



'Mad Hatters' Tea Party for Grandparents Day held on Saturday 4 November, the second year in hosting the event with 140 attending this year

Business Paper
Ordinary Meeting of Council
Wednesday 22 November, 2017

INVERELL SHIRE COUNCIL

NOTICE OF ORDINARY MEETING OF COUNCIL

16 November, 2017

An Ordinary Meeting of Council will be held in the Council Chambers, Administrative Centre, 144 Otho Street, Inverell on Wednesday, 22 November, 2017, commencing at **3pm**.

Your attendance at this Ordinary Meeting of Council would be appreciated.

P J HENRY PSM

GENERAL MANAGER

A G E N D A

SECTION A	APOLOGIES CONFIRMATION OF MINUTES DISCLOSURE OF CONFLICT OF INTERESTS/PECUNIARY AND NON-PECUNIARY INTERESTS PUBLIC FORUM
SECTION B	ADVOCACY REPORTS
SECTION C	COMMITTEE REPORTS
SECTION D	DESTINATION REPORTS
SECTION E	INFORMATION REPORTS
SECTION F	QUESTIONS WITHOUT NOTICE
SECTION G	CONFIDENTIAL MATTERS (COMMITTEE-OF-THE-WHOLE)

2PM **AFTERNOON TEA**

3.05PM **PRESENTATION ON THE PROPOSED REDEVELOPMENT OF THE
INVERELL REGIONAL LIVESTOCK EXCHANGE (IRLX) BY GARRY
EDWARDS AND BEN EDSER**

3.30PM **AUDITORS PRESENTATION**

Quick Reference Guide

Below is a legend that is common between the:

- Inverell Shire Council Strategic Plan;
- Inverell Shire Council Delivery Plan; and
- Inverell Shire Council Operational Plan.





MEETING CALENDAR

October 2017 – September 2018

Ordinary Meetings:

Time: 3.00 pm

Venue: Council Chambers

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
Wed 25	Wed 22	Wed 20	No Meeting	Wed 28	Wed 28	Thurs 26	Wed 23	Wed ^27	Wed 25	Wed 22	Wed 26

Major Committee Meetings:

Civil and Environmental Services - 9.00 am

Economic and Community Sustainability - 10.30 am

Venue: Committee Room

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
Wed 11	Wed 8	No Meetings	No Meetings	Wed 14	Wed 14	Wed 11	Wed 9	Wed 13	Wed 11	Wed 8	Wed 12

Members of the public are invited to observe meetings of the Council.

Should you wish to address Council, please contact the Office of the General Manager on 6728 8206.

^ Meeting at which the Management Plan for 2018/2019 is adopted.

COMMUNITY CALENDAR

December 2017

SUN	MON	TUE	WED	THU	FRI	SAT
31.					1.	2. Inverell Apex Venetian Carnival – Campbell Park
Sapphire City Markets, Campbell Park 3.	4.	5.	6.	7.	8.	9. Carols at Danthonia Bruderhof
Sapphire City Markets, Campbell Park 10.	11. Deadline for Ordinary Reports	12.	13.	14. Ordinary BP Sent Out	15. Inverell Chamber of Commerce – Christmas Festival of Lights, Otho & Byron Streets	16. Christmas in the Park – Campbell Park
Sapphire City Markets, Campbell Park 17.	18.	19.	20. Council Meeting 3pm	21.	22.	23. Combined Churches Carols in the Park – Campbell Park
Sapphire City Markets, Campbell Park 24.	25. Christmas Day	26. Inverell Jockey Club Boxing Day Race Meeting Boxing Day	27.	28.	29.	30.

 Council office closed

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MINUTES OF THE ORDINARY MEETING OF INVERELL SHIRE COUNCIL HELD IN THE COUNCIL CHAMBERS, ADMINISTRATIVE CENTRE, 144 OTHO STREET, INVERELL ON WEDNESDAY, 25 OCTOBER, 2017, COMMENCING AT 3 PM.

PRESENT: Cr P J Harmon (Mayor) [Chairperson], Crs D F Baker, A A Michael, C M Dight, P A King, J N McCosker, S J Berryman and M J Peters.

The General Manager (Paul Henry), Director Civil & Environmental Services (Brett McInnes) and Sharon Stafford (Executive Assistant).

Moment of Silence

A moment of silence was observed following the passing of former Councillor, Harold Castledine.

Cultural/Recreational Grants

The Mayor presented cheques of up to \$2,000 to the following community groups under its annual Recreation/Cultural Grants program for Villages and Rural Areas:

- Ashford Golf Club – install television and create family friendly area in clubhouse for social events - \$1,700;
- Elsmore Soldiers Hall – install concrete footpaths between hall and amenities block - \$2,000;
- Gwydir Group of CWA (Delungra) – purchase seating and trestle tables - \$2,000; and
- Staggy Creek Tennis Club – replace and paint wooden entrance and fence at Staggy Creek Tennis Courts - \$1,500.

The Mayor noted these grants inject valuable funds to volunteer-run organisations in the Shire's smallest villages and localities. Often, these dollars provide a vital source of funds to improve their facilities and sustain their community.

SECTION A

APOLOGIES **S13.6.9/10**

The General Manager advised that Cr Watts tendered an apology and sought leave of absence for personal reasons.

103/17 RESOLVED (Baker/McCosker) *that the apology from Cr Watts due to personal reasons be accepted, and that leave of absence be granted.*

CONFIRMATION OF MINUTES **S13.5.2/10**

104/17 RESOLVED (Michael/Berryman) *that the Minutes of the Ordinary Meeting of Council held on 27 September, 2017, as circulated to members, be confirmed as a true and correct record of that meeting.*

DISCLOSURE OF CONFLICT OF INTERESTS/PECUNIARY AND NON-PECUNIARY INTERESTS

There were no interests declared.

PUBLIC FORUM **S13.5.6/10**

At this juncture, the time being 3.04pm, the Mayor noted that there were no members of the public registered to speak at the public forum.

Council resumed the balance of the Agenda.

**SECTION B
ADVOCACY REPORTS**

Cr Dight Urabatta Street

Cr Dight acknowledged the recent work undertaken in Urabatta Street to reseal a small section of road following a water main break.

Cr Dight Salami Festival

Cr Dight informed Council that the Salami Festival held in Ashford on 14 October, 2017 was a great success. Approximately 1,000 people attended the festival. The fireworks display was well received.

Cr Dight Yetman Hall

Cr Dight advised that the refurbishment of the Yetman Hall has been completed. The new amenities, meeting room and painting of the facility has been well received in the community.

Cr Harmon Lions Club Convention

Cr Harmon congratulated the Inverell Lions Club on hosting a very successful convention on 14 – 15 October, 2017. The Town Hall was well utilised for the event and many positive comments were received in respect of the presentation of the town. It was noted that events such as this are a great opportunity to showcase what Inverell has to offer.

Cr Harmon Salami Festival

Cr Harmon noted the success of the 2017 Festival and congratulated the organisers and exhibitors for their efforts.

Cr Harmon Gone Fishing Day

Cr Harmon noted a very successful 'Gone Fishing Day' was conducted in Campbell Park on Sunday 15 October, 2017 by the Department Primary Industries, with the assistance of local Fishing Clubs and Inverell Shire Council.

Cr Harmon Regional Australia Bank Sapphire City Festival

Cr Harmon noted that the Regional Australia Bank Inverell Sapphire City Festival runs from Friday 20 October to Sunday 29 October, 2017. The finale of the festival on Saturday 28 October, 2017 starts with the Festival Parade and continues into the evening with carnival rides, food, the great duck race, entertainment for the whole family and the Festival Queen and Princess crowning ceremony, concluding with a fireworks spectacular.

Cr Harmon congratulated Allison Lane on being named Communicator of the Year at the Toastmasters dinner held on 20 October, 2017.

C Harmon Inverell Swimming Club

Cr Harmon noted that the Inverell Swimming Club celebrated their 100

Year Anniversary at a Gala Dinner held on Saturday 21 October, 2017.

Cr Harmon congratulated the organisers for their efforts in arranging the special event.

SECTION C COMMITTEE REPORTS

- CSOP-A 1. CIVIL & ENVIRONMENTAL SERVICES COMMITTEE MEETING MINUTES –
11 OCTOBER 2017 S4.11.16/09

105/17 RESOLVED (Baker/Dight) that:

- i) *the Minutes of the Civil & Environmental Services Committee Meeting held on Wednesday, 11 October, 2017, be received and noted; and*
- ii) *the following recommendations of the Civil & Environmental Services Committee be adopted by Council:*

1. BRUXNER WAY - PROPOSAL FOR FORMATION OF JOINT COMMITTEE S28.10.MR 462

That:

- i) *Tenterfield Shire Council be advised of Inverell Shire Council's in-principle support for the formation of the Bruxner Way Alliance; and*
- ii) *Cr Dight be nominated as Council's delegate on the Committee.*

2. INVERELL HIGH SCHOOL TRAFFIC MANAGEMENT S30.11.3

That:

- i) *The two proposed short term measures be endorsed in principle;*
- ii) *Inverell High School be consulted regarding the two proposed options;*
- iii) *Discussions with the School and the Department of Education include the prospect of establishing a staff carpark across the road from the school with the entry point to the carpark being located in George Street; and*
- iv) *The outcome of the consultations be reported back to the Committee.*

3. INSURER'S REPORT – ROAD NETWORK S30.9.11

That Council maintain its current risk management approach of limiting access to Council's road network.

