range, but limited engagement and funding eligibility challenges emerged. An enquiry has been submitted for TARP Grant funding to support this expansion.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

T1.1.4.1 Finalise and adopt a National Broadband Network (NBN) Connectivity Strategy.	CEDT	30% The Draft Digital Connectivity Plan, which was developed by NBN Co with Council in May 2024 is scheduled to be reviewed and updated in February 2026 to align with the updated CSP 2025–2035 and recent NBN upgrades which allow more than 2,850 Glen Innes premises to access full-fibre services with improved speed and reliability. It is anticipated the final plan will be completed and put to Council for consideration at it's April 2026 meeting.	Progressing
T1.1.4.2 Identify digital blackspots and advocate for additional mobile towers in the LGA.	CEDT	50% Steady progress is being made against this action. This includes Council executing 4 leases with Amplitel Pty Ltd from 31 October 2025 until 30 October 2045 for a mobile phone tower located on land at the Wattle Vale Quarry to improve digital coverage between Glen Innes and Inverell. Further advocacy work is scheduled to be prepared and actioned in Q2 of 25/26.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

T1.2.1.1 Develop partnerships to contribute to NAIDOC Week events.	CEDT	80% NAIDOC Week (6–13 July 2025): Council partnered with Armajun Health, Boorabee and Cooramah Aboriginal Corporations to deliver NAIDOC activities, including Youth Booth activation, library programs, and cultural events. Traffic management and logistics for the event was also supported by Council. This has resulted in partnerships being strengthened for future events. Further work will be completed in 2026 to cement partnerships for the 2026 NAIDOC Week activities.	Progressing
T1.2.1.2 Deliver the Australian Celtic Festival annual event.	CEDT	50% Planning underway for Year of Scotland theme. Grant applications submitted for Festivals Australia and NSW Regional Event Fund to deliver cultural projects and temporary accommodation. Program will feature beloved favourites alongside exciting new initiatives, with artists confirmed and most vendors booked.	Progressing
T1.2.1.3 Deliver the Minerama Fossicking Gem & Jewellery Show annual event.	CEDT	65% Planning is progressing well for the 2026 Minerama Fossicking, Gem & Jewellery Show at Glen Innes Showgrounds. Program will combine popular favourites with new initiatives, including workshops, demonstrations and expanded trader offerings. Stallholder applications opened on 1 August 2025, and marketing preparations underway to scale up from December 2025 through to the March 2026 event date.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

T1.2.1.4 Deliver the Christmas in the Highlands annual event.	CEDT	90% Strengthened by a \$350,000 grant through the Open Streets Program administered by Transport for NSW, the event has evolved into Christmas in the Highlands – Illuminations (29 Nov 2025). Featuring immersive light trails, roving projections, live music, artisan markets, children’s activities and Santa with reindeer, community lighting installation workshops commenced in September which will be showcased at the event on Saturday 29 November 2025.	Progressing
T1.2.1.5 Deliver the Harmony Day annual event.	MCS	0% Harmony Day is scheduled for the 21st March 2026 and the project will be delivered on this date. Planning and preparations will commence in Q2.	Not Yet Commenced



Periodic Review of the 2025-2026 Operational Plan (Q1)

T1.2.1.6 Develop an annual library program of activities and events based on community, cultural interests, community diversity and service needs.	MLLC	25% The library team made a commitment to deliver more services, events and activities in the Annual Library Program to celebrate our 70th Anniversary in 2025. The library's regular events include: * the monthly Golden Oldies Movie (seniors) * After School Lego (children) * weekly Storytime (pre-schooler) * weekly Scrabble and Backgammon (adults / seniors), and * monthly 'After Dark Movies' (families). Additional events were organised for the expanded program included: * The Olympic Games in Paris on the BIG Screen within the Library, * NAIDOC Week - weaving workshop - children and youth.	Progressing
T1.2.1.7 Review Council's Cultural Plan through community consultation to capture and report on all planned cultural projects and events.	MLLC	0% Council's Cultural Plan involves several departments across Council and a consultation meeting will need to be organised with the respective department managers. The review of the Cultural Plan will commence in Q2.	Not Yet Commenced



Periodic Review of the 2025-2026 Operational Plan (Q1)

T1.2.1.8 Investigate and seek grant funding to implement the Glen Innes Severn Learning Centre Strategic Plan	MLLC	25% A submission for a NSW Public Library Infrastructure Grant for \$500,000 to refurbish the Glen Innes Severn Library and Learning Centre has been lodged recently. Participation in Council's recently announced Senior's Grant application with several events (including library events) and the program is scheduled for delivery from 2 - 15 March 2026.	Progressing
T1.2.1.9 Review and renew the Strategic Plan for Deepwater Emmaville and Glencoe library services.	MLLC	85% The village communities were surveyed during August / September 2025, and statistical information gathered from the Australian Bureau of Statistics on each community for the Plan. This was followed in October with consultation from the library team and the Library Committee members to receive feedback on the plan and action items. The plan has been developed with all the above information and feedback and will go to a future MANEX meeting for further review and feedback.	Progressing
T1.2.2.1 Deliver a volunteer recognition event.	MLLC	0% The volunteer recognition event will be held in Q4 and planning will commence in Q3.	Not Yet Commenced
T1.2.2.2 Prepare and implement a Volunteer Attraction Program.	MAHR	0% This action is not due to commence until Q3 in 2026.	Not Commenced. Yet



Periodic Review of the 2025-2026 Operational Plan (Q1)

T1.2.3.1 Update and implement the Disability Inclusion Action Plan (DIAP) in consultation with key stakeholders.	MCS	25% Procurement process underway to engage specialist consultants who will lead stakeholder consultation and ensure compliance with NSW DIAP Guidelines 2022 and the Disability Inclusion Amendment Act 2022. The new plan will integrate with Council's Aged Care and Disability Inclusion Strategy, addressing current plan deficiencies including the misaligned reporting cycle and consultation gaps.	Progressing
T1.2.3.2 Implement the Aged and Disability Strategy.	MCS	25% Council has formally adopted the Aged and Disability Strategy following completion of the public exhibition period. Implementation of the strategy will commence in Q2 and progress over the Financial Year	Progressing
T1.2.3.3 Maintain support for local domestic violence support groups with a particular focus on raising awareness with young people.	MCS	25% Council continues to support the Safe In Our Town (SIOT) Committee through various initiatives. Recently, we provided a banner for the "Reclaim the Night" walk and partnered with SIOT to supply crisis bags to the Youth Booth. These crisis bags contain essential items and resources for community experiencing or at risk of domestic violence. This partnership demonstrates Council's ongoing commitment to supporting local domestic violence support groups with a particular focus on raising awareness and providing practical assistance to young people in our community.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

T1.2.3.4 Maintain Council’s registration as an approved National Disability Insurance Scheme (NDIS) provider and deliver corresponding NDIS services to the community.	MCS	25% Council's registration as an approved National Disability Insurance Scheme (NDIS) provider and deliver corresponding NDIS services to the community will be maintained. Recent advice received indicates an audit will be scheduled for November 2025 (Q2) with outcomes likely to be received by end of year. LC-SS is prepared for the audit.	Progressing
T1.2.3.5 Maintain Council’s registration as an approved in-home aged care provider and deliver corresponding aged care services to the community.	MCS	50% Our facility has successfully transitioned to the Support at Home program from 1 November 2025, aligning fully with the Aged Care Act 2024. We have implemented the new service categories, integrated care management protocols, and the Code of Conduct.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

T1.2.3.6 Maintain Council's registration with the appropriate governing bodies to provide out of school hours care and vacation care programs.	MCS	50% On 20th August 2025, Children and Family Services received an unannounced monitoring audit. GISC operates the approved Outside of School Hours Care Service under the Department of Education. On 12th September, an Authorised Officer from the NSW Early Childhood Education and Care Regulatory Authority formally notified Council that "The service was found to be compliant with all provisions of the National Law and National Regulations that were monitored during this visit." This confirms full legislative compliance.	Progressing
T1.2.3.7 Develop a Reconciliation Action Plan	MCS	25% The project plan for developing a Reconciliation Action Plan has been established, with the Action Plan development and community engagement scheduled to commence in Q3.	Progressing
T1.3.1.1 Undertake a review of the Glen Innes Sporting Facilities Master Plan.	DPG	20% An in-house review of the Glen Innes Sporting Facilities Master Plan has commenced and is anticipated to be completed and put to Council's April 2026 meeting for consideration / adoption.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

T1.3.2.1 Conduct a feasibility study and marketing plan into geotourism.	DPG	5% Work is scheduled to commence in 2026 following adoption of the updated Economic Development Strategy and Destination Management Plan (anticipated to be adopted in December 2025), which strongly align with this action. These strategies set a clear framework for geotourism growth, ensuring the study and marketing plan will build on regional strengths and position Glen Innes Highlands as a leading GeoRegion destination.	Progressing
T1.3.2.2 Identify and promote geotrails to attract nature-based tourism.	CEDT	15% Further work will recommence in 2026 to develop geotrails featuring iconic landscapes and mining heritage, including Emmaville and Ottery Mine sites. Additional sites will also be sought, using the Glen Innes Highlands Geotourism Scoping Study as a base. The Miners Way touring route will be rebranded to showcase geology and fossicking stories.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

T1.3.3.1 Promote community awareness of wellbeing and support facilitation services available at Life Choices Support Services, Children and Family Services and Youth Services.	MCS	25% GISC has successfully promoted and facilitated access to community-based wellbeing programs across multiple service areas. Life Choices Support Services has expanded its exercise programming through strategic partnerships, delivering three weekly sessions including gentle exercise and Move Tall classes for older residents. The Community Services department provides comprehensive youth and family services through cultural workshops, recreational activities, and educational support programs.	Progressing
T1.3.3.2 Maintain adequate external funding agreements to provide capacity building and engaging activities for youth.	MCS	25% Council is actively advocating for increased funding in the youth sector. We have identified and applied for additional funding opportunities to expand capacity building and engagement activities for young people. Applications have been submitted to relevant grant programmes and we are currently awaiting outcomes. Existing funding agreements continue to be maintained while we pursue these enhancement opportunities.	Progressing



Periodic Review of the 2025-2026 Operational Plan (Q1)

T1.3.3.3 Research and plan for an enclosed outdoor sustainable sensory garden space at the library.	MLLC	35% The Library Manager has been researching the growing sustainable trends in Libraries and has made contact with local community groups to gauge their support and needs. A Sustainability Collection has been purchased and a Seed Library Service has commenced in the Library. A promotional program has commenced through social media contacts, a talk at the Oasis Community Garden event and marketing material developed to handout and flyer to distribute throughout the community.	Progressing
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Periodic Review 2024-2025 Operational Plan



Periodic Review of the 2024-2025 Operational Plan

Operational Plan Action	Responsibility	Progression	Progress Update	Status
Implement the adopted Tourism Signage Plan and review as required to improve the visitor experience giving more reason to stop, explore, stay longer and spend more.	DPG	80%	This project is progressing and once QBR1 is complete, funds may be available to complete it / order and install updated signage by 30 June 2026.	Progressing
Develop a new 5 year Australian Celtic Festival Strategy.	DPG	95%	This is progressing, however timeframe to complete has been extended due to competing priorities and staff resourcing constraints The Draft 5 year Strategy is earmarked for completion end of February 2026 and will proceed to Council for exhibition / adoption. accordingly.	Progressing
Develop a Minerama 5-year Strategic Plan	DPG	70%	Completion date extended due to resourcing constraints. Draft Strategic Plan anticipated to be completed by end of April 2026.	Progressing
Undertake a review to determine the preferred operating model of the Glen Innes Saleyards.	DPG	60%	This is progressing. Consultant is finalising draft Options Paper. Anticipated final Options Paper to be provided by end of November 2025 with Councillor Workshop and report to Council to follow in either December or February 2026.	Progressing
Review and update Local Environmental Plan, Development Contribution Plans and Development Control Plan as budget permits.	DPG	90%	Contributions Plan is earmarked to be reviewed once Coordinator of Development Assessment has been appointed (position currently on advertisement). Review anticipated to be completed by 30 June 2026, with report to Council and subsequent exhibition and adoption to follow in 26/27.	Progressing



Periodic Review of the 2024-2025 Operational Plan

Finalise and present the draft Emissions Reduction Plan to Council by 30 June 2025.	DPG	20%	This project has not progressed. Manager of Sustainability and Animal Services to investigate and report on whether feasible to deliver plan.	Progressing
Present the draft Renewable Energy Action Plan to Council for endorsement.	DPG & DIS	40%	Feasibility Study for VEN has now been completed and initial meeting with consultants held. Manager of Sustainability and Animal Services to recommence project with DIS as partner.	Progressing
Improve security on staged approach at the landfills within the local government area.	DPG	50%	Project is continuing with fencing to be erected around Emmaville and Glen Innes landfills first by 30 June 2026, in line with available budget allocation (i.e. full fencing around both landfills may not be achieved in 25/26 if budget allocation is exhausted).	Progressing
Provide waste education and recycling programs to increase diversion rates into the landfill in conjunction with Northern Inland Regional Waste Group.	DPG	50%	Waste education and recycling education programs / campaigns will be designed and delivered sporadically over the remainder of 25/26 and 26/27. A full education program will be included in the contract for new waste collection service tender which will see the appointed tenderer commence in 2027.	Progressing
Review Council's Integrated Water Cycle Management Plan.	DIS	50%	NSW Public Works Advisory are reviewing councils Integrated Water Cycle Management Plan. Completion of this is expected in Mid-2026. Delays with the sourcing of the groundwater investigation has delayed the project.	Progressing



Periodic Review of the 2024-2025 Operational Plan

Implement a new Electronic Document and Records Management System (EDRMS) or upgrade the existing Technology One system to the latest cloud version.	DCCS	50%	Preferred vendor has been decided and agreement is pending approval.	Progressing
Review and further develop a retention strategy for the 35 – 54 year cohort of employees.	DCCS	0%	This has not yet commenced; this will be picked up as part of our employee value proposition review.	Not yet commenced
Migrate data from on premise network drives into SharePoint and OneDrive cloud drives and set up all required networking, security and backup protocols.	DCCS	50%	All home drive folders have been successfully migrated to OneDrive and additional backup software implemented to protect the data. Progress has been impacted by transition to the new EDRMS system, this will continue through 2025/2026.	Progressing



Service	Mon-Fri (7-6)	Mon-Fri (A/hrs)	Saturday	Sunday	Public Holiday
Clinical - Nursing Care (EN) - (ZONE A)	\$175.00	\$188.00	\$191.00	\$207.00	\$337.00
Clinical - Allied Health - (ZONE A) - Excluding OT	\$169.00	\$182.00	\$185.00	\$202.00	\$332.00
Clinical - Care Management - (ZONE A)	\$128.00				
Clinical - Nursing Care (EN) - (ZONE B)	\$205.00	\$218.00	\$222.00	\$238.00	\$368.00
Clinical - Allied Health - (ZONE B)- Excluding OT	\$203.00	\$216.00	\$219.00	\$235.00	\$365.00
Clinical - Care Management - (ZONE B)	\$149.00				
Clinical - Nursing Care (EN) - (ZONE C)	\$243.00	\$256.00	\$260.00	\$276.00	\$406.00
Clinical - Allied Health - (ZONE C)- Excluding OT	\$245.00	\$258.00	\$261.00	\$278.00	\$408.00
Clinical - Care Management - (ZONE C)	\$176.00				
Independence - Personal Care - (ZONE A)	\$136.00	\$145.00	\$147.00	\$158.00	\$238.00
Independence - Medications Service - (ZONE A)	\$142.00	\$151.00	\$153.00	\$164.00	\$244.00
Independence - Social Support-Group - (ZONE A)	\$97.00	\$105.00	\$107.00	\$117.00	\$199.00
Independence - Social Support-Individual - (ZONE A)	\$137.00	\$145.00	\$148.00	\$158.00	\$239.00
Independence - Respite - (ZONE A)	\$125.00	\$133.00	\$136.00	\$146.00	\$227.00
Independence - Transport - (ZONE A) Per 20km	\$31.00	\$39.00	\$41.00	\$51.00	\$133.00
Independence - Indirect transport - (ZONE A)	\$18.00				
Independence - Personal Care - (ZONE B)	\$158.00	\$167.00	\$169.00	\$180.00	\$260.00
Independence - Medications Service- (ZONE B)	\$164.00	\$173.00	\$175.00	\$186.00	\$266.00
Independence - Social Support-Group- (ZONE B)	\$97.00	\$105.00	\$107.00	\$117.00	\$199.00
Independence - Social Support-Individual- (ZONE B)	\$158.00	\$166.00	\$168.00	\$178.00	\$260.00
Independence - Respite- (ZONE B)	\$146.00	\$154.00	\$156.00	\$166.00	\$248.00
Independence - Transport- (ZONE B)	\$31.00	\$39.00	\$41.00	\$51.00	\$133.00
Independence - Indirect transport- (ZONE B)	\$18.00				
Independence - Personal Care- (ZONE C)	\$186.00	\$195.00	\$197.00	\$208.00	\$288.00
Independence - Medications Service- (ZONE C)	\$192.00	\$201.00	\$203.00	\$214.00	\$294.00
Independence - Social Support-Group- (ZONE C)	\$97.00	\$105.00	\$107.00	\$117.00	\$199.00
Independence - Social Support-Individual- (ZONE C)	\$184.00	\$192.00	\$194.00	\$204.00	\$286.00
Independence - Respite- (ZONE C)	\$172.00	\$180.00	\$182.00	\$192.00	\$274.00

Independence - Transport- (ZONE C)	\$31.00	\$39.00	\$41.00	\$51.00	\$133.00
Independence - Indirect transport- (ZONE C)	\$18.00				
Everyday Living - Domestic Assistance - (ZONE A)	\$128.00		\$138.00	\$148.00	\$230.00
Everyday Living - Shopping- (ZONE A)	\$132.00		\$142.00	\$152.00	\$234.00
Everyday Living - Home Maintenance- (ZONE A)	\$133.00	\$142.00	\$144.00	\$155.00	\$244.00
Everyday Living - Gardening- (ZONE A)	\$129.00		\$139.00	\$150.00	\$231.00
Everyday Living - Home Repairs- (ZONE A) - Labour Hourly Rate	\$163.00	\$176.00	\$179.00	\$195.00	\$325.00
Everyday Living - Meals at Home Program- (ZONE A) - per meal including delivery	\$25.00				
Everyday Living - Domestic Assistance - (ZONE B)	\$148.00		\$159.00	\$171.00	\$250.00
Everyday Living - Shopping- - (ZONE B)	\$152.00		\$163.00	\$175.00	\$254.00
Everyday Living - Home Maintenance- (ZONE B)	\$156.00	\$165.00	\$167.00	\$178.00	\$267.00
Everyday Living - Gardening- (ZONE B)	\$151.00		\$161.00	\$172.00	\$253.00
Everyday Living - Home Repairs- (ZONE B) - Labour Hourly Rate	\$186.00	\$199.00	\$202.00	\$218.00	\$348.00
Everyday Living - External Provider - Meal with delivery - (ZONE B) - per meal	\$25.00				
Everyday Living - Domestic Assistance - (ZONE C)	\$174.00		\$185.00	\$197.00	\$276.00
Everyday Living - Shopping- (ZONE C)	\$178.00		\$188.00	\$200.00	\$280.00
Everyday Living - Home Maintenance- (ZONE C)	\$185.00	\$194.00	\$196.00	\$207.00	\$296.00
Everyday Living - Gardening- (ZONE C)	\$179.00		\$189.00	\$199.00	\$280.00
Everyday Living - Home Repairs- (ZONE C) - Labour Hourly Rate	\$215.00	\$228.00	\$231.00	\$247.00	\$377.00
Everyday Living - External Provider - Meal with delivery - (ZONE C) - per meal	\$25.00				
Other - Restorative Care - (ZONE A)	\$175.00	\$188.00	\$191.00	\$207.00	\$337.00
Other - End of Life Care - (ZONE A)	\$175.00	\$188.00	\$191.00	\$207.00	\$337.00
Other - Restorative Care - (ZONE B)	\$205.00	\$218.00	\$222.00	\$238.00	\$368.00
Other - End of Life Care - (ZONE B)	\$205.00	\$218.00	\$222.00	\$238.00	\$368.00
Other - Restorative Care - (ZONE C)	\$243.00	\$256.00	\$260.00	\$276.00	\$406.00
Other - End of Life Care - (ZONE C)	\$243.00	\$256.00	\$260.00	\$276.00	\$406.00

Children and Family Services

2025 -2028 Strategy

Our Philosophy

Children and Family Services, recognise the importance of building and sustaining meaningful relationships that nurture the wellbeing, development and learning for the children and families that access our services. Children are naturally curious and capable learners. Educators provide ongoing opportunities to extend learning, life skills and citizenship in an inclusive environment that is rich in collaboration and promotes choice.

Educators recognise the individual collectiveness, interests and culture of children and families in the community this is reflected in the different programs that our service provides. CAFS values family and recognises them as the most influential teacher’s that children have in their lives. Our educators aim to compliment and extend on this existing learning in a fun, safe and positive setting where all stakeholders are encouraged to interact with respect and dignity.

Our aim is to provide early learning opportunities and create connections to community through CAFS Playgroups and Out of School Care Hours programs for children to develop their individual sense of being, belonging and becoming. Additionally, to strengthen their sense of identity, resilience and understanding of the world in which they live. We wish to acknowledge and pay respect to the Ngarabul people as the traditional custodians of this land, their elders past, present, and emerging and to Torres Strait Islander people and all First Nations people.



What we do



Outside of School Hours Care

Our Outside of School Hours Care program provides a safe, nurturing environment where children engage in stimulating activities before and after school. Our aim is to support working families while fostering children's social development, creativity, and independence through a balance of structured and child-directed experiences.



