Glen Innes Severn Council Meeting

18 JUNE 2026

Annexures

ANNEXURES

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CODE OF MEETING PRACTICE

ACKNOWLEDGEMENT OF COUNTRY

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

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DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:	MANAGER OF GOVERNANCE, RISK AND CORPORATE PLANNING (MGRCP)				
REVIEWED BY:	General Manager				
REVIEW DUE DATE:	August 2025				
VERSION NUMBER:	7				
VERSIONS:	**DATE**	**RESOLUTION NO:**	**DESCRIPTION OF AMENDMENTS**	**AUTHOR / EDITOR**	**REVIEW / SIGN OFF**
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	12.02/22	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

Note: Document Control continued at Appendix A

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*.

..... General Manager

..... Date 22/11/23

1. INTRODUCTION

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.

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 of the meeting 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.

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.

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:

(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.

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.

3.31 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.28(b) on whether a matter is of great urgency.

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 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 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 15 minutes and they will commence at 8.45am on the day of a set Council meeting.

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 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.

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 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.

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.

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 audio-visual 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:

(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 audio-visual 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 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 audio-visual 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.

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.

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.

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'.

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:

(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.

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.

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, 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.

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.

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.

11.9 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 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.

Item 7.1

Annexure A

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,

(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

(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 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 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.

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

(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.

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 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.

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 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.

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 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.

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

(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.

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.

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

21. IRREGULARITES

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

(a) a vacancy in a civic office, or

(b) a failure to give notice of the meeting to any councillor or committee member, or

(c) any defect in the election or appointment of a councillor or committee member, or

(d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or

(e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22. PETITIONS

22.1 That Council affirm its belief in, and support for the right: "It is the privilege of any individual or body of individuals in the community to petition (Council) to obtain redress of grievances, or to ask it not to do something that is contemplated."

22.2 That for the purposes of reviewing and dealing with petitions, such documents be formally drawn up, and be directed to matters which are within the powers of authorities of the Council.

22.3 That petitions presented by Councillors to duly convened Council meetings be subject to consideration of motions in terms "That the petition lie on the table for a period of fourteen (14) days and ……"

22.4 That petitions lodged with the Council by post or means other than by presentation by a Councillor at a duly convened meeting of the Council shall be dealt with as ordinary correspondence.

23. DEFINITIONS

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

Appendix A

Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
5	22/10/2020	8.10/20	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 Business to replace "Opening by Minister from the Fraternal" with "Opening with Prayer".	MGRCP	Council
4	28/05/2020	1.05/20	Revised Code of Meeting Practice to incorporate the Guidelines for Pre-meeting Briefing Sessions.	General Manager	Council
3	23/5/19	3.05/19	Adopted Model Code of Meeting Practice	General Manager	Council
2	22/11/12	2.11/12	Revised Code of Meeting Practice	General Manager	Council
1	27/11/08	6.11/08	Code of Meeting Practice	General Manager	Council

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Annexure A

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27/06/2024	7.14	Derry Place Road Closure	**15.06/24 RESOLUTION** THAT Council: 1. Proceeds to close the road corridor that holds Derry Place. 2. Determines the area of land needed within Lot 7 Deposited Plan 1008237 to enable a cul-de-sac head in Penzance Street. 3. Confirms its intention to exchange land from the closed Derry Place for a partial widening of Penzance Street, subject to a further report that sets appropriate compensation, having regard to valuation of both parcels by an independent registered property valuer. **CARRIED**	31/07/2026	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 **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.

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						07 Apr 2025 9:12am Hunt, David New England Surveying and Engineering engaged to prepare Compiled Plan, Liaise with Crown Lands Office, Lodge plan with Glen Innes Severn Council and lodge documentation with NSW Land Registry Service. **07 May 2025 9:28am Hunt, David** New England Surveying and Engineering are still progressing through the requirements required to close the road corridor that holds Derry Place. This will involve liaising with Crown Lands, Glen Innes Severn Council and the NSW Land Registry Service. It is anticipated that the work required by New England Surveying and Engineering will be completed by the end of August 2025. **02 Jun 2025 9:50am Hunt, David - Target Date Revision** Target date changed by Hunt, David from 30 June 2025 to 31 December 2025 - Date revised to allow for surveying and land valuations to occur. **04 Jul 2025 11:15am Hunt, David** New England Surveying & Engineering have confirmed that a title has now been created for the land, known as Derry Place, which confirms the road has been closed. Next steps are to work through selling / transferring the land to Allcrete. Due to vacant Property Officer position not being filled, this will take longer than originally expected. **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** 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. Action still progressing. **10 Nov 2025 12:52pm 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

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						amounts required for the transfer of land. 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. **03 Dec 2025 8:17am Woods, Colin - Target Date Revision** Target date changed by Woods, Colin from 31 December 2025 to 31 January 2026 - Currently with the design team **05 Feb 2026 8:21am Woods, Colin** Design Team is currently finalizing plans for Cul-de-sac. Once this is done, the process of preparing for public consultation will commence. **12 Feb 2026 8:05am Woods, Colin - Target Date Revision** Target date changed by Woods, Colin from 31 January 2026 to 31 March 2026 - Waiting to formalise public exhibition. **30 Mar 2026 11:29am Woods, Colin - Target Date Revision** Target date changed by Woods, Colin from 31 March 2026 to 31 May 2026 - Design team have advised that pegging and surveying of the land is in the final stages and should be complete within three (3) weeks. Once completed we can proceed to public consultation. **28 Apr 2026 1:51pm Woods, Colin - Target Date Revision** Target date changed by Woods, Colin from 30 May 2026 to 30 June 2026 - Pegging of the site has been completed. We are now waiting on advice from surveyors if new plans are required. Depending on advice received we will proceed to obtaining valuation of the new lots. **29 May 2026 2:20pm Woods, Colin - Target Date Revision** Target date changed by Woods, Colin from 30 June 2026 to 31 July 2026 - Valuations from an independent valuer have been received. Now proceeding with next steps of road closure process including public exhibition and liaising with the applicant.
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	30/06/2027	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

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			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 *Local Government Act 1993* 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 *Local Government Act 1993*. 7. Notes that the land currently used for carparking is to continue in that form. **CARRIED**			total project, this will occur in 2 loans and the second will not be raised until mid 2026. **15 May 2025 2:40pm Smith, Bernard** Sale contract finalised within 4 weeks, includes provisions relating to carpark design, works funded by vendor, other works to be undertaken by vendor., Brief for internal fitout design to be issued with 4 week., Draft plan of subdivision being prepared. **10 Jun 2025 3:40pm Smith, Bernard** Negotiations complete regarding apportionment of civil works costs, terms sheet for contract finalised. **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 **08 Dec 2025 10:03am Smith, Bernard - Target Date Revision** Target date changed by Smith, Bernard from 31 December 2026 to 30 June 2027 - Second round of borrowings will not occur until well into 2026 **30 Jan 2026 4:28pm Smith, Bernard** Contract of sale entered into, design is progressing, vendor has to complete a number of actions including the subdivision of the land. **18 Mar 2026 2:41pm Smith, Bernard** Nothing further to add to the previous update. **06 May 2026 8:08am Smith, Bernard** Subdivision approved at the April Council meeting, design progressing, settlement anticipated in 2 months.

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28/11/2024	9.5	Petition for Street Surveillance in the Central Business District	**21.11/24 RESOLUTION** THAT Council: 1. Receives and notes the petition. 2. Notes the allocation in the current budget for CCTV for Council assets. 3. Continues to apply for external funding. 4. Works with the community to encourage property owners to install CCTV on their own premises. 5. Develops a Public Safety and Asset Protection CCTV Strategy incorporating Council installed cameras, mobile cameras, lighting, and property owner installed cameras. 6. Expresses its extreme concern regarding the impact on the community of crime particularly in public areas and makes a commitment to address the issue as much as possible, and that the General Manager be requested to bring back a comprehensive report to Council regarding the matter. 7. Notes the information presented to the meeting by Cr D Scott. **CARRIED**	30/06/2026	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 **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.

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						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. 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.

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						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. **06 Dec 2025 3:21pm Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 19 December 2025 to 30 May 2026 - Progress continues in accordance with Council's resolution. Quotations for Stage 2 of the Grey Street CCTV upgrade have been received and are now being assessed, with a preferred supplier expected to be selected prior to 19 December 2025 and upgrade works to commence early in 2026. NSW Police are yet to provide a template Memorandum of Understanding used by other councils, which is required to inform the development of a local CCTV viewing agreement. The draft Public Safety and Asset Protection (CCTV) Strategy has been completed and will be presented to Council at its February 2026 meeting following the standard internal review process. This internal review could not be finalised in time for inclusion in the December agenda due to the meeting being brought forward by one week and competing operational priorities within existing staff capacity. **12 Feb 2026 8:50am Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 30 May 2026 to 30 May 2026 - Target date changed by Sheridan, Riarna from 19 December 2025 to 30 May 2026 - Progress continues in accordance with Council's resolution. Stage 2 of the Grey Street CCTV upgrade with the successful supplier engaged and works anticipated to commence in late February 2026. Discussions with NSW Police regarding a viewing screen are also anticipated to be concluded in late February 2026. The draft Public Safety and Asset Protection (CCTV) Strategy will now be put to Council's March meeting due to resourcing limitations throughout the Christmas and January period.

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						19 Mar 2026 12:34am Sheridan, Riarna Progress is continuing in line with Council's resolution. The engaged supplier has placed orders for the Stage 2 CCTV equipment, with installation expected to commence in mid April and completion anticipated in May. Council has also reached agreement with NSW Police (Glen Innes Police Station) to install a dedicated monitoring screen within the station, enabling real time surveillance of Grey Street. This approach is consistent with arrangements implemented by other councils across NSW. The draft Public Safety and Asset Protection CCTV Strategy is currently under review and is scheduled to be presented to Council at the April meeting. **17 Apr 2026 10:30am Sheridan, Riarna** Progress is continuing in line with Council's resolution. Stage 2 CCTV installation works along Grey Street and installation of the viewing monitor at the Glen Innes Police Station is scheduled to be completed by end of May. The draft Public Safety and Asset Protection CCTV Strategy is now scheduled to be put to Council's May meeting. **21 May 2026 11:38am Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 30 May 2026 to 30 June 2026 - Stage 2 of the CCTV project is progressing well, with the Memorandum of Understanding for the viewing monitor feed at Glen Innes Police Station being finalised and shared with NSW Police Glen Innes. The MOU is expected to be finalised by the end of June 2026. Installation works along Grey Street and the Police Station monitor are now expected to commence in late May and be completed by 30 June to align with contractors availability. The CCTV Strategy will be reported to Council's June meeting, following further updates to align with the developed MOU. **05 Jun 2026 2:12pm Sheridan, Riarna** Stage 2 of the CCTV project continues to progress, with the CCTV installation commencing the second week of June after being delayed due to rain. The CCTV Strategy is on the agenda for Council's June 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	30/08/2026	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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			Contract for the Sale of Land, and 6. Requests that a report be brought back to the July 2025 Council Meeting outlining potential future uses for the rear section of 148 Church Street, which will be retained by Council. **CARRIED**			**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 Council. An Open Day is scheduled

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						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. **06 Dec 2025 3:30pm Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 31 December 2025 to 30 May 2026 - Subdivision Certificate application is anticipated to be submitted to Council by the surveyor in late December 2025 or January 2025. All other items of the resolution are complete. **12 Feb 2026 12:14pm Sheridan, Riarna** Preparation of the Subdivision Certificate application remains underway. The surveyor has advised that final plan refinements and supporting documentation are being completed prior to lodgement to ensure compliance with NSW Land Registry Services requirements. Lodgement is anticipated late February 2026. All other components of the resolution have been completed.

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						19 Mar 2026 12:51am Sheridan, Riarna Preparation of the Subdivision Certificate application continues. The surveyor has advised that final plan refinements and supporting documentation are being completed prior to lodgement to ensure compliance with NSW Land Registry Services requirements. Lodgement is anticipated late March 2026. All other components of the resolution have been completed. New England CT has lodged their Occupation Certificate application, along with the CT scanning machine being installed in mid-March, ready for opening very soon. **17 Apr 2026 12:35pm Sheridan, Riarna** It is pleasing to advise that Council has issued an Occupation Certificate to New England CT Pty Ltd, with operations commencing in mid April and clients now being welcomed on site. The subdivision certificate is progressing, with lodgement by the surveyor anticipated by the end of April. In accordance with the resolution and lease arrangements, New England CT Pty Ltd will be eligible to proceed with the purchase of 146 Church Street and the front portion of 148 Church Street following the registration of the subdivision by Lands Registry Services (LRS). **21 May 2026 11:45am Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 30 May 2026 to 30 August 2026 - New England CT Pty Ltd has been operating successfully from the site since mid April, with clients now being welcomed to the purpose fitted facility. Council is still awaiting lodgement of the subdivision certificate by the surveyor, however anticipates this to occur before the end of May 2026. Once lodged and registered through NSW Land Registry Services, the sale of 146 Church Street and the front portion of 148 Church Street can progress in accordance with Council's resolution. **05 Jun 2026 2:13pm Sheridan, Riarna** The Subdivision Certificate has now been lodged and is under assessment, with anticipated completion to occur by end of June 2026. Once lodged and registered through NSW Land Registry Services, the sale of 146 Church Street and the front portion of 148 Church Street can progress in accordance with Council's resolution.

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24/04/2025	7.8	Glen Innes Community and District Centre - In Kind Support	**9.04/25 RESOLUTION** THAT Council: 1. Advocates for Homes North to strengthen their support of Glen Innes and District Community Centre (GIDCC) operations and the client referral process. 2. Authorises Council Officers to provide in-kind support through assistance with developing a 2025/26 Strategy document for the GIDCC. 3. Authorises Council Officers to provide in-kind administrative support for the preparation of external grant applications for the GIDCC to improve the Centre's financial position. 4. Requests the General Manager to investigate and determine the availability of up to $20,000 within the current financial year budget, for the purpose of providing a one-off subsidy to support the debt repayment and running costs of the GIDCC; and 5. Notes that this subsidy is intended to assist the Community Centre Committee in maintaining service continuity while they work to improve their financial sustainability. 6. Supports in principle the concept of establishing a Community Service Hub in Glen Innes to improve access to coordinated services for vulnerable and disadvantaged members of the community; and 7. Authorises the General Manager to engage with relevant local service providers, including Homes North, the Glen Innes & District Community Centre, and State and Federal Government agencies, to explore co-location opportunities and collaborative service delivery models; and 8. Requests the General Manager to investigate potential Council-owned or leased facilities suitable for such a co-location, including	31/07/2026	Woodland, Lindsay	**15 May 2025 2:49pm Brackenborough, Ellie - Target Date Revision** Target date changed by Brackenborough, Ellie from 08 May 2025 to 30 June 2025 - In Kind Support has commenced by way of: **15 May 2025 2:49pm Brackenborough, Ellie - Target Date Revision** Target date changed by Brackenborough, Ellie from 30 June 2025 to 30 June 2025 - - Strategy Workshop Attendance **15 May 2025 2:50pm Brackenborough, Ellie - Target Date Revision** Target date changed by Brackenborough, Ellie from 30 June 2025 to 30 June 2025 - Support through determination of current NFP status and distribution identified grant opportunities. **10 Jun 2025 2:49pm Brackenborough, Ellie - Completion** Completed by Brackenborough, Ellie (action officer) on 10 June 2025 at 2:49:55 PM - In Kind Support has commenced by way of:, - Strategy Workshop Attendance (MCS & AMG), - Offer of MCS to create graphic design of Strategy Document (Data context not yet received) , - Support through determination of current NFP status and distribution identified grant opportunities, - Offer of grant writing support for identified grants **24 Feb 2026 11:19am Duffell, Debbie** Action uncompleted - Points 1, 6, 7, 8 and 9 still to be addressed. **24 Feb 2026 11:20am Duffell, Debbie - Completion** Uncompleted by Duffell, Debbie **24 Feb 2026 11:22am Duffell, Debbie - Reallocation** Action reassigned to Woodland, Lindsay by Duffell, Debbie - Points 1, 6, 7, 8 and 9 still to be addressed. **13 Mar 2026 1:44pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 30 June 2025 to 01 June 2026 - Items 1,2,3,4,5 have been completed. Items 6 and 7 are progressing with discussions already held over previous months with GIDCC and Homes North to confirm their respective support for the Glen Innes Community Services Hub concept. Moving forward the intention is to establish a Project Team with key stakeholders to progress with the development of a pam=n to establish the Community Services Hub.

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			operational, financial, and community benefits and constraints; and 9. Advocates to relevant government departments and funding bodies for support to progress a Community Service Hub in Glen Innes, including identification of grant opportunities and partnership models; and 10. Receives a report outlining options, preliminary findings, and next steps for consideration at the August 2025 Ordinary Council Meeting.			**14 Apr 2026 12:06pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 01 June 2026 to 30 June 2026 - Items 1,2,3,4,5 have been completed. Items 6 and 7 are progressing with a meeting scheduled with GIDCC, Homes North, PHN and Rural Fit to progress the Glen Innes Community Services Hub concept. Moving forward the intention is to establish a Project Team with key stakeholders to progress the development of the Community Services Hub in Gen Innes. **09 Jun 2026 12:29pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 30 June 2026 to 31 July 2026 - Council is making further attempts to reschedule a meeting with Homes North, GIDCC and other relevant stakeholders after the previous meeting was cancelled.
24/04/2025	7.13	Waste-to-Energy Technology - Costs, Benefits and Risks	**14.04/25 RESOLUTION** That Council: 1. Notes the contents of this report. 2. Creates a sub-committee of Council comprised of Councillors Davis, Scott, Arandale and Parsons, the General Manager, the Director of Place and Growth, John Winter and 3 SEATA directors to undertake further investigations and discussions regarding a potential Public Private Partnership (PPP), and to obtain legal advice to inform this process. 3. Endorses a $75,000 budget allocation from the Sewer and Waste Funds Reserve to support a local feedstock trial with SEATA. 4. Receives a further report detailing the outcomes of the feedstock trial once complete and PPP investigations, including legal considerations, and estimated costs and returns to potentially progress the proposed agreement towards the ownership and means of operation of a SEATA plant by GISC, to also enable GISC	30/08/2026	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 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.

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			to become a power producer and retailer. 5. Makes recommendation for the amendment of the Draft Community Strategic Plan, Delivery Program and the Operational Plan to ensure there are no potential impediments for submissions to OLG. 6. Identifies a potential site bearing in mind geography, geology, transport corridors and road and site works. **CARRIED**			**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. **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.

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						06 Dec 2025 3:33pm Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 31 January 2026 to 30 April 2026 - SEATA has now provided responses to Council's questions to inform the draft Service Level Agreement for the independent feedstock trial The Service Level Agreement has been scheduled to be completed, reviewed and provided to SEATA for execution by late December / early January to ensure ample time for the trial to proceed in February 2026, once fabrication of an elevated feed bucket has been completed and installed to the technology. **12 Feb 2026 9:19am Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 30 April 2026 to 30 June 2026 - In January 2026, Council officers provided biosolids and green waste samples to SEATA at their request to undertake benchtop trials in preparation for continuous testing of the Pilot Plant. The benchtop trial successfully produced high quality biochar and the process performed as expected. Independent laboratory analysis of inputs and outputs, including testing for solids, metals and PFAS, is underway. SEATA has advised that full results are expected by mid March due to extended PFAS analysis timeframes. The data will inform an indicative mass and energy balance to support full scale continuous testing, which is now anticipated to occur in April 2026. Pilot plant upgrades, including the elevator bucket feed in system, are nearing completion. Components have been constructed and factory acceptance tested, with installation now progressing on site. The Service Level Agreement has been finalised and forwarded to SEATA for review and execution. **19 Mar 2026 12:55am Sheridan, Riarna** Council is currently awaiting the results of SEATA's benchtop trials of greenwaste and biosolids undertaken in January 2026. SEATA is in the process of reviewing the Service Level Agreement (SLA) for the proposed feedstock trial provided by Council Officers, with commencement anticipated in April, subject to execution of the SLA and formal confirmation of the start date from SEATA. **17 Apr 2026 10:57am Sheridan, Riarna** The results of SEATA's benchtop trials of green waste and biosolids, undertaken in January 2026, are still pending.

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						SEATA is currently reviewing the proposed Service Level Agreement (SLA) prepared by Council officers for the feedstock trial. Subject to execution of the SLA and formal confirmation from SEATA, commencement of the trial is anticipated in late April or May 2026. **21 May 2026 11:49am Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 30 June 2026 to 30 August 2026 - The results of SEATA's January 2026 benchtop trials of green waste and biosolids are still pending. SEATA is also continuing to review the proposed Service Level Agreement prepared by Council officers for the feedstock trial, which is anticipated to be received by the end of May 2026. In preparation for the SLA being finalised and the trial commencing, Council is progressing the classification of its biosolids to ensure SEATA can legally receive and use them as part of the trial. Subject to execution of the SLA and formal confirmation from SEATA, the feedstock trial will progress thereafter with date of commencement yet to be advised. **05 Jun 2026 2:15pm Sheridan, Riarna** The status of SEATA's January 2026 benchtop trials and review of the proposed Service Level Agreement remains unchanged from previous updates. The results of the green waste and biosolids benchtop trials are still pending and SEATA is continuing to review the draft Service Level Agreement prepared by Council officers for the proposed feedstock trial. The key update for this month is that Council has now completed the classification of its biosolids to confirm whether they can be lawfully received and used by SEATA as part of the trial. The classification results indicate that the biosolids are suitable for use in the proposed trial. Subject to the Service Level Agreement being finalised and executed, and formal confirmation from SEATA, the feedstock trial will progress. A commencement date is yet to be confirmed.

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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: 1. Endorses the final terms as contained in Annexure 1 of this report to form the Binding Heads of Agreement with Taronga Mines Pty Ltd for the lease of part of the Glen Innes Airport site to establish a mine camp supporting the Taronga tin mine at Emmaville; 2. Notes that Taronga will be responsible for preparing the Heads of Agreement and lease documentation; 3. Approves the execution of the Heads of Agreement, subject to all relevant terms and conditions being met; 4. Approves the execution of the lease, as prepared in accordance with the terms of the executed Heads of Agreement. **CARRIED**	31/07/2026	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. **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. **07 Dec 2025 3:09pm Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 31 January 2026 to 06 March 2026 - No further progress has been made since the November 2025 update. NSW DPHI is still finalising the land reclassification Planning Proposal (from Community to Operational Land) which is required to enable the subdivision and Taronga's lease over the subdivided portion of land to be finalised. It is now anticipated the reclassification will be finalised in either late December 2025 or

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						January 2026. **12 Feb 2026 9:57am Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 06 March 2026 to 30 April 2026 - NSW DPHI has finalised the amendment to the Local Environmental Plan to implement the reclassification of the land from Community to Operational and provided the updated documentation to Council for review. Council officers reviewed the amendment in December 2025 and confirmed its accuracy. DPHI is now completing final approvals prior to publication, with the updated LEP anticipated to be publicly available by mid February 2026. Once published, this will enable subdivision of the relevant portion of land at the airport upon which the Mine Camp is proposed to be constructed. Subdivision is required by NSW Land Registry Services to allow the lease to Taronga to be registered on title and to finalise the lease arrangements in accordance with Council's resolution. **19 Mar 2026 1:28am Sheridan, Riarna** Progress continues on the Land Reclassification Planning Proposal, which must be finalised prior to Taronga Mines progressing the subdivision of land required to establish a Mine Camp at the Glen Innes Airport. NSW DPHI has advised that the final instrument has been received from the Parliamentary Counsel's Office, with an outcome anticipated in late March or early April. Following this, the updated Local Environmental Plan (LEP) will be published on the NSW Legislation website. Once published, this will enable subdivision of the relevant portion of land at the airport on which the Mine Camp is proposed to be constructed. Subdivision is required by NSW Land Registry Services to facilitate registration of the lease to Taronga on title and to finalise lease arrangements in accordance with Council's resolution. **17 Apr 2026 12:14pm Sheridan, Riarna** Steady progress continues. The land reclassification planning proposal has now been finalised and gazetted on the NSW Legislation website. This now allows Taronga Mines to progress the subdivision of land required to establish a Mine Camp at the Glen Innes Airport and prepare the lease in line with the resolution. This body of work is anticipated to be completed by / around June 2026.

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						21 May 2026 11:56am Sheridan, Riarna - Target Date Revision Target date changed by Sheridan, Riarna from 30 April 2026 to 31 July 2026 - No further progress has occurred during the reporting period. The next step is for the subdivision of the relevant portion of land at the Glen Innes Airport to be finalised, as this is required before the lease can be registered and the Mine Camp established in accordance with Council's resolution. It is understood that Taronga Mines is progressing this matter through its surveyor. Council is currently awaiting finalisation of the subdivision application and receipt of the draft lease from Taronga Mines before the matter can progress further. **05 Jun 2026 2:23pm Sheridan, Riarna** Council officers met with Taronga Mines' consultants during the reporting period to progress the application requirements for the proposed Mine Camp at the Glen Innes Airport. , Taronga Mines' consultants are seeking clarification as to the status of the preparation of the lease, along with the subdivision required to enable the lease to be registered with NSW Land Registry Services. Finalisation of the subdivision remains a necessary step before the lease can be registered and the Mine Camp established in accordance with Council's resolution.
28/08/2025	12.1	Waste-To-Energy - Public Private Partnership Progress Update And Next Steps	**15.08/25 RESOLUTION** THAT Council: 1. Notes that the Sub-Committee established under resolution 14.04/25 has been paused to ensure probity and full compliance with the *Local Government Act 1993* and the OLG's Public Private Partnership (PPP) Guidelines. 2. 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. 3. Receives a further report following the feedstock trial, outlining the results and	30/08/2026	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.