4. RESIDENTIAL LAND REVIEW REVIEW S18.6.51

That:

- i) *Council continue in a facilitating role monitoring the situation and allow normal market forces to dictate the outcome. A further evaluation of residential land supply and take up could be completed in 12 months time;*
- ii) *Council to investigate a partnership with a Community Housing Provider*

to possibly facilitate the release of new social housing stock options in Inverell;

- iii) A report be brought back to the Committee for consideration on the options available in respect of possibly reducing water contributions for developers;*
- iv) A report be brought back to the Committee on a proposal to call for Expressions of Interest for the identified Vernon Street land; and*
- v) The support for Structure Plans to be prepared for new residential areas be acknowledged.*

5. PERFORMANCE REPORTING ON ROAD MAINTENANCE COUNCIL CONTRACTS S1.2.3/09

That the information be received and noted.

CSOP-A 2. ECONOMIC & COMMUNITY SUSTAINABILITY COMMITTEE MEETING MINUTES - 11 OCTOBER 2017 S4.11.17/09

106/17 RESOLVED (Michael/King) *that:*

- i) the Minutes of the Economic & Community Sustainability Committee Meeting held on Wednesday, 11 October, 2017, be received and noted; and*
- ii) the following recommendations of the Economic & Community Sustainability Committee be adopted by Council:*

1. BOUNDARY ADJUSTMENT ARMIDALE REGIONAL COUNCIL S13.1.1

That Council offer assistance to the Tingha Progress Association in garnering the views of the residents affected by the proposed boundary adjustment which may result in the Progress Association preparing a submission to Armidale Regional Council.

2. EXPIRING LICENCE AGREEMENT – MR D PRIEST & MS K NICHOLSON S5.10.95

That:

- i) Council renew the agreement with Mr D Priest and Ms K Nicholson for Part Lot 112, DP 753277, Rifle Range Road, Inverell;*
- ii) Council grant permission to graze a portion of the lot,*
- iii) The licence agreement be for a five (5) year period with a five (5) year option;*
- iv) The Licence fee be \$140.55 per annum (GST Inclusive) with a 3% increase per annum; and*
- v) The Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

3. PROPOSED 'COD CASH' PROMOTION S8.12.12

That:

i) *Council develop the concept to capitalise on conducting an amateur 'Cod Cash' Promotion which considers, but is not limited to, proposed entry fee, sponsors still contributing if fish is not caught; registrations for the event only available through local business houses; and*

ii) *A report is brought back to the Committee for consideration.*

4. REQUEST TO LICENCE LAND – O'CASS S5.10.54

That:

i) *Council enter into a Licence Agreement with Mr Nathan O'Cass for Lot 89, DP 754847, Little Plain Recreation Reserve, for a two (2) year period with a further two (2) year option;*

ii) *the Licence fee be \$403.14 per annum (GST Inclusive) with a 3% increase per annum; and*

iii) *the Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

5. DONATION REQUEST – INVERELL SHOW SOCIETY 150 YEAR ANNIVERSARY S15.8.7/09

That:

i) *Council enter into discussions with the Inverell Show Society regarding the possibility of sponsoring a particular event on program; and*

ii) *A report be brought back to the Committee for consideration.*

6. GOVERNANCE - MONTHLY INVESTMENT REPORT S12.12.2/09

That:

i) *the report indicating Council's Fund Management position be received and noted; and*

ii) *the Certification of the Responsible Accounting Officer be noted.*

7. REQUEST FOR REDUCTION ON WATER ACCOUNT – RAINE & HORNE S32.10.1/10

That:

i) *The report be received and noted; and*

ii) *Council issue an amended account of \$155.03 for the last quarter based on the average consumption of accounts prior to the leak, and write off \$1338.82.*

8. REQUEST FOR REDUCTION ON WATER ACCOUNT – DEVLIN S32.10.1/10

That:

- i) *The report be received and noted; and*
- ii) *Council issue an amended account of \$184.26 for the last quarter based on the average consumption of accounts prior to the leak and write off \$681.39.*

CSOP-A 3. ABORIGINAL CONSULTATIVE COMMITTEE MEETING – 4 OCTOBER 2017
S2.17.8

107/17 RESOLVED (King/Baker) that:

- i) *the Minutes of the Aboriginal Consultative Committee Meeting held on Wednesday, 4 October, 2017, be received and noted; and*
- ii) *the following recommendations of the Aboriginal Consultative Committee be adopted by Council:*

1. MYALL CREEK – 180 YEAR ANNIVERSARY S26.3.2

That Council be requested to discuss matters with the Myall Creek Memorial Committee and that the views of the Memorial Committee be reported back to the next meeting of the Committee.

Matters to be discussed include:

- *Recognition of those persons that reported the massacre, as champions against injustice; and*
- *Installation of permanent seating at key points at the Memorial site.*

SECTION D
DESTINATION REPORTS

GM-A 1. INVERELL SHOW SOCIETY – 150 YEAR CELEBRATIONS S12.22.1/10

MOTION (Cr Michael) that Council donate \$500 to the Inverell Show Society to assist with staging of the 150 year celebrations in 2018.

The Motion lapsed for want of a seconder.

108/17 RESOLVED (Baker/Berryman) that Council:

- i) *provides funding of \$1,500 for the Inverell Show Society to purchase a reusable Inverell Show Street Banner to display in Otho Street; and*
- ii) *the Inverell Shire Council logo be displayed on the banner to acknowledge Councils support of the annual event.*

2. SALE OF LAND FOR UNPAID RATES (LISTING) S12.8.9./04

109/17 RESOLVED (Michael/Berryman) that the matter be referred to Closed Council for consideration as:

- i) *The matters and information concern 'the personal hardship of any resident or ratepayer, (Section 10A(2)(b) of the Local Government Act, 1993);*
- ii) *On balance the public interest in preserving the confidentiality of the information outweighs the public interest in openness and transparency in*

Council decision-making by discussing the matter in open meeting; and

- iii) *All reports and correspondence relevant to the subject business be withheld from access to the media and public as requires by section 11(2) of the Local Government Act, 1993.*

CSOP-A 3. LOCAL TRAFFIC COMMITTEE – COUNCIL REPRESENTATIVE S30.8.4
MCE-A

110/17 RESOLVED (Michael/Baker) *that Council endorse the appointment of Justin Pay, Manager Civil Engineering as Council's representative on the Local Traffic Committee.*

CSOP-A 4. APRIL 2018 ORDINARY MEETING OF COUNCIL S13.5.4

111/17 RESOLVED (Berryman/Baker) *that the April Ordinary Meeting of Council be held on Thursday 26 April, 2018.*

SUPPLEMENTARY SECTION C COMMITTEE REPORTS

CSOP-A **112/17 RESOLVED** (Dight/Baker) *that the Supplementary Section C, Committees Report, 'Audit & Risk Committee Meeting Minutes – 25 October 2017' be considered.*

4. AUDIT & RISK COMMITTEE MEETING MINUTES – 25 OCTOBER 2017

113/17 RESOLVED (Dight/Baker) *that:*

- i) *the Minutes of the Audit & Risk Committee Meeting held on Wednesday, 25 October, 2017, be received and noted; and*
- ii) *the following recommendations of the Audit & Risk Committee be adopted by Council:*

1. GENERAL AND SPECIAL PURPOSE FINANCIAL REPORTS 2016-2017 S12.11.5

After considering the information provided by the Auditor General, the Committee recommended that Council adopt the recommendation of the Manager Financial Services as follows:

That:

- i) *Council adopt the General Purpose, Special Purpose Financial Statements and Special Schedules for year ending 30 June, 2017;*
- ii) *Council sign the Statements as prescribed by Section 413(2) of the Local Government Act 1993 for the General Purpose and Special Purpose Financial Statements;*
- iii) *Council authorise the General Manager to forward the Financial Statements to the Office of Local Government upon receipt of the Audit Reports from the NSW Audit Office;*
- iv) *Council present the signed audited Financial Statements to the public at the ordinary Council meeting to be held on 22 November, 2017 in accordance with Section 419 (1) of the Local Government Act 1993; and*
- v) *Council place the audited Financial Statements on public exhibition and provide notice in accordance with Section 418 (3) of the Local Government Act 1993, that Council will consider the Reports of its Auditors for the year ended 30 June, 2017 at its Ordinary Meeting to be held on Wednesday 22 November, 2017.*

2. GOVERNANCE – QUARTERLY INVESTMENT REPORT S12.12.5

That the information be received and noted.

**SECTION D
DESTINATION REPORTS (CONTINUED)**

MFS-A 5. GENERAL AND SPECIAL PURPOSE FINANCIAL REPORTS 2016/2017

114/17 RESOLVED (Peters/Baker) that:

- i) Council adopt the General Purpose, Special Purpose Financial Statements and Special Schedules for year ending 30 June, 2017;
- ii) Council sign the Statements as prescribed by Section 413(2) of the Local Government Act 1993 for the General Purpose and Special Purpose Financial Statements;
- iii) Council authorise the General Manager to forward the Financial Statements to the Office of Local Government upon receipt of the Audit Reports from the NSW Audit Office;
- iv) Council present the signed audited Financial Statements to the public at the ordinary Council meeting to be held on 22 November, 2017 in accordance with Section 419 (1) of the Local Government Act 1993; and
- v) Council place the audited Financial Statements on public exhibition and provide notice in accordance with Section 418 (3) of the Local Government Act 1993, that Council will consider the Reports of its Auditors for the year ended 30 June, 2017 at its Ordinary Meeting to be held on Wednesday 22 November, 2017.