Vacation Care Programs

Our vacation care programs offer diverse, engaging activities that balance structured learning experiences with recreational opportunities, providing children with a safe, supportive environment that fosters social connections and skill development during school holiday periods.



Community Support

Provide externally funded supported playgroups and support groups to enhance parenting skills and create community connections for families and carers.



Compliance

- Comply with the Education and Care Services National Law and Regulations, including appropriate staff-to-child ratios and staff qualification requirements
- Develop and implement comprehensive policies, procedures and risk management processes that address all aspects of service delivery
- Maintain accurate records including enrolment documentation, medical management plans, and ensure all staff have current Working with Children Checks
- Participate in the National Quality Framework assessment and rating process and implement ongoing quality improvement planning



A child's drawing of a landscape. At the top is a large orange sun with rays. To its right are two white clouds. Below the sun are several green trees with red fruit. In the foreground, there are three stylized figures: a girl with blonde pigtails in a purple dress, a boy in a blue shirt and blue pants, and a smaller figure in a blue shirt and purple pants. The drawing is on white paper with several colored pencils (yellow, red, green, blue, orange) lying on the left side. A large, semi-transparent blue letter 'S' is overlaid on the right side of the drawing.

Strengths

Connection

Our OOSH service excels in building meaningful connections with children and families while providing well-maintained, age-appropriate environments where educators use intentional teaching strategies that respect children's agency.

We maintain equitable relationships with children, support self-regulation, and incorporate collaborative learning experiences, all while continually refining our practices through dedicated leadership and collaborative improvement processes to enhance program quality, learning outcomes, and community partnerships.



Weaknesses

Governance and Health and Safety

The assessment identified several 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.

Opportunities

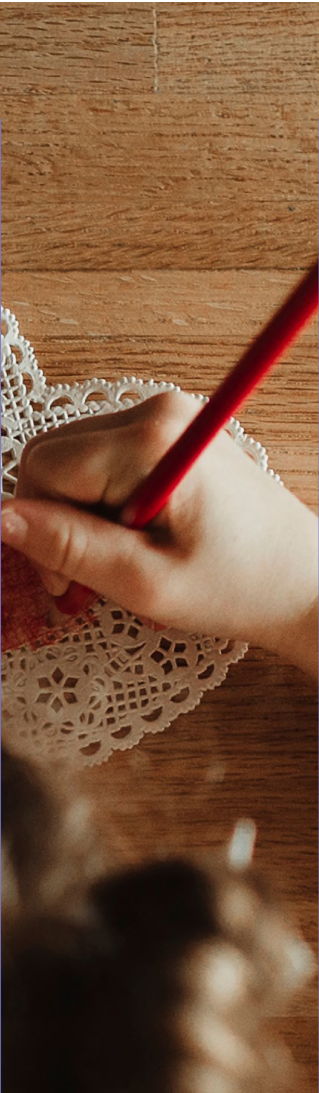
Family Involvement and Networking

Strengthening community partnerships, increasing family involvement in program planning, investing in educator professional development through available networks, implementing child wellbeing initiatives, and better documenting how theoretical perspectives inform inclusive practices across all aspects of the service's operations.

Threats

Non-Compliance

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 and undermine our commitment to providing quality education and care for children in our community.



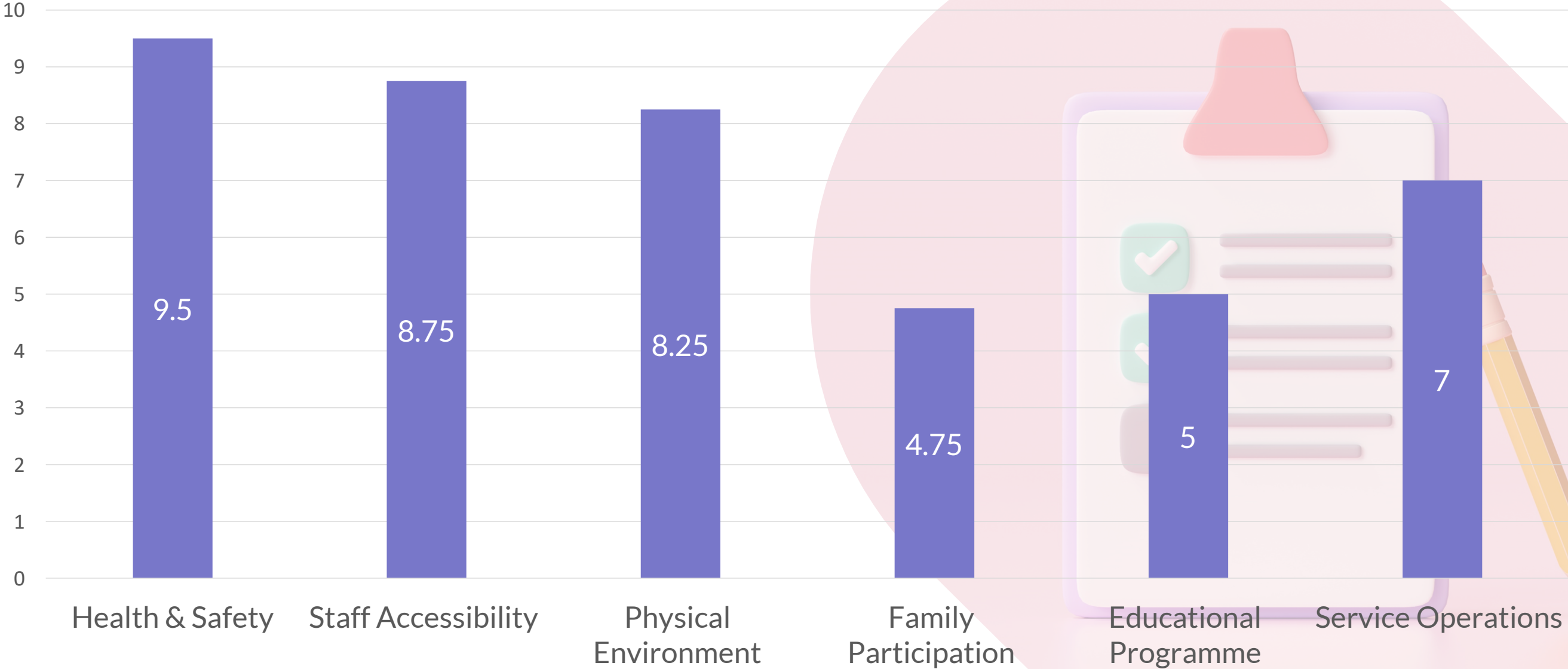
Staff Development

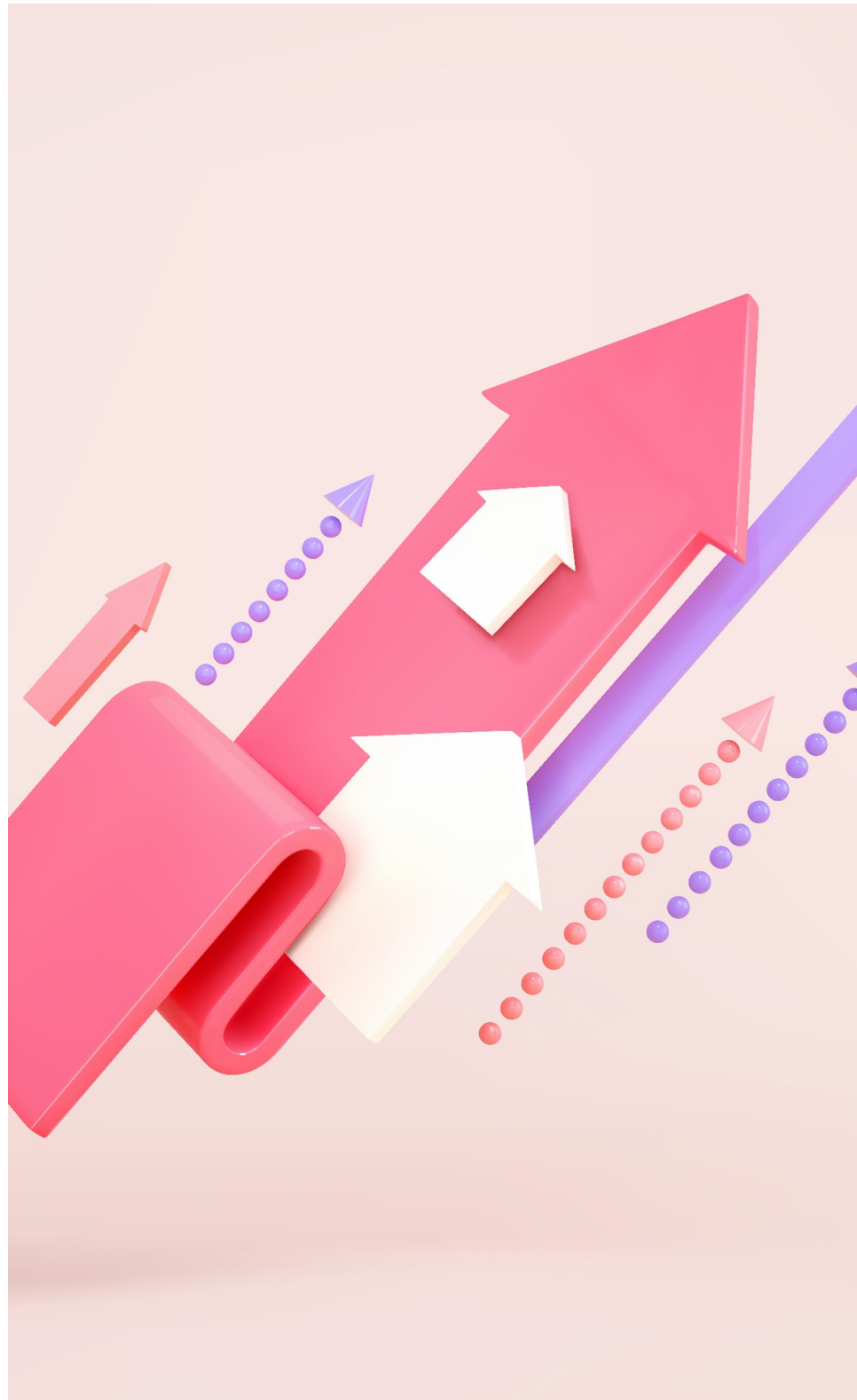
Glen Innes Severn Council is committed to investing in professional development for our OOSH educators. This is supported by providing dedicated funding for accredited training, regular team mentoring sessions, networking opportunities with regional services, and support for achieving higher qualifications. Through this investment, our staff continuously enhance their skills to deliver high-quality care that meets National Quality Standards and improves outcomes for children in our community.



Satisfaction Ratings

Satisfaction Survey - Q3 (24/25)





Feedback Analysis

- Based on our recent parent satisfaction survey, we will prioritise enhancing family participation opportunities, strengthening educational programming to better reflect children's interests and cultural backgrounds, and improving service operations with a focus on booking systems.
- These areas will be targeted for a minimum 15% improvement target through structured initiatives and regular progress monitoring, while maintaining our strong performance in health and safety, staff accessibility, and physical environment.



Compliance Focus

Our strategic focus areas for the upcoming year include strengthening compliance with health and safety requirements, enhancing documentation systems, developing comprehensive emergency management practices, improving family engagement processes, supporting educator professional growth, and implementing robust governance structures—all designed to address identified gaps in our recent assessment while building a sustainable framework for continuous quality improvement.



**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**



Action Plan



Priority Areas for Improvement

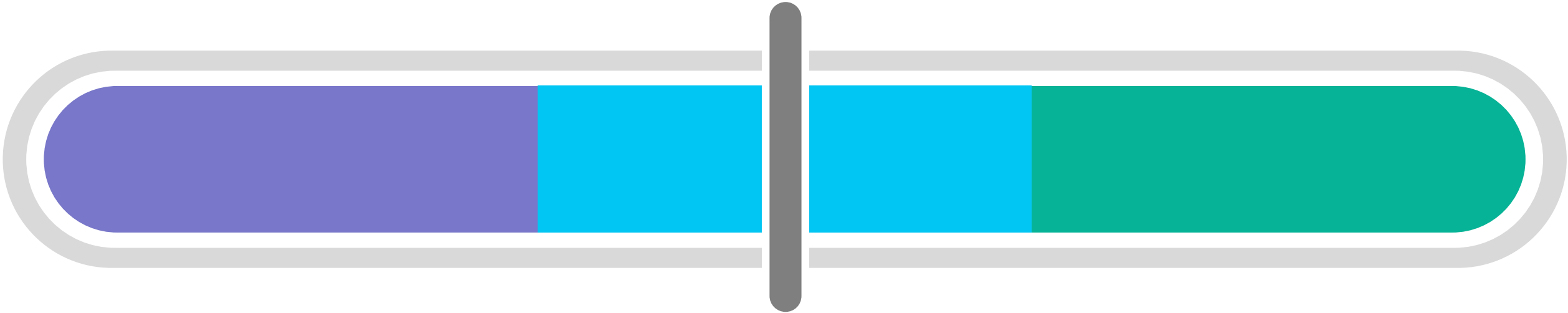


Action Plan

Quality Area	Quality Area Name	Focus Area	Tactic
QA1	Educational Program and Practice	Educational Programming	Enhance educational programme through reflective practice and professional development
QA2	Children's Health and Safety	Health and Medical Management	Establish comprehensive health, safety, and emergency management systems to protect children's wellbeing, ensure regulatory compliance, and maintain a secure environment during all aspects of service delivery
QA3	Physical Environment	Facility and Resource Management	Maintain safe and suitable environments through regular facility management
		Environmental Sustainability	Create inclusive, engaging environments that support learning and sustainable practices
QA4	Staffing Arrangements	Staffing Records	Establish secure and accessible staffing record systems to ensure compliance and accessibility
QA5	Relationships with Children	Children's Wellbeing	Promote positive relationships and support children's mental health and wellbeing
QA6	Collaborative Partnerships with Families and Communities	Consultation and Engagement	Establish meaningful engagement processes to strengthen partnerships with families and community
QA7	Governance and Leadership	Policy Management	Strengthen policy framework to ensure consistency with regulations and service context
		Enrolment Management	Develop effective enrolment systems to ensure compliance with regulatory requirements
		Administrative Systems	Develop effective administrative processes to support service operations

Goal

We will systematically achieve full regulatory compliance.



Working Towards
National Quality
Standard



Meeting National
Quality Standard



Exceeding
National Quality
Standard



The Future

Our 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 our services with identified community requirements, we will create a robust operational model that ensures long-term viability.

We will maintain our commitment to high-quality education and care that responds effectively to our community's evolving needs.

Contact us



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cafs@gisc.nsw.gov.au



**185 West Avenue,
Glen Innes
NSW 2370**





**GLEN
INNES**
SEVERN COUNCIL

Community Services

Youth Strategy
2021 - 2025

Outcome Report

Child Safe Standards

Glen Innes Severn Council is committed to instilling the [NSW Child Safe Standards](#) throughout our organisational culture and operations.

This dedication is focused on preventing abuse and ensuring the safety, welfare and well-being of the children and young individual whom Council has contact.

On 25 May 2023, Council adopted a new [Child Safe Policy](#). Which the Youth Booth falls under. This Policy sets out Council's commitment to a child safe culture, including expectations of all those who provide services for children and young people on behalf of Council. The [NSW Child Safe Standards](#) provide a framework for creating child safe organisations. They are designed to maintain and improve child safe practices.

The Youth Booth staff are mandatory reporters and we have instilled processes to response to disclosures within the Centre. Unfortunately, this is part of our work as front-line workers. Though such a great outcome for the youth center itself, is that young people have access to a space where they know that can come to, if they need assistance or support. For youth, the are disengaged from school or their homes, we are able to provide a safe space in community to ensure young people can access support.



Office of the
Children's Guardian



Youth Strategy 2021 - 2025

Overview

Background

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 recognises that young people are an integral part of the community, comprising 13.5% of the total population, and play a pivotal role in making Glen Innes Severn a vibrant, confident, and inclusive community. The strategy identified three primary themes: Mental Health, Employment and Socioeconomic.



Strategy Development

The Glen Innes Severn Council Youth Strategy 2021-2025 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. Consultation findings were analysed to identify key priority areas, leading to an action plan that addresses mental health, employment, life skills, and recreational needs.

Implementation

The Glen Innes Severn Council has successfully implemented its Youth Strategy 2021-2025 through the Targeted Earlier Intervention (TEI) Program, which focuses on delivering coordinated services and activities for young people aged 12-24 years. The implementation centres around the Youth Booth facility.



Demographic

New South Wales



1,199 young people aged 12-24 years

Youth represent 13.5% of total population

51% female and 49% male

25% of the Aboriginal population is aged 10-24 years

13% of employed people are aged between 15-24 years



Australian Bureau of Statistics (ABS) <https://www.abs.gov.au/census/find-census-data/community-profiles/2021/110021190>
Move to More <https://movetomore.com.au/locations/nsw/glen-innes/?radius=200+km>
"https://www.beyondblue.org.au/mental-health/youth"



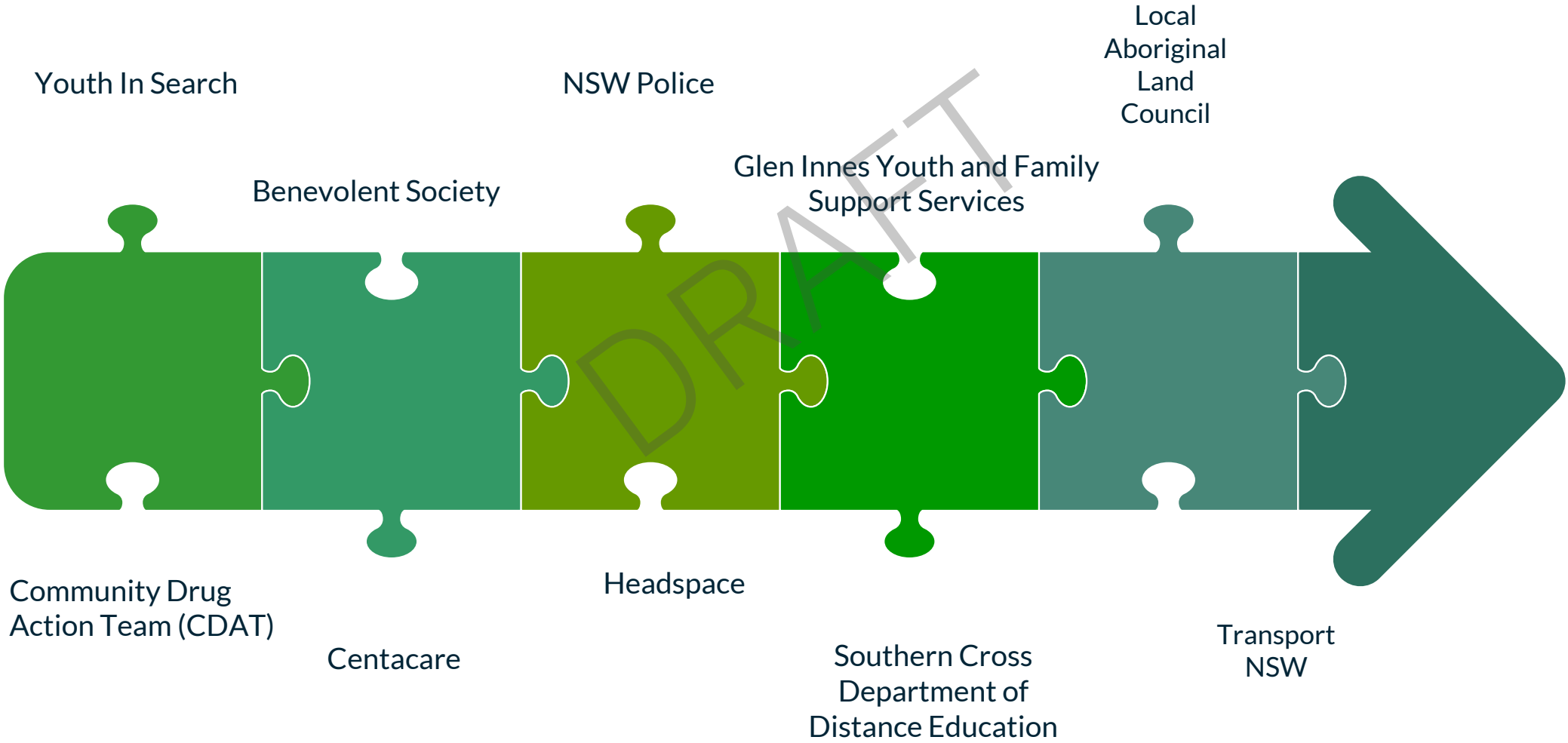
Strategy Primary Themes

Strategy Outcomes Overview

Mental Health	Employment	Socioeconomic
- Established partnerships with mental health services providing professional support - Regular youth activities promoting social connection and wellbeing - Created safe spaces through Youth Booth facility - Community Drug Action Team awareness events addressing substance use	- Driver License Access program supporting mobility for employment - Strategic partnerships providing alternative education pathways - Life skills development through Youth Booth programs - Creation of work experience opportunities through Council departments - Skills workshops and training programs	- Free community events and activities ensuring universal access - Equipment and transport support through financial assistance programs - No-cost participation in Youth Booth programs and activities - Subsidised sport program opportunities - Free meals

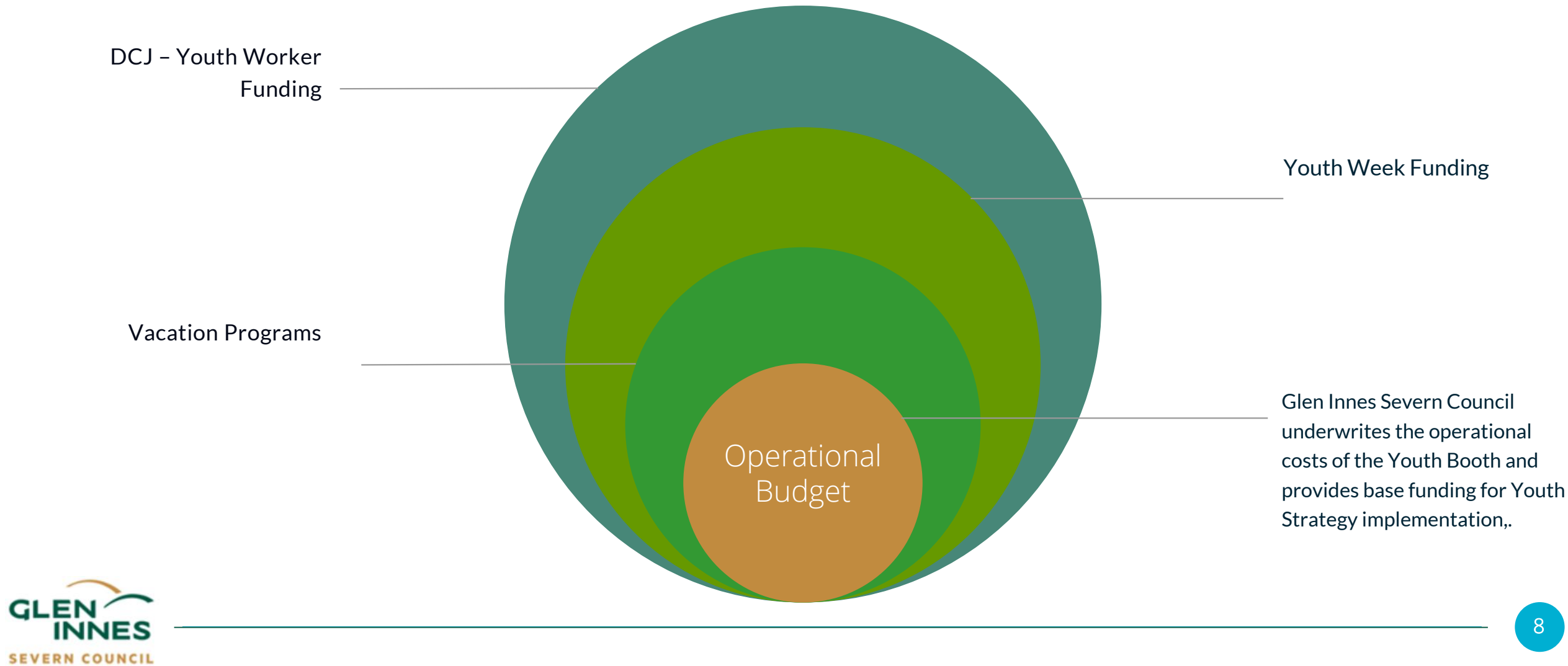
Community Partnerships

These partnerships demonstrate an integrated approach to youth support, combining resources and expertise from various sectors to deliver comprehensive services to young people in Glen Innes.