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			providing recommendations on whether to proceed with a potential PPP process in line with statutory and probity requirements. **CARRIED**			**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. **07 Dec 2025 3:13pm Sheridan, Riarna** SEATA has now provided responses to Council's questions to inform the draft Service Level Agreement for the independent feedstock trial The Service Level Agreement has been scheduled to be completed, reviewed and provided to SEATA for execution by late December / early January to ensure ample time for the trial to proceed in February 2026, once fabrication of an elevated feed bucket has been completed and installed to the technology. **12 Feb 2026 9:59am Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 28 February 2026 to 30 June 2026 - Awaiting full-scale continuous feedstock trial to occur and results provided to progress this resolution. SEATA confirmed the full-scale trial is anticipated to now occur in April 2026 following the receipt of benchtop trial analysis results in March 2026 and completion of plant upgrades to allow the trial. **19 Mar 2026 1:30am Sheridan, Riarna** Council is currently awaiting the results of SEATA's benchtop trials of greenwaste and biosolids undertaken in January 2026. SEATA is in the process of reviewing the Service Level Agreement (SLA) for the proposed feedstock trial provided by Council Officers, with commencement anticipated in April, subject to execution of the SLA and formal confirmation of the start date from SEATA. **17 Apr 2026 12:18pm Sheridan, Riarna** The results of SEATA's benchtop trials of green waste and biosolids, undertaken in January 2026, are still pending. SEATA is currently reviewing the proposed Service Level Agreement (SLA) prepared by Council officers for the feedstock trial. Subject to execution of the SLA and formal confirmation from SEATA,

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						commencement of the trial is anticipated in late April or May 2026. **21 May 2026 11:57am Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 30 June 2026 to 30 August 2026 - The results of SEATA's January 2026 benchtop trials of green waste and biosolids are still pending. SEATA is also continuing to review the proposed Service Level Agreement prepared by Council officers for the feedstock trial, which is anticipated to be received by the end of May 2026. In preparation for the SLA being finalised and the trial commencing, Council is progressing the classification of its biosolids to ensure SEATA can legally receive and use them as part of the trial. Subject to execution of the SLA and formal confirmation from SEATA, the feedstock trial will progress thereafter with date of commencement yet to be advised. **05 Jun 2026 2:25pm Sheridan, Riarna** The status of SEATA's January 2026 benchtop trials and review of the proposed Service Level Agreement remains unchanged from previous updates. The results of the green waste and biosolids benchtop trials are still pending and SEATA is continuing to review the draft Service Level Agreement prepared by Council officers for the proposed feedstock trial., The key update for this month is that Council has now completed the classification of its biosolids to confirm whether they can be lawfully received and used by SEATA as part of the trial. The classification results indicate that the biosolids are suitable for use in the proposed trial. Subject to the Service Level Agreement being finalised and executed, and formal confirmation from SEATA, the feedstock trial will progress. A commencement date is yet to be confirmed.
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.	30/09/2026	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

Item 7.2

Annexure A

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			CARRIED			Commission about their engagement process. **11 Dec 2025 10:51am Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 19 December 2025 to 30 January 2026 - Our request for information to the Department on the likely timing of the consultation has confirmed that the consultation has not yet commenced as the Commission is still in the planning/scoping stage. It appears likely that the consultation process will commence in the new calendar year. **04 Feb 2026 12:22pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 30 January 2026 to 30 March 2026 - Council Officers have previously contacted the Grants Commission to seek advice on when the proposed consultation process will commence. The Commission's response did not provide a commencement date for the consultation. No further information on the consultation process is available at this time. **13 Mar 2026 2:58pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 30 March 2026 to 30 June 2026 - No information can be found on the Grant Commission's website on the FAG Grant consultation. Will continue to monitor. **14 Apr 2026 12:09pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 30 June 2026 to 30 June 2026 - GISC has not yet received any further advice regarding the consultation for the review of the allocation processes for FAG grants. **11 Jun 2026 1:26pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 30 June 2026 to 30 September 2026 - Consultation period for FAG Grants is flagged for August to September 2026. Council officers will work on draft submission from GISC.
28/08/2025	8.1	Notice of Motion - Former Glen Innes Ambulance Station - Proposed Return to Community Ownership	**11.08/25 RESOLUTION** THAT Council: 1. Notes the community interest and historic value of the former Ambulance Station at 104 Bourke Street, Glen Innes. 2. Supports the Mayor to continue enquiries with the State Government regarding its	30/06/2026	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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			future use and ownership. 3. Defers any formal request for transfer until a clear and suitable plan for use and funding is identified. **CARRIED**			**30 Jan 2026 4:24pm Smith, Bernard - Target Date Revision** Target date changed by Smith, Bernard from 22 December 2025 to 30 June 2026 - Response yet to be received from the Minister, advocacy to be ongoing. **18 Mar 2026 2:30pm Smith, Bernard** Matter still under consideration by the state, attempts made to illicit a response. **06 May 2026 8:10am Smith, Bernard** Has been followed up and still no response from the state
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. 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**	31/08/2026	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. **09 Dec 2025 3:17pm Woods, Colin** Exclusive selling agent agreements with Country Wide Property have been signed and the properties have been listed on their website. There has been no correspondence from CWP since listing. **05 Feb 2026 8:25am Woods, Colin** The properties continue to be listed with Country Wide Property. The agent advises that interest has been minimal with the only enquiries being interested in residential property. **01 Jun 2026 12:18pm Woods, Colin - Target Date Revision** Target date changed by Woods, Colin from 30 June 2026 to 31 August 2026 - The exclusive agency agreement with Country Wide Property

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						has ended. Minimal interest was shown during the process with feedback from the listing agent that soil structure concerns could be limiting interest due to the cost of works required for excavation prior to building. To ensure Council has appropriate information prior to endorsing a new recommendation to list the properties, soil testing has been commissioned with expected results due at the end of June 2026. Once the soil test results are finalised, a report will be brought back to Council with options to proceed to list the lots for sale. Marketing options will also be presented in this report.
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**	31/07/2026	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. **13 Mar 2026 2:59pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 30 April 2026 to 30 April 2026 **14 Apr 2026 12:14pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 30 April 2026 to 30 June 2026 - Council Officers are waiting on feedback (peer review) from councils and stakeholders. Council Officers will also focus on completing the Framework (from Foundational stage to Final) before the end of the financial year. **09 Jun 2026 12:31pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 30 June 2026 to 31 July 2026 - Work on the Psychosocial Safety & Wellbeing Framework and other actions is progressing however will not be ready for the June Meeting of Council. It is envisaged that an update report will be tabled at the July Meeting of Council.
27/11/2025	7.15	Future Use of the Glen Innes Powerhouse - Community Engagement Outcomes & Next Steps	**17.11/25 RESOLUTION** THAT Council: 1. Notes the strong community interest and the wide range of potential future uses identified for the Glen Innes Powerhouse, recognising this as an encouraging	30/08/2026	Sheridan, Riarna	**07 Dec 2025 4:39pm Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 11 December 2025 to 30 June 2026 - In line with the resolution, the project has been included on Council's Project Pipeline Register to look for suitable grant funding to fund the preparation of a full Business Case. Consideration of a budget allocation in the 26/27 budget to fund part

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			foundation for activating this significant heritage asset. 2. Acknowledges Option 1 – the Combined Multipurpose Heritage & Activation Model – as the community's preferred direction, with the clear expectation that any future concept must integrate appropriate commercial elements to ensure, at minimum, a cost-neutral operational outcome for ratepayers. 3. Requests the preparation of a full business case and feasibility assessment, incorporating: • heritage and engineering due diligence, • capital and operational cost modelling, • financial viability testing, • WHS and risk analysis, • governance and partnership options, • staging and funding pathways aligned to grant availability. 4. Confirms that any proposal relating to ownership, leasing, operation or rehabilitation of the heritage assets must comply with Council's statutory obligations, including the Local Government Act, heritage protections, probity requirements, and Council's responsibility for the long-term intergenerational custody of the asset; 5. Notes that the business case is to be funded through any/all of the following pathways: • inclusion in the 2026/27 Operational Plan and Budget, • co-funding through external grant			or all of the business case will occur at budget time in early 2026.. **12 Feb 2026 12:00pm Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 30 June 2026 to 30 June 2026 - No suitable external grant funding has been identified to support preparation of the business case and feasibility assessment at this time. In line with the resolution, Council officers are also reviewing the merit and financial implications of including a budget allocation in the 2026/27 Operational Plan to fund preparation of the business case, ensuring any proposed expenditure reflects responsible and sustainable management of Council resources. This review will be completed prior to finalisation of the proposed 2026/27 budget inputs for Council's consideration. **19 Mar 2026 1:52am Sheridan, Riarna** No suitable external grant funding has been identified to support preparation of the business case and feasibility assessment at this time, however investigations into alternative sources of funding are being explored. In line with the resolution, Council officers are also reviewing the merit and financial implications of including a budget allocation in the 2026/27 Operational Plan to fund preparation of the business case, ensuring any proposed expenditure reflects responsible and sustainable management of Council resources. This review will be completed prior to finalisation of the proposed 2026/27 budget inputs for Council's consideration. **17 Apr 2026 12:19pm Sheridan, Riarna** No suitable external grant funding has been identified to support preparation of the business case and feasibility assessment at this time, however investigations into alternative sources of funding are being explored, including a potential EOI for interested parties to lease the Powerhouse while a business case is developed and masterplan prepared as part of the Precincts Activation Framework and Strategy being presented to Council's April meeting. **21 May 2026 12:00pm Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 30 June 2026 to 30 August 2026 - No suitable external grant funding has been identified at this time to support preparation of the business case and feasibility

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			programs, or • wholly funded through successful grant applications. 6. Requests a further report to Council presenting the completed business case and recommending a preferred future-use model based on evidence, financial sustainability, risk management and long-term community benefit and aligned with the Precincts and Activation Framework currently in development. **CARRIED**			assessment. In the interim, a report will be presented to Council's June 2026 meeting seeking consideration of an Expression of Interest process to identify potential parties interested in leasing or activating the Powerhouse building. This would provide an opportunity to explore short to medium term use of the building while Council continues to seek suitable grant funding to progress the business case and related planning work in line with Council's resolution.
27/11/2025	8.1	Notice of Motion - Customer Service Improvement and Service Review - Immediate and Long-Term Actions	**19.11/25 RESOLUTION** THAT Council: 1. Notes that the Customer Service Service Review will be undertaken in 2025/2026 in accordance with Operational Plan Action O1.3.3.9. 2. Requests the General Manager to prepare a Customer Service Improvement Plan – Stage 1 (Immediate Actions) to be implemented during 2025 and 2026 financial year, addressing: · Response timeframes and escalation pathways, · Clear standards for communication and follow-up, · Staff training in customer-centred service delivery, · Improved coordination between departments for customer requests, and · Mechanisms for monitoring and reporting on customer satisfaction.	28/08/2026	Woodland, Lindsay	**02 Dec 2025 1:44pm Duffell, Debbie - Reallocation** Action reassigned to Woodland, Lindsay by Duffell, Debbie **11 Dec 2025 10:59am Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 11 December 2025 to 27 February 2026 - An update to Council at its February Meeting will be provided on the progress made against each item in the resolution. Immediate actions for service improvements will be the key area of focus initially. **04 Feb 2026 12:32pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 27 February 2026 to 23 April 2026 - Work has commenced on the Customer Service Improvement Plan (immediate improvements) and an update report will be tabled at the April OCM in line with the resolution. **15 May 2026 3:07pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 23 April 2026 to 30 June 2026 - Items 1 and 2 of the council resolution have largely been completed. Work is progressing on the remaining items. **09 Jun 2026 12:34pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 30 June 2026 to 28 August 2026 - Stage 1 Actions have largely been completed and a report was tabled at the April Meeting of Council. Work is progressing to complete stage 2 actions and the Service Review. It is envisaged that a further report will be tabled at the August Meeting of Council.

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			3. Ensures that the Improvement Plan align with the long-term Service Review Framework, ensuring that lessons and data from Stage 1 inform the broader review outcomes. 4. Ensures that customer service considerations are embedded into planning for the office co-location project, including system integration, shared reception and service points, and cross-functional workflows that support a "One GISC" model. 5. Receives a progress report at the April 2026 Council Meeting outlining: · Actions completed and outcomes achieved under Stage 1, · Key findings emerging from the Service Review process, and · Next steps for Stage 2 (system integration and continuous improvement). 6. Allocates appropriate resources in the Operational Budget to support implementation of immediate and staged improvement actions over FY 2025/2026 and FY 2026/2027. **CARRIED**			
18/12/2025	7.7	Adoption of the Draft Glen Innes Highlands Economic Development Strategy 2026 - 2030 & Draft Glen Innes Highlands Destination Management Plan 2026 - 2030	**8.12/25 RESOLUTION** THAT Council: 1. Notes the outcomes of the public exhibition of the Draft Glen Innes Highlands Economic Development Strategy 2026–2030 and the Draft Glen Innes Highlands Destination Management Plan 2026–2030. 2. Adopts the Glen Innes Highlands Economic Development Strategy 2026–2030 and the Glen Innes Highlands Destination Management Plan 2026–2030,	30/08/2026	Sheridan, Riarna	**12 Feb 2026 12:07pm Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 01 January 2026 to 30 June 2026 - The Glen Innes Highlands Economic Development Strategy 2026 - 2030 and Glen Innes Highlands Destination Management Plan 2026 - 2030 were adopted by Council at its December 2025 meeting. Both documents are available on Council's website and planning commenced to complete actions within both. Item 3 of the resolution is unable to be actioned until the outcome Council's Special Rate Variation application is known.

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			incorporating the amendments outlined in this report. 3. Further reviews the documents following the outcome of Council's Special Rate Variation application. **CARRIED**			**19 Mar 2026 1:54am Sheridan, Riarna** No change since February Ordinary Meeting report update - The Glen Innes Highlands Economic Development Strategy 2026 - 2030 and Glen Innes Highlands Destination Management Plan 2026 - 2030 were adopted by Council at its December 2025 meeting. Both documents are available on Council's website and planning commenced to complete actions within both. Item 3 of the resolution is unable to be actioned until the outcome Council's Special Rate Variation application is known. **17 Apr 2026 12:29pm Sheridan, Riarna** No change since March Ordinary Meeting report update - The Glen Innes Highlands Economic Development Strategy 2026 - 2030 and Glen Innes Highlands Destination Management Plan 2026 - 2030 were adopted by Council at its December 2025 meeting. Both documents are available on Council's website and planning commenced to complete actions within both. Item 3 of the resolution is unable to be actioned until the outcome Council's Special Rate Variation application is known. **21 May 2026 12:01pm Sheridan, Riarna** No change since the April Ordinary Meeting report update - The Glen Innes Highlands Economic Development Strategy 2026 - 2030 and Glen Innes Highlands Destination Management Plan 2026 - 2030 were adopted by Council at its December 2025 meeting. Both documents are available on Council's website and planning commenced to complete actions within both. Item 3 of the resolution is unable to be actioned until the outcome Council's Special Rate Variation application is known. **05 Jun 2026 2:29pm Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 30 June 2026 to 30 August 2026 - The outcome of Council's Special Rate Variation application has now been received. In accordance with item 3 of the resolution, the documents and associated actions are anticipated to be reviewed in accordance with the outcome of the Special Rate Variation before 30 July 2026 with any proposed changes reported to Council as required.

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19/02/2026	7.4	Glen Innes School of Arts and Music Pilot - Proposed Operating Model	**7.02/26 RESOLUTION** THAT Council: 1. Notes the progress made to establish the recently approved pilot program for the Glen Innes School of Arts. 2. Approves the preferred operating model (Option 3: Council & Community Operated) co-designed in collaboration with key stakeholders. 3. Endorses the proposed amendments to the 2025/26 Fees and Charges relating to the room hire at the School of Arts and Music of $10 per hour. 4. Resolves to place this amendment to the 2025/26 Fees and Charges on public exhibition for 28 days in accordance with the *Local Government Act 1993*. 5. Receives a further report to Council after the exhibition period in the event of Council receiving substantial submissions regarding the amendment to the Fees and Charges; otherwise, that the amendments be adopted by Council. 6. Extends its thanks to stakeholders who have participated in and contributed to the engagement process. 7. Requests that within six months of commencement of operations, a further report be provided to Council outlining: a. Actual utilisation rates and financial performance against cost neutrality assumptions, b. A refined financial model including break-even analysis and downside scenarios, c. Defined key performance indicators for the remainder of the pilot period, d. A review of governance arrangements,	30/10/2026	Woodland, Lindsay	**13 Mar 2026 3:18pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 05 March 2026 to 27 March 2026 - The proposed fees for the School of Arts and Music room hire are currently on public exhibition. The item will be dealt with at the March Ordinary Council Meeting should any substantial submissions be received regarding the proposed fees. The pilot program is being implemented and is scheduled to be open week commencing 20th April 2026. **14 Apr 2026 12:17pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 27 March 2026 to 30 June 2026 - A report will be tabled at the April Ordinary Council Meeting to establish the Advisory Committee. An Expression of Interest process has recently been completed and 9 parties have expressed their interest. Work is continuing for a soft opening from week commencing 20 April. A formal opening date will be planned for May 2026 - date yet to be confirmed. **09 Jun 2026 12:38pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 30 June 2026 to 30 October 2026 - Action items 1 to 6 inclusive have been completed. Action 7 items will be reported at the October 2026 Meeting of Council.

Item 7.2

Annexure A

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			including advisory committee structure and membership, and e. Clear success criteria and review thresholds to inform Council's determination of the future of the program at the conclusion of the pilot. **CARRIED**			
19/02/2026	6.1	Establishment of the Mayoral Community Impact Fund and Schools Mayoral Emerging Leadership Awards	**2.02/26 RESOLUTION** THAT Council: 1. Approves the establishment of the Mayoral Community Impact Fund to replace the Mayoral donations program with an annual allocation of $10,000, commencing in the 2026/27 financial year, subject to adoption through the annual Budget process. 2. Notes that the Fund will operate under the Mayor's delegated authority, in accordance with endorsed guidelines and with all allocations to be endorsed by the General Manager as compliant with Council policy, budget, and probity requirements. 3. Approves that the Mayoral Community Impact Fund will be delivered through the following funding streams: a. Micro-Grants for Community Activation – supporting low-cost, high-impact community-led initiatives, b. Volunteer Recognition and Civic Contribution – recognising unpaid contribution and strengthening civic pride, c. Seed Funding for Local Innovation and Pilot Projects – enabling early-stage trials and proof-of-concept activity, d. Hardship and Rapid Response Support – providing timely assistance for urgent community needs through	30/06/2026	Smith, Bernard	**18 Mar 2026 2:34pm Smith, Bernard - Target Date Revision** Target date changed by Smith, Bernard from 05 March 2026 to 30 June 2026 - Will be incorporated in draft budget for Council consideration, proposal to be communicated to schools. **06 May 2026 8:12am Smith, Bernard** Included in draft budget

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			recognised agencies, 4. Approves the inclusion of a Schools Mayoral Emerging Leadership Awards stream within the fund, which aims to recognise emerging leadership in local primary and secondary schools through school-nominated, non-cash awards, with awards: a. Nominated by participating schools, b. Presented at existing school presentation events, c. Provided as non-cash educational supports (e.g. vouchers, books, IT resources). 5. Requests the General Manager to develop guidelines for the operation of the Fund and Awards Program, including governance, reporting, and accountability arrangements and in accordance with this resolution. 6. Requests that an annual summary report be provided to Council outlining total allocations made under the Fund and recipient categories. **CARRIED**			
25/03/2026	12.1	Land Purchase	**29.03/26 RESOLUTION** THAT Council: 1. Notes the strategic importance of adopting a more interventionist approach to housing delivery to support workforce attraction, liveability and economic development. 2. Notes that the proposed acquisition is currently reliant on anticipated proceeds from asset sales and future revenue that has not yet been realised, and that this introduces financial and delivery risk. 3. Defers a final decision on the purchase of Lot 153 Hunter Street at this time.	25/09/2026	Smith, Bernard	**30 Mar 2026 7:53am Smith, Bernard - Target Date Revision** Target date changed by Smith, Bernard from 08 April 2026 to 25 September 2026 **06 May 2026 8:15am Smith, Bernard** Has not yet commenced

Item 7.2

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			4. Requests a further report to Council that outlines: o a clear framework for Council's role in housing delivery (including facilitation, partnership and direct development models), o priority housing outcomes and target cohorts (including key workers, rental supply and housing diversity), o delivery mechanisms and partnership opportunities (including government, community housing providers and private sector), o confirmed and secured funding pathways, including timing of cashflows and contingencies where asset sales or revenues are delayed or not achieved, o feasibility assessment principles to guide future land acquisition and development decisions. 5. Notes that any future consideration of land acquisition should be assessed against this framework to ensure alignment with Council's long-term strategic approach and financial sustainability. 6. Authorises the General Manager to monitor the outcome of the auction process and, should the property not sell, report back to Council on any potential opportunity for negotiated purchase aligned with the above framework. **CARRIED**			
25/03/2026	7.19	Draft Road, Bridge and Place Naming Policy	**22.03/26 RESOLUTION** THAT: 1. Council endorses the Draft Road, Bridge and Place Naming Policy for public exhibition, and 2. Council displays the Draft Road, Bridge and	26/06/2026	Kamphorst, Anthony	**16 Apr 2026 11:54am Kamphorst, Anthony - Target Date Revision** Target date changed by Kamphorst, Anthony from 08 April 2026 to 29 May 2026 - The Policy is currently on public exhibition which closes on the 26th of April 2026. The new target date allows time for the consultation period, ammendments to the policy (if required) and submission to the next Council meeting.

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			Place Naming Policy on Council's website, and that it be made available for viewing at the following locations: • Council's Town Hall Office, and • The Village Post Offices at Deepwater and Emmaville. 3. Council requests that, following the public exhibition period, the subsequent report to Council include consideration of how the policy may be further strengthened to recognise naming as a strategic tool for place-making and economic development, including alignment with: a. Council's broader place branding and identity, b. cultural heritage and local Aboriginal recognition, and c. Council's emerging GeoRegion narrative and aspirations. 4. The 2021 Roads Consultative Committee recommendation and subsequent Council resolution (28.01/22) is to be rescinded, and the new policy is to be applied to the naming of the Shannon Vale Road bridge over the Mann River. **CARRIED**			**21 May 2026 11:21am Kamphorst, Anthony - Target Date Revision** Target date changed by Kamphorst, Anthony from 29 May 2026 to 26 June 2026 - The new interim Manager of Economic developement has been asked to review and assist with how the policy can reflect how road, bridge and place naming can be used as "a strategic tool for place making and economic development" as per the resolution. Subsequently the final report has been pushed back until June.
23/04/2026	6.1	Support for the Invest in Us Campaign - Country Mayors Association of NSW	**2.04/26 RESOLUTION** THAT Council: 1. Formally endorses the Invest in Us campaign led by the Country Mayors Association of NSW. 2. Advocates to the Commonwealth Government to restore Financial Assistance Grants to at least 1 percent of taxation revenue, consistent with the position of the Australian Local Government Association. 3. Writes to relevant Federal and State representatives seeking support for a	30/06/2026	Smith, Bernard	**19 May 2026 2:17pm Smith, Bernard** Advocacy to the Federal Government is ongoing regarding increasing the Financial Assistance Grants, Council actively supporting the Invest in Us campaign **22 May 2026 10:45am Smith, Bernard - Target Date Revision** Target date changed by Smith, Bernard from 07 May 2026 to 30 June 2026 - Additional time for rollout of media releases etc

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			sustainable, place-based funding framework for local government. 4. Continues to leverage Council's existing advocacy platforms to amplify a coordinated national reform campaign. **CARRIED**			
23/04/2026	7.8	Draft Glen Innes Highlands Precincts Activation Framework & Strategy	**11.04/26 RESOLUTION** THAT Council: 1. Places the Precinct and Activation Framework on public exhibition with the following amendments: • A clearly defined a two-layer precinct model, comprising: i. Functional precincts as spatial clusters aligned to economic and community activity including: ▪ Retail and Employment Precinct ▪ Civic and Community Precinct ▪ Recreation and Sporting Precinct ▪ Tourism, Arts and Events Precinct ▪ Transport and Gateway Precinct ii. A Landscape and GeoRegion Network defined as a networked precinct rather than a traditional geographic boundary including: ▪ GeoRegion Core High-value	31/08/2026	Sheridan, Riarna	**21 May 2026 12:08pm Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 07 May 2026 to 31 August 2026 - The Draft Glen Innes Highlands Precincts Activation Framework and Strategy 2026–2030 is being updated in line with Council's resolution, including incorporation of the two-layer precinct model and supporting amendments. The amended Framework remains on track to be placed on public exhibition in very late May or early June 2026, with a further report to be presented to Council's July 2026 meeting for final adoption, following consideration of submissions and final graphic design. Procurement to engage a consultant to undertake the Deepwater consultation is also nearing completion, with consultation on track to commence in late June 2026 in line with the Framework. **05 Jun 2026 3:28pm Sheridan, Riarna** The Draft Glen Innes Highlands Precincts Activation Framework and Strategy 2026 to 2030 has been updated in response to Council's resolution, including incorporation of the two layer precinct model. The updated, graphic designed Framework is scheduled to go on public exhibition from Wednesday 10 June 2026. The exhibition date moved from late May to allow final review and formatting of the revised two layer model before release. A consultant has now been engaged to undertake the Deepwater community consultation, which remains scheduled to commence in late June 2026.