**SECTION E
INFORMATION REPORTS**

- 1. STAFF MOVEMENTS: 1 JULY 2017 – 30 SEPTEMBER 2017 S22.25.1
- 2. INVESTING IN WOMEN PROGRAM S15.8.74
- 3. STRATEGIC TASKS SIGN-OFF – SEPTEMBER 2017 S4.13.2
- 4. CRICKET NSW COUNTRY CHAMPIONSHIPS S26.1.1
- 5. CULTURAL PLAN – LETTERS OF SUPPORT S4.13.2
- 6. GWYDIR FISH S15.8.7/10
- 7. CONSTRUCTION CERTIFICATES APPROVED FOR SEPTEMBER 2017 S7.2.4/10
- 8. COMPLYING DEVELOPMENT CERTIFICATES APPROVED DURING SEPTEMBER 2017 S7.2.4/10
- 9. SUMMARY OF BUILDING CONSTRUCTION FOR SEPTEMBER 2017 S7.2.4/10
- 10. DEVELOPMENT CONSENTS AND REFUSALS DURING SEPTEMBER 2017 S18.10.2/10

11. SEPTIC TANK APPROVALS FOR SEPTEMBER 2017 S29.19.1

12. ORDINANCE ACTIVITIES REPORT FOR SEPTEMBER 2017 S18.10.1

GM-A **ARTS NORTH WEST** **S26.5.4**

115/17 MOTION (Dight/Berryman) that a representative from Arts North West Incorporated be invited to attend a future Council Meeting to present the benefits and opportunities of being a member of Arts North West.

AMENDMENT (Peters/McCosker) that Council make application for membership of Arts North West Incorporated.

The Amendment of being put to the meeting was LOST. The Motion on being put to the meeting was CARRIED.

116/17 RESOLVED (Berryman/Baker) that the items contained in the Information Reports to the Ordinary Meeting of Council held on Wednesday, 25 October, 2017, be received and noted.

SECTION F
QUESTIONS WITHOUT NOTICE

MT-A **QWN/ORD 26 /17** Events S8.12.3/10
Cr Baker

Cr Baker asked if there is a procedure in place for Tourism Inverell to actively encourage events which are occurring in nearby centres to also perform in Inverell.

QWN/ORD 27/17 Mobile Phone Tower Yetman
Cr Dight

Cr Dight informed Council that Telstra have committed to installing a Telstra 4G Plus Hub in Yetman to boost mobile phone service within the village.

QWN/ORD 28/17 Cultural Council
Cr Michael

Cr Michael reported from a Cultural Council Meeting that 80 tickets have been sold to date for the upcoming concert of Mezzo Soprano singer Elizabeth Campbell.

SECTION G
CONFIDENTIAL REPORTS IN CLOSED COUNCIL
(SECTION 10A(2) OF THE LOCAL GOVERNMENT ACT 1993)

At 3.45pm, the Chairperson offered the opportunity to members of the public to make representations as to whether any part of the Council Meeting should not be considered in Closed Council. There was no response.

CLOSED COUNCIL REPORTS

117/17 RESOLVED (Berryman/McCosker) that Council proceed into Closed Council to discuss the matters referred to it, for the reasons stated in the motions of referral.

Upon resuming Open Council at 4.15pm, the Chair verbally reported that the Council had met in Closed Council, with the Press and Public excluded, and had resolved to recommend to Council the following:

RC-A 1. SALE OF LAND FOR UNPAID RATES S12.8.9/04

That:

- a) *Council, in accordance with the Local Government Act 1993, Section 713, sell lands as listed in the report on which rates have been overdue more than five (5) years;*
- b) *The General Manager prepare the necessary Certificates under Section 713 of the Local Government Act;*
- c) *The auction will be held at Inverell Shire Council Administrative Centre and the General Manager be authorised to set the auction date;*
- d) *The General Manager be authorised to appoint a suitable agent to manage the sale of land process;*
- e) *Council call for quotations from local Real Estate Agents to conduct the auction and the General Manager be authorised to negotiate and appoint a suitable auctioneer;*
- f) *The General Manager be authorised to appoint a local solicitor to act on Council's behalf;*
- g) *The General Manager be authorised to apply for an eviction notice, to ensure the properties are sold with vacant possession;*
- h) *Council authorise the General Manager to consider and approve or reject any request for payment of outstanding rates by instalments;*
- i) *The General Manager be authorised to set the reserve price for each property after receiving advice from the appointed Real Estate Agent as to the appropriate market value of the property being offered for sale;*
- j) *The General Manager be authorised to make one, and only one bid on all properties listed, and the value of the bid be determined by Council, following a confidential report by the General Manager after negotiations with local Real Estate Agents; and*
- k) *The General Manager and Mayor be authorised to sign and seal transfers and all documentations associated with the sale of land for overdue rates.*

ADOPTION OF RECOMMENDATIONS

118/17 RESOLVED *(Dight/Baker) that the recommendations of Closed Council be adopted.*

There being no further business, the meeting closed at 4.17pm.

CR P J HARMON

CHAIRPERSON

TO ORDINARY MEETING OF COUNCIL 22/11/2017

ITEM NO:	1.	FILE NO: S13.5.3
SUBJECT:	NOTICE OF BUSINESS - ASHFORD MULTI-SERVICE CENTRE	
PREPARED BY:	Cr M J Peters	

NOTICE OF BUSINESS

I hereby give notice of my intention to move at the next meeting of the Committee the following business:

'That Inverell Shire Council liaise with the Inverell Community Health Centre (CHC) Manager (Hunter New England Health) and the Home and Community Care (HACC) Manager to obtain risk assessments pertaining to the hazards that have been identified at the Ashford Multi-Service Centre building due to a ramp not being in place at the back entrance of the building'.

Councillor Comments:

It should be noted that a request for a ramp at the Ashford Multi-Service Centre has previously been made, but did not gain support by Inverell Shire Council (ISC), based on the recommendations that further investigations need to be made and based on financial considerations.

The Inverell CHC Manager has identified a number of hazards and these should to be detailed by the CHC Manager by way of a written Risk Assessment so that Councillors can make an informed decision about the problems that exist, the severity of the risks, and if there is a genuine need for a ramp based on various legislation.

The risk assessment should take into consideration, inter alia, the:

- Access and egress for older people with disabilities: *Disability Discrimination Act 1992 (DDA)*, *Disability (Access to Premises - Buildings) Standards 2010*.
- Fire safety compliance as they relate to access, egress, signage and paths of travel: *Environmental Planning & Assessment Regulations (2000)*.
- Staff, visitor and contractor safety: *Work Health and Safety Act 2011 (NSW)* and *Work Health and Safety Regulation 2011*.

Tangible evidence provided from the risk assessments could better inform Councillors about the severity of the current risks and identify any breaches in legislation that ISC should be concerned about.

As well, Councillors would be in a better position to determine the legislative impact on ISC if a ramp is not erected and whether ISC is justified in putting forward the notion that erection of a ramp at the back of the building is beyond the financial means of the ISC.

If the risk assessments identify safety risks or legislative breach, then I will request ISC to immediately fund and obtain quotes to progress the erection of the ramp at the rear of the Ashford Multi-Service Centre.

COUNCILLOR: M J PETERS

DATE: 13 November 2017

Local Government (General) Regulation 2005
241 Giving notice of business

- (1) A council must not transact business at a meeting of the council:
- (a) unless a councillor has given notice of the business in writing within such time before the meeting as is fixed by the council's code of meeting practice or (if the council does not have a code of meeting practice or its code of meeting practice does not fix that time) as is fixed by resolution of the council, and
 - (b) unless notice of the business has been sent to the councillors in accordance with section 367 of the Act.
- (2) Subclause (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 as provided by clause 236 (1), or
 - (c) is a matter or topic put to the meeting by the chairperson in accordance with clause 243, or
 - (d) is a motion for the adoption of recommendations of a committee of the council.
- (3) Despite subclause (1), business may be transacted at a meeting of a council even though due notice of the business has not been given to the councillors. However, this can happen only if:
- (a) a motion is passed to have the business transacted at the meeting, and
 - (b) the business proposed to be brought forward is ruled by the chairperson to be of great urgency.

Such a motion can be moved without notice.

- (4) Despite clause 250, only the mover of a motion referred to in subclause (3) can speak to the motion before it is put.

ITEM NO:	2.	FILE NO: S4.11.21
SUBJECT:	NOTICE OF BUSINESS – AUDIT & RISK COMMITTEE	
PREPARED BY:	Cr M J Peters	

NOTICE OF BUSINESS

I hereby give notice of my intention to move at the next meeting of the Committee the following business:

1. *That 'ISC's General Manager prepare a paper explaining specifically the reasons why ISC's Audit and Risk Committee is operating in breach of Section 23A of the Local Government Act of 1993, as well as the 2016 amendment to the Local Government Act (which further emphasises adherence to the Premier & Cabinet Division of Local Government's Internal Audit Guideline handbook) and which is also in defiance of recommendations made by the OLG.*
2. *Explain why the F&A committee does not comply with ISC F&A charter.*
3. *That his reply be put into the public agenda papers.*
4. *That the general manager table any correspondence from the Office of Local Government regarding ISC Finance and Audit committee performance.*

Councillor Comments:
Background

In light of:

Section 23A of the *Local Government Act* 1993 concerning adherence to the Departmental Chief Executive Guidelines along with the 30 August 2016 assent of the amendment to "the *Local*

Government Act 1993 with respect to the governance and planning functions and auditing of councils; and for other purposes” and in regards to its provisions which:

- require all councils to comply with guidelines issued by the Chief Executive of the Office of Local Government with respect to the implementation of their internal audit functions.
- require all councils to appoint an audit, risk and improvement committee with a majority of independent members and an independent chair.