Grant Funding 21-25

Glen Innes Severn Council actively pursues external funding opportunities to enhance and expand Youth Booth operations. Through successful grant applications and funding partnerships, Council supplements its base funding to deliver comprehensive youth programs, cultural activities, and support services. This includes leveraging TEI Program funding, government grants, and collaborative partnerships to ensure sustainable and diverse youth services delivery.





Festival of Youth & Community Culture

Reconnecting Regional NSW CEP

Events

- Free Skateboard Workshop
- Didgeridoo and Clapstick Workshop
- Cultural Art Workshop
- Mural Art Workshop
- Outdoor Movie Night
- Community Team Building Event
- Skateboard Art Workshop

Funding

Council secured over \$30,000 in funding to deliver seven events from January 2023 – March 2023.

Attendance

179 Youth Members attended the Festival of Youth and Community Culture in 2023.



Department of Communities & Justice

Targeted Earlier Intervention (TEI) Funding overview

Evidence shows that children’s life chances are affected by both their families and communities, and that both can be changed for the better.

The Targeted Earlier Intervention (TEI) program delivers a wide variety of support to children, young people, families and communities. Each local community has different priorities and needs and so the TEI program is flexible, responsive and locally based.

Services are delivered under two broad streams:

- Community Strengthening** – activities that build cohesion, inclusion and wellbeing across all communities, and empower Aboriginal communities.
- Wellbeing and Safety** – activities that support families and individuals, and provide opportunities for personal development.

TEI uses a commissioning approach to inform decisions about programs and activities. This means that community or not-for-profit organisations who know their local communities, are commissioned to deliver TEI programs or activities. This is in line with DCJ’s strategic approach for delivering funded human services.

Commissioning at DCJ puts clients, communities and outcomes at the centre of human services. This means we design, implement and manage our services based on the needs and aspirations of our clients and communities, the intended outcomes and evidence of what works to achieve those outcomes.

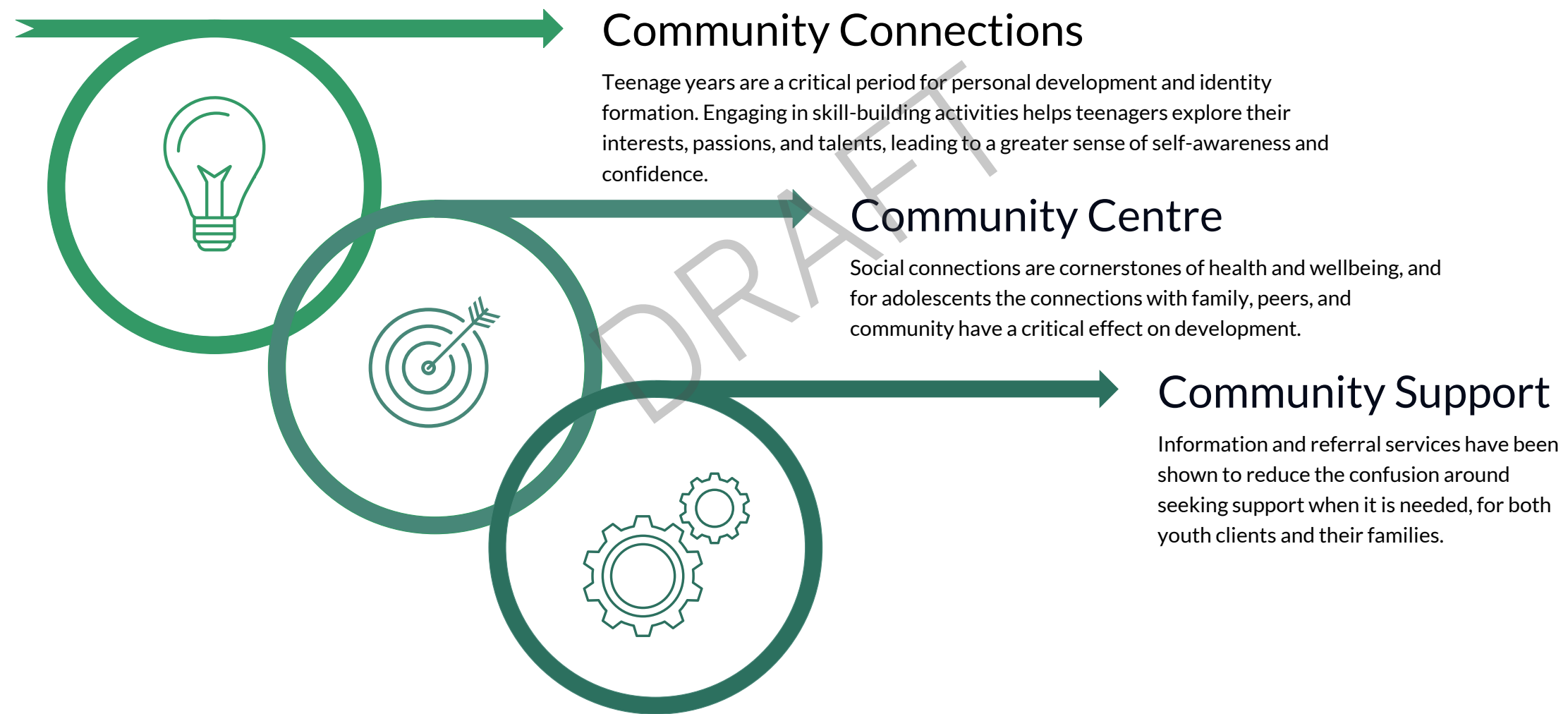
Commissioning emphasises working together - clients, community, service providers, government and other service partners - from conception to delivery of services, monitoring and evaluation.

The TEI program supports the people who need it earlier on, to make the biggest difference.



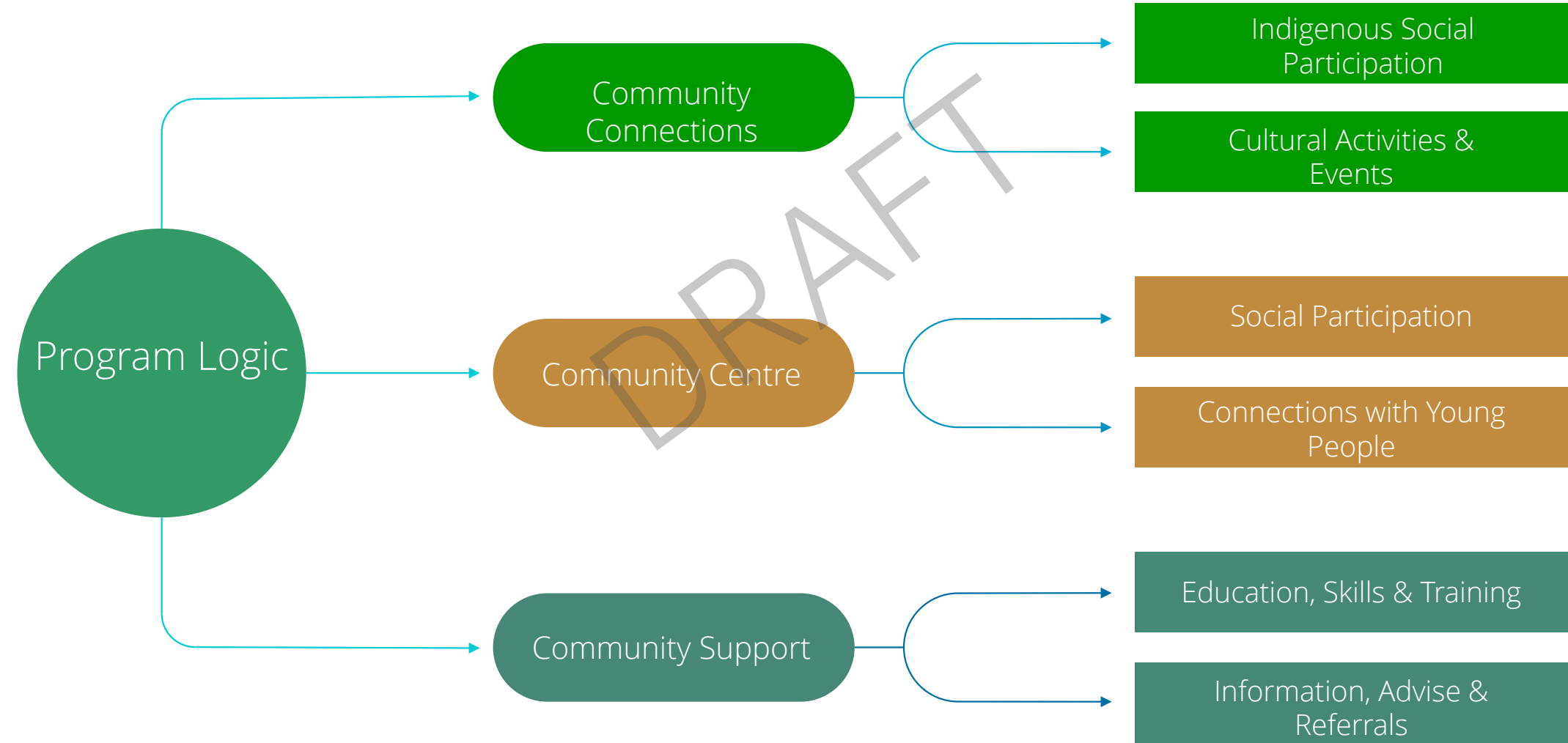
[What is the TEI program? | Communities and Justice](#)

DCJ Program Logic



A program logic helps us link what we are doing, with why we are doing it. It provides a framework to monitor and evaluate a service against the outcomes they want to achieve.

DCJ Program Logic Deliverables



Cultural Awareness

The Glen Innes Youth Services program maintains a strategic focus on cultural awareness and connection, responding to demographic data showing a significant proportion of Youth Booth participants who identify as Aboriginal.

Cultural heritage engagement has been established as a core service priority, implemented through systematically planned cultural activities and events throughout the calendar year.

This commitment is further strengthened through established partnerships with Aboriginal service organizations to ensure comprehensive support and authentic cultural connections for participating youth.





Youth Booth – Gardening

The Youth Booth has successfully implemented a targeted capacity-building program centered around gardening activities. This initiative provides participants with hands-on experience in sustainable horticulture practices, fostering responsibility, environmental stewardship, and practical skills development.

The gardening program serves as both an educational platform and therapeutic outlet, enabling youth to connect with nature while developing patience, consistency, and a sense of achievement through watching their efforts literally grow.

This initiative supports both individual development and community engagement, as participants contribute to creating and maintaining green spaces that enhance the overall Youth Booth environment.





Department of Communities and Justice -Program Logic Outcomes 23/24

Service Description	Outcomes
Indigenous Social Participation	Successfully delivered culturally-focused activities reaching 260+ youth through multiple programs, including Didgeridoo workshops (17 participants), Cultural Art sessions (16 participants), Youth Booth Cultural Mural (23 participants), and NAIDOC Week activities (17 participants), while maintaining consistent monthly cultural programming engaging 15 youth per session reaching approximately 180 clients annually.
Community Centres/ Social Participation	Established strong community engagement through diverse events including Totem Skateboarding (38 participants), Youth Movie Nights (42 participants), Halloween Event (200+ community members), and Twilight Pool Parties (72 participants), while maintaining consistent Youth Booth attendance averaging 18 clients per daily session across 4 weekly sessions.
Information/Advice/Referral	Successfully implemented collaborative support services through Youth in Search program (12 clients per session, 7 referrals), established referral pathways serving youth aged 12-17 (18 clients per session, 12 referrals), and partnered with Benevolent Society (4 informal sessions, 2 client sessions) to provide comprehensive support services.
Education Skills and Training	Created alternative education pathways through Southern Cross Department of Distance Education partnership, serving 4 clients per session across 2 weekly sessions, while delivering specialised workshops like the Skateboard Art Workshop that engaged 23 youth participants in creative skill development.
Youth Booth Core Services	Maintained consistent youth engagement through the Youth Booth facility, averaging 18 youth members attending daily session across 4 weekly sessions (approximately 72 clients weekly), while providing comprehensive support services and maintaining active social media engagement with 1.1K followers and 4 monthly posts.



Action Plan Outcomes 2021 - 2025



Item	Action	Outcome
1	Promote public awareness of Domestic Violence including where to go for assistance and access to a safe place.	Councils Youth Booth served as a liaison to connect youth with appropriate support agencies and services. Council actively supports the Safe In Our Town (SIOT) Committee, facilitating community awareness events to promote their initiatives. The Youth Booth developed and implemented a structured referral pathways process. Youth Worker supported the delivery of the LOVEBITES program to the local high school.
2	Establish a Youth Interagency to promote collaboration, networking opportunities and promote awareness of services available.	The Glen Innes Interagency Network, facilitated by the Glen Innes Community Centre, convenes monthly meetings for all service agencies operating in Glen Innes, with a dedicated youth services agenda item. Our Youth Worker regularly participates in these interagency meetings, eliminating the need for a separate secondary youth interagency, which would constitute an inefficient duplication of resources.
3	Partner with local sporting groups to promote youth access to indoor sporting facilities	Youth staff established an effective partnership with the Coordinator of Recreation Facilities, providing Armidale PCYC with access to the Indoor Sports Centre for Glen Innes Youth Activities. Community Services successfully secured NSW Government funding to deliver comprehensive school holiday programming, implementing 8 days of structured sports activities.
4	Promote safe and inclusive activities and programs for all youth demographics including LGBTQIA+	Successfully delivered inclusive youth programming through the Youth Booth's monthly activity schedules, featuring diverse activities spanning cultural events, LGBTQIA+ awareness, and neurodiverse sensory activities, while securing funding to develop and host "Colourful Connections" - a dedicated LGBTQIA+ support event in October 2024.
5	Advocate for a Young Volunteer Award at Australia Day Award Ceremonies.	Submitted a formal proposal to the Management Executive Team advocating for the establishment of a Young Volunteer Award program which has been referred to the Australia Day Committee for decision making.
6	Reference the consultation data, collected as part of the development of the Youth Strategy for future Council strategic plans.	Consultation data for the Youth Strategy has been successfully collected through extensive engagement with young people ages 12-18 via The Youth Booth, which serves as the primary youth-focused facility in Glen Innes.
7	Support local Community Drug Action Team (CDAT) programs	Strengthened partnership with the Community Drug Action Team (CDAT) to deliver youth drug and alcohol awareness programs at the Youth Booth, including a targeted Youth Week presentation on alcohol effects, while supporting their presence at multiple events with educational resources and merchandise, and maintaining active involvement through committee representation.

Action Plan Outcomes 2021 - 2025



Item	Action	Outcome
8	Where possible, provide transport options to surrounding villages for youth events and programs	Successfully expanded youth event accessibility by securing funding for Twilight Pool Parties in Glen Innes and Emmaville, providing transport between communities to foster youth connections, while also establishing collection points in Glencoe and Ben Lomond for Armidale excursions, enhancing rural youth participation in regional activities.
9	Promote community volunteer and work experience opportunities across Council Departments and at the Youth Booth. Work with local businesses, schools and Council to provide work experience opportunities.	Council has been successful in obtaining three new trainee or apprentice positions under Round 1 of the NSW Government's New Start Program. The positions are trainee Survey and Design Officer, trainee Finance Officer and apprentice Heavy Vehicle Mechanic. The NSW Government is providing \$252.2 million over six years to directly support local councils to develop sustainable workforces through the recruitment of trainees, apprentices and cadets. Round 2 of the program will commence later in 2025.
10	Promote the Youth Booth as a safe place for young people to attend	Established the Youth Booth as a safe youth space through active behaviour management protocols and Facebook page promotion via Glen Innes Youth, with additional marketing strategies currently under development to enhance community awareness and engagement.
11	Utilise the quarterly resident newsletters where applicable to promote the Youth Booth and change the stereotype of what happens there.	Implemented strategic communications through quarterly resident newsletters and weekly Councillor updates, consistently highlighting Youth Booth successes and achievements. This targeted media approach has measurably enhanced community perceptions, as evidenced by increased program participation rates and substantial positive community feedback.
12	Identify the most effective ways for Council to communicate and connect with young people, there families, schools and adapt Councils' communication channels and methods accordingly.	Based on systematic observation and qualitative feedback, the Youth Booth has been established as the primary direct connection point to Glen Innes youth, providing the direct conduit to support services and delivering capacity building activities Communication strategies have been adapted accordingly to maximize youth engagement and participation.
13	Consult outlying communities to facilitate improves access to programs and activities for their youth population.	Conducted targeted consultations with outlying communities to identify barriers preventing youth participation in programs and activities. In response to specific feedback from Youth Booth members from Emmaville regarding transportation challenges, implemented a tailored solution by organising a pool party event in Emmaville with complimentary transportation provided. This responsive approach demonstrates our commitment to extending program accessibility to youth in remote communities.
14	Advertise Council traineeship and/ or apprenticeship programs for young people as they become available.	Implemented a multi-channel communication strategy to effectively advertise Council traineeship and apprenticeship opportunities for young people. This includes maintaining an active presence on relevant social media platforms and displaying printed informational materials prominently at the Youth Booth facility. This approach ensures timely awareness of employment pathways as positions become available.

Action Plan Outcomes 2021 - 2025



Item	Action	Outcome
15	Through consultation with relevant stakeholders investigate programs that help learner drivers get required number of driving hours to progress to their P1 licence.	Facilitated learner driver support through collaboration between Distance Education Program, Birrang's Driver Licensing Access Program, and the Youth Booth, enabling students to progress their required driving hours, while maintaining ongoing partnership with Birrang to promote and refer youth to their licensing programs.
16	Create a social media strategy with a focus on interacting with youth people	Glen Innes Severn Council has successfully developed a Social Media Policy. This Policy leverages existing youth service platforms, particularly The Youth Booth's online presence, to create direct digital communication channels.
17	Consider the promotion of staff profiles in newsletters and social media with a focus on young people ATSI, and those with specific/interesting skills. To increase awareness of the types of opportunities in employment and that GISC celebrates diversity.	Following demographic analysis, determined this approach does not align with current target audience characteristics and strategic objectives. Alternative engagement methods are being explored.
18	Through consultation with the local Aboriginal Lands Council, advocate for a program that allows aboriginal young people to go out to Country with Elders to raise awareness and understanding of aboriginal heritage and cultural values.	Successfully coordinated with Aboriginal Lands Council to deliver three cultural excursions to "The Willows," facilitating youth connection with Country through guided nature walks where Elders shared traditional knowledge and cultural education.
19	Deliver a range of opportunities to showcase the creative work of young people, including young artists. Showcase at Family Fun Days, Youth Week and NAIDOC events as well as permanent public art works.	Successfully showcased youth creativity through multiple initiatives, including a Skateboard Art workshop at the 2023 Family Fun Day providing materials and blank skateboards, coordinating a youth mural project with professional graffiti artists at Glen Innes Skatepark, and displaying youth-created cultural tie-dye works at NAIDOC celebrations.
20	Encourage young people to take initiative in waste reduction, potentially using Clean Up Australia Day.	Implemented youth-focused waste reduction initiatives through Youth Booth afternoon programs, including establishing a worm farm for food waste and environmental education activities, while developing a Return and Earn recycling program that empowers youth to direct collected funds to their chosen charities.
21	Write a letter to local recreation and sporting groups such as Fishing Clubs and the Motor Sport Club, to advocate for the promotion and expansion of recreation opportunities for young people in the LGA.	Upon assessment, determined this approach does not align with current strategic priorities. Resources have been redirected toward more relevant alternative youth engagement opportunities that better meet identified community needs.