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			geological, natural and landscape assets that are central to the UNESCO Global Geopark ambition. ▪ GeoRegion Interface Areas that connect to or influence the core, including scenic routes, river corridors, transition landscapes and key recreational destinations such as Beardy Waters, Stonehenge Recreation Reserve and Mann River. ▪ GeoRegion Opportunity Areas Broader parts of the LGA where there is greater capacity to accommodate development, including renewable energy and existing or future mining sites, without undermining key landscape values. 2. Displays the amended Draft Glen Innes Highlands Precincts Activation Framework and Strategy 2026 – 2029 for public exhibition for a period of 28 days commencing as soon as possible in May 2026. 3. Receives a further report at its July 2026 meeting to adopt the final version of the Glen Innes Highlands Precincts Activation			

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			Framework and Strategy 2026-2030 incorporating any changes from public submissions and the final graphic design for formal adoption and publication. 4. Notes that consultation for Deepwater will commence late June 2026 in-line with the Framework. **CARRIED**			
11/05/2026	4.2	Draft Long Term Financial Plan 2026-2036 for Public Exhibition	**2.05/26 RESOLUTION** THAT Council: 1. Approves the Draft Long Term Financial Plan 2026-2036 to be placed on public exhibition, inviting submissions from 11 May 2026 until 8 June 2026. 2. Displays the Draft Long Term Financial Plan 2026-2036 on Council's website, and that it be made available for viewing at the following locations: • Council's Town Hall Office, • Glen Innes Severn Public and TAFE Library, and • The Village Post Offices at Deepwater and Emmaville. 3. Notes that all submissions received during the public exhibition period will be duly considered by Council prior to the preparation of the final document and its presentation to Council for adoption. **CARRIED**	30/06/2026	Woodland, Lindsay	**15 May 2026 3:20pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 25 May 2026 to 30 June 2026 - The Draft LTFP exhibition period is not due to close until 8 June and is scheduled to be tabled at the June Meeting of Council for review of all submissions and final revisions in readiness for approval by Council.
11/05/2026	4.1	Draft Operational Plan and Budget 2026-2027 for Public Exhibition	**1.05/26 RESOLUTION** THAT Council: 1. Approves the following documents to be placed on public exhibition, inviting submissions from 11 May 2026 until 8 June 2026:	30/06/2026	Woodland, Lindsay	**15 May 2026 3:18pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 25 May 2026 to 30 June 2026 - The exhibition period for the Draft Operational Plan and Budget will not end until 8 June and is scheduled to be tabled at the June Meeting of Council to review all submissions and final revisions in readiness for Council approval.

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			• Draft Operational Plan 2026-2027 including the Draft 2026-2027 Operating Budget and Draft 2026-2027 Rating and Revenue Policy Statement (Annexure A) • Draft 2026-2027 Schedule of Fees and Charges (Annexure B). 2. Displays the abovementioned documents on Council's website, and that they be made available for viewing at the following locations: • Council's Town Hall Office, • Glen Innes Severn Public and TAFE Library, and • The Village Post Offices at Deepwater and Emmaville. 3. Notes that the Draft Operational Plan and Budget 2026–2027 have been prepared on the assumption that the Independent Pricing and Regulatory Tribunal (IPART) will approve Council's Special Rate Variation (SRV) application, with IPART's determination expected in May 2026. 4. Notes that following IPART's determination, the Draft documents will be updated as required prior to adoption to: a. amend references to assumed SRV approval, or b. reflect any revised or modified IPART determination. 5. Notes that all submissions received during the public exhibition period will be duly considered by Council prior to the preparation of the final documents and their presentation to Council for adoption. **CARRIED**			

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28/05/2026	7.2	Community Safety Forum - Appointment of Members	**6.05/26 RESOLUTION** THAT: 1. Council notes the limited level of interest and participation from the stakeholder groups identified under the adopted Terms of Reference for the Community Safety Forum; 2. Council defers the appointment of community members who expressed an interest and thank them for that interest in the Community Safety Forum; and 3. Council defers commencement of the Community Safety Forum until the full stakeholder representation identified under the adopted Terms of Reference has been secured; 4. Should the full stakeholder representation not be achievable by the July Council Meeting that Council rescind resolution 4.12/25. **CARRIED**	01/08/2026	Smith, Bernard	**09 Jun 2026 4:00pm Smith, Bernard - Target Date Revision** Target date changed by Smith, Bernard from 11 June 2026 to 01 August 2026
28/05/2026	7.12	Deepwater Railway Station Expressions of Interest	**16.05/26 RESOLUTION** THAT Council: 1. Accepts the Expression of Interest submitted by the Deepwater Progress Association and enters into a Licence to Occupy for the Deepwater Railway Station, for an initial term of three years, with an option to extend to 30 November 2030. 2. Supports the establishment of the Licence to Occupy on a peppercorn basis, in recognition of the Association's commitment to undertake general maintenance works that would otherwise be the responsibility of Council. 3. Authorises the General Manager to execute the Licence to Occupy and any associated documentation on behalf of Council. **CARRIED**	31/07/2026	Woods, Colin	**29 May 2026 2:17pm Woods, Colin - Target Date Revision** Target date changed by Woods, Colin from 11 June 2026 to 31 July 2026 - A Licence to Occupy has been prepared and is going through a final check with Governance. Once this is completed, the Licence will be sent to Deepwater Progress Association for signing.

Division: **Date From:**

Committee: Council – Finalised Actions (23.5.26 to 11.6.26) **Date To:**

Officer:

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^MEETING DATE	ITEM NUMBER	SUBJECT	MOTION	RESPONSIBLE OFFICER	COMMENTS	DATE COMPLETED
18/12/2025	7.3	Establishment of a Community Safety Forum	**4.12/25 RESOLUTION** THAT Council: 1. Establishes a Community Safety Forum. 2. Adopts the Draft Terms of Reference for the Community Safety Forum. 3. Calls for expressions of interest from members of the community to participate in the Forum. **CARRIED**	Smith, Bernard	**30 Jan 2026 4:22pm Smith, Bernard - Target Date Revision** Target date changed by Smith, Bernard from 01 January 2026 to 27 March 2026 - Initial date unrealistic, Expressions of interest to be called during February. **18 Mar 2026 2:31pm Smith, Bernard** Currently being advertised. **18 Mar 2026 2:32pm Smith, Bernard - Target Date Revision** Target date changed by Smith, Bernard from 27 March 2026 to 30 April 2026 - Currently being advertised, should go to the April meeting **15 Apr 2026 4:57pm Smith, Bernard** Applications close 24 April. **15 Apr 2026 4:58pm Smith, Bernard - Target Date Revision** Target date changed by Smith, Bernard from 30 April 2026 to 29 May 2026 - Applications still open **06 May 2026 8:11am Smith, Bernard** Report to the May meeting **09 Jun 2026 3:55pm Smith, Bernard - Completion** Completed by Smith, Bernard (action officer) on 09 June 2026 at 3:55:48 PM - Reported to May meeting with subsequent resolution	09/06/2026
19/02/2026	7.8	Capital Works Program Progress Report as at 31 January 2026	**11.02/26 RESOLUTION** THAT Council: 1. Notes the information contained in the Capital Works Program Progress Report, and 2. Requests that future Capital Works reporting include: a. Clear identification of projects at risk of deferral or carryover and quantification of anticipated carryovers, b. High-level commentary on delivery capacity and sequencing risks, and	Smith, Bernard	**18 Mar 2026 2:39pm Smith, Bernard - Target Date Revision** Target date changed by Smith, Bernard from 05 March 2026 to 30 May 2026 - Will not be fully implemented for March meeting. **06 May 2026 8:14am Smith, Bernard** Will be incorporated in the May meeting report **09 Jun 2026 3:56pm Smith, Bernard - Completion** Completed by Smith, Bernard (action officer) on 09 June 2026 at 3:56:54 PM - Was included in relevant agenda items at the May meeting	09/06/2026

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			c. Refinement of the Project Pipeline Register to include defined project maturity stages, progression milestones, and accountability measures to support structured advancement toward shovel-ready and grant-ready status. **CARRIED**			
19/02/2026	7.18	Renewable Energy Zone - Community Benefit Fund Framework & Voluntary Planning Agreement Template	**21.02/26 RESOLUTION** THAT Council: 1. Endorses the draft Renewable Energy Zone (REZ) Community Benefit Fund Framework for the purpose of public exhibition for 28 days. 2. Endorses the draft REZ Voluntary Planning Agreement (VPA) template for concurrent public exhibition. 3. Displays the draft Renewable Energy Zone (REZ) Community Benefit Fund Framework and the draft REZ Voluntary Planning Agreement (VPA) template 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. 4. Requests that, prior to adoption, Council staff review and integrate the principles and strategic approach of the Glen Innes Highlands Economic Development Strategy 2026–2030 into the Community Benefit Fund Framework, including community wealth-building, place-based capital investment, liveability enablers, and Council's population growth target of 10,000	Sheridan, Riarna	**19 Mar 2026 1:23am Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 05 March 2026 to 30 May 2026 - In accordance with the resolution, the draft REZ Community Benefit Fund Framework and supporting Voluntary Planning Agreement Template were placed on public exhibition from 20 February to 19 March 2026. Submissions received are currently being reviewed, with an update to be provided to Councillors at the April Ordinary Meeting. **17 Apr 2026 12:32pm Sheridan, Riarna** In accordance with the resolution, the draft REZ Community Benefit Fund Framework and supporting Voluntary Planning Agreement Template were placed on public exhibition from 20 February to 19 March 2026. Submissions received are currently being reviewed and finalised. While an update was initially anticipated for the April Ordinary Meeting, a report will now be provided to Councillors at the May Ordinary Meeting to allow sufficient time to appropriately consider the submissions and incorporate them into a final, comprehensive report. **21 May 2026 12:04pm Sheridan, Riarna - Target Date Revision** Target date changed by Sheridan, Riarna from 30 May 2026 to 30 June 2026 - In accordance with the resolution, the draft REZ Community Benefit Fund Framework and supporting Voluntary Planning Agreement Template were placed on public exhibition from 20 February to 19 March 2026. A further report has been prepared and included on the Agenda for Council's May Ordinary Meeting. The report responds to points 4 and 5 of the resolution by providing a summary of submissions received, advice on amendments arising from public feedback and strategic alignment considerations, and	05/06/2026

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			residents. 5. Receives a further report following the exhibition period that includes: a. a summary of submissions received, and b. advice on any amendments arising from public feedback and strategic alignment considerations prior to final adoption. **CARRIED**		details of the updates made to the CBFF and VPA prior to final adoption. **05 Jun 2026 3:24pm Sheridan, Riarna - Completion** Completed by Sheridan, Riarna (action officer) on 05 June 2026 at 3:24:59 PM - Resolution Complete - The Draft CBFF & REZ VPA Template was placed on exhibition and brought back to Council's May 2026 meeting following exhibition in accordance with the resolution.	
19/02/2026	7.6	Quarterly Budget Review - December 2025	**9.02/26 RESOLUTION** THAT Council: 1. Notes and adopts the December 2025 Quarterly Budget Review. 2. Requests that future Quarterly Budget Review Statements include: a. The Responsible Accounting Officer's statement in accordance with the OLG QBRS Guidelines; b. Clear identification of structural versus temporary budget adjustments; and c. Explicit commentary on the impact of quarterly variations on the Long-Term Financial Plan and key financial sustainability indicators. **CARRIED**	Woodland, Lindsay	**17 Mar 2026 4:36pm Mills, Gary - Target Date Revision** Target date changed by Mills, Gary from 05 March 2026 to 30 April 2026 - To be covered in the next QBR **30 Apr 2026 1:14pm Duffell, Debbie - Reallocation** Action reassigned to Woodland, Lindsay by Duffell, Debbie **15 May 2026 3:09pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 30 April 2026 to 30 May 2026 - The QBR3 will be tabled at the May Meeting of Council and will address the improvement items outlined in the resolution from QBR2. **09 Jun 2026 12:39pm Woodland, Lindsay - Completion** Completed by Woodland, Lindsay (action officer) on 09 June 2026 at 12:39:56 PM - The QBR3 Report tabled at the May Meeting of Council provided improvements in reporting outlined in the resolution. Future QBR reports will also incorporate this information. Action is now complete.	09/06/2026
19/02/2026	7.7	Internal Loan Update	**10.02/26 RESOLUTION** THAT: 1. Council notes the information in this report. 2. A Councillor Workshop be conducted to inform Councillors on the operation of Council's cash flow management. **CARRIED**	Woodland, Lindsay	**13 Mar 2026 3:21pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 05 March 2026 to 24 April 2026 - The Cashflow Management item will be scheduled for a forthcoming Council Workshop in March or April.	11/06/2026

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					14 Apr 2026 12:19pm Woodland, Lindsay - Target Date Revision Target date changed by Woodland, Lindsay from 24 April 2026 to 29 May 2026 - The focus of the Finance Team has been on preparing budgets for 2026/27 FY. A council workshop on cash flow will be scheduled for May. **15 May 2026 3:11pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 29 May 2026 to 30 June 2026 - The Council workshop on the topic of Cashflow Management will be scheduled in June 2026 **11 Jun 2026 10:08am Woodland, Lindsay - Completion** Completed by Woodland, Lindsay (action officer) on 11 June 2026 at 10:08:48 AM - Workshop on cash flow management held 11 Juen 2026. Action closed.	
25/03/2026	12.2	Deepwater Railway Station Expressions of Interest	**30.03/26 RESOLUTION** THAT Council: 1. Authorises the calling of Expressions of Interest for a Licence to Occupy the Deepwater Railway Station and that the Expressions of Interest be accepted only from Incorporated Community Groups. The period of the Licence to Occupy will be for an initial three years with an option to extend until 30 November 2030. 2. Requests a report be brought back to a Council Meeting outlining the Expressions received and provide a recommended action. **CARRIED**	Woods, Colin	**30 Mar 2026 11:32am Woods, Colin - Target Date Revision** Target date changed by Woods, Colin from 08 April 2026 to 31 May 2026 - Expressions of Interest have been advised on Council's website with a closing date of 28 April. **28 Apr 2026 1:35pm Woods, Colin - Target Date Revision** Target date changed by Woods, Colin from 31 May 2026 to 30 June 2026 - EOI period closed 28/04/2026. Report being prepard for Council. If recommended EOI is accepted by Council, Licence to Occupy will be drafted for public exhibition. **29 May 2026 2:15pm Woods, Colin - Completion** Completed by Woods, Colin (action officer) on 29 May 2026 at 2:15:43 PM - EOI period closed with one proposal received.	29/05/2026

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^MEETING DATE	ITEM NUMBER	SUBJECT	MOTION	RESPONSIBLE OFFICER	COMMENTS	DATE COMPLETED
25/03/2026	7.16	Capital Works Program Progress Report as at 28 February 2026	**20.03/26 RESOLUTION** THAT Council: 1. Notes the information contained in the report, and 2. Requests that future Capital Works Program reporting be provided on a quarterly basis aligned with the Quarterly Budget Review, and be refined to: a. focus on project status, risks, delivery confidence and financial performance, b. provide consistent and current commentary across all projects, and c. clearly identify projects at risk of delay, cost variation or carryover. **CARRIED**	O'Brien, Fiona	**16 Apr 2026 1:30pm Duffell, Debbie - Target Date Revision** Target date changed by Duffell, Debbie from 08 April 2026 to 28 May 2026 - Noted. This report will be updated and realign withe the QBR schedule. **01 Jun 2026 1:42pm O'Brien, Fiona - Completion** Completed by O'Brien, Fiona (action officer) on 01 June 2026 at 1:42:19 PM - The Current Capital report has been lodged in line with the request to quarterly reporting. The attachments have been updated to include the relevant information requested in the resolution. Next report will be for the 4th Quarter presented at the July meeting.	01/06/2026
25/03/2026	7.2	Delivery Plan Resourcing	**6.03/26 RESOLUTION** THAT Council: 1. Notes the information contained in the report, and 2. Requests a further report to the May 2026 Ordinary Council Meeting that provides: a. a clear statement on whether workforce capacity is sufficient to deliver the Delivery Program, b. a high-level assessment of the extent to which vacancies and recruitment are impacting delivery, and c. identification of known workforce gaps and proposed strategies to address those gaps. **CARRIED**	Smith, Bernard	**30 Mar 2026 7:52am Smith, Bernard - Target Date Revision** Target date changed by Smith, Bernard from 08 April 2026 to 28 May 2026 - Resolution states May **19 May 2026 2:14pm Smith, Bernard** Included in the May Council meeting agenda **09 Jun 2026 3:57pm Smith, Bernard - Completion** Completed by Smith, Bernard (action officer) on 09 June 2026 at 3:57:24 PM - Considered at May meeting	09/06/2026

Item 7.2

Annexure B

	Division:		**Date From:**
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^MEETING DATE	ITEM NUMBER	SUBJECT	MOTION	RESPONSIBLE OFFICER	COMMENTS	DATE COMPLETED
23/04/2026	7.7	Investments Report - March 2026	**10.04/26 RESOLUTION** THAT Council: 1. Notes that the current Investment Report satisfies statutory reporting requirements under the Local Government (General) Regulation 2021 and is primarily focused on investment holdings and compliance. 2. Notes that the report identifies: • a reduction in investment balances due to operational cash requirements, and • a decrease in unrestricted cash during the reporting period; but does not present this information within a consolidated view of Council's overall cash position. 3. Recognises that the current format does not provide sufficient visibility to Council of: • total cash and investments as a combined position, • the relationship between restricted and unrestricted funds, and • changes in liquidity over time. 4. Requests that the monthly Investment Report be revised to a Cash and Investment Report, providing an integrated and decision-supporting view of Council's financial position. 5. Requests that the revised report include, at a minimum: • Total cash and investment balances presented as a consolidated position,	Woodland, Lindsay	**15 May 2026 3:15pm Woodland, Lindsay - Target Date Revision** Target date changed by Woodland, Lindsay from 07 May 2026 to 29 May 2026 - The updated and revised Cash and Investments Report which reflects the requirements of the resolution will be tabled at the May Meeting of Council. **09 Jun 2026 12:42pm Woodland, Lindsay - Completion** Completed by Woodland, Lindsay (action officer) on 09 June 2026 at 12:42:33 PM - The Cash and Investment Report tabled at the May 2026 Meeting of Council incorporated all of the requested information and commentary. Action is now complete.	09/06/2026

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Action Sheets Report		**Printed: Friday, 12 June 2026 9:02:17 AM**

^MEETING DATE	ITEM NUMBER	SUBJECT	MOTION	RESPONSIBLE OFFICER	COMMENTS	DATE COMPLETED
			• A clear breakdown of externally restricted, internally restricted, and unrestricted funds, • Month-on-month movement in cash and investments, • Commentary explaining key movements, including the relationship between investment decisions and operational cash requirements. 6. Requests that the revised reporting format be implemented and delivered from the May Ordinary Council Meeting. **CARRIED**			
28/05/2026	12.1	Lease Refinancing - Komatsu Excavator Model PC240LC_11	**23.05/26 RESOLUTION** THAT Council: 1. Approves the refinancing of the lease for the Komatsu Excavator Model PC240LC_11, for the remaining residual balance of $133,000, and 2. Authorises to affix the Common Seal of the Glen Innes Severn Council to execute the National Australia Bank (NAB) Corporate Market Loan of $133,000 over a three-year term with no residual remaining at the end of the term of the lease. **CARRIED**	Woodland, Lindsay	**11 Jun 2026 10:06am Woodland, Lindsay - Completion** Completed by Woodland, Lindsay (action officer) on 11 June 2026 at 10:06:58 AM - Lease agreement and contracts have now been signed and the action is complete.	11/06/2026
28/05/2026	7.8	Community Benefit Fund Framework and Supporting Voluntary Planning Agreement - Summary of Public Exhibition Results	**12.05/26 RESOLUTION** THAT Council: 1. Notes the outcome of the public exhibition of the draft Glen Innes Severn Council Community Benefit Fund Framework and draft Renewable Energy Projects Voluntary Planning Agreement Template.	Sheridan, Riarna	**05 Jun 2026 3:30pm Sheridan, Riarna - Completion** Completed by Sheridan, Riarna (action officer) on 05 June 2026 at 3:30:40 PM - Adopted CBFF & REZ VPA Templates finalised and scheduled to be placed on Council's website.	05/06/2026

Item 7.2

Annexure B

	Division:		**Date From:**
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	Officer:		
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			2. Adopts the amended Glen Innes Severn Council Community Benefit Fund Framework at Annexure C. 3. Adopts the amended Glen Innes Severn Council Renewable Energy Projects Voluntary Planning Agreement Template at Annexure E. 4. Notes that any future project specific Voluntary Planning Agreement will remain subject to the Environmental Planning and Assessment Act 1979 and Environmental Planning and Assessment Regulation 2021, including any applicable public notice, explanatory note, public inspection and publication requirements. 5. Thanks all submitters for their time and feedback during the public exhibition period. **CARRIED**			

Department of Planning, Housing and Infrastructure
Office of Local Government

Circular to Councils

Subject/title	2026/27 Determination of the Local Government Remuneration Tribunal
Circular Details	Circular 26-05 / 15 May 2026 / A1005478
Previous Circular	Circular 25-10 - 21-05 2025/26 Determination of the Local Government Remuneration Tribunal
Who should read this	Councillors / General Managers / Council Governance Staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

- The Local Government Remuneration Tribunal (the Tribunal) has determined an increase of 3.7% to mayoral and councillor fees for the 2026-27 financial year, with effect from 1 July 2026.
- The Tribunal is required to determine the remuneration categories of councils and mayoral offices at least once every 3 years under section 239 of the *Local Government Act 1993* (the Act). The Tribunal last undertook a significant review of the categories as part of its 2023 determination.
- In undertaking its review this year, the Tribunal concluded that it was necessary to rectify a criteria anomaly identified in the 'Regional Strategic' category established by the 2023 annual determination, and to adjust the population criteria for the 'Major Strategic Area' category, from 300,000 to 200,000.
- The Tribunal found that the allocation of most councils into the current categories continued to be appropriate having regard to the 2023 review, the current category model and criteria, and the evidence put forward in the submissions received. However, the Tribunal has reclassified Dungog Shire Council as 'Rural Large' due to population growth.
- The Tribunal has indicated it will undertake a further review of the categories of councils as part of its 2027 determination.

T 02 4428 4100 TTY 02 4428 4209, E olg@olg.nsw.gov.au
Locked Bag 3015 NOWRA NSW 2541
www.olg.nsw.gov.au

What will this mean for council?

- Section 248 and 249 of the Act require councils to fix and pay an annual fee to councillors and mayors from 1 July 2026 based on the Tribunal's determination for the 2026-27 financial year.

Key points

- The level of fees paid will depend on the category the council is in.
- A council cannot fix a fee higher than the maximum amount determined by the Tribunal.
- If a council does not fix a fee, the council must pay the minimum fee determined by the Tribunal.

Where to go for further information

- The Tribunal's report and determination is available at: https://www.remtribunals.nsw.gov.au/local-government/current-lgrt-determinations.
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.

Brett Whitworth PSM
Deputy Secretary, Office of Local Government

Local Government Remuneration Tribunal

Annual Determination

Report and determination
under sections 239 and 241 of the
Local Government Act 1993

23 April 2026

NSW GOVERNMENT

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Executive Summary

Functions of the Tribunal

1. Section 241 of the *Local Government Act 1993* (**the Act**) requires the Local Government Remuneration Tribunal (**the Tribunal**), by 1 May each year, to determine for each of the categories of Councils determined under s 239, the maximum and minimum fees to be paid to Mayors and Councillors in the following year. As well as those of Chairpersons and members of County Councils: s 400. The Tribunal may also amend a determination it has made for fees to be paid to the appointed Chairperson and appointed Councillors of a council designated as a Rural and Remote Council: c 12(c), sch 11.

2. Section 239(1) of the Act requires the Tribunal to determine the categories of Councils and mayoral offices at least once every three years. It must then also place each Council and mayoral office into one of those categories. There are presently 135 Councils in the State, including County Councils, which are allocated into 15 different categories, with Central Darling Council being the subject of a 2025 Special Determination.

3. The Tribunal must also report its determination to the Minister within seven days: s 244. The Tribunal's Annual Determination takes effect from 1 July each year.

4. All of the Tribunal's functions must be undertaken in accordance with the purposes of the Act, specified in s 7 to be:

   (a) to provide the legal framework for the system of local government for New South Wales,

   (b) to set out the responsibilities and powers of Councils, Councillors and other persons and bodies that constitute the system of local government,

   (c) to provide for governing bodies of Councils that are democratically elected, or for certain rural and remote Councils, part elected and part appointed,

Executive Summary

(d) to facilitate engagement with the local community by Councils, Councillors and other persons and bodies that constitute the system of local government,

(e) to provide for a system of local government that is accountable to the community and that is sustainable, flexible and effective.

Fees

5. For reasons explained below, the Tribunal has determined that from 1 July 2026 there must be a **3.7%** increase in the current minimum and maximum fees applicable to each category of Council, as well in the fees of the appointed Chairperson and appointed Councillors of Central Darling Shire Council. That reflecting increases in the cost of living. Relevant indicators since the 2025 adjustment, including:

- Consumer Price Index for the 12 months to February 2026 of 3.7%;
- Wage Price Index for the 12 months to December 2025 of 3.4%;
- Full-time average weekly ordinary time earnings for the 12 months to November 2025;
- NSW Public Sector Salaries increases for FY 2025/26 of 3%;
- Local Government State Award increases for FY 2025/26 of 3%;
- IPART Rate Peg Base Cost Change for FY 2025/26 of 3.6%;
- The 2025 Public Service Senior Executive remuneration determinations of the Statutory and Other Offices Remuneration Tribunal; and
- The 2025 State Members of Parliament Basic Salary remuneration determination of the Parliamentary Remuneration Tribunal.