General Manager's Note

S.28A of the Local Government is authority for the “Departmental Chief Executive” to prepare, adopt or vary guidelines relating to the exercise by Council of any of its functions. Councils must consider these guidelines before exercising any of its functions.

The amendments to the Local Government Act requiring the establishment of an “Audit, Risk and Improvement Committee” are “not operational”. The proclamation to make these amendments operational has not been made at the date of this report. The amendments to S.428A makes no reference to “a majority of independent members and an independent chair”.

A circular from the Office of Local Government (No. 17-06 dated 4 May, 2017) advises that the Audit, Risk and Improvement Committee won't be required to appoint a Committee until 6 months after the next ordinary election following the proclamation of the commencement of the amendment. Therefore the requirement will not come into effect until March, 2021 at the earliest.

COUNCILLOR: M J PETERS

DATE: 14 November 2017

Local Government (General) Regulation 2005

241 Giving notice of business

- (1) A council must not transact business at a meeting of the council:
 - (a) unless a councillor has given notice of the business in writing within such time before the meeting as is fixed by the council's code of meeting practice or (if the council does not have a code of meeting practice or its code of meeting practice does not fix that time) as is fixed by resolution of the council, and
 - (b) unless notice of the business has been sent to the councillors in accordance with section 367 of the Act.
- (2) Subclause (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 as provided by clause 236 (1), or
 - (c) is a matter or topic put to the meeting by the chairperson in accordance with clause 243, or
 - (d) is a motion for the adoption of recommendations of a committee of the council.
- (3) Despite subclause (1), business may be transacted at a meeting of a council even though due notice of the business has not been given to the councillors. However, this can happen only if:
 - (a) a motion is passed to have the business transacted at the meeting, and
 - (b) the business proposed to be brought forward is ruled by the chairperson to be of great urgency.

Such a motion can be moved without notice.

- (4) Despite clause 250, only the mover of a motion referred to in subclause (3) can speak to the motion before it is put.

TO ORDINARY MEETING OF COUNCIL 22/11/2017

ITEM NO:	1.	FILE NO: S4.11.16/09
DESTINATION 2 DESTINATION 3 DESTINATION 5:	A Community that is healthy, educated and sustained. An environment that is protected and sustained. The Communities are served by sustainable services and infrastructure.	CES
SUBJECT:	CIVIL & ENVIRONMENTAL SERVICES COMMITTEE MEETING MINUTES – 8 NOVEMBER 2017	
PREPARED BY:	Fiona Adams, Manager Integrated Planning and Reporting	

SUMMARY:

Meeting held on Wednesday, 8 November, 2017.

For the consideration of Council.

COMMENTARY:

MINUTES OF THE CIVIL & ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD IN THE COMMITTEE ROOM, 144 OTHO STREET, INVERELL ON WEDNESDAY, 8 NOVEMBER, 2017, COMMENCING AT 9.00 AM.

PRESENT: Cr D F Baker (Chairperson), M J Peters, S J Berryman and J N McCosker.

Also in attendance: Crs J A Watts, C M Dight, P A King and A A Michael.

Paul Henry (General Manager), Brett McInnes (Director Civil and Environmental Services), Anthony Alliston (Manager Development Services), Michael Bryant (Manager Environmental Engineering), Fiona Adams (Manager Integrated Planning and Reporting).

SECTION A**APOLOGIES:**

An apology was received from Cr Harmon for business reasons.

RESOLVED (Berryman/McCosker) that the apology from Cr Harmon be noted.

1. CONFIRMATION OF MINUTES

RESOLVED (Peters/McCosker) that the Minutes of the Civil and Environmental Services Committee Meeting held on 11 October, 2017, as circulated to members, be confirmed as a true and correct record of that meeting.

2. DISCLOSURE OF CONFLICT OF INTERESTS/PECUNIARY AND NON-PECUNIARY INTERESTS

There were no interests declared.

3. PUBLIC FORUM S13.5.6/10

The Chairperson noted that there were no members of the public registered to speak at the public forum session.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

SECTION B
ADVOCACY REPORTS

Cr Berryman Wind Farm Open Day S18.6.52/02

Cr Berryman noted the recent Wind Farm Open Day held Saturday, 4 November, which he and Cr Harmon attended. Hosted by White Rock Wind Farm, the event attracted positive feedback and allowed attendees to view turbines and towers first hand.

Cr McCosker Rate Levies for Wind Farm Properties

Cr McCosker noted recent conversations with landholders in the wind farm areas and the effect the recent Valuer General's determinations will have on land values where wind turbines have been constructed.

General Manager provided information regarding this matter and noted a report will be prepared for the November Ordinary meeting.

SECTION D
DESTINATION REPORTS

1. FIRE AND RESCUE NSW – SERVICE DELIVERY INVERELL FIRE DISTRICT
S14.18.6/10

RESOLVED (Berryman/Peters) that the information be noted.

2. REQUEST FOR PLANNING PROPOSAL – AMENDMENT TO INVERELL LOCAL ENVIRONMENTAL PLAN 2012 – EXTRACTION OF GROUNDWATER FOR COMMERCIAL BOTTLING PURPOSES WITHIN THE RU1 PRIMARY PRODUCTION ZONE

RESOLVED (Berryman/Peters) that the Committee recommend to Council that:

- i) The Planning Proposal to amend the Inverell Local Environmental Plan 2012 to permit the extraction of groundwater for commercial bottling purposes within the RU1 Primary Production zone be submitted to the NSW Department of Planning and Environment's Gateway Panel for determination;*
- ii) That upon a positive Gateway determination being received from the NSW Department of Planning and Environment, the Director Civil and Environmental Services be authorised to undertake the procedural steps associated with the progress of the planning proposal, including any minor amendments and public exhibition; and*
- iii) That a further report be submitted in relation to this matter following public exhibition.*

3. RECREATIONAL VEHICLE SEWER DUMP POINT YETMAN S21.8.16

RESOLVED (Berryman/Peters) that Council proceed with installation of a sewer dump point at Apex Park, Yetman, noting funds to be provided from the Sewer Fund's Capital Improvement Vote.

4. NSW DRAFT FUTURE TRANSPORT STRATEGY AND PLAN S30.9.8

RESOLVED (Peters/Berryman) that the Committee recommend to Council that:

- i) The information be received and noted; and*
- ii) After considering the strategy, Councillors provide any feedback to the Manager of Civil Engineering, prior to the November Council meeting, so that it may be incorporated into any future submission.*

5. ENCLOSED DOG EXERCISE AREA S11.1.2

RESOLVED (Peters/McCosker) that the Committee recommend to Council that the decision in respect to the provision of an enclosed dog exercise area be deferred until the final consideration of Council's Open Space Strategy.

**SECTION E
INFORMATION REPORTS**

1. ISSUES PAPER – REVIEW OF ENVIRONMENTAL PLANNING AND ASSESSMENT
REGULATION 2000 S18.6.29

2. PROPOSED STATE ENVIRONMENTAL PLANNING POLICY (PRIMARY PRODUCTION
AND RURAL DEVELOPMENT) 2017 S18.6.29

3. CBD ROUNDABOUTS – CENTRAL LANDSCAPING S30.9.9

4. WORKS UPDATE S28.21.1/10

RESOLVED (Peters/Berryman) that the items contained in the Information Reports to the Civil & Environmental Services Committee Meeting held on Wednesday, 8 November, 2017, be received and noted.

**SECTION F
GENERAL BUSINESS**

Cr Dight Gravel Road Maintenance – Yetman

Cr Dight noted the recent grading of Bedwell Downs Road, which has been well received by residents. Hottes Road, near the intersection with Bedwell Downs Road has a large amount of bull dust which poses a hazard for the school bus.

Cr McCosker Old Stannifer Road

Cr McCosker noted the recent letterbox drop to residents along Old Stannifer Road has attracted positive feedback regarding the impending bitumen sealing program.

There being no further business, the meeting closed at 9.58 am.

RECOMMENDATION:

That:

- i) the Minutes of the Civil & Environmental Services Committee Meeting held on Wednesday, 8 November 2017, be received and noted; and*
- ii) the following recommendations of the Civil & Environmental Services Committee be considered by Council:*

1. FIRE AND RESCUE NSW – SERVICE DELIVERY INVERELL FIRE DISTRICT S14.18.6/10

That the information be noted.

2. REQUEST FOR PLANNING PROPOSAL – AMENDMENT TO INVERELL LOCAL ENVIRONMENTAL PLAN 2012 – EXTRACTION OF GROUNDWATER FOR COMMERCIAL BOTTLING PURPOSES WITHIN THE RU1 PRIMARY PRODUCTION ZONE

That:

- i) The Planning Proposal to amend the Inverell Local Environmental Plan 2012 to permit the extraction of groundwater for commercial bottling purposes within the RU1 Primary Production zone be submitted to the NSW Department of Planning and Environment's Gateway Panel for determination;*
- ii) That upon a positive Gateway determination being received from the NSW Department of Planning and Environment, the Director Civil and Environmental Services be authorised to undertake the procedural steps associated with the progress of the planning proposal, including any minor amendments and public exhibition; and*
- iii) That a further report be submitted in relation to this matter following public exhibition.*

3. RECREATIONAL VEHICLE SEWER DUMP POINT YETMAN S21.8.16

That Council proceed with installation of a sewer dump point at Apex Park, Yetman, noting funds to be provided from the Sewer Fund's Capital Improvement Vote.