Action Plan Outcomes 2021 - 2025



Item	Action	Outcome
22	Advocate for grant funding to facilitate additional elements to the skate park involving interested young people in the design.	Glen Innes Severn Council has successfully secured grant funding for skate park enhancements through targeted advocacy with state government funding bodies.
23	Advocate for the development of a BMX track involving interested young people in the design.	A report of advocacy for a BMX track including youth engagement was issued to the Management Executive Team following community engagement completed in September 2024 regarding a bike precinct or similar facility noting a site is yet to be determined.
24	Though consultation with relevant stakeholders, implement a Youth Booth program that teaches "Being a good digital Citizen." With the aim being to improve online security, understanding of rights and responsibilities.	Leveraged Youth Week funding to deliver two gaming events that integrated online security and anti-bullying education with interactive gameplay, successfully engaging youth in digital citizenship learning through an entertaining and educational format.
25	Investigate establishing financial assistance programs (potentially in partnership with service organisations) that help young people who may need access to additional equipment such as uniforms, shoes and transport costs to increase their participation in physical activities.	Implemented formalised referral pathways with partnering agencies, enabling young people to access essential equipment including uniforms, footwear, and transportation support, effectively removing financial barriers to participation in physical activities.
26	Consult with relevant community groups to engage young aboriginal people and a local aboriginal artist to complete a painting at the Youth Booth.	Through collaborative consultation with local Aboriginal Elders and community groups, the Youth Booth now features a significant cultural mural.
27	Work with local CDAT to implement a program around "Safe Partying".	Established effective collaboration with the local Community Drug Action Team (CDAT) to implement targeted harm-reduction education. Successfully delivered a "Safe Partying" awareness program featuring specialized cups demonstrating standard drink measurements, enhancing youth understanding of alcohol consumption safety and responsible decision-making.
28	Investigate the demand for establishing a support group for young carers. If community demand is identified – advocate for the establishment of a young carers group within the community.	Analysis of anecdotal feedback and demographic data revealed that potential participants within the youth carer category fall outside our current demographic parameters, with minimum carer ages exceeding our service framework. Based on this assessment and direct youth feedback indicating minimal interest in specialized carer groups, resources have been redirected toward initiatives with demonstrated demand.

Action Plan Outcomes 2021 - 2025

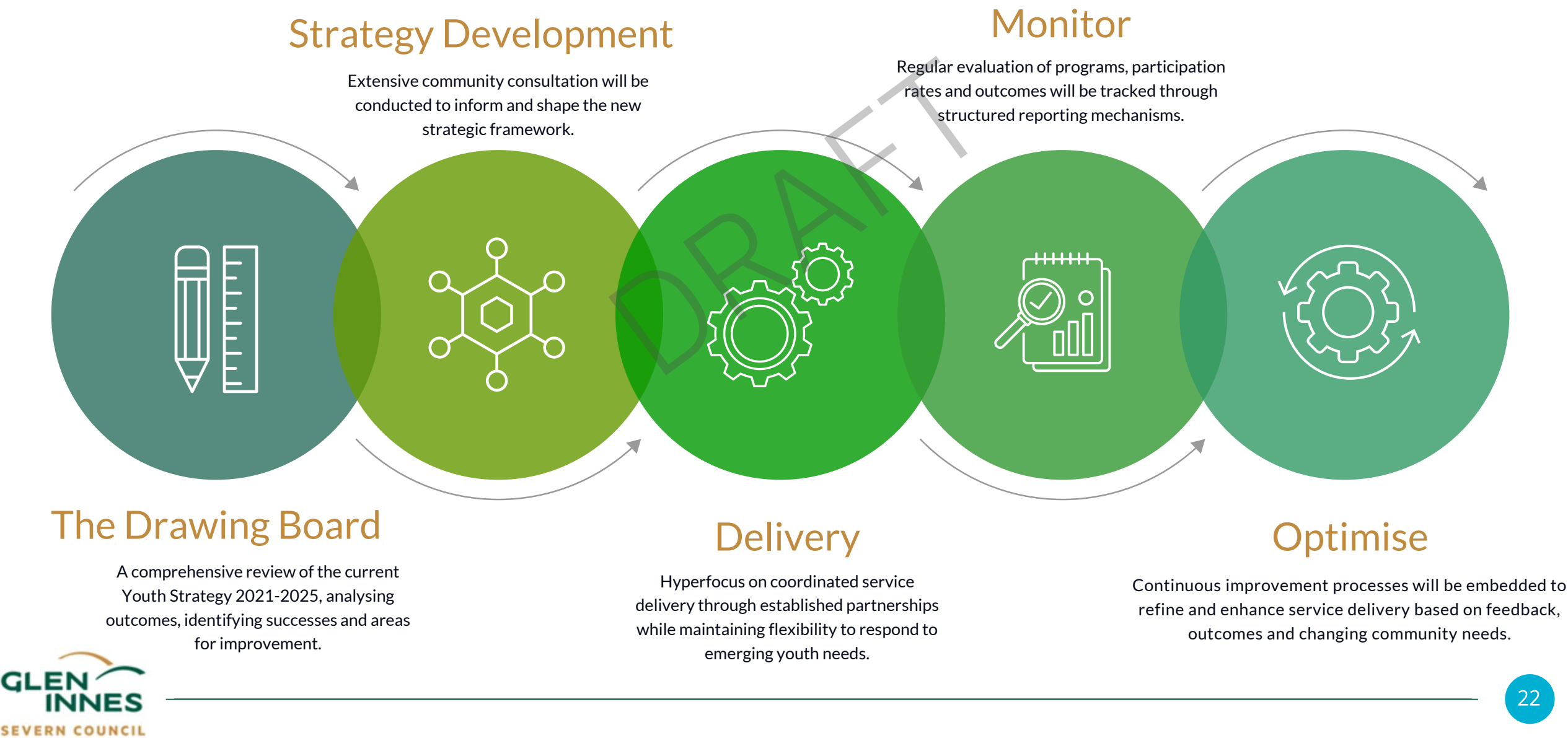


Item	Action	Outcome
29	Liase with local schools to establish a bi-annual careers day. Promoting not only Council employment opportunities but opportunities to establish business in the area. Planting the seed for young people to return to live and work in the area.	Glen Innes State School hosted the first community event, which featured an extensive showcase of employment pathways within both Council departments and the wider Glen Innes Highlands business community.

DRAFT

The Future

Preliminary work has begun on the subsequent Youth Strategy, prioritising extensive community consultation to shape the development and implementation of the next strategic framework. This approach ensures the new strategy reflects contemporary youth needs and aspirations while building on current successful initiatives.



Capital Projects-October 2025

Project Type	Job No	Job Description	Comments	Proposed Completion Date	Budget	Total Spent (Incl. Open P.O)
Aerodome	7127C23	Airport runway renewal - AGRN 1012	Council has completed the approved airport scope. Council is exploring options to expand the scope for the unspent funds with the grant body on an additional project.	31/03/2026	\$1,000,000.00	\$ 723,127.88
	7248C24	Runway rehabilitation - Betterment Program	Project completed and the final milestone claim is under assessment.	30/06/2025	\$1,322,332.00	\$ 663.84
	7249C24	Runway rehabilitation - Regional Airports Program	Project complete, pending final grant reporting.	31/10/2025	\$1,101,059.00	\$ 121,205.27
	7438C26	Regional Airports Program Round 4	-		\$0.00	\$ -
Aerodome Total					\$3,423,391.00	\$ 844,996.99
Bridge	7008C22	Bridge 5220 Mt Mitchell Road, Yarrow Creek	Project complete	20/12/2023	\$0.00	\$ 2,900.20
	7009C22	5215 Mt Mitchell Road, Mann River		01/11/2024	\$1,557,540.23	-\$ 0.20
	7108C23	Bridge 5340 Wentworth St over Rocky Ponds Creek		29/11/2024	\$1,068,000.00	\$ 655.21
	7109C23	Bridge 5170 Furracabad Rd over Furracabad Creek	Project complete and all grant funding payments recieved.	31/03/2025	\$1,000,000.00	\$ 0.00
	7209C24	Fixing Country Bridges Round 2B-Sunset Rd	Project complete	24/01/2025	\$108,000.00	\$ 0.00
	7210C24	Fixing Country Bridges Round 2B-Cox's Rd	This project is complete, pending final invoicing and plant charges for road approach works. A underspend on the total grant value is anticipated.	28/10/2025	\$912,000.00	\$ 752,135.12
Bridge Total					\$4,645,540.23	\$ 755,690.33
Building	7312C25	Depot Improvements	Project progressing with revised design for amenities and office upgrades following staff input and further needs analysis. DA and compliance approvals will resume once amended plans with revised design received with the tender phase planned early 2026.	30/06/2026	\$150,000.00	\$ 107,217.35
	7358C25	Crofters Cottage Roof	PROJECT COMPLETED IN 24/25.		\$30,000.00	-\$ 0.00
	7897C24	Sale of 23 Bourke Street Deepwater	Vacant land has been listed for sale by Expression of Interest process. Council report prepared for August meeting with recommendations.	30/06/2026	-\$85,000.00	\$ 357.67
	7416C26	Shed for pre-coat operations	Quarry Manager tasked with project.		\$100,000.00	\$ -
	7409C26	Depot Improvements	-		\$300,000.00	\$ -
Building Total					\$495,000.00	\$ 107,575.02
Community Halls	7132C23	Emmaville War Memorial Hall Upgrades	PROJECT COMPLETED IN 24/25	31/03/2025	\$131,651.00	\$ 0.00
Community Halls Total					\$131,651.00	\$ 0.00
Drainage	7301C25	Capital Renewal - Urban Stormwater	Resident signoff have been completed. Equipment is onsite, waiting for the area to dry up so work can commence. Once north side of Bourke Street Water upgrade is complete, staff will commence this project. Underspend will be moved the 26 Drainage capital number	30/10/2025	\$150,000.00	\$ 21,986.40
	7408C26	Kerb and Gutter Renewals	270 metres of damaged kerb and gutter on Clark Street, Elizabeth Street and Hunter Street has been scoped and a contractor secured for works to be completed by January 26.	30/06/2026	\$200,000.00	\$ 62,854.09
Drainage Total					\$350,000.00	\$ 84,840.49
	7030C22	Upgrade Dumaresq Street Industrial Estate	Remaining budget to be used for electrical upgrade plans and geo testing.	30/06/2026	\$283,446.00	\$ 260,362.35
	7117C23	Signage Upgrades	The signage audit has been completed and review is underway to progress to next steps of scoping and prioritising signage upgrades.	30/11/2025	\$80,000.00	\$ 4,109.61

Capital Projects-October 2025

Project Type	Job No	Job Description	Comments	Proposed Completion Date	Budget	Total Spent (Incl. Open P.O)
Economic Development	7118C23	Public Art Projects	The Public Art Advisory Committee is scheduled to reconvene in early 2026 to assess and progress Public Art initiatives within the LGA.	30/06/2026	\$100,000.00	\$ 107.62
	7300C24	Sheep & Goat Electronic Identification System	PROJECT COMPLETED IN 24/25	31/03/2025	\$225,000.00	\$ 0.00
	7311C25	LED Sign at the VIC	Updated quotes / alternative options for LED sign replacement have recommenced and on track to be recieved / reviewed by mid-December 2025.	31/12/2025	\$20,000.00	\$ -
	7314C25	TCP Signage upgrade for ACF	PROJECT COMPLETED IN 24/25.	30/06/2025	\$15,000.00	\$ -
	7357C25	New England Rail Trail	No further progress made. Outcome of grant application still outstanding.		\$170,000.00	\$ 29,681.67
Economic Development Total					\$893,446.00	\$ 294,261.25
Flood Recovery & Natural Disasters	7128C23A	Old Grafton Road slips EPAR	The rectification works at the batter slip on Diehard Creek have been completed, and design work and an environmental assessment has been completed on slip No. 2.	19/12/2025	\$389,136.00	\$ 160,187.25
	7243C24	Pinkett RD. AGRN 1012 Natural Disaster Recovery (EPAR)	Project completed. A 75% progress claim has been paid and the final milestone claim will be submitted in August.	30/06/2025	\$1,036,089.00	\$ 45,000.82
Flood Recovery & Natural Disasters Total					\$1,425,225.00	\$ 205,188.07
IT	7361C24	Power App for Finance	-		\$80,000.00	\$ 53,000.00
	7437C26	Ongoing Project - CCTV	Stage 2 of the CCTV upgrade continues with quotes scheduled to be obtained and reviewed by the end of Novemebr. This will include extending the cameras along Grey Street and potentially installing viewing screens in Glen Innes Police Station.	30/01/2026	\$50,000.00	\$ -
IT Total					\$130,000.00	\$ 53,000.00
Library	7253C24	Library - Air-condition refurbishment	-		\$10,750.93	\$ 9,454.55
Library Total					\$10,750.93	\$ 9,454.55
Life Choices	7033C22	Revote23 LCSS: Skillion Carport	Waiting asset disposal.		\$12,763.00	\$ 11,602.73
	7124C23	CAFS Sun Shade for playground equipment	RFQ completed. Funding variation particulars to be finalised prior to commencement of works.		\$50,000.00	\$ 30,480.00
	7181C23	Stronger Country Comm - OOSH Sund Shade	Waiting asset disposal.		\$50,000.00	\$ 18,670.00
	7182C23	Stronger Country Comm - Sensory Garden	Works commenced 12/02/2025		\$50,000.00	\$ 87,395.66
	7250C24	Life Choices - Retaining wall	Construction underway	08/09/2024	\$24,390.00	\$ 0.00
Life Choices Total					\$187,153.00	\$ 148,148.39
Open Office	7007C22	Finance: Project Jigsaw Open Office	Stage 1 80% completed as at December 24		\$785,825.00	\$ 51,890.91
Open Office Total					\$785,825.00	\$ 51,890.91
	7027C22	CBD Roundabout Landscaping	PROJECT COMPLETED IN 24. MONEY IS TO BE REALLOCATED TO OPEX PLANNING JOB CARD VIA QBR1 PROCESS.	30/06/2024	\$83,672.71	\$ 12,029.86
	7135C23	BSBR00382 Centennial Parklands - Amenities and Outdoor Area constructio	CLOSED / CAPITALISED PROJECT	15/08/2025	\$1,441,616.00	\$ 1,633.56
	7137C23	BSBR000316 Indoor Sports Stadium		30/06/2025	\$413,926.00	\$ 53,000.00
	7166C23	SCCF Rd 5 Stage 1 - Anzac Park	Final design approved following amendments made in response to community consultation and equipment ordered. Contractor scheduled to commence Monday 27th October.	27/02/2026	\$600,000.00	\$ 45,930.11

Capital Projects-October 2025

Project Type	Job No	Job Description	Comments	Proposed Completion Date	Budget	Total Spent (Incl. Open P.O)
Open Spaces & Recreational			Project remains on track to be fully delivered by the February 2026 completion date.			
	7168C23	SCCF Rd 5 - Aquatic Centre	Further works now completed include: - Roof replacement at Glen Innes Aquatic Centre - Shelter at Emmaville Aquatic Centre complete.	30/06/2025	\$332,710.00	\$ 112,719.64
	7173C23	Shade and Landscaping ISC	Given the Parks Team now has a full complement of staff, project encompassing landscaping at the Stadium is scheduled to commence in early 2026.	27/02/2026	\$50,000.00	\$ 10,772.54
	7252C24	Learning Centre - 2 x glass sliding doors mechanical motor	-		\$20,000.00	\$ 7,524.77
	7302C25	Acid Bulk Storage Tank for GI Aquatic Centre.	CLOSED / CAPITALISED PROJECT	31/03/2025	\$5,800.00	\$ -
	7303C25	Installation of two(2) Beams at GI Cemetery.	Investigations revealed beams currently sufficient, however further investigations revealed the possible need for a new colambarium wall at the Glen Innes Cemetery. Quotes are currently being obtained.	30/06/2025	\$25,000.00	\$ 15,185.46
	7304C25	Installation of new Cemetery Beam Emm. Cemetery	Investigations revealed beams currently sufficient, however further investigations revealed the possible need for a new colambarium wall at the Emmaville Cemetery. Quotes are currently being obtained.		\$15,000.00	\$ 4,058.18
	7305C25	Three (3) x Commercial Pool Cleaners	Project complete	19/12/2024	\$21,314.10	\$ -
	7306C25	CCTV	PROJECT COMPLETED IN 24/25.	29/08/2025	\$50,000.00	\$ 50,440.00
	7307C25	Fencing Wilson Park	Proect now complete. All fencing around Wilson Park installed in accordance with scope.	30/09/2025	\$0.00	\$ 23,708.62
	7310C25	Off Leash Dog Park Area	Project unfortunately delayed due to staffing changes. RFQ process is now due to be finalised end of November, with construction to now be completed by 31 January 2026.	31/01/2026	\$37,685.90	\$ 2,615.00
	7313C25	Upgrade of electrical mains at Centennial Parklands	PROJECT COMPLETE IN PREVIOUS FINANCIAL YEARS	31/03/2025	\$20,000.00	\$ -
	7359C25	Equestrian Park Fence and Gate			\$25,000.00	\$ -
	7360C25	Cricket Nets	Investiagtions currently underway as to utilisation of unexpended funds due to cricket nets being funded by underspend of Stadium Grant monies.	31/03/2025	\$58,950.00	\$ 1,472.84
	7362C24	Indoor Stadium Dirt Removal	Options for resuing the substantial stockpile of dirt located across from the stadium continue, under the guise of Council's Acting Manager Recreation and Open Spaces.	28/02/2026	\$50,000.00	\$ 3,137.00
	7367C25	ANZAC Park Stage 2	Removal of the previous playground has been completed. The former equipment is currently being inspected and cleaned for reinstallation (if safe) at Glencoe Park, provided the location is deemed suitable. Contractors commenced construction of the new playground on Monday 11 November. Equipment delivery is expected in mid-December. Ground preparation and concrete slab works are scheduled for completion by the end of November. All works are anticipated to be finalised by the end of January 2026.	31/01/2026	\$600,000.00	\$ -

Capital Projects-October 2025

Project Type	Job No	Job Description	Comments	Proposed Completion Date	Budget	Total Spent (Incl. Open P.O)
		Play Our Way - The Request for Quote for the supply of lighting infrastructure for the Glen Innes Outdoor Multi-purpose Courts has been completed, with a preferred supplier selected and equipment ordered. All equipment is scheduled for delivery in February 2026. The Request for Quote for installation of the equipment is on track to be released next week, with installation works expected to be completed by the end of March 2026.				
	7369C25	B6864 - Indoor Sports Centre Stage 4		31/03/2026	\$148,928.00	\$ 39,217.50
	7436C26	Quarantine/Overflow Comp Animal Cages	Project not yet commenced. New Ranger commencing end Oct 2025, who will be involved in design.	30/06/2025	\$50,000.00	\$ -
Open Spaces & Recreational Total					\$4,049,602.71	\$ 383,445.08
Plant	7230C24	Leaseback Category 3 vehicle - Manager Asset Services	Project Completed.	30/06/2025	\$51,000.00	\$ -
	7237C24	Transfer pump trailer - IWS	Awaiting Teams to provide advice on equipment desired. Quotes sought and received.	30/06/2026	\$30,000.00	\$ -
	7240C24	Water truck	Project Completed.	30/06/2025	\$305,265.86	-\$ 0.00
	7263C24	New LCSS support Vehicle			\$30,809.09	\$ -
	7325C25	Plant 1315 Outfront mower - 1			\$130,000.00	-\$ 0.00
	7326C25	Plant 1505 Maint. Coordinator Operational Vehicle	Plant delivered		\$49,231.13	\$ 0.00
	7327C25	Plant 1540 LCSS Direct Support worker vehicle-1	Vehicle delivered. Project completed.	31/01/2025	\$31,404.09	\$ -
	7329C25	Plant 1557 Dual cab, 4WD utility - Bridge crew	Plant delivered.	30/06/2025	\$51,069.81	\$ 0.00
	7330C25	Plant 1568 LCSS Direct Support Worker vehicle-2	Vehicle delivered. Project completed.	29/11/2024	\$31,404.49	\$ -
	7331C25	Plant 1569 LCSS Direct Support Worker vehicle-3		30/12/2024	\$31,404.09	\$ -
	7332C25	Plant 2215 8 Tonne Excavator - Drainage	Project Completed.	30/06/2025	\$181,000.00	-\$ 0.00
	7333C25	Plant 2315 Outfront mower - 2	Equipment delivered. Project completed.	02/05/2025	\$130,000.00	\$ 0.00
	7334C25	Plant 2502 Single cab, 2WD, cab chassis utility - Cleaners	Vehicle delivered. Project completed.	27/11/2024	\$32,703.35	-\$ 0.00
	7335C25	Plant 2507 Single cab, cab-chassis, 4WD utility - P & OS		31/12/2024	\$47,382.02	\$ 0.00
	7336C25	Plant 2511 4WD, cab-chassis utility - Airport	Plant delivered	29/11/2024	\$44,004.43	\$ -
	7338C25	Plant 2543 LCSS - Direct Support Worker vehicle - 4	Plant delivered.	31/07/2025	\$32,000.00	\$ -
	7339C25	Plant 3505 Dual cab, 4WD utility - Construction		30/06/2025	\$51,069.81	\$ 0.00
	7340C25	Plant 9023 Workshop Pressure Cleaner			\$8,000.00	-\$ 0.00
	7341C25	Flail Mower - Airport	Vehicle delivered. Project completed.	31/12/2024	\$11,183.64	\$ -
	7342C25	Replacement of Crane on Sewer truck 2120	Equipment delivered.	30/06/2025	\$13,000.00	\$ -
	7343C25	Leaseback Cat. 3 Vehicle - MED	Plant delivered.		\$52,378.24	\$ -
	7363C24	Commercial Mower - Life Choices	Equipment delivered. Project Completed.	03/12/2024	\$12,953.68	\$ -
	7366C25	TOPCON Surveyor Equipment	Equipment delivered. Project completed.	30/04/2025	\$44,198.00	\$ -
	7368C25	Hail Damaged replacement Vehicle	Project Completed	30/06/2025	\$0.00	\$ 0.00
	7421C26	1587 Leaseback Cat 3 Replacement	Vehicle delivered. QBR to be applied due to CPI increase in Leaseback values not accounted for in initial budgeting process.	31/10/2025	\$52,679.00	\$ 54,192.92