6. The Tribunal has also taken note of the current war in the Middle East, which is likely having an adverse impact on the cost of living. But takes the view that its effects and their potential impact on fee adjustment, cannot reliably be determined at this point.

Executive Summary

7. What was advanced in submissions included that not only should there be a cost of living increase in 2026. But that there should be a much more significant increase in fees, to reflect that current fees no longer adequately reflect the challenging work which Mayors and Councillors must undertake in their important elected offices. With the result that fees should be increased to reflect those determined by the Tribunal for the Chairperson and appointed Councillors of the Central Darling Council in its 2025 Special Determination. As well as the remuneration and allowances paid to Mayors and Councillors in Queensland and Victoria.

8. The Tribunal accepts that it has the discretion to determine that fees should justly be increased, by more than a cost of living adjustment, as was urged. That permitting its consideration of the adequacy of current fees, given the work which Mayors and Councillors are elected to perform and how that has changed over time.

9. That is because while s 242A of the Act requires the Tribunal to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under s 146C of the *Industrial Relations Act 1996* (NSW) when making or varying awards or orders relating to the conditions of employment of public sector employees. That section has now been repealed, that removing the prior fetter on the Tribunal's discretion to adjust fees in the way urged on this review.

10. The Tribunal also accepts that a greater increase than that which it has determined, may be warranted. But has concluded that the amount of any such increase requires further consideration in light of changes which have taken place over time. Not merely in the amount of the fees fixed by past Determinations, but also in the work Mayors and Councillors have to perform in their elected offices.

11. Understandably, some submissions sought to draw comparisons with the fees fixed by the 2025 Special Determination for the appointed Councillors and Chairperson for the Central Darling Shire Council and those fixed for other Mayors, as well as with payments made to Councillors and Mayors in other States.

Executive Summary

12. When such comparisons are drawn, consideration can not only be given to the amount of such fees and remuneration. It must also be given to matters such as the nature of the appointments, the work required and the hours and nature of the work performed as a result. As well as to how that compares to what is required of Mayors and Councillors of Local and County Councils in this State and the fees which they receive, as a result. That also requiring an understanding of the applicable statutory schemes and the reasons for the past fixation of the fees and remuneration relied on.

13. The Tribunal was provided with little information or submissions about such matters and so is unable to come to conclusions about whether increases based on the comparisons sought to be drawn, can be entertained.

14. Other submissions about desirable fee adjustment depend on the NSW Parliament amending the Act, to provide for Mayors and Councillors to receive remuneration or salary, rather than a fee for office.

15. Even if such comparisons are presently available to be made, the differences in the statutory regimes, which were not addressed, as well as similarities and differences in the work being compared, would have to be considered. Conclusions about such matters cannot rest merely on opinions advanced in submissions.

Categories

16. In its 2026 Annual Review, as it has done in past three yearly reviews, the Tribunal undertook a s 239 determination, having invited and received submissions about proposed changes. As a result, it has concluded that it is necessary to rectify a criteria anomaly identified in the Regional Strategic category established by the 2023 Annual Determination, as well as adjusting the population criteria for the Major Strategic Area category, from 300,000 to 200,000.

Executive Summary

17. The Tribunal also identified that Dungog Shire Council has met the population threshold and Councillor to population ratio criteria for Rural Large and will, as a result, be placed in the Rural Large category.

18. The Tribunal also concluded that in 2026 there should be no other change to the present categories, which will thus continue to be:

Metropolitan	Non-Metropolitan	County Councils
Principal CBD	Major Regional City	Water
Major CBD	Major Strategic Area	Other
Metropolitan Major	Regional Strategic Area	
Metropolitan Large	Regional Centre	
Metropolitan Medium	Regional Rural	
Metropolitan Small	Rural Large	
	Rural	

2027 Annual Review

19. For reasons explained further below, in the 2027 Annual Review the Tribunal will invite further submissions from every Council, Local Government NSW and the Minister, about the current categories, criteria and fee structure and whether they remain fit for their statutory purpose. That will provide an opportunity for reliable information and submissions to be provided about claimed changes and available comparisons.

20. The Tribunal will then give further consideration to the current structure of the categories by reference to which it must fix minimum and maximum fees. That consideration may also have an impact on further fee adjustment in 2027, given that the submissions advanced on this review have raised the question of whether the current system of categories and the criteria by which Councils are allocated to them, remain fit for their purpose.

Executive Summary

21. The new structure and criteria will reflect the requirements of the Act, as will the new criteria adopted and Councils' allocation to the revised categories. The Tribunal will also determine which criteria individual Councils satisfy, which they will have an opportunity to address, having been invited to provide the Tribunal with the relevant, reliable information.

Section 1 – Introduction

Methodology

22. The Tribunal's inquiries are regulated by s 243 of the Act, which permit it to make such inquiry as it thinks necessary, before making a determination.

23. Section 248 requires Councils to pay Councillors fees which are fixed by reference to the minimum and maximum fees determined by the Tribunal. Section 239 also requires the Tribunal, at least once every 3 years, to determine categories for Councils and mayoral office and to place Councils into those categories.

24. The Tribunal's 2026 Annual Review commenced in October 2025 with the assistance of its Secretariat, when all Councils and the Association were invited to provide submissions about fees and categorisation. Its invitation asked that submissions be endorsed by Councils. All submissions received from Councils were endorsed. The Tribunal also received a submission from some individual Councillors and the Association.

25. Some twenty-five submissions were received from Councils, only some of which addressed fee increases. In its submissions the Association addressed proposed fee increases, as well as problems with the Determination flowing from the operation of the Act, proposed alterations to Council categories and the criteria by which they are allocated.

26. The Tribunal later met with representatives of 19 Councils, seven Councillors and the Association, who addressed written submissions and, in some cases, provided further data to support the submissions advanced. Not all of that provided was sourced from publicly available sources such as the Australian Bureau of Statistics and its reliability was thus not able to be assessed.

27. The Tribunal also had regard to the other information referred to in this report.

Section 1 – Introduction

Summary of submissions

28. Most of the submissions received focused on the inadequacies of the fees and the statutory system which requires them to be fixed as they are. Issues raised including that:

- The remuneration which the fees generate being grossly inadequate, not adequately compensating for the skills, knowledge and responsibilities the Act requires Councillors and Mayors in urban, regional and rural contexts to have and exercise;
- There has been significant, increasing complexity in the work which has to be undertaken, as well as an increase in the time it requires, without a change in remuneration to compensate for these changes;
- That including as the result of changes to the Code of Meeting Practice which Councils have to observe, which has resulted in increased expenses having to be born, for which there is no compensation;
- There is a need for a Deputy Mayor fee to be implemented, to reflect what this role now requires;
- That the current fee structure and meeting requirements act as a barrier to desirable skilled representation in local government, as well as to desirable diversity in that representation;
- It has also driven the loss of able and experienced representatives;
- The existing differences in fees received by Councillors and Mayors in Metropolitan Councils, by comparison to those received by those in Regional and Rural Councils, did not reflect the similarities in their roles and responsibilities. Nor the additional responsibilities which have to be undertaken in Regional and Rural Councils;
- The Determination drives politicisation of Councils, by requiring them to set their own fees within the minimum and maximum set by the Tribunal, which also put them into an undesirable position of conflict: ss 239 and 248; and

Section 1 – Introduction

- Fees were out of step with those which are paid to Board members and those who accept appointments to advisory committees, with which comparisons were also sought to be drawn, but no concrete information was provided about.

29. On this review the Tribunal was urged to undertake a similar assessment of fees to that undertaken in 1995 and not to limit its consideration of what fee increase a cost of living adjustment would warrant. It was also urged to also consider the range of factors it has taken into account in the past, in determining what a cost of living adjustment should be.

30. Various submissions also urged the desirability of various other proposed legislative changes. For example:

- Introducing a new model of remuneration for Mayors and Councillors to replace the current fee based structure;
- Removing the Tribunal's obligations to fix maximum and minimum fees for Mayors and Councillors;
- Introducing a separate fixed fee for the Deputy Mayor position;
- Deputy Mayors receiving mayoral fees while acting as Mayor, but Mayors still continuing to be paid their Mayoral fees;
- Indexed pro rata remuneration; and
- Recognition that the work of Mayors and Councillors involves a full time job. As to which, it must be noted, no information provided to the Tribunal established this to be the case.

31. These matters are not within the Tribunal's control, but they will be drawn to the attention of the Minister.

32. The Tribunal accepting the importance of the various views raised by Councils, Councillors and the Association and as a result, will draw them to the attention of the Minister. But that

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it has power to act on some of them on this review, has not been established, given the current statutory scheme.

33. The Tribunal also notes that consideration of future expected developments when Councils are categorised was also urged by some submissions. While others expressed satisfaction with the Council's current categorisation, as the basis for fixing its fees, while not addressing whether it still satisfied the applicable criteria. This will have to be revisited in the 2027 Annual Review.

34. If further submissions are then advanced, which provide a basis for different conclusions being arrived at about any of the above matters, they will of course be considered by the Tribunal. And if the Act is amended in response to what has been urged, the Tribunal will then undertake whatever statutory tasks it is given.

Section 2 – 2025 Determinations

2025 Annual Determination

35. In 2025, the Tribunal received sixteen written submissions, which included two requests for re-categorisation. As a result, it reviewed population and other data relating to those Councils, to ensure categorisation was consistent with the applicable criteria.

36. The Tribunal found that the then current allocation of the Councils remained appropriate, with the exception of Mid Coast Council. As a result of it meeting the population benchmark, it was re-categorised from Regional Centre to Regional Strategic Area: 2025 Annual Determination report at [58]-[59].

37. The Tribunal also determined that the minimum and maximum fees applicable to each category would increase by 3% from 1 July 2025.

2025 Special Determination

38. The Tribunal also made a Special Determination in 2025, following the introduction of the *Local Government Amendment (Rural and Remote Councils) Act 2024* and the *Local Government (General) Amendment (Rural and Remote Councils) Regulation 2025*. Having on 6 June 2025 received a direction from the Minister for Local Government under s 242 of the Act, to determine the maximum and minimum fees for Appointed Councillors and the Chairperson for Central Darling Shire Council.

39. The effect of the legislation was to insert Schedule 11 into the Act, cl 3 permitting a Council to be designated as a Rural and Remote Council by regulation, as the Central Darling Shire Council was, when the Minister recommended that it met criteria specified by the regulation: cl 3(2). The Regulations now provide that a Council may be designated as a Rural and Remote Council if, at the time of designation, its area has a population of 5,000 persons or fewer as recorded in data series 1410.0–Data by Region published by the Australian Bureau of Statistics: r 413F.

Section 2 – 2025 Determinations

40. Central Darling Shire Council is designated as a Rural and Remote Council for 10 years: r 413G. With the result that it must have six Councillors, one elected from each ward, as well as three appointed by the Minister r 413G(3).

41. The Minister must also appoint an appointed Councillor as chairperson of the Council: cl 10(1) sch 11. The Tribunal's determinations under s 241 do not apply to appointed Councillors: cl 12(2)(a) sch 11. But it must determine their maximum and minimum fees and may at any time amend such a determination: cl 12(2)(b) and (c) sch 11.

42. In its Special Determination the Tribunal determined a minimum fee of $13,830 and a maximum of $13,930 for appointed Councillors and a minimum of $72,080 and a maximum of $72,180 for the appointed Chairperson.

43. This Determination was relied on in this review to advance the Association's submissions that the functions of the appointed chairperson of Central Darling Shire Council are substantially the same as those of Mayors of other Rural Councils. With the result that their fees should be increased to similar amounts. That was supported by submissions advanced by some Councils.

Section 3 – 2026 Review

The relevant history

44. The submissions advanced require not only a consideration of the current fees and what the statutory scheme provides for, but also of the history by which they have been arrived at. As well as the impact of changes which have occurred.

45. The history was not addressed by the submissions advanced.

46. Relevantly, it includes that in 1994 the Tribunal undertook wide ranging consultations to establish what was then involved in the roles and functions of elected representatives of local government, conducting public hearings to obtain a representative cross section across the State.

47. It then examined matters such as Councillors' backgrounds and experience; community activities engaged in before and after election; time spent on meetings as well as preparation time; Council's functions and the issues and problems they had to deal with. As well as remuneration levels and ratios between Councillors and Mayors. The Tribunal having received submissions from 66 Councils, 7 County Councils, associations and the public: at page 3 – 5 of the 1994 Determination.

48. The functions of Councils and the roles of their elected officials under the Act were explained, with contrasts drawn with the predecessor 1919 legislation. Under which members of Councils "*were regarded in effect, as performing honorary community roles, with some provision for recompense for prescribed incurred expenses"*: at 11 of the 1995 Determination.

49. Existing fees were then found not to adequately recompense those elected for the performance of their duties at regular Council meetings, special community and committee meetings, communication with the community and representing Council at functions: at 11

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of the 1995 Determination. That requiring lengthy periods to be spent on Council business and associated interviewing, reading and preparation: at 12 of the 1995 Determination.

50. The Tribunal had regard to all such activities in setting fees under the 1993 Act, at a time when they were performed in addition to Mayors and Councillor's normal occupations: at 12 of the 1995 Determination. It then being the common experience that the substantial majority of Councillors and Mayors were involved in some other employment or engagement, either full-time or part-time.

51. The fees then fixed were based on an assumption that Councillors would also be recompensed for expenditure reasonably incurred in relation to their Council duties. That being a matter of discretion for each Council, according to the particular circumstances of that Council. That allowing them to determine the extent of any absorption of expenses in fees: at 16 of the 1995 Determination.

52. The minimum fees were determined on the basis that Councillors and Mayors were *"performing a community service in addition to their normal occupations"*: at 16 of the 1995 Determination. The usual practice being "*to programme the attendance of councillors and mayors outside normal business hours for meetings and other activities to accommodate their other time commitments. Their duties not requiring continuous attendance during the course of each working day."*: at 16 – 17 of the 1995 Determination.

53. And that *"The duties performed as mayor attract an additional fee for extra delegated duties and functions actually performed":* at 17 of the 1995 Determination. It was further explained at 19 of the 1995 Determination:

"The minimum fees determined provide the statutory minimum payment for councillors and mayors. They are based on an assessment of the average council in each category. As - with any averaging, the fees may be generous for some councils but modest for others. The maximum fees provide the necessary ambit of discretion to enable each council to assess its performance compared with other councils in its category. Such discretion

Section 3 – 2026 Review

enables each council to determine whether its performance as a whole compared with the other councils justifies a payment in excess of the minimum to its councillors and/or mayor. It is conceivable that because of significant delegations by a council to the mayor, this situation may warrant a fee greater than the minimum for the mayor, but not for councillors. The reverse situation could also apply."

54. What was then being evaluated by the Tribunal being *"the knowledge, skills and community interests of councillors and mayors"*: at 19 of the 1995 Annual Determination.

55. This Determination also explained, in detail, how the categories were then arrived at. With various distinctions drawn between Metropolitan and Non-metropolitan Councils, with consideration of matters such as their size, population, assets and expenditure, amongst other factors. Consideration also then being given to the unique position of the Council of the City of Sydney.

56. It also explained how this related to the fees determined, given the relevant history. Which included a change from the original position under the 1919 Act, that Local Government elected officials had traditionally been seen as civic minded citizens providing a voluntary service to the community, being born in mind. As well as what had been recognised when the *Local Government (Payment of Fees) Amendment Act 1993* (NSW) was introduced. It recognising payment of a fee for attending to Council business, i.e., meetings, inspections, etc, which did not involve the payment of salaries: at 64-66 of the 1995 Annual Determination.

57. Consideration was also given to the statutory roles and responsibilities of Councils in other States and overseas, as well as of comparisons then sought to be drawn with members of Parliament.

58. It was not then accepted that local government representation had progressed to the status of an independent career. Even though some elected officers chose to spend their time, full time, on Council duties: at 69-70 of the 1995 Determination.

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59. It was also explained that the minimum and maximum fee range fixed required Councils to each evaluate the functions and responsibilities which were actually performed by their Councillors: at 76 of the 1995 Determination.

60. After 1995, over time the fees fixed by the Determination have been increased by the Tribunal, to reflect changes it made to the categories of Councils which the Act required it to review regularly, in order to fix appropriate maximum and minimum fees.

61. In 2017 the Tribunal noted that what the Act required was "a categorisation model in which Councils with the largest number of features in common can be grouped together for remuneration purposes. This is not straightforward, as each Council has challenges and issues which are unique": at [16].

62. It then found that while the then existing criteria continued to provide an equitable and transparent model by which to differentiate Councils for the purposes of determining remuneration, there was some scope to refine the criteria to address a number of anomalies and to better reflect the composition of Councils after amalgamations: at [18] – [19] 2017 Annual Report.

63. It also sought to improve consistency and transparency in the allocation of Councils into categories, with the result that a number were either recategorised into an existing category, or a new category: at [19].

64. Fees were determined for the new categories, having regard to relativities between the existing groups: [54].

65. Fees were later increased to reflect not only cost of living increases, but also changes which the Tribunal made to Council categories and the applicable criteria. But for a time, the Tribunal's powers to increase fees were frozen and at other times available fee increases were capped, as the result of steps taken by Governments.

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66. These changes to its discretions were explained in the Tribunal's various Annual Determinations. They help explain the complaints received on this review about the current fees, which it must be accepted, as a result, do not reflect all increases in the cost of living over time.

67. On the Association's approach, this has resulted in fees which no longer accurately reflect what the Tribunal first assessed, independently, in 1995.

68. In 2020 the Tribunal considered recategorisation proposals it received in 2019, about which it sought and received submissions: at [13]-[19] 2020 Annual Report. Then creating the new category of Regional Centre; renaming Regional City to Major Regional City and also adopting some changed criteria. As well as reordering the Regional Strategic Area criteria, considering that it warranted further differentiation.

69. It also altered the criteria for Metropolitan Medium and Metropolitan Large categories, with resulting changes for other categories: at [23]-[30]. In some cases, additional criteria being significant enough to warrant some Councils' categorisation into a group with a higher population: at [30]. Fees were set to reflect resulting activities: at [69].

70. In 2023 the Tribunal sought to improve consistency of the criteria and also adopted non-resident population criteria for some categories, with resulting reclassification of some Councils: at [23]-[25] 2023 Annual Report. As well as creating two new categories, Rural Large and Metropolitan Major, to bridge identified gaps: [26]-[36].

2026 Annual Review process - Fees

71. As explained, this year's submissions pursued various concerns about the current fees. They not being considered to adequately compensate for the skills and knowledge Councillors and Mayors are required to exercise, or the time they have to spend in performing the duties of their offices, given considerable changes over time. In

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considerable part this having been driven by population increases and changes introduced by Governments.

72. The view repeatedly urged being that current fees result in a considerable barrier to desirable diversity in representation in local government, as well as problems in attracting and retaining suitably qualified people to stand for and remain in office, when elected.

73. The Tribunal accepts that there are such problems, given the information and submissions it has received.

74. There were various submissions that an increase was necessary, given the increased cost of living. But few submissions addressed the quantum of the increase. Narrabri Council urging a 10% increase and Lake Macquarie a 3-4% increase. Another that fees should be doubled. Other submissions urging that Mayoral fees be increased substantially to reflect the 2025 Special Determination. The Association and some Councils also seeking increases which resulted in fees similar to the remuneration paid in Queensland and Victoria.

75. The City of Sydney Council did not seek such increase in the fees payable to the Lord Mayor, but urged very substantial increases for Councillors. Some Councillors also providing, late, further information which the Tribunal did not have the opportunity to give adequate consideration to, given all they have raised and the time frame in which this review must be completed.

76. Some submissions also urged an increase in fees of rural and regional Councillors and Mayors, to assist in addressing low candidature numbers.

77. The Association also urged that a significant increase in fees was needed to:

"1. Ensure that Councillors and Mayors in New South Wales do not continue to experience fee erosion flowing from the former NSW Public Sector Wages Policy;

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2.Reflect the current economic climate in New South Wales and adjust fees according to recent and relevant economic data; and

3. Recognise the increasing demands and time commitment required of elected local government representatives."

78. The Association noting that the repeal of s 146C of the *Industrial Relations Act 1996* (NSW) had the result that the Tribunal is no longer constrained by a cap when awarding fee increases. And urging that the Tribunal accept that current fees were manifestly inadequate, not properly reflecting as they needed to, the current responsibilities and role of elected Council officials. That preventing Councils' financial stability and also deterring quality candidates, of all backgrounds, pursuing civic office, which was not in the public interest.

79. It also submitting that fees should now be assessed on the basis that the work of elected officials was valued at more than 8 hours per week, at the rate of the national minimum wage. It also advanced economic and wage data to support these arguments

80. The submissions thus drew comparisons with:

- The salary paid to members of parliament under the *Parliamentary Remuneration Act 1989* (NSW);
- Remuneration which Mayors and Councillors of Queensland Councils are paid under the *Local Government Act 2009* (QLD) and the *Local Government Regulation 2012* (QLD); and
- Allowances which Victorian Mayors and Councillors receive, fixed by the Victorian Independent Remuneration Tribunal under s 39 of the *Local Government Act 2020* (VIC).

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81. Specific examples were also relied on. Including, for example, that Councillors in Townsville are paid a maximum remuneration of $135,123, while those in Liverpool are paid a maximum fee of only $34,820. While in the case of Mayors the comparison was $225,206 to $136,290.

82. The difficulty with such comparisons is that the other legislative schemes relied on, do not provide for a fee based structure of the kind for with the Act provides for NSW Mayors and Councillors.

83. Parliamentarians in this State, for example, receive a basic salary and an electoral allowance payable as compensation in respect of all incidents of the performance of their parliamentary duties (other than those compensated or reimbursed by other additional entitlements): s 4 and 10(2B) of the *Parliamentary Remuneration Act 1989* (NSW).

84. Still, some submissions relied on an observation in the 2024 Parliamentary Remuneration Tribunal Annual Report, where I, in my capacity as Parliamentary Remuneration Tribunal, said at [28] that:

"Not only should Members of Parliament be fairly remunerated for their important and challenging work, within the State's means, but it must also be remembered that such remuneration and the other conditions and entitlements provided by the Determination play a real role in attracting people of high intellect, integrity and vigour to stand for election to the Parliament. People who have the necessary skills to perform such work well and who are prepared to devote their time to serving the public interest, rather than only their own interests. Appropriate salary and conditions also help to ensure that such people are also prepared to continue seeking re-election in order to continue performing the important work of their offices."

85. The view urged being that those observations also apply to NSW Councillors and Mayors, given the valuable, time consuming and challenging work which their roles now require them to perform.

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86. While the Tribunal was not provided with information which would provide a basis for the acceptance of these opinions, support for them can be found in s 232 of the Act, which explains the important roles which Councillors play. As well as in s 233A, which specifies the oath of office which they must take after election. By which they promise to undertake the duties of their office in the best interests of the people of their Council area and that they will faithfully and impartially carry out their functions, powers, authorities and discretions.

87. Despite this and no matter how earnestly held, it is not presently apparent how these views can be acted on by the Tribunal, given the current legislative scheme. All of them seeming to depend on the Parliament amending this State's Act, to provide for Mayors and Councillors to receive remuneration or salary, rather than a fee for office.

88. As has been explained in past Annual Determinations, that is not a matter within the Tribunal's control.

89. The 20 May 1993 Second Reading speech to the Act explains how its terms were arrived at. As the result of a lengthy bipartisan reform process, following enquiry into changes required to be made to the then frequently amended predecessor 1919 legislation: Hansard p 2414. The Tribunal's 1994 Determination explains the process by which it initially fixed fees and the subsequent Annual Determinations, how they have been increased over time.

90. Tribunal Determinations have thus explained that Mayors and Councillors are paid a fee for the services which they volunteer to provide when they are elected, not a salary. Section 241 still obliges the Tribunal to fix such a fee. It follows that it does not have the power to determine that they should be paid a salary, or remuneration.

91. Little Information was provided on this review to support the submissions which urged the view that the current statutory fee model is no longer appropriate. The significantly increased and more responsible work which it is widely considered now falls to Councils

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to perform and what that requires of its Mayor and Councillors, helps explain why it is also widely considered that legislative change is now desirable.

92. Such information is relevant to the determination of an increase in fees. But the Tribunal has no power to act on the view that the current statutory fee based model no longer remains appropriate. Nor to determine that a remuneration based model such as that contained in the Queensland and Victorian legislation should be adopted in this State. Nor what such remuneration should be.

Conclusions about general fee increase in 2026

93. The Tribunal has considered all it has received, together with the other matters referred to in this report, having been assisted by its two assessors: s 236. Meeting with them to consider their views about the submissions the Tribunal received and the exercise of its functions on this review.

94. The result is the Tribunal's conclusions that:

- All fees should be adjusted from 1 July 2026 by **3.7%** to reflect changes in the cost of living, in the expectation that there will be further increases in those costs, driven by the consequences of the war in the Middle East, which is already having adverse impacts on the entire Australian community;
- To make no other adjustments to fees on this review, but to invite the submissions further explained below, in the 2027 Annual Review. The Tribunal accepting that changes have occurred which ought to be reflected in the fees fixed by the Determination. But also considering that further information and consideration is required, before conclusions can be arrived at about how those changes can be fairly reflected by a further fee adjustment.

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95. The Tribunal thus accepts that it is time to undertake a review of the kind the Association proposed, but has concluded that it cannot be undertaken in this review. That explaining the process which the Tribunal proposes to undertake in 2027, explained in section 4.