4. NSW DRAFT FUTURE TRANSPORT STRATEGY AND PLAN S30.9.8

That:

- i) The information be received and noted; and*
- ii) After considering the strategy, Councillors provide any feedback to the Manager of Civil Engineering, prior to the November Council meeting, so that it may be incorporated into any future submission.*

5. ENCLOSED DOG EXERCISE AREA S11.1.2

That the Committee recommend to Council that the decision in respect to the provision of an enclosed dog exercise area be deferred until the final consideration of Council's Open Space Strategy.

ITEM NO:	2.	FILE NO: S4.11.17/09
DESTINATION 1 DESTINATION 4:	A recognised leader in a broader context. A strong economy.	RB
SUBJECT:	ECONOMIC & COMMUNITY SUSTAINABILITY COMMITTEE MEETING MINUTES – 8 NOVEMBER 2017	
PREPARED BY:	Fiona Adams, Manager Integrated Planning and Reporting	

SUMMARY:

Meeting held on Wednesday, 8 November, 2017.

For the consideration of Council.

COMMENTARY:

MINUTES OF THE ECONOMIC & COMMUNITY SUSTAINABILITY COMMITTEE MEETING
HELD IN THE COMMITTEE ROOM, INVERELL SHIRE COUNCIL, 144 OTHO STREET,
INVERELL ON WEDNESDAY, 8 NOVEMBER, 2017, COMMENCING AT 10.30AM.

PRESENT: Cr J A Watts (Chairperson), Crs P A King, A A Michael and C M Dight.

Also in attendance: Crs D F Baker, S J Berryman, J N McCosker and M J Peters.

Paul Henry (General Manager), Brett McInnes (Director Civil and Environmental Services) and Fiona Adams (Manager Integrated Planning and Reporting).

SECTION A

APOLOGIES:

Apologies were received from Cr Harmon for business reasons.

RESOLVED (King/Michael) that the apology from Cr Harmon be noted.

1. CONFIRMATION OF MINUTES

RESOLVED (Michael/King) that the Minutes of the Economic and Community Sustainability Committee Meeting held on 11 October, 2017 as circulated to members, be confirmed as a true and correct record of that meeting.

2. DISCLOSURE OF CONFLICT OF INTERESTS/PECUNIARY AND NON-PECUNIARY INTERESTS

There were no interests declared.

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

SECTION B
ADVOCACY REPORTS

Cr Michael Boss Engineering S8.3.1/10

Cr Michael noted Member for Northern Tablelands Adam Marshall announced Boss Engineering has secured a NSW Government grant of \$750,000, which will create 47 jobs. The announcement made on Monday, 30 October follows a grant last year of \$450,000, which enabled significant expansion.

Cr Michael Country NSW Cricket Championships - Northern S26.1.1

Cr Michael noted the success of the cricket championships held 3-5 November, where he attended the official welcome and coin toss. The fixture attracted widespread positive feedback on the quality of the grounds and facilities and thanked staff for their assistance.

Cr Michael Grandparents Day S15.8.73

Held on Saturday 4 November, this event attracted over 130 participants and Cr Michael congratulated staff for a successful event.

Cr King Grandparents Day S15.8.73

Cr King attended the event and noted the Town Hall provided an ideal venue. He thanked staff and acknowledged the Inverell Times coverage of the event.

Cr Dight Yetman Sports Ground S21.8.16

Cr Dight noted the Yetman Yabbies Cricket Club had a successful match on the new synthetic cricket pitch held recently at Terry Barnes Oval.

Cr Dight Sapphire City Festival S26.3.11/09

Cr Dight attended the Festival finale on Saturday, 29 October. The fireworks display was well attended and the presence of Barnaby Joyce and Adam Marshall MP brought strong media coverage.

SECTION C
COMMITTEE REPORTS

Nil.

SECTION D
DESTINATION REPORTS

1. EXPIRING LICENCE AGREEMENT – INVERELL COMMUNITY GARDENS S5.10.126

RESOLVED (King/Dight) that the Committee recommends to Council that:

- i) Council renew the agreement with Inverell Community Gardens for Part Reserve 1571, Swanbrook Road, Inverell;*
- ii) The licence agreement be for a five (5) year period with a five (5) year option;*
- iii) The Licence fee be \$463.70 per annum (GST Inclusive) with a 3% increase per annum;*
- iv) The Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager; and*

- v) *Inverell Community Gardens be responsible for any electricity, water, sewer, waste management and stormwater charges and any metered water use.*

2. GRAMAN RESERVE – DEVELOPMENT OPPORTUNITY S21.8.18

RESOLVED (Michael/Dight) that the Committee recommends to Council that:

- i) *A Development Application is not signed by Council; and*
- ii) *Council advise the Sapphire City Motor Sports Club that it is not prepared to support the proposal going forward.*

3. REQUEST FOR SPONSORSHIP – COPETON FRESHWATER SWIM S26.1.1/10

RESOLVED (Michael/Dight) that the committee recommends that Council continue as an event sponsor and will provide \$1,500 sponsorship to the 2018 event.

4. REVIEW OF THE MODEL CODE OF CONDUCT S4.12.1

RESOLVED (Michael/King) that the report is received and noted.

**SECTION E
INFORMATION REPORTS**

1. INVERELL COMMUNITY RADIO S26.4.21

RESOLVED (King/Dight) that the items contained in the Information Reports to the Economic & Community Sustainability Committee Meeting held on Wednesday, 8 November, 2017, be received and noted.

**SECTION F
QUESTIONS WITHOUT NOTICE**

Cr King Provision of a Men's Shelter S3.16.8

Cr King raised concerns of men's homelessness and the absence of facilities for men needing crisis and transition accommodation. As there is a considerable interest in the community, Cr King suggests Council could facilitate a meeting to bring together stakeholders and interested residents.

Cr Dight Yetman Landfill S31.8.6

Cr Dight requested an update on the Yetman Landfill and its transition to a Waste Transfer Facility. Director Civil and Environmental Services provided information in this matter and advised staffing and functioning of the landfill will be determined in consultation with the community.

**SECTION H
GOVERNANCE REPORTS**

1. MONTHLY INVESTMENT REPORT S12.12.2/10

RESOLVED (Michael/Dight) that:

- i) *The report indicating Council's Fund Management position be received and noted; and*
- ii) *The certification of the Responsible Accounting Officer be noted.*

2. QUARTERLY BUDGET AND OPERATIONAL PLAN REVIEW 2017-2018
S12.5.1/10

RESOLVED (Dight/Michael) that the Committee recommend to Council that:

- i) Council's Quarterly Operational Plan and Budget Review for 30 September, 2017 be adopted; and*
- ii) The proposed variations to budget votes for the 2017-2018 Financial Year be adopted, providing an estimated Cash Surplus at 30 June, 2018 from operations of \$3,267.*

There being no further business, the meeting closed at 11.05 am.

RECOMMENDATION:

That:

- i) the Minutes of the Economic & Community Sustainability Committee Meeting held on Wednesday, 8 November 2017, be received and noted; and*
- ii) the following recommendations of the Economic & Community Sustainability Committee be considered by Council:*

1. EXPIRING LICENCE AGREEMENT – INVERELL COMMUNITY GARDENS
S5.10.126

That:

- i) Council renew the agreement with Inverell Community Gardens for Part Reserve 1571, Swanbrook Road, Inverell;*
- ii) The licence agreement be for a five (5) year period with a five (5) year option;*
- iii) The Licence fee be \$463.70 per annum (GST Inclusive) with a 3% increase per annum;*
- iv) The Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager; and*
- v) Inverell Community Gardens be responsible for any electricity, water, sewer, waste management and stormwater charges and any metered water use.*

2. GRAMAN RESERVE - DEVELOPMENT OPPORTUNITY S21.8.18

That:

- i) A Development Application is not signed by Council; and*
- ii) Council advise the Sapphire City Motor Sports Club that it is not prepared to support the proposal going forward.*

3. REQUEST FOR SPONSORSHIP – COPETON FRESHWATER SWIM
S26.1.1/10

That Council continue as an event sponsor and will provide \$1,500 sponsorship to the 2018 event.

4. REVIEW OF THE MODEL CODE OF CONDUCT S4.12.1

That the report is received and noted.

5. MONTHLY INVESTMENT REPORT S12.12.2/10

That:

- i) The report indicating Council's Fund Management position be received and noted; and*
- ii) The certification of the Responsible Accounting Officer be noted.*

6. QUARTERLY BUDGET AND OPERATIONAL PLAN REVIEW 2017-2018
S12.5.1/10

That:

- i) Council's Quarterly Operational Plan and Budget Review for 30 September, 2017 be adopted; and*
- ii) The proposed variations to budget votes for the 2017-2018 Financial Year be adopted, providing an estimated Cash Surplus at 30 June, 2018 from operations of \$3,267.*

TO ORDINARY MEETING OF COUNCIL 22/11/2017

ITEM NO:	1.	FILE NO: S26.3.6
DESTINATION 4:	A strong local economy	B
SUBJECT:	INVERELL CHAMBER OF COMMERCE AND INDUSTRY - CHRISTMAS PROMOTION	
PREPARED BY:	Justin Pay, Manager Civil Engineering	

SUMMARY:

Council is in receipt of correspondence from the Inverell Chamber of Commerce and Industry requesting approval to close Otho Street, between Byron Street and the mid block pedestrian crossing, as well as Byron Street, between Otho and Vivian Streets, to enable the conduct of a Christmas Festival. Council is being asked to consider the request.