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Capital Projects-October 2025

Project Type	Job No	Job Description	Comments	Proposed Completion Date	Budget	Total Spent (Incl. Open P.O)
	7433C26	Quarry Loader Replacement	Initial plant specifications drafted and approved by Quarry Manager. Released on Vendor Panel with a final decision to be made by the end of December 2025.	30/06/2026	\$492,000.00	\$ -
	7420C26	1556 Holden Colorado 4WD Replacement	Vehicle has been delivered.	18/10/2025	\$45,000.00	\$ 45,613.18
	7417C26	1106 Hino Replacement	Plant ordered. Awaiting delivery.	31/03/2026	\$230,000.00	\$ 227,174.00
	7430C26	3505 Holden Colorado 4 X 4 Replacement	Vehicle delivered.	31/08/2025	\$43,000.00	\$ 44,367.27
	7429C26	2582 Leaseback Cat 3 Replacement	Project not commenced due to vehicle not reaching maximum kilometers as per leaseback policy.	30/06/2026	\$52,679.00	\$ -
	7422C26	2313 Kubota Outfront Mover Replacement	Procurement phase has commenced. Awaiting quotes from suppliers.	30/04/2026	\$43,000.00	\$ -
	7428C26	2552 Leaseback Cat 3 Replacement	Project not commenced due to vehicle not reaching maximum kilometers as per leaseback policy.	30/06/2026	\$52,679.00	\$ -
	7419C26	1549 Leaseback Cat 2 Replacement	Vehicle delivered. Project completed.	30/09/2025	\$65,848.00	\$ -
	7425C26	2518 Holden Colorado Replacement	Vendor Panel submissions received. Final evaluation and decision to be made by the middle of December 2026.	31/05/2026	\$43,000.00	\$ 44,260.00
	7432C26	5214 Lorry 9 Volvo Replacement	Vehicle delivered. Project completed.	31/07/2025	\$240,000.00	\$ -
	7427C26	2546 Leaseback Cat 3 Replacement	Vehicle expected to be disposed by the end of November 2025.		\$52,679.00	\$ 56,395.13
	7423C26	1533 LCSS Operation Vehicle Disposal	Leaseback scheduled for replacement in 2026 calendar year.	31/05/2026	\$0.00	\$ -
	7426C26	2544 Leaseback Cat 3 Replacement	Vehicle to be disposed by the end of December 2025.	31/12/2025	\$52,679.00	\$ -
	7424C26	2517 Ford Ranger Disposal	Vendor Panel submissions received and to be assessed.	31/01/2026	\$0.00	\$ -
	7418C26	1108 Lorry 8 Replacement	Vehicle delivered. Project completed.	21/09/2025	\$240,000.00	\$ -
	7431C26	3570 Electric Vehicle Replacement			\$35,000.00	\$ 34,964.94
Plant Total					\$3,141,704.73	\$ 506,967.44
Quarry	7054C22	Revote23 Wattle Vale Establishment	These funds will be used toward internal components of the Wattle Vale quarry project after the external intersection works are completed. Site office to be ordered		\$74,225.00	\$ 2,891.64
	7211C24	Quarry Development -Wattle Vale Establishment	Internal road works and signage still ongoing. Fence line also in need of replacement	30/06/2025	\$200,000.00	\$ 166,975.27
	7345C25	Skid steer loader - Quarry	Budget removed from previous FY. New Budget to be applied for in FY 25 26.		\$0.00	\$ 0.00
	7346C25	Quarry pit water pump	Quote for replacement motor for old pit water pump.	28/11/2025	\$55,000.00	\$ -
Quarry Total					\$329,225.00	\$ 169,866.91
	7002C23	Roads of Strategic Importance - Bald Nob Upgrade	Works have reached completion and the final milestone claim is under assessment.	30/05/2025	\$5,600,000.00	\$ 149,137.26
	7004C22	Revote23 Illparran Road LRCI	Project complete	01/11/2024	\$141,864.26	-\$ 0.00
	7005C22	Revote23 Jenkins Road LRCI			\$85,896.36	\$ 0.00
	7110C23	Heavy Patching Program	Council are focusing on expending grant funded heavy patching programs prior to this project.	30/06/2027	\$559,498.45	\$ 4,598.76
	7113C23	Kerb & Gutter Installation - Hunter Street	Project complete.		\$30,826.95	-\$ 0.04
	7143C23	Unsealed Roads Resheeting - Bullock Mountain Road		02/12/2024	\$437,360.00	\$ 0.00
	7144C23	Unsealed Rds Resheet - Haymarket Rd	Project complete	01/10/2024	\$120,000.00	\$ 0.00
	7146C23	New Bitumen Seals - Blue Hills/Rodgers Road	Works are underway with tree clearing and drainage works complete on Rodgers Road, Blue Hills Road and surrounding streets such as Ward Crescent, Willis Road and others.	19/12/2025	\$300,000.00	\$ 85,826.84
	7200C24	HAYMARKET ROAD RESHEET=USE 7144C23	Duplicate job card. Please delete. Costs to be journalled to 7258C24-RRTRP08		\$0.00	\$ 19,101.00
	7202C24	LRCI Rnd 4 - Main Street Refurb/RAbout	PROJECT COMPLETE IN PREVIOUS FINANCIAL YEARS	08/09/2025	\$872,429.00	\$ 897,291.95

Capital Projects-October 2025

Project Type	Job No	Job Description	Comments	Proposed Completion Date	Budget	Total Spent (Incl. Open P.O)
Roads	7207C24	RRTRP Reg. Roads Betterment	Rehabilitation of Emmaville Road Segment 40-50 and Wellington Vale Road is complete. The remaining segments on Emmaville Road (Seg 110 and 130) are currently under construction.	30/06/2026	\$3,599,085.36	\$ 2,451,047.88
	7244C24	RRTRP Local Roads - Pinkett Rd	Project to be reported under 7258C24 job card as per grant funding body requirements.		\$0.00	\$ 472.50
	7245C24	RRTRP Local Roads - Strathbogie Rd	Please journal all costs to 7258C24-RRTRP04 and close this job card.		\$0.00	\$ 1,051.28
	7254C24	Regional Emergency Road Repair Fund	Heavy patching works ongoing in the local road network	31/12/2026	\$2,941,848.00	\$ 324,748.44
	7258C24	RRTRP - Local Roads Betterment	Projects have been successfully completed on Shannon Vale Road, Pinkett Road, Haymarket Road, and Furracabad Road. Works are underway on Maybole Road.	18/12/2026	\$9,957,773.10	\$ 1,411,369.83
	7309C25	Urban street rehabilitation	Projects have been successfully completed on William Street and Glasson Street. The remaining budget will be used on Bourke Street in early 2026.	30/06/2026	\$500,000.00	\$ 5,372.55
	7315C25	R2R Urban Roads Heavy Patching and Reseals	The 2024/2025 reseal program has been successfully completed, the underspend will be utilised in the 25/26 reseal program.	26/06/2025	\$872,427.00	\$ 171,690.35
	7319C25	RRTRP Regional Roads - Wellington Vale Road	Please journal all costs to 7207C24-RRTRP14 and close this job card. It is a redundant job card.		\$0.00	\$ 4,855.28
	7322C25	Regional Roads Block Grant - Heavy Patch and Reseal	Project complete	26/06/2025	\$480,000.00	\$ 34,957.39
	7323C25	Traffic Facilities 24/25	Project complete, with linemarking on Emmaville Road done and an advanced warning signage program on newly sealed roads being undertaken.	31/07/2025	\$76,000.00	\$ 0.00
	7403C26	5/26 R2R Hamels Lane gravel re-sheet	Project not started.	30/06/2026	\$270,000.00	\$ -
	7402C26	25/26 R2R Wycliffe Road gravel re-sheet	This project has been completed, pending quarry invoicing for gravel materials.	09/09/2025	\$275,000.00	\$ 82,288.68
	7404C26	25/26 Reg Roads Block Gr pavement rehab	Resealing and pavement rehabilitation works are scheduled for Emmaville Road during November and December 2025.	30/06/2026	\$450,000.00	\$ 222,714.44
	7407C26	AGRN1034 - Rangers Valley Road HP EPAR	The project has been tendered and a contractor selected, with works scheduled for December. Market response is well under budget, with a total project cost estimate reduction of approximately \$200k anticipated	25/12/2025	\$452,438.00	\$ 209,747.62
	7401C26	R2R Nant Park Road gravel re-sheet	Project scheduled for autumn 2026.	30/04/2026	\$261,734.00	\$ -
	7400C26	25/26 R2R reseal program	The project is currently in the scoping phase with asset inspections underway, due for delivery between January and March.	29/05/2026	\$850,891.00	\$ -
	7405C26	25/26 Traffic Facilities	Guard rail has been installed on Paling Yard Creek on Bald Nob Road, and advisory speed signage has been installed on Gulf Road.	30/06/2026	\$76,000.00	\$ 73,628.67
Roads Total					\$29,211,071.48	\$ 6,149,900.68
Sewer	7347C25	New Mains - Sewer Private Works	Project complete	30/06/2025	\$10,000.00	\$ 0.00
	7348C25	New Services - Sewer Private Works			\$15,000.00	\$ 377.62
	7349C25	Capital Renewal - Sewer	Project Complete. Small Budget adjustment will be made in QBR1	30/11/2025	\$604,318.00	\$ 617,234.80
	7412C26	New Mains - Sewer Private Works	Works carried out as payment received for Mains extensions		\$10,000.00	\$ 5,019.19
	7413C26	New Services- Sewer Private Works	Works carried out as payment received for Service Connections		\$15,000.00	\$ 1,386.69

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Capital Projects-October 2025

Project Type	Job No	Job Description	Comments	Proposed Completion Date	Budget	Total Spent (Incl. Open P.O)
	7415C26	Capital Renewal - Sewer	Majority of works completed. small number of lines left to be completed. Works complete by end of November. Budget adjustment will be made in QBR 1. Additional civil works were required to complete the full reline package.	30/06/2026	\$734,627.00	\$ 869,898.45
	Sewer Total				\$1,388,945.00	\$ 1,493,916.75
Waste	7098C21	LANDFILL: Future Landfill Development	Project completed 2022-23 budget cycle.	30/06/2023	\$284,065.00	-\$ 0.00
	7261C24	landfill Upgrade - multiyear project	Staff training complete and shaping of the landfill cell to optimise use of the landfill lids has been recently completed. Operational commissioning to commence in the next couple of weeks (weather dependant).	31/10/2025	\$200,000.00	\$ 161,363.64
	7350C25	New Waste Transfer Station GI landfill	Costing of constrution of the Glen Innes Waste Transfer Station entry, which will be completed by Council's Infrastructure team obtained. Works are anticipated to commence either mid-December or mid-January dependent upon resourcing availability.	30/06/2026	\$200,000.00	\$ 6,808.17
	7351C25	fencing and CCTV at all 4 landfills	RFQ for fencing and CCTV nearing completion and will be released late Novmeber / early December 2025.		\$100,000.00	\$ -
	7352C25	New Landfill weighbridge data	PROJECT COMPLETE IN PREVIOUS FINANCIAL YEARS	30/06/2025	\$27,636.50	\$ 16,411.85
	7435C26	GIWTS Security Fencing and CCTV	This project is scheduled to commence after completion of work (7350CS) to GIWTS access road. Works commencement scheduled for mid-December.	31/03/2026	\$100,000.00	\$ -
	7434C26	Prelim Design Waste Transfer St.	This project is scheduled to commence in 2026.		\$20,000.00	\$ -
	Waste Total				\$931,701.50	\$ 184,583.66
Water	7105C22	Truck Wash Upgrade	Small adjustment to design required. Additional mixer required to complete project	24/12/2025	\$142,000.00	\$ 154,378.95
	7217C24	Capital Renewal - Water	SCADA project has commenced. Estimated 6 months til completion. 1st onsite work has been completed to identify all information required for the preperation of the FDS.	30/04/2026	\$649,889.67	\$ 392,462.41
	7353C25	New Service- Water Private Works	Project complete	30/06/2025	\$45,000.00	\$ 22,709.51
	7354C25	New Mains - Water Private Works			\$10,000.00	\$ 9,602.40
	7355C25		Work has been completed on this project	30/11/2025	\$573,052.00	\$ 353,863.09
	7414C26	Capital Renewal - Water	Major works will be carried out on Bourke Street Water mains upgrade in 2nd half of year. Water Treatment Plant improvements will be started in 2nd half of Year. Replacement meters have been purchased for remaining smart meter installation. Under bore PO raised for mains work.	30/06/2026	\$965,740.00	\$ 116,791.25
	7410C26	New Service - Water Private Works	Works carried out as payment received for Service Connections		\$15,000.00	\$ 6,228.25
	7406C26	Capital Renewal - Urban Stormwater	Design is underway for the Bourke Street stormwater upgrade, which will go to tender and be delivered in early 2026.	30/04/2026	\$150,000.00	\$ -
	7411C26	New Mains - Water Private Works	Works carried out as payment received for Mains extensions	30/06/2026	\$10,000.00	\$ 981.33
	Water Total				\$2,560,681.67	\$ 1,057,017.19
	Grand Total				\$54,090,914.25	\$ 12,500,743.71

Current grant applications submitted and awaiting assessment and decision	Allocation Request	Co Contribution	Status
NSW Government – Good Neighbours Program – Biodiversity control - Serrated Tussock – GISC Dept of Sustainability and Compliance.	\$31,864	NIL	Under assessment. Awaiting decision.
Australian Government – Festivals Australia Program – 2026 Australian Celtic Festival – Cultural Ambassadors - GISC Economic Development and Tourism.	\$45,000	NIL	Under assessment. Awaiting decision.
Australian Government – Revive Live – 2026 Australian Celtic Festival – Headline Australian Contemporary Performers/Songwriters, and Inclusive temporary infrastructure upgrades - GISC Economic Development and Tourism.	\$120,000	\$5,000	Under assessment. Awaiting decision.
Australian Government - Innovate with NBN – Glen Innes Highlands Hub Digital Bootcamp - GISC Economic Development and Tourism.	\$15,000	NIL	Application Unsuccessful. Only seven (7) applications awarded Australia-wide
NSW Government – Holiday Break Program – Summer 2025/26 – GISC The Youth Booth and Glen Innes Severn Public Library.	\$5,000	\$766 youth worker staff wages plus \$800 in-kind Glen Innes & Emmaville pools hire	Under assessment. Awaiting decision.
Australian Government - Support at Home - Thin Markets (rural, remote, and specialised) - GISC Department of Community Services/Life Choices.	\$31,864	NIL	Application approved. Deed Agreement executed.
NSW Rugby League – NSWRL Infrastructure Investment Fund – Kerry Mead Park Fields Upgrades and Irrigation.	\$50,000	\$50,000 allocated.	Application approved. awaiting Deed Agreement
NSW Government – NSW Seniors Festival Program 2026 – GISC Economic Development and Tourism, Glen Innes Severn Public Library activities.	\$10,000	NIL	Application approved. awaiting Deed Agreement

Annexure B

Item 7.12

Current grant applications submitted and awaiting assessment and decision	Allocation Request	Co Contribution	Status
NSW Government - Regional Precincts and Partnerships Program New England Rail Trail, Glen Innes to Ben Lomond.	\$11.9million	\$170,000 (allocated in FY24/25 Budget).	Under assessment. waiting decision.
NSW Government – Community War Memorial Fund - ANZAC Park Cenotaph Dais Restoration. GISC Dept of Recreation and Open Spaces.	\$15,000	NIL	Application unsuccessful
National Australia Day Council Limited- 2026 Australia Day Community Events Grant Program - GISC 355 Australia Day Committee	\$10,000	\$6,150 annual GISC allocation	Application approved. Deed agreement executed.
Australian Government – Early Childhood Education and Care (ECEC) – Worker Retention Payment Grant – GISC Dept of Children and Family Services OOSH	\$27,000 cap	NIL	Application approved. Deed agreement executed.



Project Pipeline Register

This register contains shovel ready projects approved by the Capital Board, MANEX or Council for which grant funding is to be sought or to be identified as potential future Council funded CAPEX projects (subject to inclusion in a future budget and formal Council resolution).

Project	Background	DP and OP Reference	Status	Endorsed By	Project Owner
Beardy Waters	This site has been somewhat neglected in recent times. A determination needs to be made as to the best use for the site and what is needed to achieve a community outcome	T1.3.2 Expand outdoor and nature-based activities through the development of geotrails, adventure activities and accessible green spaces	Masterplan required, not commenced.	MANEX / Councillor Workshop	DPG / Economic Development and Tourism
Glen Innes Railway Station	An important heritage site which needs activation. This can be independent of the Rail Trail.	E1.3.2.2 Continue to seek funding for the delivery of the New England Rail Trail and to support CoNERT to develop experiences that contribute to geotourism	Investigations not commenced, will require establishment of a lease.	MANEX / Councillor Workshop	DPG & Infrastructure



Project Pipeline Register

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Project	Background	DP and OP Reference	Status	Endorsed By	Project Owner
Rail Trail	Vital to stimulating visitation and economic activity	E1.3.2.2 Continue to seek funding for the delivery of the New England Rail Trail and to support CoNERT to develop experiences that contribute to geotourism	Awaiting outcome of funding applications.	MANEX / Councillor Workshop	Infrastructure & DPG
Central Parks, (ANZAC, Veness etc)	A unique heritage and recreational asset which have run down in recent years	F1.2.2 Create vibrant and well-designed public spaces including well-maintained parks, recreation facilities, footpaths and gathering places promote physical activity, community engagement and wellbeing.	Draft Masterplan prepared, once finalised will form the basis for grant applications.	MANEX / Councillor Workshop	DPG / Open Space & Recreation



Project Pipeline Register

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Project	Background	DP and OP Reference	Status	Endorsed By	Project Owner
Stonehenge Reserve	A unique site with potential for a range of uses and ideally located beside the rail corridor.	T1.3.2 Expand outdoor and nature-based activities through the development of geotrails, adventure activities and accessible green spaces	Masterplan required, not commenced.	MANEX / Councillor Workshop	DPG / Infrastructure
Town Hall Masterplan	With the vacating of the site a determination needs to be made of its future usage and the work required not only in terms of additional facilities but also restoring the building itself.	F1.2.3 Preserve and utilise local infrastructure and historical landmarks leveraging placemaking, community wealth building and place-based capital	Masterplan required, not commenced.	MANEX / Councillor Workshop	GMO / DCCS



Project Pipeline Register

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Project	Background	DP and OP Reference	Status	Endorsed By	Project Owner
		principles and solutions			
Townships Upgrade	The program will through consultation identify the works needed which engender pride and improve liveability	F1.2.1.3 Develop and deliver a precincts and activations framework and strategy for rural villages	Consultation to commence this financial year.	MANEX / Councillor Workshop	DPG
Pump Track	A key youth facility	F1.2.2.3 Develop detailed design plans for the establishment of a pump track, skate park extension and amenities	Design needs to be prepared	MANEX / Councillor Workshop	DPG / Open Space and Recreation
Equestrian Centre Review	The previous study identified a need however had a unrealisable outcome. Alternate more realistic options need to be investigated	T1.3.1 Maintain access to sport and recreation through investing in local facilities whilst providing support to community-driven initiatives and	About to commence.	MANEX / Councillor Workshop	DPG



Project Pipeline Register

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Project	Background	DP and OP Reference	Status	Endorsed By	Project Owner
		programs that promote active and healthy lifestyles.			
Emmaville Museum	Needs a masterplan and a strategy going forward	F1.2.3 Preserve and utilise local infrastructure and historical landmarks leveraging placemaking, community wealth building and place-based capital principles and solutions	Masterplan required, not commenced.		DPG
Glen Innes Community Centre	Following a needs analysis of existing services and providers, the provision of a purpose built centre will significantly improve outcomes	T1.2.3 Maintain support services for social inclusion ensuring accessibility for all residents alongside creating community	Service scoping and needs analysis will commence soon.		DCCS



Project Pipeline Register

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Project	Background	DP and OP Reference	Status	Endorsed By	Project Owner
		leadership and advocacy programs to support community-driven and civic initiatives			
Anzac Park Amenities	Upgrade required following the completion of playground	F1.3 Facilitate public and social infrastructure that supports the needs and diversity of the population now and into the future to ensure equitable access and protection of the community	Design not commenced		DPG / Open Space & Recreation
Essential Energy Building	Process underway to assist in identifying future uses which	F1.2.3 Preserve and utilise local infrastructure and historical landmarks	Community consultation completed 30 September 2025.	Council	DPG



Project Pipeline Register

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Project	Background	DP and OP Reference	Status	Endorsed By	Project Owner
	leverage of its current features	leveraging placemaking, community wealth building and place-based capital principles and solutions	Report outlining submissions received and recommended next steps to be presented to Council's November 2025 Ordinary Meeting.		
Women's Shed	Women's Shed proposed by Maxine Gay-Page (resident of Glen Innes). Council advised Ms Gay-Page that we would look for potential grant opportunities and also advised she may be able to contact the Showground Trust for assistance who currently host the Men's Shed group.	T1.3.3 Strengthen wellbeing support through community wellbeing programs, multi-use spaces, local employer programs and social cohesion activities.	Look for suitable community grants available	DPG / DCCS	DPG / DCCS



Project Pipeline Register

This register contains shovel ready projects approved by the Capital Board, MANEX or Council for which grant funding is to be sought or to be identified as potential future Council funded CAPEX projects (subject to inclusion in a future budget and formal Council resolution).