The same fee structure for all Mayors and Councillors

96. Remuneration for a Mayor or Councillor not being based on geographical location was also urged by submissions advanced. A number contending that the role of a Mayor and Councillor was fundamentally the same, requiring the same skills, knowledge, experience and responsibilities regardless of location. With the result that the fees of Regional and Rural Mayors should be increased to that of their Metropolitan colleagues.

97. These submissions cannot be accepted. The Act requiring the Tribunal to fix appropriate categories of Council, having regard to specified criteria. The Determination's history and criteria helping to explain differences recognised by the categories. Which the Tribunal must reflect in the minimum and maximum fees fixed for each category.

98. These submissions did not pay necessary regard to these statutory requirements, which are not for the Tribunal to ignore or abandon.

99. The Act does not permit the Tribunal to fix the same fees for all Mayors and Councillors, irrespective of their category. If it were to be found that the fees for Mayors and Councillors of different categories ought to be completely the same, that would necessarily reflect that those Councils ought to fall within the same category.

Fees for Deputy Mayors

100. The Act also does not permit the Tribunal to fix a separate fee for Deputy Mayors. Despite which the issue of a distinct fee within the Determination for the role of Deputy Mayor was once again pressed, as it has been on past reviews. That being supported on this review

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by reports of Mayors being unable to perform the functions of their offices, which had to be taken on by Deputy Mayors, without receiving any resulting additional fees.

101. One submission was that Deputy Mayors undertake significant responsibilities, which the Act fails to adequately recognise or remunerate. Another that a Deputy Mayor must also step in to represent the Mayor when unavailable, chairs committees and plays a pivotal role in decision making and advocacy.

102. The submissions thus urged that the fee structure recognise the additional workload and responsibility that comes with the role of Deputy Mayor.

103. The issue of fees for the role of Deputy Mayor was explained in the 2024 Annual Determination at [53]-[55] and in the 2025 Annual Determination at [62]- [65]. What was there explained was not addressed in the submissions.

104. Section 249 (5) still permits a Council to "pay the Deputy Mayor (if there is one) a fee determined by the Council for such time as the Deputy Mayor acts in the office of the Mayor. The amount of the fee so paid must be deducted from the Mayor's annual fee." That requires a decision of Council and cannot be dictated by either the Mayor or a Deputy.

105. The submissions advanced reveal that some Councils have chosen not to exercise this power. With the result that the Deputy Mayor who took on functions the Mayor was unable to perform for a period, received no additional fees to reflect the increased duties taken on. That is an available outcome under the Act and remains a matter for each Council to determine. It is not within the control of Mayors.

106. Still, there having been no change to the Act which would permit the Tribunal to determine a distinct fee for the position of Deputy Mayor, must result in the submissions advanced being rejected. It will, however, draw the issues raised to the Minister's attention.

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Setting of Fees by Councils

107. Concerns regarding the setting of minimum and maximum fees by Councils, still required by s 241, was also again raised by some submissions. A number calling on the Tribunal to set only one mandatory fee for each category. Another suggesting that the Tribunal could increase the minimum fees to the same amount as the maximum fee level. Another, advocating repeal of s 241 of the Act.

108. Such change was urged because it was considered that this would result in desirable equality of fees and remove the potential for politicisation of fee setting, and potential conflicts of interest. That also enhancing relationships with the community.

109. In the same way as the Court of Appeal recently explained in *Director of Public Prosecutions (NSW) v President of the Legislative Council of New South Wales* [2026] NSWCA 20 [57], the Tribunal is satisfied that it cannot do indirectly, what the Act does not permit it to do directly.

110. It follows that these submissions must also be rejected. But this issue will also be drawn to the Minister's attention.

111. In the 2027 Annual Review, submissions will be invited about the appropriate range between the minimum and maximum fees for the categories then determined.

2026 Annual Review process – category review

112. In determining Council categories, the Tribunal is required to have regard to the matters specified in s 240 of the Act, namely:

- The size of areas;
- The physical terrain of areas;

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- The population of areas and the distribution of the population;
- The nature and volume of business dealt with by each Council;
- The nature and extent of the development of areas;
- The diversity of communities served;
- The regional, national and international significance of the Council;
- Such matters as the Remuneration Tribunal considers relevant to the provision of efficient and effective local government; and
- Such other matters as may be prescribed by the regulations.

113. The categories of County Councils also require regard be paid to the functions of County Councils: s 240(2). They are specified in s 394 of the Act to be any one or more of the functions of a Council under the Act or any other Act, in accordance with a proclamation made for the purpose of Part 5 of the Act.

114. The Tribunal last reviewed the categories of Councils and mayoral offices in 2023. The current categories in 2026 attracting the increased minimum and maximum fees earlier explained. With the result that some of them continue to overlap considerably, others being but little different and some not readily able to be reconciled.

115. This helps explain why the Tribunal has concluded that limited change is warranted on this review, without the more extensive review of categories, criteria and resulting appropriate fees which will be undertaken in 2027. In order to ensure that the statutory intent is achieved by the Determination. On that review all Councils will be asked to provide reliable, comparable and publicly available data, on which the Tribunal's decisions can then fairly be made.

116. The purpose of the categories and the specified criteria is to enable the Tribunal to annually determine the maximum and minimum amounts of fees to be paid to Mayors and Councillors in each of the categories it determines: s 239.

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117. They having no other statutory purpose, it is difficult to see the reason for a number of current categories attracting overlapping fees; there being limited differences between the fees attracted by other categories, while fees for the Chairperson of the Darling Shire Council are very substantially higher than those paid to very many Mayors.

118. This and the submissions advanced also raise the question of whether the categories and criteria provided by the 2023 Annual Determination, adjusted in the limited way explained by this Determination, adequately reflect the requirements of the Act. As well as whether they continue to remain appropriate and fit for purpose or require further review.

119. The matters specified in s 240(1) driving the need to take into account relevant statistical and demographical data, such as that sourced from the Australian Bureau of Statistics and the Office of the Local Government and Planning NSW, to which regard has been paid in the past. As well as to data provided by Councils about their particular areas and operations, which also have to be taken into account.

120. One of the difficulties on this review was that the Tribunal had no up to date data about the position of the majority of Councils, which would enable it to determine whether the current category and criteria continue to be fit for purpose, given the requirements of s 240. As well as whether the categories into which Councils are currently placed, remain appropriate.

121. The history of the categories established by past Determinations began in 1994, when there were more Councils in existence and fees were fixed having regard to past history. In 1995, 5 categories were established, with three special categories then also continuing, S1 – Sydney City Council, S2 Newcastle and Wollongong City Councils and S3 – County Councils.

122. In the Tribunal's ongoing 3 yearly reviews since then, categories have been altered, merged and increased for various reasons, including to reflect Council mergers. A new model being adopted in 2017 when the number of Councils was reduced to 128. That

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having established 5 Metropolitan categories and 4 Non Metropolitan categories. In 2020 criteria for some categories were altered, two new categories created and one renamed.

123. In 2023 a further two new categories were created, three Councils which met the criteria thresholds for existing categories were reclassified and criteria consistency improved by the inclusion of the non-resident population, for a number of categories. A consideration permitted by s 240(1), which enables the Tribunal to have regard to such matters as it considers relevant to the provision of efficient and effective local government. The County Council categories remaining unchanged.

124. Submissions advanced in 2026:

- Sought the creation of 2 new categories;
- Proposed recategorisation of 7 Councils - Parramatta, Lake Macquarie, Murray River, Port Macquarie-Hastings, Randwick, Shellharbour and Willoughby Councils;
- Sought that one category revert to a previous name;
- questioned the suitability of current criteria; and
- Urged the Tribunal to take into account other matters which Council now consider to be relevant to the determination of categories and their categorisation. Visitor numbers, being the best example.

125. If accepted, these submissions require consideration of how these aims could properly be reflected in the category criteria, which the submissions did not address.

126. It also appears that there may, in 2026, be further Council demergers, which will also necessitate consideration of the categories and Council allocations, in order that appropriate fees are fixed for their Councillors and Mayors in 2027.

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127. This all helped drive the Tribunal's conclusion that further change is required to current categories and criteria. But that the submissions and information it has received on this review, did not enable final views to be formed about what those changes should justly be. That will be revisited in the 2027 Annual Review.

Correction of an identified anomaly

128. The current category allocations and criteria appear in the 2025 Annual Determination at Section 5 and Appendix 1 respectively.

129. One required change which has been identified results from an anomaly. The criteria for the category Regional Strategic contains the following sentence:

Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of Council operations will be greater than Regional Centre Councils.

130. This is incorrect. There currently being 5 Councils classified as Regional Strategic: Lake Macquarie, Maitland, Mid-Coast, Shoalhaven, and Tweed. As a result, this erroneous statement has been removed from Appendix 1 of the 2026 Annual Determination.

Proposed renaming of "Principal CBD" as the "Principal City"

131. This change in name was urged in order to revert to a prior category name, the Council submitting that this would properly recognise its regional, national and international significance, which extended beyond the Sydney CBD. As well as reflecting significant increases in the roles and responsibilities of its Councillors, in Australia's only global city and to ensure that fees they receive appropriately reflect their responsibilities.

132. The submission explained alterations, over time, to the area which the Council covers. It now having eight distinct economic precincts, as the result of the area added to the City in

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2004: the Harbour, City North, Pyrmont, City South, Eastern Creative, Tech Centre West, Entertainment and Recreation and Southern Enterprise. That having had an impact on representation and other matters relied on to advance a proposed significant increase in Councillors' fees.

133. It was in 2017 that the name change from Principal City to Principal CBD was introduced as part of a restructure which reflected the evolving shape of local government in the State. That retaining the Council of the City of Sydney in its own category, while recognising the emergence of the second CBD in Sydney at Parramatta.

134. The Tribunal can see no disadvantage from the proposed name change. But is still not persuaded that it should now be adopted, without consideration being given to such a change within the wider review proposed for 2027.

135. No change having been proposed to either the criteria which apply to this category, or to the Major CBD category into which only the Council of the City of Parramatta falls. It recognising Parramatta to be the secondary CBD, which some submissions urged was no longer appropriate.

Proposed reclassification of City of Parramatta Council from Major CBD to Principal CBD

136. Council sought to be recategorised from the Major CBD to Principal CBD category, to better reflect its size, rate of growth, economic influence, operational budget and strategic and geographical importance.

137. Council also submitting that it plays a leading role in Greater Sydney's advancement. With factors relied on including:

- 30% of Australia's top 500 companies have offices located in Paramatta;

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- The city is accessible to 2.3 million people within 45 minutes, by car or public transport;
- Creative and cultural institutions such as Riverside Theatre, Olympic Park and the upcoming Powerhouse Paramatta museum are located there;
- As is a large Health and research precinct which includes six (6) universities and Westmead Hospital;
- The Engineering and Innovation Hub, as well as Western Sydney Startup Hub also being located within the LGA; and
- It having the second largest economy, which generates a gross regional product of $32.88 billion, and 33,000 businesses with over 202,000 jobs.

138. What was advanced did not accord with submissions advanced by some other Councils.

139. The Tribunal is not persuaded that the City of Parramatta Council is incorrectly categorised or satisfies the criteria of Principal CBD, which reflect the unique position of the Council of the City of Sydney. Nor did it advance any changed criteria which would fairly capture both its position and that of the Council of the City of Sydney. That the two can fairly be equated, has also not been established.

140. The Determination has long recognised the distinct role which the Council of the City of Sydney plays, with the result the higher fees its Mayor and Councillors receive, which is reflected in the current criteria:

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

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The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of Metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other Councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

141. The submission and data advanced did not establish that Parramatta satisfies these criteria. Nor a basis for the conclusion that its Mayor and Councillors should receive the same fees as those received by the Mayor and Councillors of the City of Sydney.

142. The criteria which apply to its category, Major CBD, being:

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to Metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

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The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

143. The assumptions reflected in these criteria were challenged by other Councils as no longer being correct. Blacktown Council relying, for example, on data which showed that its residential population in 2024 was considerably greater than that of Parramatta, 274,956 to 438, 843. As was its total population, including workers not residing within its area.

144. The data received helped drive the conclusion that the current criteria may no longer be fit for purpose. And that further consideration needs to be given to what appropriate categories now are and what criteria should apply to them.

145. But the reclassification proposed on this review, cannot be accepted.

Proposed new Metropolitan Major – High Growth Category

146. Blacktown City Council sought the creation of a new category, Metropolitan Major – High Growth, for which it did not advance either criteria, or proposed fees.

147. It is now classified as a Metropolitan Major Council, together with Canterbury Bankstown. They having both last been assessed as falling below the Major CBD category, into which only the City of Parramatta falls. The current criteria for the Metropolitan Major category are:

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Councils categorised Metropolitan Major will typically have a minimum residential population of 400,000.

Councils may also be categorised Metropolitan Major if their residential population combined with their non-resident working population exceeds 400,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- *total operating revenue exceeding $300M per annum*
- *the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities*
- *significant industrial, commercial and residential centres and development corridors*
- *high population growth.*

Councils categorised as Metropolitan Major will have a sphere of economic influence and provide regional services considered to be greater than those of other Metropolitan Councils.

148. Blacktown contended that the proposed new category would recognise larger, more complex Councils which exceed the criteria of Metropolitan Major. It being relevant that it would continue to outstrip Parramatta in various respects, given its current and expected ongoing growth. This new category thus facilitating fair and appropriate adjustments to the remuneration payable to Mayors and Councillors.

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149. The Council relying on data such as population, budget and asset growth, as well as 'transformational' projects and ongoing developments which had driven further change and challenges for it and its officers, reflective of its strategic planning and economic sphere of influence. It claiming now to be the fourth largest economy in NSW, with significant plans for further growth to 2041.

150. It also relied on comparisons which it sought to draw with Canterbury-Bankstown, from which it said it is now differentiated by a range of factors, which it is not necessary to explain.

151. What was not advanced was either proposed criteria for the new category sought, nor fees which might fairly attach to it. The Council placing reliance on what parliamentarians are paid in NSW, a reliance which I have explained is not available under the current statutory scheme.

152. The difficulty with what was proposed is also revealed by the limited difference between the maximum and minimum fees for the existing categories, which reflects an assessment that the work involved cannot be significantly differentiated.

153. Nor can it be accepted that it is appropriate for criteria to be based on anticipated growth in population, infrastructure, assets or budgets, as this and some other submissions urged. That is not embraced by s 240 of the Act. Nor can anticipated developments be accepted to be a reliable basis on which decisions can fairly be made about categories or criteria, depending as they do on assumptions.

154. The basis of what is anticipated at a particular point in time being unlikely to be able to be established by independent, reliable and publicly available data, which will allow relevant comparisons to be drawn. And the adoption of such criteria giving rise to the difficulties which will result, if what is anticipated, does not come to pass.

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155. It may also not be overlooked that when the submissions were received, Major CBD Mayoral fees ranged from $44,840 to $126,320, while those in Metropolitan Major Councils ranged from $44,840 to $114,300. This helps explain why the view has to be taken that there is little purpose to be served by the adoption of the proposed new category, which would sit between the existing categories.

156. Particularly without identification of criteria which reflect its true differentiation from the existing categories. That such differentiation does not exist, is reflected in the current small differences in fees for the existing categories.

157. The result is that the Tribunal has not been persuaded that the proposed new category can be established.

158. If in the 2027 review the establishment of new categories is pursued, the Tribunal should be provided with a proposal which addresses not only the name of the proposed category, but also appropriate criteria, together with the maximum and minimum fees which are proposed. They will have to have appropriate relationships with other categories, which will also have to be explained by the submission.

159. As will the consequences of their adoption for other Councils which may be affected. Such Councils will also have to be given an opportunity to be heard, before the Tribunal comes to any conclusions about proposed new categories. That will be achieved by service of the proposed change on other affected Councils.

Metropolitan Major

160. No Council sought any alteration to the criteria or recategorisation to this category.

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Metropolitan Large

161. Both Randwick and Willoughby Councils sought to be recategorised as Metropolitan Large Councils, currently being categorised as Metropolitan Medium. Despite neither satisfying the population threshold, although Randwick does satisfy the revenue criteria. Their total populations as at 1 July 2025 being, 176,656 and 133,052 respectively, including non-resident workers.

162. Randwick City Council sought to be reclassified from Metropolitan Medium to Metropolitan relying on:

- Population estimates as at 1 July of 201,000, comprising of 156,000 residents and 45,000 non- resident working population;
- A high population growth that regularly exceeds the Sydney average;
- An operating revenue of $221 million;
- A Gross Regional Product of $10.55 billion for the year ending June 2024;
- The provision of reginal services, including major education, health, sporting, recreation and cultural facilities; and
- Significant industrial, commercial and residential centres and development corridors.

163. Willoughby City Council contending that it exceeded the functions of a typical Metropolitan Medium Council, relying on:

- A population as at 30 June 2024 of 79,634 with a growth rate of 5.47% between 2022 and 2024;
- A forecast for continued population growth due to the planned construction of additional dwellings, the likely impact being an increase of 15,000 to 20,000 people in coming years;

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- A high daily visitation rate driven by the employment and commercial hub of Chatswood with opal data showing in excess of 50,000 entries and exits per day at Chatswood station;
- Total revenue of $187.9 million for the 2025/2026 financial year;
- A Gross Regional Product of $13.11 billion for the year ending June 2024; and
- The provision of regional services in health, education, culture, transport and two (2) large retail precincts.

164. The current criteria are:

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

• total operating revenue exceeding $200M per annum

• the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities

• significant industrial, commercial and residential centres and development corridors

• high population growth.

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Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other Metropolitan Councils.

165. It follows that the recategorisation sought by Randwick and Willoughby Councils cannot be accepted, given the current population requirements.

166. The data also suggested that the Inner West Council may no longer satisfy the applicable criteria, it having been reclassified in 2020 from Metropolitan Medium, but having in 2024 non-resident workers of only 43,100 and a residential population of 193,125. In the 2027 review this Council will thus be invited to establish which criteria it then satisfies.

167. The data also shows that Campbelltown Council has a total population over the threshold for the Metropolitan Large category, but that it does not satisfy the non-resident working population criteria and so it also cannot be reclassified.

Metropolitan Medium

168. No changes were sought to the criteria, which are:

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- *total operating revenue exceeding $100M per annum*

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• services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities

• industrial, commercial and residential centres and development corridors • high population growth.

The sphere of economic influence, the scale of Council operations and the extent of regional servicing would be below that of Metropolitan Large Councils.

169. Canada Bay, a Metropolitan Small Council, does satisfy the revenue criteria and has a total population of over 100,000, but it does not satisfy the non-resident working population criteria and so also cannot be recategorised.

Proposed new Metropolitan Small – Fast Growing category

170. Burwood Council, categorised as a Metropolitan Small Council**,** proposed the creation of this new category, in which it sought to be included. It proposing that it be 'aligned' to the Metropolitan Medium category, to recognise its scope, scale and strategic importance, given the challenges of rapid population growth and increasing service demands it faced.

171. The criteria for the Metropolitan Small Council are:

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other Metropolitan Councils include:

• total operating revenue less than $150M per annum.

While these Councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium Councils the overall sphere of economic

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influence, the scale of Council operations and the extent of regional servicing would be below that of Metropolitan Medium Councils.

172. Burwood Council pointed to the criteria for Metropolitan Major, Large and Medium categories, which were considered to have regard to population growth, economic influence and impact of services, as well as considerations such as strategic importance. While Metropolitan Small criteria were confined to population size and operating revenue. It contending that its inclusion in the proposed new category was warranted due to:

- Its recognition by the NSW Government as a designated strategic centre;
- Increased complexity in planning, service delivery, and intergovernmental coordination;
- A population that is expected to double in the next 10 years due to major developments in the town centre and in close proximity to the new metro station; and
- Its economic growth and influence across Greater Sydney, specifically its night time economic initiatives.

173. The Tribunal has not concluded that the creation of this proposed new category is warranted, given the existing criteria and the resulting fees which the current categories attract.

174. Given the existing overlap in the fees of the Metropolitan Small and Medium categories and how their criteria are structured, the Tribunal is not persuaded that an intervening category is needed.

175. These submissions did help shed light on the inherent difficulties of the existing fee structures. Which has to be considered in light of the overlaps and small differences in the fee ranges between the differing categories. But that still precludes the adoption of this proposed new category.

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Metropolitan Small

176. No change to the criteria was proposed. They are:

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other Metropolitan Councils include:

- *total operating revenue less than $150M per annum.*

While these Councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium Councils the overall sphere of economic influence, the scale of Council operations and the extent of regional servicing would be below that of Metropolitan Medium Councils.

Major Regional City

177. This category applies to Newcastle and Wollongong, and no change was sought to the criteria, which are:

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These Councils:

- *are metropolitan in nature with major residential, commercial and industrial areas*
- *typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development.*

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• provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region

• have significant transport and freight infrastructure servicing international markets, the capital city and regional areas

• have significant natural and man-made assets to support diverse economic activity, trade and future investment

• typically contain ventures which have a broader State and national focus which impact upon the operations of the Council.

The proposed change to the Major Strategic Area criteria

178. Lake Macquarie Council proposed a change to the criteria of this category, which would result in its reclassification from Regional Strategic Area to the Major Strategic Area category. By reducing the population threshold from 300,000 to 200,000. That proposal not impacting any other Council.

179. The submissions it advanced were one of the few which directed required attention to matters which have to be considered by the Tribunal, when considering change to categories and criteria. Including the relevant history, the consequences of changes earlier made, relevant comparisons between positions of Councils in the affected category and the consequences of the proposed further change.

180. The current criteria for the two categories are:

Major Strategic Area

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Councils categorised as Major Strategic Area will have a minimum population of 300,000. To satisfy this criteria the non-resident working population can be included. Other features may include:

- *health services, tertiary education services and major regional airports which service the surrounding and wider regional community*
- *a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres*
- *total operating revenue exceeding $250M per annum*
- *significant visitor numbers to established tourism ventures and major events that attract state and national attention*
- *a proximity to Sydney which generates economic opportunities.*

Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other Non-metropolitan Councils. Central Coast Council is also a significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from Councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 100,000. To satisfy this criteria the non-resident working population can be included. Other features may include:

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• health services, tertiary education services and major regional airports which service the surrounding and wider regional community

• a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres

• total operating revenue exceeding $250M per annum

• significant visitor numbers to established tourism ventures and major events that attract state and national attention

• a proximity to Sydney which generates economic opportunities.

Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of Council operations will be greater than Regional Centre Councils.

181. In 2023 the Tribunal determined that the population criteria threshold for the Regional Strategic Area had to be adjusted from 200,000 down to 100,000, that resulting in Lake Macquarie Council no longer being the only Council in this category. Council reiterated its views, urged in 2024 and 2025, that this change had distorted the distinction between the Major Strategic Area and Regional Strategic Area categories, given the other Councils which now also fell into the Regional Strategic category.

182. The Council's population statistics in 2024 were of 221,859 residents, plus a non-resident working population of 23,769, totalling 246,095. It drew a comparison with that of the Central Coast Council, which has 354,803 residents, plus a non-resident working population of 11,043, totalling 365,846. While of the four other Councils categorised as Regional Strategic Areas, the greatest total population was Shoalhaven, which has 115,435.

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183. The Council also relied on it having similar gross regional product to Wollongong Council, a Major Regional City. As well as more than double that of the other Councils now in the Regional Strategic category. Its case that the population threshold for Major Strategic Area should be revised from 300,000 down to 200,000 also being supported by:

- Its population, now making it the second largest Non-metropolitan Council after Central Coast with proximity to Sydney and tourist numbers similar to that Council;
- Its density of some 338/sqm, being considerably more than Maitland at 245, Tweed and 76 and Shoalhaven only 24, while Central Coast was 211 and even Wollongong 324;
- Its predicted population growth to 2046, with resulting ongoing building demand;
- The impact of major NSW Government projects within its LGA, including the Low and Mid-rise Housing reform announced in February 2025;
- The Renewable energy zone and Transport Oriented Development Program;
- An annual economic output of $30.03 billion, (approximately 20% of the Hunter economy);
- 14,768 active businesses;
- A Gross Regional Product of $17.39 billion;
- A tourism industry that sees 1.65 million tourists per year; and
- University, shopping, airport and art facilities, as well as Australia's largest power station.

184. The Council thus urged acceptance that its output and scale of operations were now significantly greater than that of other Councils in its category and more akin to Central Coast Council, with the result that the population threshold for the Major Strategic Area category should be reviewed.

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185. The Tribunal has concluded that the Council's submissions should be accepted. The 2023 changes having had unintended consequences, which ought now to be addressed, rather than awaiting the 2027 further review.

186. The submissions which this Council and some others made, also drew attention to the considerable impact of significant daily visitor numbers, not taken into account by the criteria. This is a matter which should be addressed in the 2027 Annual Review, so that the Tribunal can consider whether and how that might sensibly be reflected in category criteria.