COMMENTARY:

Inverell Chamber Publicity Officer, Peter Caddey has written to Council confirming that the Chamber is planning a festival evening this Christmas. This will be the third year that the Festival of Christmas will be produced by the Chamber. The first event was held in Byron Street in 2015 and the second was held last year in Otho Street. The Chamber has deemed the 2015 and 2016 events a great success with many retailers and community members providing positive feedback.

The intention is to invite Chamber members, non-members, buskers and market and food stall vendors to set up sites along Otho and Byron Streets, a map of the proposed event foot print is presented in Appendix 1 for the information of Councillors. In addition to the festivities held in previous years, the Chamber has secured renowned children's entertainer "Dr Bubble" as an added attraction this year.

The date the Chamber have settled on is Friday, 15 December, 2017 between 6pm and 9pm. Approval is being sought to close Byron Street between Vivian Street and Otho Street, as well as closing Otho Street between Byron Street and the mid-block crossing from 4pm until 10pm to afford stall operators time to set up and dismantle their stalls.

The Chamber has been requested to indicate how many businesses will be affected by the road closure, and of those, how many have indicated their support and involvement in the festival. This information is currently being gathered and is expected to be available for Council's consideration at the meeting.

It must be noted that there would be a nominal cost involved in advertising the event and closing the road, of which the Chamber have requested be considered as Council's donation in support of the event.

Council is being asked to consider the request to close Byron Street (between Vivian Street and Otho Street), as well as closing Otho Street (between Byron Street and the mid-block crossing) on Friday, 15 December, 2017 from 4pm to 10pm to facilitate the Chamber's Christmas initiative.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

Strategy: B.01 Business, institutions and Council are working cooperatively towards agreed initiatives to strengthen and expand the Shire's economic base.

Term Achievement: B.01.01 The Shire's business community, learning institutions and training institutions are working in an integrated way to strengthen and develop the Shire's economic base.

Operational Objective: B.01.01.01 Work with appropriate economic partners on developing mutual understanding and support for a common agenda for action.

POLICY IMPLICATIONS:

Nil.

CHIEF FINANCIAL OFFICERS COMMENT:

Advertising and road closure costs would be involved.

LEGAL IMPLICATIONS:

Nil.



RECOMMENDATION:

A matter for Council.

APPENDIX 1**2017 CHRISTMAS FESTIVAL PROPOSED ROAD CLOSURES**

IMPORTANT: This map is not a precise survey document. Accurate locations can only be determined by a survey on the ground. This information has been prepared for Council's internal purposes and for no other purpose. No statement is made about the accuracy or suitability of the information for use for any purpose (whether the purpose has been notified to Council or not). While every care is taken to ensure the accuracy of this data, neither the Inverell Shire Council nor the Department of Lands makes any representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason © The State of New South Wales (Department of Lands) 2008. © Inverell Shire Council 2008. This map was produced on the GEOCENTRIC DATUM OF AUSTRALIA 1994 (GDA94), which has superseded the Australian Geographic Datum of 1984 (AGD66/84). Heights are referenced to the Australia Height Datum (AHD) heights. For most practical purposes GDA94 coordinates and satellite derived (GPS) coordinates based on the World Geodetic Datum 1984 (WGS84) are the same.

Map Legend

-  Road open to local traffic only
-  Road Closure

ITEM NO:	2.	FILE NO: S25.7.1
DESTINATION 5:	The communities are served by sustainable services and infrastructure	S
SUBJECT:	RATE CATEGORY OBJECTION – WHITE ROCK WIND FARM (LISTING)	
PREPARED BY:	Emma Murphy, Rates Clerk	

SUMMARY:

The purpose of this report is to list for consideration a report which deals with confidential matters and information which is recommended for determination by Council in a meeting closed to the public and media.

COMMENTARY:

Local Government Act 1993 (the Act), and the *Local Government (General) Regulation 2005* makes provision for the closure of meetings to the public and media in specified circumstances. In particular s.10A of the Act provides that Council may close to the public and media so much of a meeting as relates to the discussion and consideration of information identified in s.10A(2). The matters which may be closed to the public and media, as stated in the Act, must involve:

- (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 grounds of legal professional privilege.*
- (h) *Information concerning the nature and location of a place or an item of Aboriginal significance on community land.*

In considering whether to close a part of a meeting to the public and media, Councillors are also reminded of further provisions of s.10D of the Act which states:

Grounds for closing part of meeting to be specified

- (1) *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.*
- (2) *The grounds must specify the following:*
 - (a) *the relevant provision of section 10A (2),*
 - (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.*

Having regard for the requirements stated in s.10D of the Act, Councillors should note that the matter listed for discussion in Closed Council provides Council with confidential information relating to the personal hardship of a ratepayer.

The recommendation that this item of business be considered in Closed Committee is specifically relied on section 10A(2)(b) of the Act as consideration of the matter involves:

- a) The personal hardship of any resident or ratepayer, and
- b) on balance, the public interest in preserving the confidentiality of the matter outweighs the public interest in openness and transparency in Council decision-making by discussing the matter in open meeting.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND MANAGEMENT PLAN:

Strategy: S.01 Sound Local Government Administration, Governance and Financial Management are provided.

Term Achievement: (S.01.2) A sound long term financial position is maintained.

Operational Objective:

CS.04 Financial Services – To manage Council Finances with the view to ensuring Council's ongoing financial health and stability, the discharge of statutory and fiduciary responsibilities, proper accounting systems and standards and an efficient and equitable revenue base.

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

RECOMMENDATION:

That the matter be referred to Closed Council for consideration as:

- i) the report includes information concerning 'the personal hardship of any resident or ratepayer', (Section 10A(2)(b) of the Local Government Act, 1993; and*
- ii) all reports are correspondence relevant to the subject business be withheld from access to the media and public as requires by section 11(2) of the Local Government Act, 1993.*

ITEM NO:	3.	FILE NO: S5.10.159
DESTINATION 5:	The communities are served by sustainable services and infrastructure	S
SUBJECT:	REQUEST FOR LICENCE AGREEMENT – SAPPHIRE SOLAR FARM PTY LTD	
PREPARED BY:	Julie Nicholson, Corporate Support Officer - Publishing	

SUMMARY:

Council has received correspondence from CWP Renewables requesting Council enter into a Licence Agreement with Sapphire Solar Farm Pty Ltd for three (3) unformed roads for the purpose of enabling Sapphire Solar Farm infrastructure.

Council is asked to consider the request.

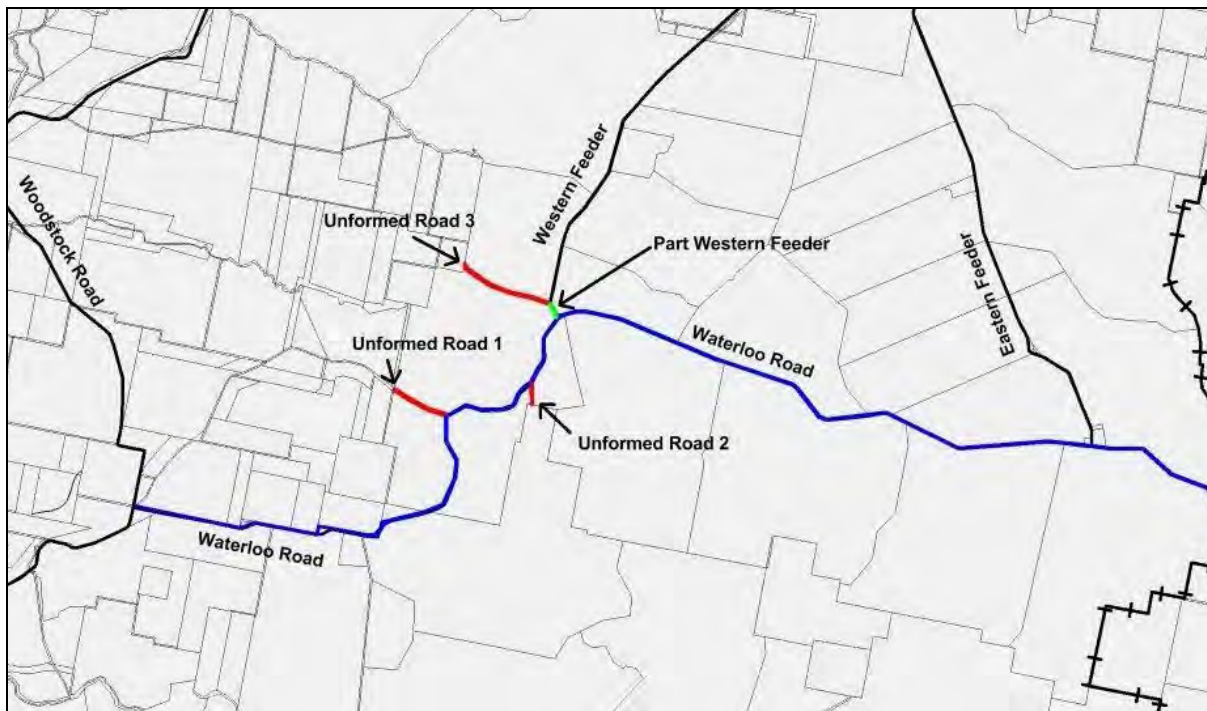
COMMENTARY:

As Council may recall, at the December, 2015 Ordinary Council meeting, Council previously resolved to accept dedication of Waterloo Road, part Western Feeder and three (3) adjoining unformed roads to enable the Sapphire Solar Farm development.