Project	Background	DP and OP Reference	Status	Endorsed By	Project Owner
	NOTE – This is not a Council funded project or one that Council will manage – we will pass on any available grant opportunities to Ms Gay-Page via the below contact details: page.maxine@gmail.com				



Have Your Say Submissions Report

13 August 2024 - 01 October 2025

Help Re-energise The Glen Innes ‘Powerhouse’



Tool Type	Engagement Tool Name	Online Awareness	Open Day Visitors	Submissions		
				Online	Hardcopy	TOTAL
Ideas	What's Next for the Former Glen Innes Powerhouse? Tell Us!	203	300	4	36	40

Have Your Say Glen Innes Severn : Summary Report for 13 August 2024 to 01 October 2025

IDEAS

What’s Next for the Former Glen Innes Powerhouse? Tell Us!

24 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission Keep it as a museum!	
24 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission Cafe with water features	
26 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission Keep Power House going for those that love old engines	
26 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission Great chance to trade on local History (along with the Rail Trail) ideal for all of the above go for it	
26 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission Absolutely amazing! I'm overwhelmed to the point of tears! I can't see how anything other than keeping this magnificent piece of history as a museum should happen. Looking at all of the people enjoying this opportunity to inspect it today I expect that council would be able to find plenty of volunteers to help with the cleaning and maintenance of a museum	

Have Your Say Glen Innes Severn : Summary Report for 13 August 2024 to 01 October 2025

IDEAS

What's Next for the Former Glen Innes Powerhouse? Tell Us!

26 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission Return to museum with other engines and old collectables
26 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission Keep as a Museum
26 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission I think you should think about giving the shed to Chris Sharman, he had a lovely little display with his engines at the open day
26 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission Would love to see this area as museum and extend to show more this style of exhibit. An amazing asset for Glen Innes to grow
26 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission I would suggest going to Blackall & visiting the Blackall Wool Scour & talk to them about what they do to make this a tourism attraction Blackall, QLD
26 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission Get the engines going
26 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission Get it operational. Open weekends. Have a running day once a month. Incorporate Heritage Train travel to Glen Innes on operational days and cafe and display of what is around now
26 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission Keep as a museum, keep our heritage

Have Your Say Glen Innes Severn : Summary Report for 13 August 2024 to 01 October 2025

IDEAS

What’s Next for the Former Glen Innes Powerhouse? Tell Us!

26 September 25 Glen Innes Severn Council VOTES0	Open Day Submission More Lighting (LEDs) Open once a week, try out first Get one going as a (anniversary) open day Toilets Sitting area be nice Alarm yes can't replace
26 September 25 Glen Innes Severn Council VOTES0	Open Day Submission Reactivate the engines/keep industrial feel/extend and build a conference space with outside area/infrastructure for kitchen, bar, storage, audio visual, multipurpose from weddings to art activities, concerts etc. Cultural centre.
26 September 25 Glen Innes Severn Council VOTES0	Open Day Submission 1, Cultural & creative: Use space for making movies. It has potential for 'the dramatic'. On top of this it could be used for live experimental theatre. 2, Education & Interpretation: as above 3, Hospitality & events: as above 4, Commercial or Lease use: as above, More emphasis on "Whole of community" - stem for all. 5 Hybrid: small & low cost: Step one: approach owner of "Escape Room" to invest in experimental Theatre.
26 September 25 Glen Innes Severn Council VOTES0	Open Day Submission Tourism attraction Power House - same as it is
26 September 25 Glen Innes Severn Council VOTES0	Open Day Submission I visited the old powerhouse today and I was impressed with what I saw but I would love to see those old engines running again and I would like to see the display expanded. Maitland has Steamfest and it is a huge event that attracts people from all over every year, I truly think that Glen Innes has the potential to develop this site further in that vein and attract a different class of tourist to a mechanical event.
26 September 25 Glen Innes Severn Council VOTES0	Open Day Submission Keep as a museum and showcase old pumps and other Heritage things.
26 September 25 Glen Innes Severn Council VOTES0	Open Day Submission Museum re: History, energy, employment.

Have Your Say Glen Innes Severn : Summary Report for 13 August 2024 to 01 October 2025

IDEAS

What's Next for the Former Glen Innes Powerhouse? Tell Us!

26 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission Get it going in case of a blackout or use it for something else! Get parts off it and level it up!
26 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission Give it to Sharmo
26 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission Let local stationary engine enthusiasts & restorers Chris Sharman & Lindy Nesbitt take the shed over and do open days with stationary engines running
26 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission Get the machinery back running. I'm from a power station background (electrical crafts man) and would love to help where possible
26 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission After a restoration of machinery to working order, maybe a viewing platform (Elevated) would be an excellent addition to a wonderful historic building.
26 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission Should be kept as a museum. Please don't take away our history, it can't be replaced or recreated. Councils' debt should not impact the sale of historic sites.
26 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission Keep it and use as a tourist attraction
26 September 25 Glen Innes Severn Council VOTES 0	Open Day Submission Glad I got to see this amazing place. Will come again

Have Your Say Glen Innes Severn : Summary Report for 13 August 2024 to 01 October 2025

IDEAS

What’s Next for the Former Glen Innes Powerhouse? Tell Us!

01 October 25 Glen Innes Severn Council VOTES0	Open Day Submission I would like to express my full support for Christopher Sharman in his proposal to take over the Power House building in our home town. His passion for preserving and showcasing antique engines presents a unique opportunity to breathe new life into this historical site. His vision not only honours our industrial heritage but has the potential to create a space for education, tourism and community engagement. I believe his dedication and expertise make him ideal for the building that will be a valuable asset to the town.
01 October 25 Glen Innes Severn Council VOTES0	Open Day Submission I am writing to express my full support for Christopher Sharman's proposal to repurpose a portion of the old Power House building into a museum for antique engines. This initiative not only preserves our local industrial heritage but also offers educational and tourism benefits. Christopher has a unique and historically significant collection that would be an asset to the community and contribute to the revitalisation of the site. I believe his project aligns with Glen Innes's goals of cultural preservation and community engagement, and I hope his offer is given serious consideration.
01 October 25 Glen Innes Severn Council VOTES0	Open Day Submission I believe Christopher Sharman would be an excellent choice to take over this Power House building. His impressive collection of antique engines and deep appreciation for local history would make a great use of the space.. This project has real potential to preserve part of our heritage and spark interest in our town's past.
01 October 25 Glen Innes Severn Council VOTES0	Open Day Submission To whom it may concern. I am writing to express my support for Christopher Sharman interest in the Power House bringing it back to life with showing of old engines and bringing tourism to the town of Glen Innes. There would be a lot of enthusiasts out there. Thank you.
01 October 25 Glen Innes Severn Council VOTES0	Open Day Submission I support Christopher Sharman in taking over the Powerhouse. He is quite knowledgeable in engines and it would be a great asset for the town. Bringing a great interest in tourism.
01 October 25 Glen Innes Severn Council VOTES0	Open Day Submission I think Chris Sharman would be a great choice to take over the Powerhouse building. He has a large number of small antique engines and shows a lot of interest in this space.

Have Your Say Glen Innes Severn : Summary Report for 13 August 2024 to 01 October 2025

IDEAS

What's Next for the Former Glen Innes Powerhouse? Tell Us!

01 October 25 Glen Innes Severn Council	VOTES 0	Open Day Submission I think Chris Sharman for the Powerhouse building would be a great idea as he shows a lot of interest in this field.
01 October 25 Glen Innes Severn Council	VOTES 0	Open Day Submission Chris Sharman has a lot of knowledge and interest in antique motors. I personally think he'd be a great person to take on the powerhouse.
14 August 25 Norton	VOTES 1	For Cultural and Creative Use & Tourism I would like to see a Photo Gallery, (not an art gallery, we already have them) with exhibitions on everything in our LGA. We already have 2 of the best photo printer businesses in the country right in town. Help them to help this place, These photos would be for sale as part of the exhibitions. A small commercial framing workshop could also be incorporated into the building. Also include an area in the build for tourist service training, initially this would involve service behaviour and appearance etc training (small capital outlay) and progress to more individualised tourist service training. Utilise as many local businesses to help (without "using them" to create employment benefits for everyone involved. Progressing on we could have talks on the Powerhouse and Glen Innes history. This could be both active and static history.....supporting the Museum. Photographic courses..... which then lead to eg exhibitions, static history displays etc etc That's just for openers! Access is an issue but can be resolved with innovative ideas. And a real commitment for Council will be critical. MN.
21 August 25 Fringe	VOTES 0	It's obvious to me in the "Powerhouse " name Council could mitigate resentment over rates increases by making the powerhouse a platform to aggressively help locals save money on power bills. As a source of knowledge and services on house retrofits. As a site for a community battery, solar panels. Demonstrate the tech, show the benefits, and publish the net community financial benefits facilitated by the "power.HOUSE"(TM). Laser focus on cost of living and financial benefits with NO mention of green topics so you scare the horses (steers). Tap into knowledge in Narrabri and Electrify2515. There are a few other synergistic angles to this idea but too long to write here
27 August 25 Dee	VOTES 1	A Power Museum A Power Museum would be a great attraction and could bring in revenue. Other Power gadgets/ machinery could be housed there too. Maybe photo walls of yesteryears Power related. School groups could go through etc. A food truck/coffee van would be great too. People could stay for lunch or just a coffee.

Have Your Say Glen Innes Severn : Summary Report for 13 August 2024 to 01 October 2025

IDEAS

What’s Next for the Former Glen Innes Powerhouse? Tell Us!

10 September 25	VOTES 0	A Venue for Women? Why Not? Men have their "Mens Shed". Is old power machinery really a drawcard for tourists? We already know that Glen Innes is at best primarily a nightly stopover. How about a venue for women to create, collaborate and generally foster community? Statistically the Shire has a strong contingent of aging women with plenty of skills going to waste. Classes could be run for youth. What's for the women?
Vintage58		



AUSTRALIA DAY COMMITTEE
MINUTES OF *Ordinary* MEETING
 HELD ON: 8/10/2025

MEETING OPENED: 7pm

PRESENT: Robert Arthur, Kerrie Sturtridge, Jenny Thomas, Mahri Koch, Peter Haselwood,

APOLOGIES: Jan Lemon (Chairperson), Karen Carr, Kerry Strong, Bev Edkins, Richard Edkins, Cr Andrew Parsons

Moved Mahri Koch, seconded Peter Haselwood, that the apologies be accepted.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST:

NIL

MINUTES OF THE PREVIOUS MEETING:

Moved **Mahri Koch**, seconded Kerrie Sturtridge that the minutes of the previous meeting, dated 3 **September 2025**, be accepted.

CARRIED

Item No.	Item	Action
1	BUSINESS ARISING:	
	Jenny returned the Citizen of the Year plaque to the meeting tonight.	Mahri to hold and return to Jan for updating 2026 Australia Day
2	TREASURER REPORT	
	No funds spent to date. Balance \$6150.00	
3	CORRESPONDENCE:	
	Update of Nomination forms with Council	
5	STANDING ITEMS:	
	NIL	
6	GENERAL BUSINESS:	
6.1	Grant	
	Grant has been approved	

Annexure A

Item 9.2

Item No.	Item	Action
6.2	GISC Representative	
	GISC representative still to be confirmed.	
6.3	Breakfast	
	Jan: Conversation with Rachel Tunamena re breakfast at Red Range. They appear to be interested. Sign put up at Council Grey Street Office Advertising to be organised. Flyers to be organised with Sybella.	Mahri to consult with council staff: can council print copies of nominations forms and flyers for committee members to distribute to community.
6.4	Culling of our gear and rehoming	
	Australia Day stored goods, posters etc to be moved to new storage space yet to be found (job to be completed asap after meeting). IS anyone available to help cull our gear. Nathan is happy to come along and help us out. Call Andrew re who Nathan is. As of 13/10 Supplies have been removed from Council storage to Chair and Secretary homes for sorting while awaiting discovery of new storage site.	Discussion followed: 4 large crates, flagpoles. Mahri to speak with Richard and discover other possible storage sources and get back to committee members to set agreed day/time for sorting and moving.
6.5	Photography	
	Photography subject to grant	Will go ahead not that grant has been approved.
6.6	2025 books	
	2025 books have been received.	
6.7	Nomination form changed to reflect 2026 dates. Time to start telling all of Glen Innes Volunteer groups and volunteers that nominations are open.	Mahri to make contact with community groups online. CHECK NOINATION FORM IS ONLINE on Council

Item No.	Item	Action
		website and share link.
6.8	Jan: Ambassador forms completed and forwarded to ensure we get ambassador for 2026	
6.9	Jan: Matt Scullion has offered his services for AD Cost \$1000-. He would be absolutely the best Aussie singer who previously has not been available. Usually he is in Tamworth. Jan has spoken with him re performing. This would be subject to getting grant funds. Matt is able to confirm as long as we have word back re Grant in end of October.	
6.10	Late Motion for letter to be composed and sent to Council Motion by Kerrie Sturtridge: Write a Letter to General Manager and Mayor regarding the protocol for paying for meals during the Australia Day celebrations timeframe. “Due to our constrained budget, we are running on minimal funds to put the celebration forward to the community. As volunteers, we willingly pay our own way for all meals, and thus believe Council staff should also pay for their Australia Day celebratory meals. The ambassador is a guest to the celebrations and does thus receive complementary meals.” MOVED Robert Arthur Seconded Mahri Koch	Letter to be read and text completed by Chairperson prior to submission to Council.

MEETING CLOSED: 7:41pm

NEXT MEETING: 5/11 2025

.....
Chairperson

.....
Date



AUSTRALIAN STANDING STONES MANAGEMENT BOARD
MINUTES FOR OCTOBER ORDINARY MEETING
 HELD ON: 15 October 2025



MEETING OPENED: 5.35pm

CHAIR: Judi Toms

PRESENT: Judi Toms (Chair), Kevin Jones (Secretary), John Rhys Jones (Treasurer), Fiona O'Brien, Col Price, Cr Margot Davis, (Mayor GISC), Raelene Watson, Steve Toms, George Robertson-Dryden, Anthony Wilkins (Acting Manager, Parks & Open Spaces, GISC, representing Riarna Sheridan), Nathan Tyres (Tourism & Events Officer, GISC)

APOLOGIES: Riarna Sheridan (Director Place & Growth, GISC), Pamela O'Neill, Rob O'Brien

Moved George seconded Raelene that the apologies be accepted. **CARRIED**

DECLARATIONS OF CONFLICT OF INTEREST: NIL

MINUTES OF THE PREVIOUS MEETING:

Moved George seconded Margot that the minutes of the previous meeting, dated 20 August 2025 be accepted.

CARRIED

RECORD OF THE SEPTEMBER GATHERING:

Moved John seconded Col that the record of this gathering be ratified.

CARRIED

Item No.	Item	Action
1	BUSINESS ARISING:	
1.1	Information Board	Sent to Nathan
1.2	Standing Stones model	Delivered to VIC by Pete and John
1.3	Summer solstice sunrise plaque	Mike Stone has completed an accurate survey and marked the relevant places on site. Moved Raelene seconded that the new summer solstice sunrise plaque be ordered. CARRIED Judi to order asap.
2	Treasurer's Report	
2.1	Monthly Financial statements for September and October presented.	Moved John seconded Steve that the September financial report be accepted. CARRIED Moved John seconded Kevin that the October financial report be accepted. CARRIED
2.2	Accounts for payment approved Glen Innes tartan \$47.50. Solar noon shadow plaques repair \$64.03 (\$14.23 grinder disc, \$49.80 silicone adhesive) -	Judi to be reimbursed - \$47.50 CARRIED ABSTAINING - Judi, Margot, Fiona Steve to be reimbursed. - \$64.03 CARRIED ABSTAINING - Judi, Fiona Celtic Council of Australia membership - \$25 ABSTAINING - Fiona Summer solstice plaque \$620.20 ABSTAINING - Fiona
3	CORRESPONDENCE:	
3.1	Received as per September agenda to be ratified October Treasurer's report, Director's report, TEO report,	Moved Kevin seconded Col CARRIED Moved Kevin seconded Margot CARRIED

Item No.	Item	Action
	GLENRAC information of upcoming workshops	
3.2	Sent as per September agenda to be ratified October thank you letter to the Opportunity Shop for their generous donation	Moved Kevin seconded Col CARRIED Moved Kevin seconded Margot CARRIED
4	STANDING ITEMS:	
4.1	Director's Report	Anthony gave Riarna's report on her behalf. Items covered : - Plan of Management – nearly finished now that new staff member is on board - New shelter to begin within the next 3 weeks. The old shelter will not be removed until the new one is complete. - The plaque near Excalibur will be moved within the next week to the designated place to the east of the Tynwald Stairs. Items raised the roses at the amenities block need urgent treatment for aphids and the line of roses – climbers - immediately behind the seats, need to have something to climb on.
4.2	Tourism & Events Officer (TEO) report	Nathan – report attached
4.3	Brochure count (last order in 2023 15,000 cost \$3,295)	4,800 in boxes (of 6), plus approx. 600 unpacked. A draft of the updated brochure has been sent to Nathan for work to begin on it.
4.4	Volunteer Register	15 hours in September. The Spring equinox and other work on site has been recorded.
5	GENERAL BUSINESS:	
5.1	ACF Baking competition (from September's agenda)	Motion that the ASSMB discontinue this prize – moved John sec Raelene CARRIED
5.2	Commemorative plaques at Centennial Parklands (from September's agenda)	1. The 'Community of Like Minded Citizens' rock and plaque (next to Excalibur) was to have been moved as part of the new amenities construction. This is now being followed up and will be moved shortly to a new position on the eastern side of the Tynwald Stairs. 2. Peter Alexander memorial. After discussion, this memorial will remain where it is.
5.3	Flag update	John gave an update of the current stock with new flags needed. The Watson's Drive flags are changed twice a year – after ANZAC Day and after Remembrance Day. Moved Raelene seconded Kevin to purchase 2 new sets of flags excluding CCA flags as there enough new ones in stock. CARRIED Judi to order.
5.4	Solar noon shadow plaques repair	Steve has now re-fixed the 2 plaques with better quality adhesive.
	Community Committees Manual – recommend an inclusion in the manual for a committee's	After discussion, it was agreed that Judi will contact the General Manager for clarification on the process of approving a new committee

Annexure B

Item 9.2

Item No.	Item	Action
	members to remain in place after the AGM is held, until the new committee has been ratified by Council.	following an AGM and voting by email. Judi will contact the General Manager after his return from leave.
5.5	Cauldron skirt	Judi explained the idea from Gail Davis for a new 'skirt' for the cauldron. Excluding the Glen Innes tartan, Gail is donating her time, skill and other expenses.
5.6	Quarters & Cross Quarters discussion	John gave background to this and about the new gatherings to be held acknowledging the Celtic seasons of Beltane (Sat 25 th October at 11.45am) and Samhain (the weekend prior to the ACF). No raffles will be held and John will give an explanation and short tour of the Stones.
5.7	Pictorial of the Nemeton	John – HELD OVER
5.8	November meeting and dinner	Our November meeting will be held at the Stones and begin at 5pm. This will be followed by dinner at 6.30pm. Mel will provide a 2 course meal. BYO. Judi will advise Mel.
5.9	Reports from members	St Andrew's Day flag lowering arrangements – Pamela is listed to run the event. Judi will check with her that she is still able to do this. There will be the usual raffles, Fiona to check with Rob to confirm that he will pipe at the event and there will be an address to the haggis. The haggis will need to be ordered from Duddy's butcher shop (Formerly Campbells), cost is \$95 moved John sec Margot to purchase the haggis CARRIED. Nigel Brown will perform the address and Fiona will check with Rob re piping. John will organise the toast (passed at a previous meeting that this purchase to take place when needed). Mel is having a St Andrew's Day function that evening and the flag lowering will precede her event. Crofter's Cottage will be decorated accordingly. Vegetation needs to be removed on both sides of the Strongman field as it is encroaching on the Parkrun course. Anthony to pass on to Parks. Margot reported that she is following up with the Mosman Mayor and that an invitation to the 2026 ACF has been sent to her. Christmas in the Highlands Illuminations project – John has been to the workshop on this and is developing a projection that will be used on the King George gates. This is a 3 year project and will give the ASSMB the capability to project onto the Stones.
6	Urgent Business	Action
		nil
7	Resolutions to Council	Action
		nil

MEETING CLOSED: 7.10pm**NEXT MEETING:** monthly meeting at 5.00pm Wednesday 19 November 2025 on site at the Australian Standing Stones followed by dinner at Crofter's Cottage.