Regional Strategic Area

187. No change to the criteria was proposed.

188. Port Macquarie-Hastings and Shellharbour sought to be recategorised as Regional Strategic Areas, but neither satisfy the population criteria. Having populations in 2024 respectively of only 92,772 and 89,967 respectively, including non-resident workers. They both still satisfying the criteria for their current category, Regional Centre, which are:

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- *a large city or town providing a significant proportion of the region's housing and employment*

- *health services, tertiary education services and major regional airports which service the surrounding and wider regional community*

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• a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres

• total operating revenue exceeding $100M per annum • the highest rates of population growth in regional NSW

• significant visitor numbers to established tourism ventures and major events that attract state and national attention

• a proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

189. Port Macquarie-Hastings Council contended that it met the criteria for Regional Strategic Area, relying on:

- An expectation that Council did exceed the population threshold when non-resident working population was included;
- A projected total operating revenue of $276 million in 2025/26;
- Gross Regional Product of $13.287 million;
- An economic output this is underpinned by healthcare, retail, construction, education and training, tourism, professional and technical services;
- Tier 1 regional health services that services a catchment area beyond their LGA boundary;
- Four (4) tertiary education institutions;
- The Council operated Port Macquarie regional airport that services Sydney, Brisbane and Lord Howe Island and a total of 5,013 flights annually;

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- A tourism industry that attracts over 1.7 million visitors per annum and contributing $540 million to the economy; and
- Regional commercial and cultural services that include a performing arts theatre, an art gallery, courthouse and major hospitality, entertainment and conference venues.

190. Shellharbour City Council's proposal relied on:

- A residential and non-residential working population in 2024 of approximately 90,000, with expectations that the residential population will hit 100,000 by 2035;
- An annual population growth rate in excess of 1.8%;
- An expected operating revenue of $262 million in 2025/26;
- A Council owned and operated regional airport;
- A Council owned marina;
- A Tertiary training campus; and
- Construction of the new Shellharbour Hospital which will deliver improved health facilities for the Illawarra Shoalhaven Local Health District.

191. The criteria do not encompass categories being allocated on the basis of anticipated growth in population and revenues and so the recategorisations sought must be refused.

192. It also appears that Armidale Council does not meet the population threshold, but in earlier reviews the Tribunal concluded that it should remain in this category, for specified reasons. In the 2027 Annual Review it will be invited to make a submission about its appropriate categorisation, given the criteria which it then satisfies.

Regional Centre

193. No change to the criteria was proposed. They are:

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Councils categorised as Regional Centre will typically have a minimum residential population of 40,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- *a large city or town providing a significant proportion of the region's housing and employment*
- *health services, tertiary education services and major regional airports which service the surrounding and wider regional community*
- *a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres*
- *total operating revenue exceeding $100M per annum*
- *the highest rates of population growth in regional NSW*
- *significant visitor numbers to established tourism ventures and major events that attract state and national attention*
- *a proximity to Sydney which generates economic opportunities.*

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

Regional Rural

194. Broken Hill Council also no longer satisfies the criteria of this category, which it submitted it should maintain, its population in 2024 only being 17,839. In the 2027 Annual Review it

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will be invited to address its appropriate categorisation, to ensure that it is then placed into the appropriate category, given the criteria which it then satisfies.

195. The applicable criteria for this category being:

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

• a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages

• health services, tertiary education services and regional airports which service a regional community

• a broad range of industries including agricultural, educational, health, professional, government and retail services

• large visitor numbers to established tourism ventures and events.

196. Murray River Council sought to be recategorised as Regional Rural, it being currently classified as Rural Large, despite not satisfying the population criteria, its population in 2025 still only totalling 16,042. It relied on large visitor numbers to support its submissions, which had increased over time, as well as other changes. Referring to matters such as:

- An annual population growth rate of 8-11% in the main centre of Moama, with predicted population numbers reaching over 18,000 by 2046;
- A growing tourism, accommodation and food industry that supports 14.1% of the employment figures in their LGA;

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- Tourist visitation growing on average by 10% per annum, with the average number of visitors in 2023 and 2024 of 481,595; and
- Significant growth in education, training, health and retail service employment categories.

197. Despite this, the Tribunal has concluded that this submission cannot be accepted. Population is an important aspect of the categorisation system which cannot routinely be overlooked when Councils are categorised. The Act not contemplating subjective categorisation.

Rural Large

198. No changes were proposed to the criteria, which are:

Councils categorised as Rural Large will have a residential population greater than 10,000, and a Councillor to resident ratio of at least 1 to 1200.

Other features may include:

• one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre

• a limited range of services, facilities and employment opportunities compared to Regional Rural Councils

• local economies based on agricultural/resource industries.

199. The Tribunal has identified that Dungog Shire Council now has a residential population greater than 10,000 and a Councillor to resident ratio greater than 1 to 1,200. As a result,

Section 3 – 2026 Review

Dungog Shire Council will be classified as a Rural Large Council in the 2026 Annual Determination.

Rural

200. No changes were proposed to these criteria, which are limited to "Councils categorised as Rural will typically have a residential population less than 10,000".

201. Although Glenn Innes Severn Council observed that this review provided an opportunity to "recalibrate the remuneration and categorisation system to ensure its contemporary, fair, capable of supporting the expectation and responsibilities placed on elected representatives."

County Councils

202. A summary of County Council functions produced by the Tribunal Secretariat is:

Castlereagh Macquarie County Council

A local government authority for weed management control in the Walgett, Coonamble, Waren, Gilgandra and Warrumbungle Shire Council areas.

Central Tablelands Water

Central Tablelands Water is the trading name adopted by Central Tablelands County Council, a water supply authority constituted under NSW Local Government Legislation.

Central Tablelands County Council was first proclaimed in 1944. The county area embraces the Shires of Blayney, Cabonne and Weddin. Bulk water is also supplied to Cowra Shire Council to service rural consumers and the villages of Woodstock and Gooloogong.

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Goldenfields Water

It is responsible for water supply functions within the local government areas of Bland, Coolamon, Junee, Temora, and parts of Cootamundra-Gundagai, Hilltops and Narrandera.

It also supplies water in bulk to Hilltops and Cootamundra-Gundagai Councils, which distribute the water directly to residents in parts of their local government area.

Approximately 11, 974 properties are connected directly to its drinking water supply network in Bland, Coolamon, Junee, Temora and parts of Cootamundra-Gundagai and Narrandera.

The facilities it owns and operate include:

- *34 water pumping stations (including river extraction and Jugiong Water Treatment Plant Pumping Station)*
- *72 water supply reservoir sites with approximately 115 reservoirs*
- *Eight bores*
- *Six re-chlorination stations*
- *2100 km of water mains*

Western Sydney Weeds Authority (formerly Hawkesbury River County Council)

Western Sydney Weeds Authority (formally Hawkesbury River County Council) is a special purpose Council, its goal being to administer the Biosecurity Act 2015 (NSW) throughout our Council areas of Blacktown, Hawkesbury, Penrith and the Hills Shire. That involving

Section 3 – 2026 Review

weed management, detection of new incursions and containment of high-risk plant species that impact on biodiversity, agriculture, and property.

Riverina Water County Council

It is responsible for the provision of safe, reliable water at the lowest sustainable cost. over an area of approximately 15,400 square kilometres with a population of more than 77,000 people.

Rous County Council

Its experts and advisors supply the Northern Rivers with water, weed biosecurity, and rural flood mitigation. It sources, stores, treats and supplies water to the Ballina, Byron, Lismore and Richmond Valley Councils, which on-sell water to their communities.

Protecting the region's biodiversity by managing and eradicating high-risk weed species. Working closely with communities and Councils in Ballina, Byron, Lismore, Richmond Valley, Kyogle and Tweed Shire regions.

And also managing the rural flood mitigation for the Richmond River floodplain. Including monitoring and managing an 80km network of levees, 750 floodgates, and 180km of drains to reduce inundation and divert flood waters.

Upper Hunter County Council

It is the registered trading name of Upper Hunter County Council a single purpose Council which is a Local Control Authority for invasive plants under the NSW Biosecurity Act, 2015 (NSW).

Its present area of operation is the local government areas of Upper Hunter, Muswellbrook and Singleton located at the northern end of the Hunter Valley, New South Wales.

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It provides weed management systems utilizing technology to prevent, contain or reduce the biosecurity risk of invasive plants to the environment, economy and community within the area of operation of the County Council.

Upper Macquarie County Council

It is a local control authority for the Biosecurity Act 2015. Two Councillors are delegated from each of four constituent Councils to form an eight Member Central Tablelands Weeds Authority Council. Its core function being to detect priority weeds and actively encourage landholders to correctly manage the identified priority weed in accordance with the Central Tablelands Local Lands Services Strategic Weed Management Plan.

It carries out its functions across Bathurst Regional Council, City of Lithgow Council, Blayney Shire Council and Oberon Council.

County Councils – Water

203. No change was proposed for the criteria, which are "County Councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems."

204. The current list of these Councils is accurate.

County Councils – Other

205. No change was proposed for the criteria which are "*County Councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the Biosecurity Act 2015 (NSW)*."

206. Two County Councils – Other have been removed from the 2026 Annual Determination, being the Central Murray and the New England Tableland County Councils. The New

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England Tableland County Council was dissolved on 16 June 2025, by the *Local Government (Dissolution of New England County Council) Proclamation 2025*. The Central Murray County Council was dissolved on 1 July 2019, by a proclamation made under s 397 of the *Local Government Act*, as noted in NSW Government Gazette No 65-2205 of 27 June 2019.

207. The result is that only four Councils now fall into this classification.

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Structure and fee considerations

208. In the 2026 Annual Review, it has come to light that:

- There has been considerable change which has affected the work of those elected or appointed to Council offices, in part driven by Government decisions which have affected Councils over time. Including in the case of Metropolitan Councils those explained in the Governments draft 2026 Sydney Plan and in the case of Non-metropolitan Councils, by various regional plans;
- They and submissions advanced raise for consideration whether the current number of categories remain necessary. Reliance having been placed on Victoria, for example, where there are only 4 categories;
- The current criteria, first fixed in 2017 and amended since then in various Annual Determinations, do not accord entirely with the requirements of s 240, which specifies the matters by which the Tribunal **must** determine the categories of Councils and Mayors;
- Some of the current criteria could better assist transparent classification of Councils into categories;
- There has not for some time been an overall assessment of whether Councils continue to satisfy the criteria of the categories into which they have been placed over time;
- Changes in the fee structure, over time, have resulted in a considerable overlap between the maximum and minimum fees payable in various categories, which may no longer be appropriate, given submissions advanced;
- Some light on which was also shed by the conclusions arrived at in the 2025 Special Determination, in relation to the Central Darling Shire Council, on which reliance has been placed.

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209. The results are best explained by the following snapshot of the current categories, fees, overlaps and ratios. It having to be understood that Mayors and Chairpersons are paid both the Councillor fee, as well as the separate fee fixed for their offices. This also helps explain the Tribunal's decision to undertake the further review in 2027.

Table 1 – Table of Councillor and Mayoral fees, by Council categories

	Mayoral/Chairperson Additional Fees (Effective 1 July 2025)		Councillor Fees (Effective 1 July 2025)		Ratio (Mayor: Councillor)	
Category	**Min**	**Max**	**Min**	**Max**	**Min**	**Max**
Principal CBD	$193,650	$254,810	$31,640	$46,420	6.1:1	5.5:1
Central Darling Shire Council - Appointed Chairperson	$72,080	$72,180	$13,830	$13,930	5.2:1	5.2:1
Major CBD	$44,840	$126,320	$21,120	$39,100	2.1:1	3.2:1
Metropolitan Major	$44,840	$114,300	$21,120	$36,970	2.1:1	3.1:1
Major Regional City	$44,840	$114,300	$21,120	$36,690	2.1:1	3.1:1
Major Strategic Area	$44,840	$114,300	$21,120	$36,690	2.1:1	3.1:1
Metropolitan Large	$44,840	$101,470	$21,120	$34,820	2.1:1	2.9:1

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	Mayoral/Chairperson Additional Fees (Effective 1 July 2025)		Councillor Fees (Effective 1 July 2025)		Ratio (Mayor: Councillor)	
Regional Strategic Area	$44,840	$101,470	$21,120	$34,820	2.1:1	2.9:1
Metropolitan Medium	$33,630	$78,480	$15,830	$29,550	2.1:1	2.7:1
Regional Centre	$32,940	$68,800	$15,830	$27,860	2.1:1	2.5:1
Regional Rural	$22,420	$50,680	$10,530	$23,220	2.1:1	2.2:1
Metropolitan Small	$22,420	$50,650	$10,530	$23,220	2.1:1	2.2:1
Rural Large	$16,820	$40,530	$10,530	$18,890	1.6:1	2.1:1
Rural	$11,210	$30,390	$10,530	$13,930	1.1:1	2.2:1
Water	$4,490	$19,080	$2,090	$11,620	2.1:1	1.6:1
Other	$4,490	$12,670	$2,090	$6,930	2.1:1	1.8:1

Section 4 – The 2027 Annual Review

The conduct of the 2027 Annual Review

210. In 2027, the Tribunal intends to commence its review earlier than usual, in order to accommodate the detailed review of the Determination's categories which it has concluded it is necessary to pursue. Together with a consideration of appropriate criteria which reflect the requirements of s 240 of the Act. In order to facilitate the adoption of fees appropriate for the revised structure, also having regard to demonstrated change over time, as well as current responsibilities of Mayors and Councillors.

211. That will also require a review of the category into which each Council should then be placed, which s 239 of the Act requires must be undertaken at least once every three years.

212. Submissions will thus be invited in a two stage process.

213. The first, to determine how the Determination should be amended to achieve the category and criteria structure which the Act envisages, as well as the appropriate maximum and minimum fees. That, it must be observed, will not necessarily result in the current number of categories being retained.

214. In the second stage submissions about Councils' placement into the new structure will be sought.

215. The Tribunal will then ask Councils to provide reliable data to support their submissions about which category they fall into. Addressing each of the applicable criteria adopted, as well as relevant comparisons which they seek to draw with other Councils.

216. Categorisation having to be as transparent and fair as possible, the Tribunal intends to rest its decisions on reliable data such as that available from ABS statistics and budgets which Councils adopt year to year. The Tribunal will thus invite those who make submissions to provide reliable data and information, on which its decisions can be made. Not merely the expression of unsupported opinions.

Section 4 – The 2027 Annual Review

217. As it has in the past, the Tribunal will thus also ask Councils, when inviting submissions, to confirm that the information and submissions advanced have been endorsed by a Council vote.

218. It will thus invite submissions and information which will enable it to examine and determine whether the current categories and criteria remain fit for purpose. Given the requirements of the Act, the data on which the Tribunal's decisions must be based and the problems to which this report has drawn attention, which it will seek to address.

219. If it is considered that categories require adjustment, submissions should address what form the new categories and criteria should take, to reflect the statutory purpose of the categories of Councils and mayoral offices and their role in the fair determination of fees. As well as addressing proposed criteria which adhere to the requirements of s 240(1) of the Act, which will help the Tribunal to determine the maximum and minimum fees appropriate for the new structure, which should thus also be addressed.

220. At the first stage of this process, Councils will be asked to serve proposals which will affect other Councils, on all affected Councils, so that they may have a fair opportunity to address such proposals in their submissions.

221. What is proposed in order to adjust fees to reflect cost of living increases should also be identified at the first stage. As well as the final fees proposed. The submissions should also address changes relied on to warrant their adoption. With reliable information which supports the claimed changes, also being provided.

222. An example of potential revised criteria for the current Metropolitan Major category, which has regard to all of the requirements of s 240 of the Act, as well as to matters which the Tribunal has in the past identified to be relevant to the determination of the category into which Councils follows.

Section 4 – The 2027 Annual Review

223. What the Tribunal envisages in the 2027 review including the adoption of a structure which, if dollar figures are specified, may have to be adjusted over time, in order to reflect changes over time. As may specified population sizes.

224. A revised category for Metropolitan Major Councils, if it is retained, which has regard to the s 240 requirements, could thus provide:

Metropolitan Major

Councils categorised Metropolitan Major;

(1) must have a minimum residential population, or a combined residential and non-resident working population (of at least 50,000), which exceeds 400,000.

(2) will typically serve:

(a) a dense population occupying a built up physical terrain;

(b) a widely diverse community

(c) an area at least as large as those of Metropolitan Large Councils of ?,

(d) industrial, commercial and residential development which is both at least as significant and as extensive as that of Metropolitan Large Councils, with established development corridors;

(3) will also have:

(a) to manage a significant volume of business, consistent with its assets and budgets, which is at least as significant and varied as that of Metropolitan Large Councils;

Section 4 – The 2027 Annual Review

(b) operating revenue exceeding, for example, $394,617,030 per annum, that being $300 million adjusted by December CPI since December 2016;

(c) a sphere of economic influence and significance beyond the Council area, nationally as well as regionally, reflective of their service of:

(i) natural and/or developed attractions within the Council area, including sport, recreational and cultural facilities, which daily attracts significant tourism and/or visitors from outside the Council area; and

(ii) major health, education and other facilities which support the greater Sydney population; and

(d) a continuing high rate of population growth and development for which the Council is planning, evidenced by ?.

225. After submissions have been received in the second stage, the Tribunal will make its 2027 Annual Determination, which will include the new categories, criteria and increased fees the Tribunal has determined will take effect from 1 July 2027. As well as identifying the category into which each Council will then be placed.

Local Government Remuneration Tribunal

The Hon Acting Justice M Schmidt

Dated: 23 April 2026

Section 5 – Determinations

Determination No. 1 – Allocation of Councils into each of the categories as per section 239 of the Act effective 1 July 2026

General Purpose Councils – Metropolitan

Principal City (1)

- Sydney

Major CBD (1)

- Parramatta

Metropolitan Major (2)

- Blacktown
- Canterbury-Bankstown

Metropolitan Large (10)

- Bayside
- Cumberland
- Fairfield
- Inner West
- Liverpool
- Northern Beaches
- Penrith
- Ryde
- Sutherland
- The Hills

Metropolitan Medium (8)

- Campbelltown
- Camden
- Georges River
- Hornsby
- Ku-ring-gai
- North Sydney
- Randwick
- Willoughby

Metropolitan Small (8)

- Burwood
- Canada Bay
- Hunters Hill
- Lane Cove
- Mosman
- Strathfield
- Waverley
- Woollahra

Section 5 – Determinations

General Purpose Councils - Non-Metropolitan

Major Regional City (2)

- Newcastle
- Wollongong

Major Strategic Area (2)

- Central Coast
- Lake Macquarie

Regional Strategic Area (4)

- Maitland
- Mid-Coast
- Shoalhaven
- Tweed

Regional Centre (22)

- Albury
- Armidale
- Ballina
- Bathurst
- Blue Mountains
- Byron
- Cessnock
- Clarence Valley
- Coffs Harbour
- Dubbo
- Eurobodella
- Hawkesbury
- Lismore
- Orange
- Port Macquarie-Hastings
- Port Stephens
- Queanbeyan-Palerang
- Shellharbour
- Tamworth
- Wagga Wagga
- Wingecarribee
- Wollondilly

Regional Rural (14)

- Bega
- Broken Hill
- Goulburn Mulwaree
- Griffith
- Hilltops
- Kempsey

Section 5 – Determinations

- Kiama
- Lithgow
- Mid-Western
- Muswellbrook
- Nambucca
- Richmond Valleys
- Singleton
- Snowy Monaro

Rural Large (17)

- Bellingen
- Cabonne
- Cootamundra-Gundagai
- Cowra
- Dungog
- Federation
- Greater Hume
- Gunnedah
- Inverell
- Leeton
- Moree Plains
- Murray River
- Narrabri
- Parkes
- Snowy Valleys
- Upper Hunter
- Yass

Rural (37)

- Balranald
- Berrigan
- Bland
- Blayney
- Bogan
- Bourke
- Brewarrina
- Carrathool
- Central Darling*
- Cobar
- Coolamon
- Coonamble
- Edward River
- Forbes
- Gilgandra
- Glen Innes Severn
- Gwydir
- Hay
- Junee
- Kyogle
- Lachlan
- Liverpool Plains
- Lockhart
- Murrumbidgee

Section 5 – Determinations

- Narrandera
- Narromine
- Oberon
- Temora
- Tenterfield
- Upper Lachlan
- Uralla
- Walcha
- Walgett
- Warren
- Warrumbungle
- Weddin
- Wentworth

* Designated as a Rural and Remote Council by the *Local Government (General) Regulations 2021*

County Councils

Water (4)

- Central Tablelands
- Goldenfields Water
- Riverina Water
- Rous

Other (4)

- Castlereagh-Macquarie
- Upper Hunter
- Upper Macquarie
- Western Sydney Weeds Authority (formerly Hawkesbury River)

Section 5 – Determinations

Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the Act effective from 1 July 2026

The annual fees to be paid in each of the categories to Councillors, Mayors, Members, and Chairpersons of County Councils effective on and from 1 July 2026 as per section 241 of the *Local Government Act 1993* are determined as follows:

Table 1: Fees for General Purpose and County Councils

General Purpose Councils – Metropolitan

Councillor/Member Annual Fee ($) effective 1 July 2026

Category	Minimum	Maximum
Principal City	32,810	48,140
Major CBD	21,900	40,550
Metropolitan Major	21,900	38,340
Metropolitan Large	21,900	36,110
Metropolitan Medium	16,420	30,640
Metropolitan Small	10,920	24,080

Mayor/Chairperson Additional Fee* ($) effective 1 July 2026

Category	Minimum	Maximum
Principal City	200,820	264,240
Major CBD	46,500	130,990
Metropolitan Major	46,500	118,530
Metropolitan Large	46,500	105,220
Metropolitan Medium	34,870	81,380
Metropolitan Small	23,250	52,520

Section 5 – Determinations

General Purpose Councils - Non-Metropolitan

Councillor/Member Annual Fee ($) effective 1 July 2026

Category	Minimum	Maximum
Major Regional City	21,900	38,050
Major Strategic Area	21,900	38,050
Regional Strategic Area	21,900	36,110
Regional Centre	16,420	28,890
Regional Rural	10,920	24,080
Rural Large	10,920	19,590
Rural	10,920	14,450

Mayor/Chairperson Additional Fee* ($) effective 1 July 2026

Category	Minimum	Maximum
Major Regional City	46,500	118,530
Major Strategic Area	46,500	118,530
Regional Strategic Area	46,500	105,220
Regional Centre	34,160	71,350
Regional Rural	23,250	52,560
Rural Large	17,440	42,030
Rural	11,620	31,510

County Councils

Councillor/Member Annual Fee ($) effective 1 July 2026

Category	Minimum	Maximum
Water	2,170	12,050
Other	2,170	7,190

Section 5 – Determinations

Mayor/Chairperson Additional Fee* ($) effective 1 July 2026

Category	Minimum	Maximum
Water	4,660	19,790
Other	4,660	13,140

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

Section 5 – Determinations

Determination No. 3 - Fees for appointed Councillors and Chairperson as per clause 12(c), Schedule 11 of the Act effective from 1 July 2026

Councils designated as 'rural and remote Councils'

The annual fees to be paid to appointed Councillors and the Chairperson of councils designated as a rural and remote Council on and from 1 July 2026, as per clause 12(c), schedule 11 of the *Local Government Act 1993* are determined as follows:

Table 2: Fees for appointed Councillors and Chairpersons of rural and remote Councils

Appointed Councillor Annual Fee ($) effective 1 July 2026

Council	Minimum	Maximum
Central Darling Shire Council	14,340	14,450

Appointed Chairperson Additional Fee ($) effective 1 July 2026**

Council	Minimum	Maximum
Central Darling Shire Council	74,750	74,850

**This fee must be paid in addition to the fee paid to the Chairperson as an appointed Councillor (s.249(2)).

Local Government Remuneration Tribunal

The Hon Acting Justice M Schmidt

Dated: 23 April 2026

Appendices

Appendix 1 Criteria that apply to categories

Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of Metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other Councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

Appendices

Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to Metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

Appendices

Metropolitan Major

Councils categorised Metropolitan Major will typically have a minimum residential population of 400,000.

Councils may also be categorised Metropolitan Major if their residential population combined with their non-resident working population exceeds 400,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- Total operating revenue exceeding $300M per annum
- The provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- Significant industrial, commercial and residential centres and development corridors
- High population growth.

Councils categorised as Metropolitan Major will have a sphere of economic influence and provide regional services considered to be greater than those of other Metropolitan Councils.

Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- Total operating revenue exceeding $200M per annum

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- The provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- Significant industrial, commercial and residential centres and development corridors
- High population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other Metropolitan Councils.

Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- Total operating revenue exceeding $100M per annum
- Services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- Industrial, commercial and residential centres and development corridors
- High population growth.

The sphere of economic influence, the scale of Council operations and the extent of regional servicing would be below that of Metropolitan Large Councils.

Appendices

Metropolitan Small

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other Metropolitan Councils include:

- Total operating revenue less than $150M per annum.

While these Councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium Councils the overall sphere of economic influence, the scale of Council operations and the extent of regional servicing would be below that of Metropolitan Medium Councils.

Appendices

Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These Councils:

- Are metropolitan in nature with major residential, commercial and industrial areas
- Typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- Provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region
- Have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
- Have significant natural and man-made assets to support diverse economic activity, trade and future investment
- Typically contain ventures which have a broader State and national focus which impact upon the operations of the Council.

Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 200,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- Health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- A full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres

Appendices

- Total operating revenue exceeding $250M per annum
- Significant visitor numbers to established tourism ventures and major events that attract state and national attention
- A proximity to Sydney which generates economic opportunities.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from Councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 100,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- Health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- A full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- Total operating revenue exceeding $250M per annum
- Significant visitor numbers to established tourism ventures and major events that attract state and national attention
- A proximity to Sydney which generates economic opportunities.

Appendices

Regional Centre

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- A large city or town providing a significant proportion of the region's housing and employment
- Health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- A full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- Total operating revenue exceeding $100M per annum
- The highest rates of population growth in regional NSW
- Significant visitor numbers to established tourism ventures and major events that attract state and national attention
- A proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

Appendices

Regional Rural

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- A large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- Health services, tertiary education services and regional airports which service a regional community
- A broad range of industries including agricultural, educational, health, professional, government and retail services
- Large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

Rural Large

Councils categorised as Rural Large will have a residential population greater than 10,000, and a Councillor to resident ratio of at least 1 to 1200.