Council is now in receipt of formal correspondence from CWP Renewables requesting Council enter into a Licence Agreement with Sapphire Solar Farm Pty Ltd for the three (3) unformed roads, being;

- Unformed Road 1 – approximately 860 metre long, located off Waterloo Road approximately 6 kilometres from the Woodstock Road intersection;
- Unformed Road 2 – approximately 860 metre long, located off Waterloo Road approximately 6 kilometres from the Woodstock Road intersection; and
- Unformed Road 3 – approximately 1.3 kilometre long, located off Western Feeder approximately 200 metres from Waterloo Road intersection.

The three (3) unformed roads are shown in red on the below map.



The following information is provided to assist Councillors in making a determination in respect of the request;

- Term of proposed licence is 75 years,
- Purpose of proposed licence is to provide access to the land for the purposes of constructing and operating the Solar Farm including without limitation the erection, construction, inspection, repair, maintenance, renewal, removal, replacement, enhancement, enlargement and operation of Transmission Infrastructure, crossing over or under and remaining on with or without vehicles all parts of the land, any ancillary infrastructure and uses thereto and all activities necessary or incidental thereto,
- Proposed licence fee of \$1.00 per annum (reduced licence fee of \$1 reflects the intention of CWP Renewables to establish a Community Fund),
- There is no political risk – no houses at the start or along the unformed roads therefore removing the possibility of dust/noise nuisance.

It is recommended that Council enter into a Licence Agreement with Sapphire Solar Farm Pty Ltd for the aforementioned three (3) unformed roads to enable Sapphire Solar Farm infrastructure.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

Strategy: S.01 Sound Local Government Administration, Governance and Financial Management are provided.

Term Achievement: S.01.10 Best Practice in Land Use Administration has been adopted and implemented.

Operational Objective: S.01.10.01 To provide and maintain a modern efficient and reliable land use administration system which enables the effective and efficient management of Shire land.

POLICY IMPLICATIONS:

Nil.

CHIEF FINANCIAL OFFICERS COMMENT:

Nil.

LEGAL IMPLICATIONS:

Nil.

RECOMMENDATION:

That:

- i) Council enter into a Licence Agreement with Sapphire Solar Farm Pty Ltd for three (3) unformed roads known as:*
 - (a) Unformed Road 1 – approximately 860 metre long, located off Waterloo Road approximately 6 kilometres from the Woodstock Road intersection;*
 - (b) Unformed Road 2 – approximately 860 metre long, located off Waterloo Road approximately 6 kilometres from the Woodstock Road intersection; and*
 - (c) Unformed Road 3 – approximately 1.3 kilometre long, located off Western Feeder approximately 200 metres from Waterloo Road intersection.*
- ii) the Licence Agreement be for a period of 75 years;*
- iii) the Licence Fee be \$1.00 per annum while-ever the Community Fund is in place and operates as agreed at the March, 2016 meeting of Council;*
- iv) should the Community Fund cease to operate as indicated in point iii), that the Licence Fee be reviewed;*
- v) the Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

ITEM NO:	4.	FILE NO: S12.11.1
DESTINATION 5:	The communities are served by sustainable services and infrastructure.	S
SUBJECT:	PRESENTATION OF COUNCIL'S 2016/2017 AUDITED FINANCIAL REPORTS	
PREPARED BY:	Paul Pay, Manager Financial Services	

SUMMARY:

Council's Statutory Financial Reports for the financial year ending 30 June 2017, have been completed and audited in accordance with Section 413 of the *Local Government Act 1993* (LGA).

Council's Financial Reports have been submitted to the Office of Local Government in accordance with legislative requirements.

Council is now required to consider the Audit Report. The Auditor will be in attendance at today's Council meeting to speak in relation to the reports.

COMMENTARY:

In accordance with Section 418 of the LGA, Council is required to present its audited consolidated Annual Financial Statements to the public. Section 418(2) requires public notice of at least 7 days be given of the Council meeting date fixed for presentation of the audited financial statements. In accordance with this provision an advertisement was placed in the Inverell Times on Friday 3 November, 2017, advertising Council's financial result for the year ended 30 June, 2017, and calling for submissions on the General Purpose Financial Reports.

Section 420 of the LGA, allows any person to make a submission to Council with respect to the audited financial statements or auditor's report within 7 days of the reports being presented to the public. At the time this report was prepared no submissions had been received. Any submissions received will be provided to Council.

Council's Auditors, NSW Audit Office, have completed the audit of Council's Financial Statements for the year ending 30 June, 2017 under Section 417 of the LGA. In accordance with Section 417, Council's auditors must prepare the following reports to Council:

1. An independent Audit Report for the General Purpose Financial Statements; and
2. An independent Audit Report for the Special Purpose Financial Statements; and
3. A report on the conduct of the audit.

Council received the above mentioned audit reports on 26 October, 2017.

It is a requirement of the Office of Local Government (OLG) that lodgement of the Audited Financial Statements and the Auditors Reports be submitted to the OLG by 31 October of each year. This requirement has been met with Council submitting the Statements on 30 October, 2017.

The Auditor will be in attendance at this meeting to deliver and speak in relation to their Audit Report.

A copy of Council's Audited Financial Statements including the Audit Reports has been provided separately with this Business Paper. At its meeting on 27 September, 2017 a detailed report on Council's financial result, cash reserve movements and key performance indicators for 2016-2017 was provided. The following matters are noted:

Operating Surplus

It is noted that Council has again achieved an Operating Surplus of \$8.3M or \$6.7M after Capital Grants and Contributions are considered. Council's operating surplus is inflated by the 50% advance payment of the 2017/2018 Financial Assistance grant of \$2.8M.

It is noted, that Council's Operating Surplus has been affected by a re-categorisation under the Code of Accounting Practice of Council's Roads to Recovery, Financial Assistance Grant Roads Allocation and the Block Grant Supplementary Grant Income. While Council previously categorised the majority of this grant income as "Capital Income" as the funds were spent on asset renewals, this grant income is now to be categorised as non-tied "Operational Income", irrespective of the purpose it is utilised for. This action increases the Operating Surplus by including grant income as "operational income" and the resulting capital expenditure is not included in the Income Statement.

Performance Indicators

The key financial performance indicators for the consolidated financial statements and for the General Fund are shown in the following table:

	CONSOLIDATED FUNDS			GENERAL FUND		
Consolidation Funds Performance Indicators	2016/2017	2015/2016	2014/2015	2016/2017	2015/2016	2014/2015
Operating Performance Ratio	20.36%	18.79%	6.83%	22.01%	19.16%	5.51%
Own Source Operating Revenue Ratio	61.28%	62.51%	62.83%	54.28%	55.13%	56.54%
Unrestricted Current Ratio	11.99	11.21	7.68	11.00	10.09	7.08
Debt Cover Service Ratio	19.29	24.49	25.28	40.09	109.84	105.78
Rates and Annual Charges Outstanding	5.84%	5.31%	5.89%	6.03%	5.53%	6.01%
Cash Expense Cover Ratio	25.14	24.80	20.70	23.26	23.10	18.96
Infrastructure Renewals Ratio	192.22%	186.07%	67.40%	223.16%	243.42%	76.04%
Infrastructure Backlog Ratio	1.10%	1.09%	1.10%	1.44%	1.46%	1.48%
Asset Maintenance Ratio	1.06	1.03	1.01	1.06	1.04	1.01

Operating Performance Ratio

This ratio indicates that Council's operating revenue, excluding capital grants and contributions are sufficient to cover operating expenditures. The Tcorp benchmark for this ratio is to have a result of better than -4% each year. The "Fit for Future" benchmark is break even or better over a three year period which Council has achieved for the Combined Fund. It is noted that if you remove the 2017-2018 advance payment of the Financial Assistances Grant the Ratio decreases to 14%.

The Operating Performance Ratio for the General Fund was 22.01% being above the > 0% required by the Fit for the Future Program. This result is a sound result. The large spike in the 2015/2016 result was a result of a large one-off increase in the Roads to Recovery Grant for the year and 2016/2017 saw an increase as a result of the advance payment of the 2017/2018 Financial Assistance Grant.

It is noted, the outcome of this ratio has been affected by a re-categorisation under the Code of Accounting Practice of Council's Roads to Recovery, Financial Assistance Grant Roads Allocation and the Block Grant Supplementary Grant Income. While Council previously categorised the majority of this Grant Income as "Capital Income" for Asset Renewals and the funds were spent on funding Asset Renewals, this Grant Income is now to be categorised as non-tied "Operational Income", irrespective of the purpose it is utilised for.

This action directly affects Council's FFF Benchmarks and the Long Term Financial Plan by artificially inflating Council's Operating Performance Ratio and showing that Council has significantly larger Operating Surplus than that which actually exists.

Own Source Operating Revenue Ratio

Council's Own Source Operating Revenue Ratio has remained above the Tcorp benchmark of greater than 60% over the last three years. The "Fit for the Future" benchmark is that Council should have Own Source Operating Revenue of greater than 60% over a three year average which Council has achieved for the Combined Fund.