Chairperson

17 October 2025

Date

Calendar dates – Anniversaries and Activities 2025 - 2026

Date	Event	Activity	Time	Organiser
1 February, 1992	The Australian Standing Stones Opening			
1 March	St. David's Day Wales	Flag lowering	5 pm	John
5 March	St Piran's Day Cornwall	Flag lowering	5 pm	Pamela
17 March	St Patrick's Day Ireland	Flag lowering	5 pm	Rob, Fi
21 March	Autumn equinox	Sunrise - gathering solar noon – watch solar shadow Sunset - gathering	sunrise 6.55am, solar noon meet from 12.30pm-actual time 12.59 pm, sunset 7.03pm	Sunrise – John Noon – Steve, John
1 st Wknd May	Australian Celtic Festival		Thursday 30 April – Sunday 3 May	
19 May	St Yves' Day Brittany	Flag lowering	4 pm	Pamela
21 June	Winter solstice	Sunrise - gathering, Solar noon watch solar shadow sunset - gathering	sunrise 6.46am, solar noon, meet from 11.30am-actual time 11.53am, sunset 5.01pm	Sunrise – John Solar noon – Steve & Judi
July	Tartan Day	Fundraiser dinner	TO BE REVIEWED	
5 July	Tynwald Day Isle of Man	Flag lowering	4 pm	Pamela
21 Sept	Spring equinox	Sunrise – gathering Solar noon – watch solar shadow Sunset - gathering	sunrise 5.43am, solar noon from 11.15am -actual time 11.46am, sunset 5.48pm	Sunrise – John, Solar noon – Steve & John
30 Nov	St Andrew's Day Scotland	Flag lowering	5 pm	Pamela
21 Dec	Summer solstice	Sunrise–gathering solar noon-watch solar shadow sunset - gathering	sunrise 5.49am, solar noon from 12.30pm- actual time 12.51pm, sunset 7.52pm	Sunrise – John, Peter Solar noon – Judi & Steve

General Meeting Agenda 17/04/2025

Emmaville Mining Museum Committee

Meeting Opened: 3:13pm

Attendance: Evan Brown (Chairman), Rhonda Bombell, Dell Brown, Heather Green, Ron Jillett, Angela Judge, Jackie Coppolaro, Harry Moroney, Cody Fitzgerald.

Apologies: Mark Green.

Previous Minutes: Minutes of the previous meeting were read by the Secretary, Harry Moroney.

“That the minutes are a true and accurate record “Moved: Dell Brown, seconded: Jackie Coppolaro, Carried.

Business Arising:

- 1) Council Representative to follow up on mid May building maintenance.
- 2) Escalated damage report (hazard report) was registered into ECM.
- 3) New rosters have been implemented and are currently working effectively.
- 4) Two new mannequins have been purchased for use in displaying war uniforms.

Treasurers Report: Was submitted on 22nd April showing a report for the period 1st February 2025 to 16th April 2025 (copy attached) Showing an opening balance of \$23,995.39, with sales and donations of \$6,458.22 and expenditure of \$4255.89, giving a closing balance of \$26622.48.

Correspondence: In:

- 1) Invoice Chubb security.
- 2) Bill from Telstra.
- 3) Email from Julia Barrios at Potter Travel, advising of a cancellation to an intended group booking tour of the museum.

Out:

- 1) Responses to emails received.

Publicity Officer Report: There has been no progress in the publicity officers report, as Jackie has not had administrator access to the relevant internet site. Jackie will be liaising with Rhonda Bombell in order to attain the necessary administrator information to gain access.

General Business:

- 1) There has been no progress on repairing the leaks, which have been repeatedly brought to the attention of council.
- 2) There is the possibility of re-opening on Wednesdays, particularly in summer and by appointment
- 3) The prospect of acquiring shirts and jackets, with logos and name tags, was proposed by Dell and she will be following up on the idea.
- 4) Dell has ordered a wreath for Anzac Day.
- 5) Evan proposed the purchase of new lights for the bottle display cabinets.
- 6) Evan will be ordering a new lock and multiple keys for all relevant staff and council.
- 7) Heather has sent the original paperwork to the Gleaves family, regarding their collection.
- 8) Heather is to acquire a main key to allow access to all collections.
- 9) Dell raised the idea of seeking a grant in order to beautify the front of the museum, with the possible prospect of extending the project to include other areas of the entire town.
- 10) Ronny extended his thanks and gratitude to Evan and all the volunteers of the museum for helping him to be able to remain an active participant in the operation of the museum.
- 11) Jackie made a request for the purchase of a new mop, bucket, feather duster and broom.

There being no further business, the meeting was declared closed at: 3:57 pm.

Next meeting: June 19th 2025 at 3.00pm.

.....(President)

.....(Secretary)

General Meeting Minutes 16/10/2025

Emmaville Mining Museum Committee

Meeting Opened: 3pm

Attendance: Mark Green, Dell Brown, Angie Judge, Jackie Coppolaro, Nathan Tyers, Heather Green, Evan Brown, Harry Moroney.

Apologies:

Previous Minutes: Minutes of the previous meeting were read by the Secretary.

“That the minutes are a true and accurate record was “Moved: Dell Brown, seconded: Heather Green and Carried.

Business Arising: 1) No pricing has yet been attained on acquiring a new building to house the Debbie Wells collection.

2) A quote of \$12,000 has been received for new carpet for the main room of the museum.

3) The grant from Barnaby Joyce’s office has been used to acquire a computer and monitor which is now set up in the main room of the museum.

4) Statistics requested by Rhonda, regarding attendance information to the museum for the last two financial years, has been forwarded to her.

5) The on-site audio and video recordings carried out by Glen Innes “Views” has been completed but is not yet available for public viewing.

Treasurers Report: The Treasurer tabled a report for the period 1-8-25 to 30-9-25 showing an opening balance of \$28,136.17, with sales, donations and a grant totaling \$ 4,554.31 and an expenditure totaling \$2,992.97, giving a closing balance of \$29,724.37

That the Treasurers ‘report be accepted, was moved by: Heather Green, and seconded by: Harry Moroney and carried.

Correspondence: In: 1) Email from James Cook University regarding Bill Harris interview

Out: 1) Responses to emails received.

Publicity Officer Report: Jackie has uploaded an article about the donated piano

New Business: 1) Mark requested the removal of the railing from the front of the bakery building to allow better access for the ride-on mower.

2) A motion for the purchase of a new electric pump for the back tank was put forward by Evan and seconded by Angie.

3) Nathan informed us that Tim Alt is to replace Troy Arandale as our official Council representative.

4) Richard Quinn to be consulted about \$3,000 grant for computer screen before 12-12-25, with Heather to get quotes for same.

5) The informal christmas dinner was decided to be held at Mark and Heather's place on 20th of December at 6pm.

There being no further business, the meeting was declared closed at: 3:35pm.

Next meeting: 18-12-25 at 3pm.

.....(President)

.....(Secretary)



Local Traffic Committee Meeting – 3 September 2025

MINUTES

1. PRESENT

Mayor Margot Davis (Chair), Bonnie Haverhoek (TfNSW), Jim Ritchie (Northern Tablelands Member Rep), Anthony Garland (NSW Police), James Parsons (NSW Police), Mike Stone (GISC) and Kimberley Wilkins (minutes).

The meeting was opened at 1:08pm by Mayor Margot Davis

Minutes of February 2025 meeting were accepted as true and correct. Noting that the scheduled May meeting did not proceed due to no quorum, and the August 2025 meeting was rescheduled to today 3 September 2025.

2. APOLOGIES

Alan Butler (Director of Infrastructure Serves, GISC)

3. BUSINESS ARISING**3.1 Business Item 6.2 from November 2024 meeting (report Annexure 1)****Wheelchair Bus Access (Access Committee)**

Members of the Access Committee have requested that the taxi rank in Bourke Street include a Loading Zone to allow for the Wheelchair Bus to park and assist passengers manoeuvre easily on and off the bus. Location appropriate given that the area is flat and there are currently less taxi cabs operating than previous years.

Bus Zone Changes – Bus Parking Grey Street (report Annexure 2)

The Access Committee requested Council to review the timed parking for the bus zone in Grey Street out the front of 201-207 Grey Street Glen Innes. Currently timed bus parking is limited to Thursday 9am to 1pm only.

For ongoing access, it was recommended to the Committee to consider amending the bus parking be:

- Monday to Friday 9am to 5pm
- Saturday 9am -1pm

The Local Traffic Committee and unanimously agree to this proposal and have Council's support to implement these changes.

Action/s:

- Noted that the taxi rank and loading zone are two separate areas and will need to be signposted as such.
- Formal correspondence to be provided back to the Pedestrian Access Committee Meeting to advise of these changes.
- Senior Design Officer, Mike Stone to prepare report for Council endorsement.

Shared Zone – Sweetie Pies Bakery

THIS IS PAGE 1 OF THE MINUTES OF THE GLEN INNES SEVERN LOCAL TRAFFIC COMMITTEE MEETING HELD ON



Local Traffic Committee Meeting – 3 September 2025

MINUTES

Item 9.3

Annexure A

- Chevron markings not in line with standard traffic treatment and will be amended in line with maintenance work as time and resources allow.
- Suggest Council to implement No Stopping signage at appropriate locations around the bakery and parking zones.
- Request ongoing police presence to monitor vehicle activity.
- Suggest Facebook Community awareness campaign – noting that parking across chevron marking – fines may apply.

Action/s:

- Council to install no stopping signage
- Council to design and roll out Facebook education awareness

4. CORRESPONDENCE

- 4.1 **Incoming 23.6.2025 Sgt Tony Garland – NSW Police**
Review of Grafton Street and New England Highway
- 4.2 **Incoming 24.6.2025 Mayor Margot Davis**
No Parking Zone St Josephs Church Street. Request change to 15 minute parking
- 4.3 **Incoming 25.6.2025 Mike Stone (GISC)**
Glen Innes Hospital Redevelopment – No Stopping Signs Macquarie/ Taylor Street
- 4.4 **Incoming 30.6.2025 Jan Carr Glen Innes Preschool**
Traffic Incident – Glen Innes Preschool
- 4.5 **Incoming 1.6.2025 Dr Peter Annetts – AMH Medical East Ave**
Review of timed parking in Bourke and Meade Streets
- 4.6 **Incoming 11.8.2025 TfNSW** Authorisation and Delegation
- 4.7 **Outgoing All Local Traffic Committee Members**
Notice of Meeting and Call for Agenda Items – 5 February 2025

5. GENERAL BUSINESS

5.1 Bourke Street/Church Street Roundabout

- Construction of a roundabout at the Bourke Street/Church Street intersection has been raised by Roads Consultative Committee.
- Proposed channelisation design and report in lieu of a roundabout as the site does not meet the warrants for a roundabout. Information provided to members to review – **(Annexure A)**.

Action/s:

- The Committee support this in principle and asked for detailed designs and costings to be presented at the November 2025 meeting.
- Trial period for design with sandbags to allow adjustment period for motorists.

CARRIED

5.1 Correspondence Item 4.1 – Grafton Street – Sgt Tony Garland



Local Traffic Committee Meeting – 3 September 2025

MINUTES

- Two reported collisions 20 June and 25 August 2025. So far for 2025, 14 incidents, 12 at this intersection of within 1km of it.
- Police seeking permission of Transport NSW and the committee to step outside parameters of standard traffic treatments to mitigate the risk of more accidents and/or fatality at this intersection.
- Driver error consistent with motorists driving West to East.
- Various traffic treatments and signage has been previously implemented.
- Discussion to replace Give Way signs (East and West bound) with Stop signs.
- Discussed Grafton Street approaches to the highway have raised pavement strips.
- Discussed a review of speed zone of Grafton Street between Gwydir Highway and New England Highway from 80km to 60km/hr
- Pending data from traffic count, the discussion to remove Grafton Street as a B Double route.

Action/s:

- Council to install traffic count and monitoring at Grafton Street to check speeds, B Double volume, general vehicle movement and provide a report back to the Committee for a decision to be finalised.
- Council to replace Give Way signage with Stop Signs at the approaches of Grafton Street as well as the installation of the raised pavement strips recognising that these traffic treatments are non-standard however are a proactive measure to reduce the number of potential future accidents and are a trial treatment.

CARRIED

5.2 Correspondence Item 4.2 – No Parking Zone, St Josephs School Church St

- Matter raising concerns about No Parking at the front of the school during drop off and pick up times.
- Matter has been discussed with St Joseph's school Principal, NSW Police and Transport NSW.
- Parents who wish to park and walk children in to school are to utilise Meade Street parking.

Action/s:

- No endorsement from the Committee to change signage at this location.
- Signage and current traffic arrangements remain in place as they are the standard treatment for school zones.

NO FURTHER ACTION

5.3 Correspondence Item 4.3 – Hospital Redevelopment – Signage

THIS IS PAGE 3 OF THE MINUTES OF THE GLEN INNES SEVERN LOCAL TRAFFIC COMMITTEE MEETING HELD ON



Local Traffic Committee Meeting – 3 September 2025

MINUTES

Item 9.3

Annexure A

- Mike provided plans and a report (**Annexure B**) showing clearances for delivery and collection of medical gas and oxygen supply.
- Area will be sign posted as permanent No Stopping Zone when construction is completed.

Action/s:

- The Local Traffic Committee endorse this proposal in principle in anticipation it will be implemented once construction commences.
- Report to be prepared by Council by Mike Stone for Council endorsement for this action.

NO FURTHER ACTION

5.4 Correspondence Item 4.4 – Traffic Incident – Glen Innes Preschool

- Report provided to members (**Annexure C**)
- Correspondence raised ongoing concerns about speed and request for traffic calming in a section of Coronation Avenue.
- Police have been monitoring during key school times as resources allow noting that the other schools in the township and villages also need monitoring.
- Traffic data reported to committee not showing any alarming speeds or significant issues.
- No reports of speeding or issues from adjacent primary school (West Glen Infants School)
- Committee does not recommend road narrowing or speed humps to this school zone in Coronation Avenue
- The bollards could be a possibility for the Preschool to fund at their own cost and install within their property boundary.

Action/s:

- Traffic Count data to be installed in Wentworth Street between Coronation Avenue and Derby Streets to monitor speeding.
- Police monitoring during key school period to continue on regular school monitoring cycle.
- Correspondence to be drafted addressed to the Preschool from Traffic Committee responding to concerns.
- Transport NSW to replace tired school zone signage and refresh dragon teeth and line marking.

CARRIED

5.5 Correspondence Item 4.5 – Review of timed parking zones AMH Medical East Avenue

- Report provided to members as (**Annexure D**)
- 45° parking considered in East Avenue, however there is not adequate space for manoeuvring and aisle width for vehicles.
- Matter raised by Dr Surgery to accommodate all day parking for staff in centre park spaces in Meade Street and Bourke Street given the volume of traffic in this area of the CBD.
- Timed ½ hour parking to remain on side parks in Meade Street and Bourke Street.

Action/s:

- Mike to liaise with Dr Annetts advise the outcome of this discussion.



Local Traffic Committee Meeting – 3 September 2025

MINUTES

- Committee endorse the suggestions to change the centre parking times in Bourke Street and Meade Streets to be all day parking.
- Council to remove any timed parking signage in this area and advise any parking rangers of the change.
- Senior Design Officer Mike Stone to prepare Council Report for Council recommendation and endorsement.

NO FURTHER ACTION

5.6 Correspondence Item 4.6 – New Guide for Council's using the Authorisation and Delegation Instrument.

- This document is an updated Instrument of Delegation from the 2011 version.
- The Instrument reinforces the principle that functions of Transport delegated to Councils in a more streamlined approach.
- The instrument focuses on focuses to facilitate coordination and knowledge sharing, while taking a risk-based approach to proposals and work that might affect the road safety, public transport or operation of the classified road network.
- There is also a committee name change from Local Traffic Committee to Local Traffic Forum.

Action/s:

- With minimal changes that impact the decisions for roads within the Glen Innes Severn Local Government Area, the meeting will be conducted in the same fashion as previous committee meetings noting there is no voting.
- Committee secretary to distribute the copy of the Instrument and associated documentation with the minutes.

NO FURTHER ACTION

6. INFORMAL MATTERS

6.1 Strathbogie Road (Tony Garland)

- discuss the need for line marking and speed markings to be implemented on this road in accordance with current standards.

Action/s:

- Council will coordinate and include maintenance program as soon as possible.

6.2 Rangers Valley Road (Glen Innes Bus Services)

- School Bus Driver raised concerns about speeding and volume of trucks on the road. That the road is very narrow given the size and volume of larger vehicles on this road. Bus drivers have taken all safety measures to announce on two-way and drive slowly. The unanimous agreement by the committee to the following actions are:

Action/s:

- Council to drop a traffic counter to collect data on speeds, traffic volume etc
- TfNSW will contact NHVR to request they monitor route.
- Council to check School Bus Route signage to ensure correct.
- Following receipt of traffic count data, Council to reach out to Rangers Valley and ask for those vehicles that can, travel outside the school bus route times.

CARRIED

Inspector James Parsons left the meeting at 2:45pm



Local Traffic Committee Meeting – 3 September 2025

MINUTES

Item 9.3

Annexure A

6.3 Wyaliba Bus Stop – signage and line marking (Bonnie TfNSW)

- Bus transition signs are a distance away from bus shelter.
- Noted as dual purpose area for heavy vehicles and buses.
- School bus has expressed concerns when there are heavy vehicles parked in this same area.
- The unanimous agreement by the committee to the following actions are:

Action/s:

- Council and TfNSW are to inspect and check sight distances from rest area to highway
- Council and TfNSW to check signage at rest stop area.
- TfNSW to contact Glen Innes Bus Services to clarify concerns.

CARRIED

6.4 Derby Street – Request for gravel and bus bay (Glen Innes Bus Services)

Discussion to the issues raised in this area:-

- The temporary fencing in Derby Street needs to be removed.
- Unanimous agreement that there is not space for a formal bus stop. However, the committee considered the very low traffic volume of Derby Street and that the road rule for vehicles to slow to 40km/hr around buses and school zones be should be sufficient.
- The Committee was reluctant to agree to install any permanent infrastructure for bus shelters given the ongoing vandalism and costs to constantly repair and no permanent stops allows for flexibility on school routes to change the stop areas as children and families relocate.

Action/s:

- Council to contact landowner and have the temporary fencing removed.
- Council to provide response to Glen Innes Bus Services of outcome of discussion.

6.5 Pinkett Road Flood Warning System (Roads Consultative Committee)

- Mike Stone forwarded request on behalf of Roads Consultative Committee regarding the installation of flood lighting over Mann River on Pinkett Road.
- Flood lighting would not be supported by TfNSW and Police.
- Suggest additional depth indicators to be installed.
- Unanimous agreement that the signage and treatment is the correct and appropriate treatment for this area.

Action/s:

- Council to install additional depth markers along Pinkett Road at Mann River.
- Council to report and convey final decision to this matter to Roads Consultative Committee.

NO FURTHER ACTION

7. DATE OF NEXT MEETING

1pm Wednesday 7 November 2025– William Gardner Conference Room.

No further business. Meeting closed at 3:17pm.

LTC Report

ITEM	-	BUS ZONE FOR DISABILITY TRANSPORT REQUEST – BOURKE STREET, GLEN INNES
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ISSUE / SUMAMRY

ACCESS sub-committee request for the provision of a Bus Zone located in the Taxi Stand area of Bourke Street.

BACKGROUND

The proposed Bus Zone would be located at the existing Taxi Rank in Bourke Street, refer to Site Map and Photographs 1 to 2.

This location would enable buses to provide disability transport parking for various community service buses.

KEY CONSIDERATIONS

The Taxi Rank Design Specification (Australian Taxi Industry Association) and AS 2890.5 – Parking Facilities: Part 5, Street Parking, Clause 4.3, Taxi Stands have been referred to in determining Taxi Stand provisions required.

The Taxi Rank in Glen Innes would be considered a Low Use to Medium Use Rank. It should be noted that all provisions (signs, seating, lighting etc) are provided as per the Specification.

One critical dimension is the length of taxi rank required. The number of services provided through the rank at peak has been estimated at 4 services per hour. Specifics such as dwell time have also been considered. It should be noted that there are two taxis operating in Glen Innes.

The key dimension that has been determined, based on the above information, is that a Taxi Rank length of 11.8 metres is required (from Clause 4.3, $L = (5.4 \times \text{no. of Taxis standing}) + 1$). The current arrangement provides a length of approximately 40 metres. Within this area there is a 24.5 metre length of un-kerbed footpath (refer Photograph 2) that currently provides disability transport access.

The various community bus services have been contacted and the typical bus is a maximum 13 seat bus with a rear wheel-chair access lift, typically requiring a space of approximately 12 metres to allow for length of bus, rear chair lift and manoeuvring.

There is sufficient length to provide a Taxi Rank, as per AS2890.5 and a Bus Zone for disability transport services.

There is an approximate length of 13.5 metres that could be returned to parallel car parking and provide two parking spaces.

Implementation of the Bus Zone would be at a small cost (estimated \$300) and should be able to be funded from the Traffic Facilities budget. There are no Asset Management, Land Use, Policy or Regulation issues. Legal and Risk Management issues will be resolved by consideration by LTC.

OFFICER RECOMMENDATION/s *(optional)*

There are no major impediments to prevent implementation of the requested Bus Zone Times/Days amendment. For consideration of LTC and subsequent Recommendation to Council.

Prepared by	M Stone - Senior Design Officer/Level 2 Road Safety Auditor
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Site Map



Photograph 1.



Photograph 2.

LTC Report

ITEM	-	BUS ZONE LIMITED TIME AMENDMENT REQUEST – GREY STREET, GLEN INNES
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ISSUE / SUMAMRY

ACCESS sub-committee request for the existing Bus Zone in Grey Street to have the times/day amended to provide a broader range of access for buses that need to use the Bus Zone.

BACKGROUND

The existing Bus Zone is located at 357 Grey Street, Glen Innes outside the Mackenzie Mall, refer to Site Map and Photograph 1.

The existing Bus Zone is signposted 9AM – 1PM THURSDAY ONLY, refer to Photograph 2.

The proposed amendment is as follows: 9AM – 5PM Mon – Fri and 9AM – 1PM Sat.

The amendment should not cause any noticeable inconvenience to normal car-parking requirements in this area.