Other features may include:

- One or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- A limited range of services, facilities and employment opportunities compared to Regional Rural Councils
- Local economies based on agricultural/resource industries.

Appendices

Rural

Councils categorised as Rural will typically have a residential population less than 10,000.

County Councils - Water

County Councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

County Councils - Other

County Councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Biosecurity Act 2015*.

GLEN INNES SEVERN COUNCIL

DRAFT

Draft - Risk Management Policy

March 2026

DRAFT RISK MANAGEMENT POLICY

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Purpose

Glen Innes Severn Council is committed to managing risk in a structured, consistent and proactive manner to support informed decision making, protect community value, and achieve the objectives of the Community Strategic Plan.

This Policy establishes Council's commitment to an integrated risk management approach consistent with AS ISO 31000:2018 and the NSW Office of Local Government Risk Management and Internal Audit Guidelines (2023).

This Policy is underpinned by Council's Risk Appetite Statement and Risk Management Plan, ensuring all risk management activities are aligned with Council's appetite and tolerance levels.

Scope

This policy applies to Councillors, Council employees, volunteers and delegates of Council, contractors, and members of Community Committees of Council, including members of Council's Advisory Committees.

It applies to all strategic, operational, governance, compliance and project-related risks across the organisation.

All risk management activities must be consistent with the appetite levels set out in the Risk Appetite Statement.

Policy Statement

Council will implement and maintain a risk management framework that:

- integrates risk management into all planning, decision making and operational processes
- supports the achievement of Council's strategic objectives
- promotes a positive and transparent risk culture
- ensures risks are identified, assessed, treated, monitored and reviewed consistently
- aligns with Council's adopted risk appetite and tolerance levels
- provides assurance to the community, Council and ARIC that risks are being managed effectively
- all risk decisions, treatments, and escalations must demonstrate alignment with the Risk Appetite Statement and Risk Management Plan.

Risk Management Principles

Council adopts the principles of AS ISO 31000:2018. Risk management at Council will be:

- Integrated into all activities and decision-making
- Structured and comprehensive
- Customised to Council's context and objectives
- Inclusive of stakeholders

- Dynamic, recognising that risks change over time
- Based on the best available information
- Cognisant of human and cultural factors
- Continually improved.

Council will regularly review and update its risk management practices to reflect changes in legislation, guidelines, and Council's operating environment.

Risk Management Framework

Council's risk management framework consists of:

- Risk Management Policy – sets leadership commitment and expectations
- Risk Management Plan – defines roles, responsibilities, processes and procedures
- Risk Appetite Statements – define acceptable levels of risk
- Enterprise Risk Management System (ERM) – the digital system for recording and managing risks
- Risk Management Function – provides specialist support and oversight
- Internal Audit Function – provides independent assurance
- Audit, Risk and Improvement Committee (ARIC) – provides independent oversight and advice.

Integration with Council's Planning and Governance

Risk management will be embedded in:

- Community Strategic Plan
- Delivery Program
- Operational Plan
- Long-Term Financial Plan
- Asset Management Plans
- Workforce Management Strategy
- Procurement and contract management
- Project management
- Policy development
- Business continuity and emergency management.

Risk appetite and tolerance levels must be considered in all planning and governance activities.

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Risk Categories

Council uses four risk categories to ensure consistent classification and reporting. These categories align with ISO 31000 and the Risk Management Policy.

The categories also align with the Risk Appetite Statement, which sets the appetite level and escalation threshold for each category.

Category	Description	Examples
Strategic	Risks that may impact long-term objectives, the CSP, external environment, or major organisational outcomes.	CSP, DP, LTFP, reputation
Operational	Risks arising from day-to-day service delivery, systems, people, processes, assets or technology.	Assets, services, workforce, insurance
Governance / Compliance	Risks relating to legal, regulatory, ethical or policy obligations, including fraud, corruption and probity.	WHS, fraud, corruption, cyber, public liability
Project	Risks associated with planning, procurement, contract management and delivery of capital or operational projects.	Capital works, transformation, outsourcing

These categories are further broken down in the Risk Management Plan and supporting documents. Specific risks (e.g., WHS, fraud, cyber, reputation) are mapped to these categories for detailed assessment and management.

Risk Registers

Council maintains the following core risk registers:

- Office of the General Manager
- Infrastructure Services
- Corporate & Community Services
- Place & Growth
- Projects Register.

Subset registers (e.g., WHS, ICT, Fraud) may be used to support management of specific risk areas.

All registers must record appetite levels and escalation triggers as set out in the Risk Appetite Statement.

Roles and Responsibilities

Role	Responsibilities
Council	Sets risk appetite, oversees the risk management framework, receives assurance from ARIC and the General Manager.
General Manager	Accountable for the effectiveness of the risk management framework, ensures integration across all Council activities, attests annually to compliance with OLG Guidelines.
Directors and Managers	Ensure risks are identified, assessed and reviewed within their directorates, ensure staff understand and apply risk management practices, report risk status to ELT and ARIC.
Risk Owners	Manage assigned risks in ERM, review risks at least annually or when triggered, implement and monitor controls and treatments, escalate risks outside appetite.
All Staff	Identify and report risks, implement controls, follow risk management procedures, check appetite before accepting residual risk.
Risk Management Function	Provides specialist advice, maintains the framework and ERM, coordinates reporting to ELT and ARIC.
Internal Audit	Provides independent assurance on the effectiveness of risk management.
ARIC	Reviews the effectiveness of the risk management framework, provides advice to Council and the General Manager.

Definitions

Term	Meaning
ARIC	Council's Audit, Risk and Improvement Committee.
consequence	An outcome of an event affecting objectives.
control	A measure that maintains and/or modifies *risk*.
control owner	A control owner is the officer of council assigned responsibility for the management/implementation of a control.
Council	Glen Innes Severn Council.
CSP	Glen Innes Severn Community Strategic Plan (latest version).
ELT	Executive Leadership Team of Council made up of the General Manager and three Directors.
event	An occurrence or change of a particular set of circumstances.
ERM	Council's enterprise risk management system sed for risk evaluation, escalation, and treatment prioritisation.
escalation	The process of referring risks that exceed appetite to higher management or Council.
the Guidelines	OLG *Risk Management and Internal Audit Guidelines for Local Government in NSW* (2023)
core register/s	These are the main registers that are used in ERM and include primary risks that relate to the core functional service delivery of Council.
likelihood	The chance of something happening.
residual risk	The level of risk remaining after controls are applied.
risk	Effect of uncertainty on objectives.
risk appetite	The level and type of risk Council is willing to accept in pursuit of its objectives.
risk management	The coordinated activities to direct and control an organisation

	regarding risk.
Risk Management Framework, or the/this Framework	The set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.
Risk management function	As defined in the Guidelines, this Plan and is the responsibility of the Manager Governance, Risk and Corporate Planning
risk management process	Systematic application of risk management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.
risk owner	the officer assigned responsibility for the management of a risk.
subset register/s	Any register not identified in this Plan as a *core register*.
the Act	*Local Government Act 1993.*
the Regulation	*Local Government (General) Regulation 2021.*

Monitoring, Reporting and Review

- Risks must be reviewed at least annually and when significant changes occur.
- Quarterly reporting to ELT and ARIC.
- Annual review of the framework.
- Four-yearly strategic assessment by ARIC
- Risks that exceed appetite must be escalated according to the triggers in the Risk Appetite Statement and ERM workflows.
- The General Manager will attest annually that risks are managed within appetite.

Related Documents

- Risk Management Plan
- Risk Appetite Statement
- ARIC Terms of Reference
- Internal Audit Charter
- Fraud and Corruption Control Policy
- Business Continuity Framework
- Claims Management Policy and Procedures
- Procurement Policy
- Work Health and Safety Management System
- Information Security and Cyber Security Policies.

These documents must be read in conjunction with this Plan to ensure a consistent and integrated approach to risk management.

Legislation, Supporting Documents and Review

Legislation and Regulations

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*

- 216S Risk management—the Act, Sch 6, cl 18 - (1) A council must adopt and implement a system for managing risk.

Standards and Guidelines

- AS ISO 31000:2018 – Risk Management Guidelines
- NSW OLG Risk Management and Internal Audit Guidelines (2023)
- AS ISO 22301 – Business Continuity Management Systems (where relevant)
- AS 8001 – Fraud and Corruption Control (where relevant)
- AS ISO 27001 – Information Security Management Systems (where relevant)

Relevant Council Policies and Procedures

- Risk Management Policy
- Risk Management Plan
- ARIC Terms of Reference
- Internal Audit Charter
- Fraud and Corruption Control Policy
- Business Continuity Framework
- Claims Management Policy and Procedures
- Procurement Policy
- Work Health and Safety Management System
- Information Security and Cyber Security Policies.

These documents must be read in conjunction with this Plan to ensure a consistent and integrated approach to risk management.

All policies and procedures must be consistent with the appetite levels and escalation triggers set out in the Risk Appetite Statement and Risk Management Plan.

Variation and Review

This Policy will be reviewed:

- every Council term, or
- earlier if required due to:
- legislative or regulatory changes
- organisational changes
- ARIC recommendations
- internal audit findings
- emerging risks or significant incidents.

The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a decision of the General Manager or a new resolution of ELT.

Appendix A

Document Control/Authorisation

Responsible Officer		Manager Governance			
Reviewed By		Management Executive Team (ELT)			
Review Due Date		September 2028			
Version Number		7			
Versions	**Date**	**Resolution Number**	**Description Of Amendments**	**Author / Editor**	**Approved / Adopted By**
7	2/2026		Full re-draft to align with ISO and OLG Guidelines, and revised Plan and Risk Appetite Statement	MG	Council
6	24/04/2024	8.04/24	Amendments are significant with the adoption of elements of the example policy provided in the Guidelines.	MGRCP	Council
5	22/04/2021	8.04/21	Amendments are substantial consisting of a complete overhaul of the entire Policy to reflect the entire risk management framework.	MGRCP	Council
4	28/09/2017	16.09/17	Minor amendments included: Updating the reference to the new Community Strategic Plan 2017-2027; Minor changes to the diagram within the Policy; Extension of the review period of the Policy.	MRC	Council
3	22/10/2015	14.10/15	The only amendment was the addition of an Implementation / Communication section, in line with all revised policies.	MRC	Council
2	24/10/2013	12.10/13	Minor amendments to spelling and grammar and updating relevant legislation. The changes made are in line with better practice protocols to improve the scope of the policy.	MCS	Council
1	20/04/2006	4.04/06	First Version created because of the requirements from the then Department of Local Government's 'Local Government Reform Better Practice Review Checklist'.	WHS	Council

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Item 7.6

Annexure B

GLEN INNES SEVERN COUNCIL

Draft - Risk Appetite Statement

March 2026

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RISK APPETITE STATEMENT

Purpose

The purpose of the Risk Appetite Statement is to:

- Define the level of risk Council is willing to accept in delivering its strategic and operational objectives.
- Guide decision-making, resource allocation, and risk escalation across all Council activities.
- Ensure risk appetite is embedded in planning, projects, procurement, service delivery, and reporting, consistent with ISO 31000 and NSW Office of Local Government Guidelines.

Applicability

The Risk Appetite Statement applies to:

- All Councillors, Council staff, contractors, volunteers, and anyone acting on behalf of Glen Innes Severn Council.
- All Council operations, projects, services, and strategic initiatives.

Outcomes

- Council manages risks in a balanced but cautious manner, protecting people, assets, reputation, and community value.
- Council avoids risks that threaten safety, integrity, legal compliance, or public trust.
- Council accepts limited risk where it supports service delivery, innovation, or strategic outcomes.
- Council is receptive to risk only where strong benefits are clear and controls are robust.
- Risk appetite is embedded in planning, decision-making, and escalation processes.

Roles and Responsibilities

Role	Responsibilities
Council	Endorses the Risk Appetite Statement and reviews risk appetite as part of strategic planning.
General Manager and Directors	Apply risk appetite in decision-making, planning, and reporting. Escalate risks that exceed appetite.
Managers and Staff	Identify, assess, and manage risks within appetite. Escalate risks outside appetite to Directors or the General Manager.
Audit, Risk and Improvement Committee	Provides oversight and reviews significant risks and Council's risk appetite position.

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Policy Statement

Council adopts a clear, practical approach to risk appetite, mapped to the categories in the Risk Management Plan:

<table>
<tr><td>Risk Appetite Level</td><td colspan="2">Low</td><td colspan="2">Medium</td><td>High</td></tr>
<tr><td>What it means</td><td colspan="2">MINIMISE RISK

Risk is avoided where possible and otherwise reduced to the lowest practicable level through effective controls and available resources.

Residual risk must be minimal and justified.</td><td colspan="2">ACCEPT RISK

Some level of risk may be accepted where it is necessary to achieve defined service or strategic outcomes and where further risk treatment would be disproportionate to the benefit gained.</td><td>TAKE RISK

Council generally has no appetite for risks at this level. High risks will only be considered in exceptional circumstances where there is a compelling strategic benefit and explicit approval.</td></tr>
<tr><td rowspan="4">Risk Appetite by Risk Category</td><td> </td><td>People (health and safety)</td><td rowspan="2"> </td><td rowspan="2">Service Delivery</td><td rowspan="4">None — Council does not ordinarily accept risks in this category</td></tr>
<tr><td> </td><td>Compliance and legal obligations</td></tr>
<tr><td> </td><td>Natural environment</td><td rowspan="2"> </td><td rowspan="2">Reputation</td></tr>
<tr><td> </td><td>Financial sustainability</td></tr>
</table>

Risks that exceed these levels of appetite must be escalated according to Council's risk management procedures and ERM triggers.

These categories are further broken down in Council's Risk Management Plan and supporting documents, such as the risk registers and ERM system. Specific risks (for example, cyber security, WHS, fraud, environmental, and reputation) are mapped to these categories for detailed assessment and management.

Using appetite in decision-making

Check appetite before proposing acceptance of residual risk. Document justification and decision makers in ERM when accepting risk. Align procurement, project, policy and operational decisions to appetite; where a decision would exceed appetite, seek approval, record treatments and monitor progress.

Definitions

Term	Meaning
ARIC	Council's Audit, Risk and Improvement Committee.
consequence	An outcome of an event affecting objectives.
control	A measure that maintains and/or modifies *risk*.
control owner	A control owner is the officer of council assigned responsibility for the management/implementation of a control.
Council	Glen Innes Severn Council.
CSP	Glen Innes Severn Community Strategic Plan (latest version).
event	An occurrence or change of a particular set of circumstances.
ERM	Council's enterprise risk management system sed for risk evaluation, escalation, and treatment prioritisation.
escalation	The process of referring risks that exceed appetite to higher management or Council.
the Guidelines	OLG *Risk Management and Internal Audit Guidelines for Local Government in NSW* (2023)
core register/s	These are the main registers that are used in ERM and include primary risks that relate to the core functional service delivery of Council.
likelihood	The chance of something happening.
ELT	The Executive Leadership Team of Council made up of the General Manager and three Directors.
residual risk	The level of risk remaining after controls are applied.
risk	Effect of uncertainty on objectives.
risk appetite	The level and type of risk Council is willing to accept in pursuit of its objectives.
risk management	The coordinated activities to direct and control an organisation regarding risk.
Risk Management Framework, or the/this Framework	The set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.
Risk management function	As defined in the Guidelines, this Plan and is the responsibility of the Manager Governance, Risk and Corporate Planning
risk management process	Systematic application of risk management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.
risk owner	the officer assigned responsibility for the management of a risk.
subset register/s	Any register not identified in this Plan as a *core register*.
the Act	*Local Government Act 1993*.
the Regulation	*Local Government (General) Regulation 2021*.

Legislation And Supporting Documents

Legislation and Regulations

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*

Standards and Guidelines

- AS ISO 31000:2018 – Risk Management Guidelines
- NSW OLG Risk Management and Internal Audit Guidelines (2023)
- AS ISO 22301 – Business Continuity Management Systems (where relevant)
- AS 8001 – Fraud and Corruption Control (where relevant)
- AS ISO 27001 – Information Security Management Systems (where relevant)

These documents collectively establish the minimum expectations for Council's risk management practices.

Relevant Council Policies and Procedures include:

- Risk Management Policy
- Risk Management Plan
- ARIC Terms of Reference
- Internal Audit Charter
- Fraud and Corruption Control Policy
- Business Continuity Framework
- Claims Management Policy and Procedures
- Procurement Policy
- Work Health and Safety Management System
- Information Security and Cyber Security Policies.

These documents must be read in conjunction with this Plan to ensure a consistent and integrated approach to risk management.

Variation And Review

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

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Appendix A

Document Control

Responsible Officer	Manager Governance
Reviewed By	Council
Review Due Date	March 2026
Version Number	2
Document Number	XXXX

Versions	Date	Resolution Number	Description of Amendments	Author / Editor	Approved / Adopted By
2	2026		Full revision to align with ISO and OLG Guidelines	MG	Council
1	18/05/2021		First adopted	MG	Council

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Write-off Register for Presentation at June 2026 Council Meeting

Account	Account Name	Amount	Comments
302300	GST Clearing Account	29,201.88	FY22 variance - no balance sheet reconciliation exists for the year ended 30/6/22 when we migrated from Practical to Dynamics*
302430	Super Clearing House Deductions	24,594.11	FY22 variance - no balance sheet reconciliation exists for the year ended 30/6/22 when we migrated from Practical to Dynamics*
302537	Clearing - Super payments	12,305.68	FY22 variance - no balance sheet reconciliation exists for the year ended 30/6/22 when we migrated from Practical to Dynamics*
302503	Clearing - On-Billing Uniforms	186.28	FY22 variance - no balance sheet reconciliation exists for the year ended 30/6/22 when we migrated from Practical to Dynamics
302410	Payroll Deductions Clearing Account	130.00	Immaterial unexplained variance*
302537	Clearing - Super payments	1,903.22	Difference between what we pay PayClear for members retirement schemes and what we deduct from members pays 1/7/23 to 30/6/25
302535	Suspense Jobs Cost Ledger Clearing	10,620.00	Transfer between two suspense accounts relating to transactions in the Practical system (i.e. pre-1/7/22) with no information about what the transaction is
302526	Wytaliba Fire Shed Replacement	3,050.00	Unsubstantiated and undocumented charge from July 2021 (i.e. carried across from Practical)
302536	Companion Animals Clearing Account	6,377.00	FY22 variance - no balance sheet reconciliation exists for the year ended 30/6/22 when we migrated from Practical to Dynamics (to be considered in conjunction with $2,533.89 write-back below - net amount of $3,843.11 to be written-off)
		88,368.17	

** - already actioned via journal FY26CJW102*

Write-back Register for Presentation at June 2026 Council Meeting

Account	Account Name	Amount	Comments
500810	TCorp Loan - Wattle Value	529.20	This value represents a variance in the FY22 financial statements where a clean audit report was issued, carried-forward
500805	TCorp Loan - RFS	274.44	This value represents a variance in the FY22 financial statements where a clean audit report was issued, carried-forward
500815	NAB Fixed Interest Loan	2,001.72	This value represents a variance in the FY22 financial statements where a clean audit report was issued, carried-forward
500820	NAB Learning Centre Loan	914.80	This value represents a variance in the FY22 financial statements where a clean audit report was issued, carried-forward
500950	NAB Sewer Augmentation Loan	94.84	This value represents a variance in the FY22 financial statements where a clean audit report was issued, carried-forward
303015	Inventory Open Balance Brought Fwd	48.54	Part of the FY22 opening balance of $421,654.75 carried across from Practical that was not reversed by a $421,703.29 inventory journal on 1/7/22, i.e. $421,703.29 - $421,654.75 = $48.54
302530	MCS On Billing Suspense	20,203.13	FY22 variance - no balance sheet reconciliation exists for the year ended 30/6/22 when we migrated from Practical to Dynamics
302530	MCS On Billing Suspense	100.00	$100 credit costed by Ann Newsome (previous CFO) for a bank statement dated 2/7/22 that doesn't exist as it's a Saturday
500550	Other Trust Fund Deposits	105.00	$105 cash received on 25/7/22 where nobody in the finance team can locate a source or reason for the cash received
302536	Companion Animals Clearing Account	2,533.89	Difference between receipts collected and NSW State Government invoices paid (to be considered in conjunction with $6,377.00 write-off above - net amount of $3,843.11 to be written-off)
500550	Other Trust Fund Deposits	105.00	Unlocatable receipt costed under the banner of LSL Levies but not consistent with an amount that would be receipted for LSL Levies
302535	Suspense Jobs Cost Ledger Clearing	52,634.86	FY22 credit variance - no balance sheet reconciliation exists for the year ended 30/6/22 when we migrated from Practical to Dynamics
302535	Suspense Jobs Cost Ledger Clearing	2,475.75	Refund to Moree Plains Council in Dynamics for invoice that was raised in Practical pre-1/7/22
302535	Suspense Jobs Cost Ledger Clearing	50.00	Difference between amount banked and accounted for in Celtic Festival float between April & May 2023
302300	GST Clearing Account	2,760.15	Three GST-related liabilities to three s355 committees were costed to the incorrect account. Had they been costed correctly the GST write-off mentioned above ($29,201.88) would have been $2,760.15 smaller, thus the need for this separate write-back
500156	Creditors: Emmaville Mining Museum	1,464.15	Unsubstantiated and undocumented 'liability' to Emmaville Mining Museum that they don't have on their books as a receivable nor have they ever chased us for it
		86,295.47	

Item 7.10

Annexure A

Public Safety and Asset Protection CCTV Strategy

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GISC PUBLIC SAFETY AND ASSET PROTECTION CCTV STRATEGY

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GISC PUBLIC SAFETY AND ASSET PROTECTION CCTV STRATEGY

Purpose

The purpose of this Strategy is to establish a lawful, transparent and evidence-based framework for the planning, deployment, operation, access, monitoring, maintenance and review of public safety and asset protection CCTV managed by Glen Innes Severn Council.

The Strategy also provides a framework for engaging with the community, local businesses, NSW Police and other relevant stakeholders to support public awareness, encourage responsible participation in community safety initiatives and ensure CCTV is implemented in a proportionate, accountable and responsive way.

The Strategy responds to Council resolution 21.11/24 by providing an integrated approach to Council installed fixed CCTV systems, Council owned mobile CCTV units, community and business CCTV participation, public lighting as a complementary safety measure and future connectivity with NSW Police where appropriate, lawful and technically secure.

The Strategy is not intended to create a general surveillance program. CCTV will be used only where there is a clear safety, crime prevention, asset protection, operational or public interest purpose and where the proposed use is proportionate to the risk being addressed.

Applicability

This Strategy applies to:

- fixed CCTV systems installed, owned, operated or managed by Council in public places or on Council assets
- mobile CCTV systems owned, operated or managed by Council
- CCTV associated with Council events, temporary activations and temporary asset protection needs
- public lighting works that support CCTV effectiveness, pedestrian safety and asset protection
- Council's community messaging about private CCTV and the NSW Police CCTV Register

This Strategy does not regulate privately owned CCTV systems. It does, however, set out how Council will encourage lawful, neighbour respectful and police register aligned private CCTV participation.

The Strategy does not authorise audio recording, facial recognition, automatic number plate recognition, biometric analytics, covert surveillance or live monitoring by third parties. Any such capability would require a separate business case, privacy impact assessment, legal review and explicit Council or General Manager approval in accordance with delegations.

Outcomes

Council is committed to using CCTV in a lawful, targeted and transparent way to support the following outcomes:

- improved public safety and perceptions of safety in priority public places
- deterrence, detection and investigation support for vandalism, theft, antisocial behaviour and damage to public assets
- protection of Council infrastructure, facilities, staff, contractors, visitors and community users
- lawful evidence preservation and timely referral to NSW Police where incidents occur
- consistent decision making for camera deployment, signage, access, retention, release and review
- better integration of CCTV with lighting, Crime Prevention Through Environmental Design, asset management, event planning and renewal programs
- support for grant funding, lifecycle cost planning and prioritised capital investment
- a CCTV program that remains proportionate, effective, privacy aware and regularly evaluated

Roles and Responsibilities

Role	Responsibility
Council	Endorses the Strategy, considers budget allocations and receives progress and evaluation reports.
General Manager	Accountable for implementation within adopted budgets, delegations and legal requirements.
Nominated Directorate Program Owner	Provides strategic oversight, coordinates implementation and ensures alignment with asset, open space, planning, community safety and economic activation priorities.
CCTV Implementation Group	Coordinates audit, master planning, risk assessments, procurement inputs, training, documentation and reporting. Membership should include relevant areas such as assets, open spaces, governance, information technology, customer service, risk, records, events and community safety.
Authorised CCTV Operators	Access and use systems only in accordance with the CCTV Policy, Code of Practice, standard operating procedures and training.
Governance, Privacy and Records Officers	Advise on privacy, GIPA, records, subpoenas, access requests, retention and audit requirements.

Role	Responsibility
Information Technology and Cyber Security	Support secure network design, accounts, permissions, audit logs, patching, backup and incident response.
NSW Police	Provide advice on hotspots, crime prevention, evidence requirements and register promotion. Any system access is subject to documented approval and agreement.
Contractors and Suppliers	Design, install and maintain systems in accordance with contract, technical, privacy, cyber security and confidentiality requirements.

Internal progress reporting should occur at least quarterly during implementation. A public Council report should be provided annually or at key decision points, including funding, major scope changes or evaluation outcomes.