KEY CONSIDERATIONS

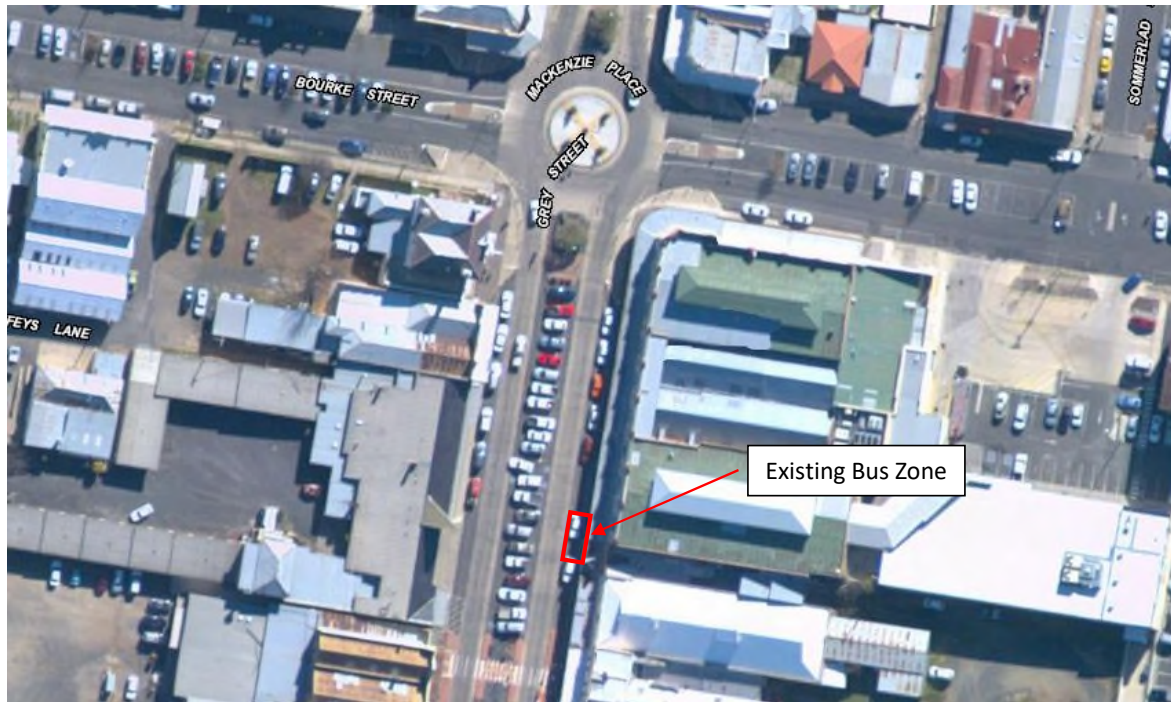
Implementation of the Bus Zone extension would be at a small cost (estimated \$500) and should be able to be funded from the Traffic Facilities budget. There are no Asset Management, Land Use, Policy or Regulation issues. Legal and Risk Management issues will be resolved by consideration by LTC.

Note, existing signposts require relocating as they should be 600mm behind kerb-line (refer Photograph 3, offset allows for door opening) and the relocation would be part of amendment works.

OFFICER RECOMMENDATION/s *(optional)*

There are no major impediments to prevent implementation of the requested Bus Zone Times/Days amendment. For consideration of LTC and subsequent Recommendation to Council.

Prepared by	M Stone - Senior Design Officer/Level 2 Road Safety Auditor
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Site Map



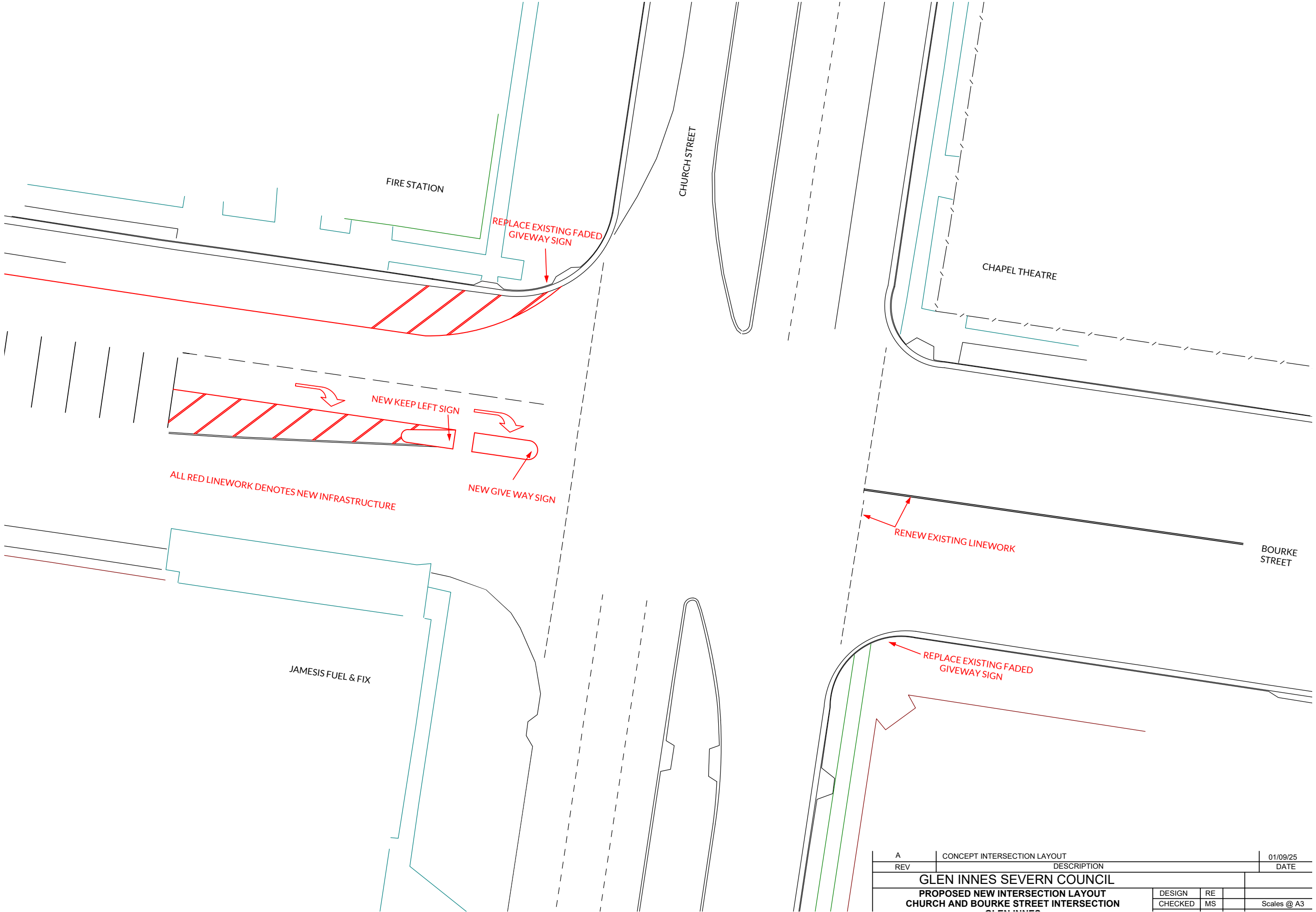
Photograph 1.

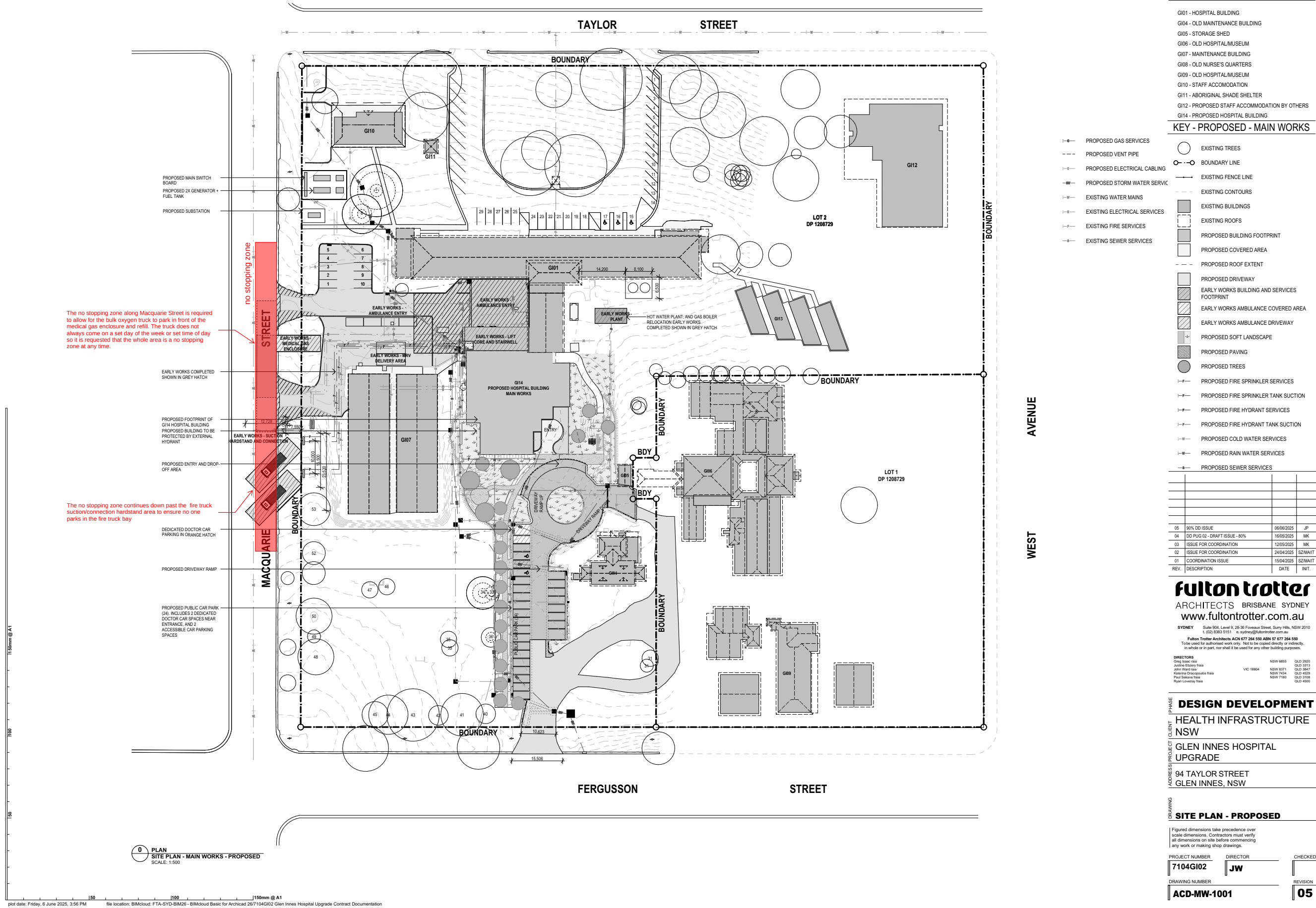


Photograph 2.



Photograph 3.





LTC Report

ITEM	GLEN INNES HOSPITAL UPGRADE, NO STOPPING ZONE REQUEST MACQUARIE STREET, GLEN INNES
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ISSUE / SUMAMRY

Project consultant request on behalf of Health Infrastructure NSW for a NO STOPPING Zone (not time-limited) in Macquarie Street.

BACKGROUND

The NO STOPPING Zone would be located centrally in Macquarie Street between Ferguson Street and Taylor Street on the east side of the street, immediately outside the proposed hospital upgrade, refer to Location Map, Image 1 and attached Site Plan.

Length of NO STOPPING Zone is approximately 90 metres (equates to approximately 15 parking spaces) and is required to prevent parking across required accesses to the hospital but more importantly to allow provision of a parking/delivery area/dock for trucks delivering essential medical bulk oxygen and gases which may be delivered at all hours, hence the requirement for not being time-limited.

The loss of this number of car-parking space should not cause any noticeable inconvenience to car-parking requirements in this area.

Two sections of approximately 48 metres each would still be available for parallel parking in the remainder of the east side of the street and this equates to approximately 16 parking spaces. The west side of Macquarie Street retains enough space for approximately 24 car-parking spaces after taking into account lost spaces for vehicle crossings.

KEY CONSIDERATIONS

Implementation of the NO STOPPING Zone would be at a small cost (estimated \$400) and should be able to be funded from the Traffic Facilities budget. There are no Asset Management, Land Use, Policy or Regulation issues. Legal and Risk Management issues will be resolved by consideration by LTC.

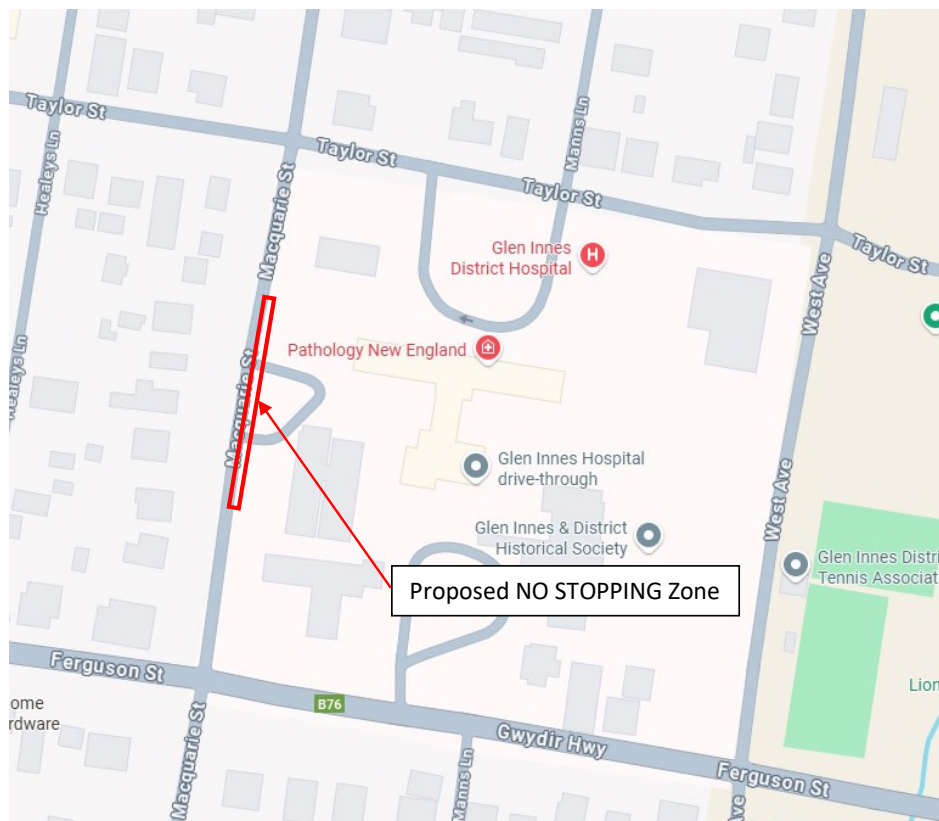
OFFICER RECOMMENDATION/s *(optional)*

There are no major impediments to prevent implementation of the requested NO STOPPING Zone (not time limited). For consideration of LTC and subsequent Recommendation to Council.

Prepared by	M Stone - Senior Design Officer/Level 2 Road Safety Auditor
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Annexure A

Item 9.3



Location Map



Image 1.

LTC Report

ITEM	GLEN INNES PRESCHOOL - ISSUES NEAR PRECINCT CORONATION AVENUE, GLEN INNES
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ISSUE / SUMAMRY

Refer contacts from Jan Carr, Director Glen Innes Preshcool

BACKGROUND

Several issues have been raised by the Director over a period of time.

An email with an attached letter in December 2024 initially raised two items. Firstly, a request for the installation of bike-stands, this request extolling the benefits of healthy and active lifestyles, particularly for children, and improved safety. Secondly, a request for a speed hump to be installed in Coronation Avenue as speeding was considered an issue and that a car had crashed into the property outside of preschool hours.

The Director was advised that the requests would be raised at the February LTC.

Post LTC in February the Director was contacted by phone by Council's Senior Design Officer and was advised of the following:

- The installation of bike-stands and paths (paths were raised additionally in the conversation) was perhaps a matter that TfNSW could address as there may be Safe Routes to School funding or similar that may be available. A contact number for a TfNSW representative was provided and the TfNSW representative advised;
- Considering the possible security risks in the area that perhaps bike-stands may be better located in the Preschool grounds;
- A speed hump would not be installed. It was not standard treatment for a School Zone and would not be effective;
- Council would install traffic counters in Coronation Avenue and review the results;
- Police NSW would monitor the area; and
- School Zone signs and pavement markings had been inspected and that TfNSW would be contacted to arrange relevant maintenance/replacement works.

A subsequent email with attached letter was received in June. This letter adding concerns re speeding in Wentworth Street and noting an incident with two cars allegedly "chasing" each other. It was also reported that an incident in 2010, on a weekend, resulted in a car crashing through the preschool fence. This accident is not recorded in the crash history database, so it can be assumed it did not involve injury.

It was requested that Council consider:

- Installation of traffic calming infrastructure (e.g. speed humps, road narrowing);
- Increased speed monitoring and enforcement through cameras;
- Enhanced signage and visual deterrents; and
- Installation of bollards or other physical barriers to protect the site
- Council formally respond outlining *"the steps Council will take to address this escalating risk..."*

COMMENTARY BY SDO

1. The installation of paths is a matter that TfNSW could address as there may be Safe Routes to School funding or similar that may be available. **Action:** A TfNSW representative to contact the Director to discuss;
2. Bike-stands were not requested in the latest correspondence. The preschool may be looking to do internally as advised or it is no longer an issue. **Action:** Nil
3. Speed humps and/or road narrowing not be installed as they are not standard treatment for a School Zone and would not be effective. Additionally, there is no evidence of speeding, refer to Appendix A - traffic counter results, and advice from Police NSW after monitoring. The incidents reported were

isolated, not showing a consistent pattern. There is no traffic related warrant to require traffic calming devices. **Action:** Council to advise Preschool that traffic calming devices are not warranted;

4. Re request for increased speed monitoring and enforcement through cameras. **Action:** Council to advise that Police NSW would continue random monitoring and TfNSW would be requested to arrange random speed camera surveillance to be carried out;
5. There is no need for enhanced signage and visual deterrents as all current signs and pavement markings are as per School Zone standards. However, maintenance works need to be carried out ASAP to replace faded School Zone signs and to renew faded pavement markings in Wentworth Street. Pavement markings to be renewed upon completion of rehabilitation works in Coronation Avenue. **Action:** Council to advise Preschool of intended maintenance works; and
6. Installation of bollards or other physical barriers to protect the site is not warranted as there has been only one incident involving an impact with the boundary fence (not reported). **Action:** Council to advise Preschool that the matter is for the Preschool to consider as internal works.

KEY CONSIDERATIONS

Un-budgeted cost to carry out maintenance to upgrade/replace faded signs and road pavement markings, however there may be funds in traffic facilities.

There is a need to confirm responsibility for maintenance of School Zone signs/pavement markings, especially recently installed electronic signs.

There are no Asset Management, Land Use, Policy or Regulation issues. Legal and Risk Management issues will be resolved by consideration by LTC.

OFFICER RECOMMENDATION/s (optional)

The Local Traffic Committee to discuss the information and proposed action items that have been provided in this report and provide unanimous agreement to the final response to the Preschool Director.

This formal response from Council to the Preschool will give **final** advice to indicate what will/will not be implemented and confirming maintenance work to signs and pavement markings. The response to also stress that the issues raised have been carefully considered by the LTC which has representatives from Council, Police NSW, TfNSW and a representative of the local Member for the NSW Government with the technical knowledge and delegated authority to manage these traffic issues.

For the consideration of LTC.

APENDIX A

Results of traffic counter monitoring, Coronation Avenue School Zone:

Southern End: Morning – 85% speed – 44.3km/h
Afternoon – 85% speed – 45.5km/h

Northern End: Morning – 85% speed – 46.8km/h
Afternoon – 85% speed – 47.9km/h

Some concern re 85% speed, however the traffic volumes are very low.

With continued or increased monitoring and the maintenance works proposed it is expected these figures would reduce.

Prepared by:	M Stone - Senior Design Officer/Level 2 Road Safety Auditor
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LTC Report

ITEM	REVIEW OF TIMED PARKING ARRANGEMENTS MEADE STREET, BOURKE STREET & WENTWORTH STREET – CBD AREA
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ISSUE / SUMMARY

Refer correspondence received from AMH Medical Centre re parking arrangements in East Avenue.

BACKGROUND

Several issues raised re availability of parking spaces in East Avenue, including a request to install additional angle parking and safety concerns for employees working late into evening.

KEY CONSIDERATIONS

The area was inspected and parking arrangements reviewed against AS2890.5 – On-street parking and it has been determined that there is no scope for additional angle parking.

The practice manager was contacted, advised of the inspection outcome and alternatives were discussed.

A review of the parking control arrangements for the subject streets is summarised as follows:

- For the subject streets the area of concern is from Church Street to East Avenue, in effect the CBD precinct.
- Parallel parking is generally ½ hour time limited (arrangements to cater for turn-over of parking in the CBD) and there are also various Time Limited Loading Zones, a Taxi Stand and a Police Vehicles Only Zone. Centre parking is generally 2 hour parking (these areas historically difficult to enforce due to damaged or badly located sign-posting, with some removed and not replaced).

It is proposed to leave in place all parallel timed parking zones but delete any 2 hour centre parking zones. These arrangements would cater for employees/staff of businesses whilst still providing turn-over for persons needing to access businesses and service providers.

Removal of all centre parking sign-posting would be at a small cost (estimated \$400) and should be able to be funded from the Traffic Facilities budget. There are no Asset Management, Land Use, Policy or Regulation issues. Legal and Risk Management issues will be resolved by consideration by LTC.

There are no Asset Management, Land Use, Policy or Regulation issues. Legal and Risk Management issues will be resolved by consideration by LTC.

OFFICER RECOMMENDATION/s (optional)

There are no major impediments to prevent implementation of the proposed parking arrangements. For consideration of LTC and subsequent Recommendation to Council.

Prepared by:	M Stone - Senior Design Officer/Level 2 Road Safety Auditor
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