Definitions

Term	Definition
CCTV	Closed circuit television and related camera, recording, storage, network and access systems used to capture visual footage.
Council managed CCTV	CCTV installed, owned, operated or otherwise managed by Glen Innes Severn Council, including fixed and mobile systems.
Fixed CCTV	A camera or camera system installed in a fixed location for ongoing public safety, asset protection or operational purposes.
Mobile CCTV	A temporary or relocatable camera system used for time limited risk management, events, emerging hotspots or asset protection.
Authorised Operator	A Council employee, contractor or other person formally authorised to access or operate Council managed CCTV in accordance with Council procedures.
Footage	Recorded images and associated system data captured by Council managed CCTV.
CPTED	Crime Prevention Through Environmental Design. A design approach that considers natural

Term	Definition
	surveillance, lighting, access, maintenance and activation to reduce crime risk.
NSW Police CCTV Register	A voluntary register that assists NSW Police to identify privately owned CCTV systems that may hold footage relevant to an incident.

Policy Statement

Council resolution and strategic response

At the Ordinary Council Meeting of 28 November 2024, Council considered item 9.5, Petition for Street Surveillance in the Central Business District. The resolution included actions relating to urgent initial CCTV installation in Grey Street, ongoing budget allocation, external funding, property owner CCTV, a broader Lighting and Security Master Plan and system capacity to extend across Council infrastructure.

This Strategy gives effect to that resolution by translating it into an operationally defensible delivery framework. It recognises Council's clear position that vandalism, antisocial behaviour and damage to public and private assets should be addressed firmly. It also recognises that Council's role is prevention, deterrence, asset protection, public safety, evidence preservation and referral to NSW Police. Decisions about criminal investigation, prosecution, sentencing or penalties remain matters for NSW Police, prosecutors and the courts.

Resolution direction	Strategy response
Initial Grey Street system	Grey Street is identified as the first priority stage, with commissioning, coverage testing, signage, secure access and performance reporting required.
Funding and grants	The Strategy includes a funding pathway, grants pipeline and annual capital and maintenance review, subject to Council's adopted Operational Plan and Long Term Financial Plan.
Property owner CCTV	Council will provide a property owner engagement program while clarifying that private equipment participation must be voluntary and lawfully implemented.
Lighting and Security Master Plan	The Strategy builds master planning requirements into the audit, design and implementation phases, including CCTV, network options, lighting, cost estimates and priority staging.

GISC PUBLIC SAFETY AND ASSET PROTECTION CCTV STRATEGY

Resolution direction	Strategy response
Council infrastructure coverage	A whole of asset CCTV audit will consider the Standing Stones, Crofters Cottage precinct, Skywalk, water treatment plant, sporting grounds, swimming pool, indoor sports centre, skate park, dog park, rear of Town Hall and other risk based locations.
Police connectivity	Technical investigation and a governance model for police access are required, subject to cyber security, privacy, records, audit logging, roles, authorisations and a formal agreement or MOU.

Guiding principles

Principle	Application
Purpose led	Every camera must have a documented purpose linked to public safety, asset protection, incident response, event management or another lawful Council function.
Evidence based	Priorities will be informed by incident history, NSW Police advice, asset risk, maintenance data, community reports, event risk and site assessments.
Proportionate	Camera use must be reasonable for the risk and must avoid unnecessary intrusion.
Privacy by design	Camera placement, field of view, signage, retention, access and release processes must be designed to reduce privacy impacts.
No private place targeting	Cameras must be positioned to avoid private land, dwellings, private activities and sensitive areas wherever reasonably practicable.
Transparency	Council will use clear signage and public information explaining why CCTV is used and how footage access requests are managed.
Secure and accountable	Footage and systems must be protected through secure access, audit logs, documented authorities and contractor controls.
Partnership	Council will work with NSW Police, businesses, community groups, facility users and property

Principle	Application
	owners while maintaining Council's legal responsibilities.
Continuous improvement	The program will be reviewed using evidence, audit findings, technical performance, community feedback and changes in risk.

Strategic components

Fixed Council CCTV systems

Fixed CCTV will be used where a documented need exists and where cameras are likely to assist deterrence, detection, public safety, asset protection or evidence preservation. Priority areas include the CBD, high use public spaces, Council facilities, identified crime or vandalism hotspots and assets with high replacement, operational or community value.

Mobile CCTV units

Mobile CCTV units may be deployed for temporary risk management, emerging hotspots, repeated vandalism locations, major events, temporary works, illegal dumping, asset protection and seasonal or short term public safety needs.

Lighting and CPTED

Lighting, sightlines, vegetation management, signage, wayfinding, asset design and maintenance must be considered as part of each CCTV assessment. Solar powered LED lighting opportunities identified in the Council resolution will be assessed through the Lighting and Security Master Plan.

Property owner and business CCTV

Council will encourage businesses and property owners to improve lawful private CCTV coverage and voluntarily register cameras with the NSW Police CCTV Register. Any bulk purchasing or resale model must be separately assessed before implementation.

NSW Police integration

Council will investigate technical capacity for appropriate connection or viewing arrangements with Glen Innes Police Station and, where relevant, Armidale Police. Any access arrangement must be documented through an agreement or MOU and must define purpose, access level, authorisations, audit logs, security controls, incident processes, data release process and review requirements.

Operating model and minimum controls

Control area	Minimum requirement
Camera approval	Each new or relocated camera must have an approved site assessment covering purpose, evidence of need, field of view, privacy impact, signage, technical design, cost, maintenance and responsible officer.
Signage	Clear signage must be installed at reasonable entry points to monitored areas and at Council facilities where CCTV is used. Signage must identify Council as the system owner and provide a contact pathway.
Monitoring	CCTV will generally be recorded and reviewed as required rather than continuously monitored, unless a specific operational need and approval exists.
Audio	Audio recording is not permitted unless separately approved following legal and privacy assessment.
Retention	Standard footage retention is to be set through the CCTV Policy and system configuration. As an interim operating position, footage should generally be retained for no longer than 31 days unless required for an incident, investigation, insurance, legal, GIPA, privacy or records purpose.
Access	Access must be limited to authorised personnel with role based permissions. Shared logins are not permitted.
Release of footage	Footage may only be released through approved processes, including NSW Police request, subpoena, GIPA, privacy request, insurer request or other lawful authority.
Incident extracts	Extracted footage must be logged, securely stored, labelled with incident details and managed as an official Council record.
Contractors	Contractors must comply with Council privacy, cyber security, confidentiality, work health and safety, records and system access requirements.

GISC PUBLIC SAFETY AND ASSET PROTECTION CCTV STRATEGY

Control area	Minimum requirement
Maintenance	Cameras must be inspected and maintained to ensure image quality, date and time accuracy, storage reliability, network connectivity and physical security.
Audit	System access, footage release, retention settings, signage and camera placement must be periodically audited.

Prioritisation framework

Criterion	Considerations
Public safety risk	Recorded incidents, fear of crime, vulnerable users, night time activity and pedestrian safety.
Asset risk	Criticality, replacement value, past vandalism, service disruption risk and maintenance burden.
Evidence and intelligence	NSW Police advice, Council incident data, insurance claims, community reports and event risk assessments.
Technical feasibility	Power, network, Wi Fi or fibre options, lighting, mounting points, cyber security and integration with existing systems.
Privacy impact	Ability to avoid private places, sensitive areas and unnecessary collection.
Cost and lifecycle	Capital cost, licensing, storage, maintenance, renewals, staff time and end of life replacement.
Funding readiness	Grant eligibility, project design maturity, approvals, procurement readiness and co contribution requirements.
Strategic alignment	Council resolution 21.11/24, adopted Operational Plan, asset plans, public safety priorities and community expectations.

Implementation plan

Phase	Timing	Key actions
Phase 1: Audit and foundation	0 to 6 months	Establish internal implementation group; audit all CCTV and lighting; create CCTV asset register; map current coverage; identify undocumented systems; request NSW Police crime and hotspot advice; prepare site risk and privacy assessment template; review signage; confirm Grey Street stage status; define police integration requirements; commence master planning brief.
Phase 2: Design, consultation and procurement	6 to 12 months	Prepare Lighting and Security Master Plan; design priority upgrades; cost CBD and Council infrastructure stages; prepare technical specifications; engage businesses and property owners; prepare grant applications; develop SOPs; review Policy and Code of Practice for urgent compliance gaps; confirm procurement approach.
Phase 3: Deployment and commissioning	12 to 24 months	Install approved CCTV and lighting upgrades; commission Grey Street and priority locations; test coverage, storage and access controls; install signage; implement police MOU if approved; deploy mobile CCTV units; train staff; launch community information and NSW Police CCTV Register campaign.

Phase	Timing	Key actions
Phase 4: Evaluation and future planning	24 to 36 months	Evaluate incidents, vandalism, system reliability, coverage gaps, privacy compliance, community feedback and maintenance costs; report to Council; update capital program; complete full CCTV Policy and Code of Practice review; confirm next stage priorities and funding.

Funding and procurement

Council will use the audit and master planning process to confirm the full capital, operational and renewal cost of the CCTV and lighting program. Costs must include cameras, poles, mounts, power, network, Wi Fi or fibre connections, lighting, signage, software, licences, data storage, cyber security, maintenance, renewals, staff training and project management.

Funding sources may include Council capital allocations, grants, insurance or risk reduction programs, partnerships and other external funding. All procurement must comply with Council's procurement framework, probity requirements and relevant tendering thresholds.

Any proposal to bulk purchase and on sell equipment to private property owners must be supported by a separate business case and legal, procurement, tax, warranty, liability, privacy and financial assessment.

Community communication

Council will communicate the purpose and limits of CCTV in a way that is clear and confidence building.

Communication should explain that CCTV is used to support safety and protect assets, is not monitored at all times unless specifically stated, does not replace emergency reporting to NSW Police and will be managed under privacy, records and information access requirements.

- updated website information about Council CCTV and footage access pathways
- clear signage at CCTV locations
- business and property owner information about lawful CCTV installation and the NSW Police CCTV Register
- communications with facility users and event organisers where temporary or mobile CCTV is deployed
- staff notices and induction updates where workplace surveillance obligations apply

Legislation And Supporting Documents

Relevant Legislation, Regulations and Industry Standards include:

- Privacy and Personal Information Protection Act 1998 and Privacy and Personal Information Protection Regulation 2019
- Surveillance Devices Act 2007
- Workplace Surveillance Act 2005
- Government Information (Public Access) Act 2009
- State Records Act 1998
- Local Government Act 1993
- relevant Australian Standards and recognised good practice for CCTV, lighting, cyber security, signage, image quality and system maintenance
- Crime Prevention Through Environmental Design principles

Legal note: where any inconsistency arises between this Strategy and legislation, legislation prevails. The Strategy is to be reviewed if there are material legislative, technology, privacy or operational changes.

Relevant Council Policies and Procedures include:

- CCTV Policy
- CCTV Code of Practice
- Privacy Management Plan
- Records Management Program
- Code of Conduct
- procurement framework and relevant tendering procedures
- information technology, cyber security and acceptable use procedures
- site specific CCTV standard operating procedures

Variation And Review

The Public Safety and Asset Protection CCTV Strategy will be reviewed at the end of the 36-month implementation cycle, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Strategy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

Evaluation should consider reported incidents, vandalism, theft, antisocial behaviour and asset damage before and after installation, NSW Police feedback, community and business feedback, system uptime, image quality, coverage gaps, privacy incidents, access logs, footage requests, release records, maintenance costs, renewal requirements and the effectiveness of lighting and CPTED improvements.

The CCTV Policy and CCTV Code of Practice should be reviewed after Phase 1 for urgent compliance updates and again after Phase 4 to incorporate audit findings, new infrastructure, SOPs, police arrangements, retention settings, signage standards, access controls and evaluation findings.

Appendix A

Document Control/Authorisation

Responsible Officer		Director Place & Growth			
Reviewed By		ELT			
Review Due Date		1 June 2027			
Version Number		Version 1			
Versions	**Date**	**Resolution Number**	**Description of Amendments**	**Author / Editor**	**Approved / Adopted By**
1	18/06/2029	nn.nn/nn	<description>	RS	<e.g. Council, ELT, or Committee name>
3					
2					
1					

Appendix B

Council resolution extract

Moved Cr C Sparks Seconded Cr A Parsons

21.11/24 RESOLUTION

THAT Council:

1. Receives and notes the petition.
2. Notes the allocation in the current budget for CCTV for Council assets.
3. Continues to apply for external funding.
4. Works with the community to encourage property owners to install CCTV on their own premises.
5. Develops a Public Safety and Asset Protection CCTV Strategy incorporating Council installed cameras, mobile cameras, lighting, and property owner installed cameras.
6. Expresses its extreme concern regarding the impact on the community of crime particularly in public areas and makes a commitment to address the issue as much as possible, and that the General Manager be requested to bring back a comprehensive report to Council regarding the matter.
7. Notes the information presented to the meeting by Cr D Scott.

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

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

The division was declared carried by 7 votes to 0.

CARRIED

MINUTES

AUSTRALIAN STANDING STONES MANAGEMENT BOARD
MINUTES FOR APRIL ORDINARY MEETING
HELD ON: Wednesday 15 April 2026

MEETING OPENED: 5.30pm

CHAIR: Judi Toms

PRESENT: Judi Toms, Steve Toms, Raelene Watson, John Rhys Jones, Fiona O'Brien, Kevin Jones, Col Price, Peter Grimes, Riarna Sheridan (GISC DPG), Kimberley Wilkins (GISC)

APOLOGIES: Pamela O'Neill, Rob O'Brien, George Robertson-Dryden, Cr Margot Davis

Moved Peter seconded Steve that the apologies be accepted. **CARRIED**

DECLARATIONS OF CONFLICT OF INTEREST: nil

MINUTES OF THE PREVIOUS MEETING:
Moved Raelene seconded John that the minutes of the previous meeting, dated 18 March 2026 be accepted. **CARRIED**

Item No.	Item	Action
1	**BUSINESS ARISING:**	
1.1	Brochure	Judi read the letter that was sent to the printer. Receipt of the letter has been acknowledged by the printer indicating that they would look into it and get back to us. Nothing further has been heard from them.
1.2	Celtic Family Wall (CFW)	Steve reported that 3 stones and plaques are now in the wall and 1 plaque on the Rock of Remembrance for Chris Dunkerley. David Thomas from the GI Masons assisted.
1.3	Celtic Family Wall criteria	This will be sent to members prior to the next meeting.
1.4	CCA have supported the ASSMB's recommendation of the Qld Manx society rep being appointed as the Manx Guardian.	Judi sent a letter of invitation to the Queensland Manx Society who are delighted and honoured to accept this invitation. Jenny Blackburn will be inducted at the 2026 Australian Celtic Festival.
2	**Treasurer's Report**	
2.1	Monthly Financial statement	Moved John seconded Raelene that the report be accepted. **CARRIED**
2.2	Accounts for payment	$100 Honoured Guest gift reimbursement to Judi $20 for certificate frames reimbursement to Judi Moved Raelene seconded Peter to reimburse Judi for these costs. **CARRIED**
2.3	Square EFTPOS system – the phone no longer supports the Square.	Moved Raelene seconded Peter that the ASSMB purchase a new phone and data. The

Item No.	Item	Action
		purchase price is at the discretion of John and Judi. **CARRIED** **Amendment** moved by Steve seconded by Fiona that John and Judi talk to the NAB bank to investigate an EFTPOS machine or the NAB Easy Pay app for EFTPOS transactions and compare its suitability versus the current Square and to purchase the best option. **CARRIED**
3	**CORRESPONDENCE**:	
3.1	**Received** Volunteers Week invitation (emailed to members), email from the CCA recommending to appoint Tiffany Udo (Deputy President of CCA, principal of BZH Sydney – the Breton Dance group), email from ACF regarding sponsorship, email NSW Volunteer of the Year information and nomination form	Moved Kevin, seconded John that the correspondence be accepted. **CARRIED** Moved Raelene seconded Fiona that invite Tiffany Udo to become the Breton Guardian. **CARRIED** Moved Raelene seconded Peter that the ASSMB provide $500 (incl GST) to sponsor the Junior Piping competition at the 2026 ACF. **CARRIED**
3.2	**Sent** Email to Evans Printer indicating disappointment of the new brochure	
4	**STANDING ITEMS:**	
4.1	**Director's Report**	Riarna • Plan of Management with Riarna who will send to the Board • New shelter is complete but the path from the carpark hasn't been completed yet • Sundial – James Graham has samples and will contact Steve. TO BE COMPLETED • Outcome of Grant application known in May • Amenities cleanliness better but will be monitored • The Scottish flag on Town Hall will be placed on the higher free standing flag pole on the Town Hall balcony with the Irish flag going on where the Scottish flag currently is. This will be for the duration of the festival. **Items raised at February meeting** • Potable water signs – TO BE COMPLETED • The rock with the green plaque to the east of Excalibur has still not been moved. It is to be placed near the Jock Fergusson rock and plaque at the Tynwald steps. TTO BE COMPLETED • Cars are avoiding the speed bump on Watsons Drive and driving (some at speed) on the gravel to the east around the big

Item No.	Item	Action
		gum tree – it is dangerous and needs some action. KIMBERLEY WILL FOLLOW UP • When will the NO CAMPING signs be erected? RIARNA FOLLOWING UP • When are the cypress trees at the eastern end of the jousting field to be removed? TREES HAVE BEEN REMOVED
4.2	**Tourism & Events Officer (TEO) report**	Kimberley gave a verbal report. • Inductions of volunteers for ACF is currently happening • Sponsorship request are being responded to • ACF Traders have been allocated sites with some readjustment occurring.
4.3	**Brochure count**	Approx 5 boxes of brochures
4.4	**Volunteer Register**	Suggestion that a QR could be utilised for Register
5	**GENERAL BUSINESS:**	
5.1	ACF organisation	Judi ran through the organisational chart and everything has been covered.
5.2	New Guardians I, Steve Toms, would like to move the following motion at the ASSMB meeting on the 15/4/2026: That the following current ASSMB members be invited to become Honorary Life Guardians under section 3 of the Charter of the College of Guardians of the Australian Standing Stones and subject to individual acceptance, be inducted at the 2026 Australian Celtic Festival. The members being: Peter Grimes, Kevin Jones, Fiona O'Brien, Rob O'Brien, and John Rhys Jones.	Raelene seconded the motion. Nominees expressed how honoured they were to be invited to become a Guardian. The motion was carried unanimously noting that nominees abstained from voting for themselves.
5.3	Reports from members	Watsons Drive flags All flags except the Australian flag will be taken down 24 April. John will lower and raise the Australian flag appropriately on ANZAC Day after which all new flags will be raised. The Board noted with sadness, the passing of Paul Hanson's wife Evelyn. Paul has been a great supporter of Board events over many years. Moved Raelene seconded Fiona that the Board send flowers to Paul **CARRIED** Raelene congratulated Judi on a great job on Going Places with Ernie Dingo – aired on SBS. The 2 Glen Innes segments showcased Glen Innes well.
6	**Urgent Business**	**Action**

Item No.	Item	Action
	Nil	
7	**Resolutions to Council**	**Action**
	Nil	

MEETING CLOSED: 7pm

NEXT MEETING: monthly meeting at 5.30pm Wednesday 20 May 2026 in the Board Room, Glen Innes Services Club.

26 April 2026

Chairperson

Calendar dates – Anniversaries and Activities 2026

Date	Event	Activity	Time	Organiser
1 February, 1992	The Australian Standing Stones Opening			
1 March 2027	St. David's Day Wales	Flag lowering	5 pm	John, Kevin
5 March 2027	St Piran's Day Cornwall	Flag lowering	5 pm	John (Pamela in Sydney supporting Cornish Assoc)
17 March 2027	St Patrick's Day Ireland	Flag lowering	5 pm	Fiona & Rob
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 Solar Noon – John
1st Wknd May	Australian Celtic Festival		Thursday 30 April – Sunday 3 May	
19 May	St Yves' Day Brittany	Flag lowering	4 pm	TBC
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 – Solar noon –
July	Tartan Day	Fundraiser dinner	**TO BE REVIEWED**	
5 July	Tynwald Day Isle of Man	Flag lowering	4 pm	Raelene
21 Sept	Spring equinox	Sunrise – gathering	sunrise 5.43am, solar noon from 11.15am	Sunrise – John

		Solar noon – watch solar shadow Sunset - gathering	-actual time 11.46am, sunset 5.48pm	Solar noon – John
30 Nov	St Andrew's Day Scotland	Flag lowering	5 pm	TBC Suggested meal at Crofters Cottage
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 Solar noon – John

Glencoe Hall Committee
MINUTES OF **ORDINARY** MEETING
HELD ON: 9th May 2026

MEETING OPENED: 2:04pm

PRESENT: Helen Gunther, Evelyn Scott, Rachel Welstead (Chairperson), Glenda Laughton , Rob Irwin, Selena McMullen, Robbie Walker, Andrew Irwin, Ann Wilson

APOLOGIES: Nancy Parry, Julie Wright, Max Elphick

Moved Helen Gunther, seconded Andrew Irwin that the apologies be accepted.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST: Nil

MINUTES OF THE PREVIOUS MEETING:
Moved **Helen Gunther**, seconded Glenda Laughton that the minutes of the previous meeting, dated **7th February 2026** be accepted.

CARRIED

Item No.	Item	Action
5	**BUSINESS ARISING:**	
5.1	**White Rock Grant Acquittal Form and Photos** Rachel has submitted these, thank you.	
5.2	**Neighbourhood Safer Space Ember Protection Works** Project officer for the RFS, George Vorrias, has been in contact, email 8th April. The work is to be carried out by Graham Constructions, no contact from them yet. Rachel and Andrew will be the primary contacts. Does council receive money to cover mowing of Neighbourhood Safer Spaces/ Disaster Recovery Centres?	**Max**
5.3	**Recovery Centre- Internet Installation** Internet will be installed at the hall. Installation date cancelled, new company to install Wi-Fi, new date has not been set.	
5.4	**Microwave** Thank you Rob & Andrew for purchasing the new microwave $149. Rob has offered to unpack the new microwave.	
5.5	**Mowing/ Resignation- Eric & Isabel** Due to Erics injury, they have resigned from the committee. Motion. “Accept Resignation from Eric and Isabel.” Moved Helen Gunther Seconded Evelyn Scott We will need to organise for lawn mowing in spring.	
5.6	**Hall Hire Fee** Current Fees- Full Day $110(incl GST), $55 Half Day, Yearly $110, Community Events-Free. Council has approved the fees. Check definition of “Community Events”	**Helen**
6	**TREASURER REPORT**	
6.1	No Treasurer attended	

Item No.	Item	Action
	CORRESPONDENCE:	
7	**IN:** Emails- from GISC • Fees 26/27 set • Committee endorsement for 2026 • Enquiry- hall hire • Update contacts- Secretary, President Emails- Other • Daniel Gibson NSS • George Vorrias- ember protection works • Committee members- numerous Text messages • Committee members- various • Hills Technology- NBN **OUT:** Emails- to GISC • 7th February General Meeting minutes, AGM Minutes, Members Register • Agenda 9th May meeting Emails- Other • Committee and council delegate- 7th February General Meeting minutes • Daniel Gibson NSS • George Vorrias- primary contacts • Committee and council delegate- Agenda 9th May • Committee- various communications raffle Text message • Committee members – various matters Phone • Hills Technology re NBN Wi-Fi installation	
	GENERAL BUSINESS:	
9.1	**Raffle & Autumn Fest** Raffle Results 1st Trey Griffiths 2nd Robbie Walker 3rd Jess Frend 4th Michelle Elphick 5th Jackie Dunn 6th Penny.L Raffle raised $1,679 Books $ 246 Cakes $103 BBQ $277.40 Bricabrac $168 Autumn Fest Day Total $799.40 **Overall Total $2,473.95 Thank you everyone, a great day!** Advertising- Community radio, council events page, Ben Lomond Landcare- Beth White, flyers Suggestions for next event- Tea $2 expensive compared to cake $1- review prices RFS (Scott Keelan)- donated gazebos, chairs & tables- Many thanks Glen Innes News- $92(Not for Profit)- did not advertise, next time write an article to submit which will be free.	

Item No.	Item	Action
9.2	**Rural Aid** Selena called Rural Aid re the current drought. Primary Producers can access help. More might be available for non-primary producers in the future, maybe potable water. Event- Glenrac- Glencoe Smoko 10-11:30am, 20th May at the hall.	
9.3	**AGM Election of Members** Council endorsed the hall committee on 25th March.	
9.4	**Mayoral Donation Fund** Helen put in an EOI for a pop-up gazebo $400 and has been successful. $500 will be paid. Helen to bring prices to next meeting. Maybe add more funds to the grant money to buy a good quality gazebo.	**Helen**
9.5	**Books** Rob has donated some books from the Glen Innes library for the next book sale. The boxes of books are now stacked in the hall because the old shed has rats. Evelyn will rearrange the cupboard to use as storage. Rob will place tables and chairs in front of the books because the playgroup is coming Monday. Suggestion to look for a grant for more storage. Suggestion to buy a 20ft second-hand shipping container. Around $5000. Ask council if they have any storage containers available.	**Helen** **Max**
9.6	**Community Defibrillator** There was a defibrillator at the post office/store which has gone missing. There is one in the fire truck- limited access to shed. The village should have access to a defibrillator. Can one be attached to the wall of community hall? Ask council.	**Max**
9.6	**Mower Battery** Dead battery. Options: buy a new battery or jump starter/booster Andrew will look at new prices for batteries. Helen to price a booster.	**Andrew** **Helen**

MEETING CLOSED: 3:28pm
NEXT MEETING: 8th August 2026, 2pm, Glencoe Hall

Rachel Welstead 11/5/26

…… ……

Chairman Date