The Own Source Revenue Ratio for the General Fund was 54.28% being below the > 60% required for the Fit for the Future Program. As indicated in Council's Fit for the Future Roadmap, Council requires a 14.25% Special rate Variation to be delivered over three years commencing in 2017/2018 to achieve this benchmark and to address the remainder of the Road Asset Infrastructure Backlog. As noted in the Fit for the Future Roadmap the matters which have impacted Council in this matter are:

- Three year freeze on indexation of the Finance and Assistance Grants by the Federal Government (\$431K p.a. cost in 2016/2017 and beyond);
- Reduction in Interest on Investment Income resulting from the record low interest rates and the substantial draw down of Investments to fund the Special Road Infrastructure Backlog Program (\$500K p.a.); and
- Above Rate Pegging increases in Council's fixed costs and capital costs that Council has not been able to cover through ongoing efficiency savings (\$500K).

Unrestricted Current Ratio

This ratio indicates that Council currently project to have \$11.99 (excluding externally restricted funds) available to service every \$1.00 of debt as it falls due. 11.99:1 is above benchmark and demonstrates Council's ability to satisfy short term obligations. The Tcorp benchmark is 1.5:1.

This favourable result contributes substantially to the flexibility Council has developed to enable it to address strategic and sustainability issues as they arise and also to take advantage of opportunities which present themselves for the benefit of the community, especially in respect of securing additional Grant Funding. This flexibility was directly responsible for Council being able to secure the grant funding for Varley Oval \$0.5M, Linking Together Centre \$0.21M, Ashford Medical Centre \$0.25M, the Cameron Oval redevelopment \$0.51M, the Sports Complex Redevelopment \$0.93M and the Neil McCosker Bridge replacement project \$0.8M.

Debt Service Cover Ratio

The debt service cover ratio of 19.29 times indicates that Council has \$19.29 before interest and depreciation to pay each \$1.00 of interest and principal repayments on current borrowings. Council's ability to generate sufficient cash to cover its debt payment is sound and in excess of the Tcorp benchmark of 2.0 times.

Rates and Charges Outstanding

This ratio indicates the percentage of Rates and Annual Charges outstanding at the end of the financial year and is a measure of how well Council is managing debt recovery. Council's ratio of 5.84% is satisfactory and is better than the Tcorp benchmark of 10% and reflects good recovery procedures.

Cash Expense Cover Ratio

As indicated with a ratio of 25.14 months Council's ability to continue paying for its immediate expenses without additional cash inflow is sound and exceeds the Tcorp benchmark of 2 months. Excluding the advance payment it is noted that if you remove the 2017-2018 advance payment of the Financial Assistances Grant from investments the Ratio decreases to 23.9 mths.

Infrastructure Renewals Ratio

Council has achieved this "Fit for the Future" benchmark of greater than 100% average over three years. This ratio assesses the rate at which assets are being renewed against the rate at which they are being depreciated, and is again very positive. Council's ratio was 1.92 indicating that Council expended more on asset renewals compared to depreciation for the same period. A more detailed review of this Ratio indicates that the ratios were General Fund 2.23, Water Fund 0.354 and Sewerage Fund 1.76. This ratio does not take into account that the large majority of Council's major assets have now been refurbished or renewed. Council's Bridge Assets are an example of this where after many years of very large expenditures, only minor renewal expenditures are now anticipated over the long term. Council will be aware that this ratio does not take into account Council's planned future expenditure on the Special Road Renewal Infrastructure Backlog Program which provides an additional \$6M in 2015/2016 and 2017/2018 for renewal works. This program is targeted entirely at Rural Roads and will substantially reduce Council's Infrastructure Backlog Ratio.

Infrastructure Backlog Ratio

Council completed an independent review of its Road Infrastructure Asset Class in 2015. The results of this review have been utilised to determine Council's actual Infrastructure Backlog and to inform Council's "Fit for the Future Roadmap". The "Fit for the Future" benchmark is less than 2%.

Asset Maintenance Ratio

Council's Asset Maintenance Ratio of 1.06 x is marginally higher than the "Fit for the Future" benchmark of greater than 1.00x, which indicates that the level of expenditure on the maintenance of infrastructure is sufficient to prevent the infrastructure backlog from growing.

Cash and Investments

While Council held Cash and Investments totalling \$57.174M as at 30 June, 2017 as detailed in Council's Audited Financial Reports the following restrictions exist over these funds:

TOTAL AUDITED INVESTMENTS 30 JUNE 2017			\$000
<i>as per Note 6</i>			57,174
LESS EXTERNALLY RESTRICTED ASSETS			
Water Funds	Note 6c		7,677
Sewer Funds	Note 6c		6,520
Unexpended Sewerage Loan Funds			635
Waste Management Funds (Includes Unspent loan funds)			3,295
Grants & Contributions, Bonds & Securities	Note 6c		6,037
Accounts Payable	Note 10a		2,377
Revotes for Works in Progress as at 30 June 2017			7,970
sub-total - Externally Restricted Assets			34,511
LESS INTERNALLY RESTRICTED ASSETS			
Plant Replacement (Funded from Depreciation)			4,246
Building Renewals (Funded from Depreciation)			2,766
Industrial Development (Riffle Range Road subdivision costs)			1,149
Economic Development/Growth Assets (Highway Intersections / and Chester Street Upgrades)			2,500
ELE, Workers Compensation, Insurance			2,250
Inverell Pool Redevelopment			2,590
Computer Systems Renewals/Upgrades			1,107
Other (Land, Industrial Dev, SES etc)			2,471
sub-total - Internally Restricted Assets			19,079
LESS PROVISIONS			-
NET CASHFLOW/WORKING CAPITAL			3,584

As noted at the October, 2017 Committee Meetings and in a wide range of presentations to Council on a continuing basis, Council's Net Cashflow/Working Capital amount at 30/06/2007 was \$5.8M. Council has managed to reduce this amount to the current approximate \$3.6M which as well as being the minimum amount required to meet Council's day-to-day Cashflow requirements, is also Council's emergency funding for Major Disasters.

It is noted that Council transferred its surplus cash into the FFF Rural Roads Program in July, 2015 after undertaking a full review of its Working Capital and its Internally Restricted Assets, with a view to reducing these amounts to the "minimum workable level" prior to the Special Rate Variation being sought.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND MANAGEMENT PLAN:

Strategy: S.01 Sound Local Government Administration, Governance and Financial Management are provided.

Term Achievement: S.01.02 A sound long term financial position is maintained.

Operational Objective: S.01.02.01 To manage Council Finances with the view to ensuring Council's ongoing financial health and stability, the discharge of statutory and fiduciary responsibilities, proper accounting systems and standards and an efficient and equitable revenue base.

POLICY IMPLICATIONS:

Nil.

CHIEF FINANCIAL OFFICERS COMMENT:

There are no financial implications resulting from the adoption of the recommendations. The Audited Financial Reports provide a "snapshot" of Council's financial position as at 30 June, 2017.

LEGAL IMPLICATIONS:

Section 413 of the *Local Government Act, 1993*, requires that Council prepare financial reports for each year. Sections 414 and 415 of the Act require that the reports must be audited and the nature of the audit, with Section 416 specifying the nature of the Audit Report.

Section 418 of the Act requires that, Council give public notice of its intention to present the reports at a meeting, Council provide a summary of the reports in the public notice, and that Council make available copies of the reports to the public.

Section 419 of the Act requires that the audited reports be presented at a meeting in accordance with the public notice and that the Auditor may attend the meeting.

Section 420 provides that any person may make a submission to Council in respect of the audited financial reports or the audit report.

Council has complied with all legislative guidelines in this matter.

RECOMMENDATION:

That:

- i) the information be received and noted; and*
- ii) the Audit Report for the 2016/2017 Financial Year be adopted.*

ITEM NO:	5.	FILE NO: S8.12.13
DESTINATION 4:	A strong local economy	
SUBJECT:	PROPOSED 'COD CASH' PROMOTION	
PREPARED BY:	Stephen Golding, Executive Manager Corporate & Community Services	

SUMMARY:

A further report has been prepared regarding the operational components of the proposed "Cod Cash" tagged fishing competition at Copeton Dam for Council's consideration.

COMMENTARY:

The 'Cod Cash' is a proposed Inverell Shire Council Tourism initiative designed to capitalise upon developing and existing tourism markets in order to provide an optimum economic return on investment to the Inverell LGA.

The promotion is based upon Project One (1) detailed in Council's 'Delivery Plan 2017-2021' and is conservatively estimated to generate between \$250,000 and \$600,000 for local businesses should it attract at least 700 participants over its duration. These figures are reflective of domestic and sports tourism expenditure statistics presented by Tourism Australia and Destination NSW. A conservative estimate of 700 participants is generated from events of similar nature such as 'Tim the Bream' and the 'Great Inland Fishing Festival', which are run over a significantly shorter time period and that offer/ed substantially less prize money. As such, a promotion that surpasses this rate of participation will invoke a greater return on investment. It is noted that the proposition of running this event has generated extensive interest from the potential participants, with enquiries fielded from across the country.

Business houses within the local community were asked to consider the sponsorship of cash prizes for the event through an Expression Of Interest (EOI). EOIs were based on the following information provided to businesses:

- That the event run for nine (9) consecutive days in total, from 14 April 2018 to 22 April 2018, in order to capitalise on both Queensland and New South Wales school holidays.
- That the event would involve the systematic tagging of six (6) Murray Cod to be released into Copeton Dam. The tags on the fish represent a cash prize, with registered participants given the opportunity to catch one or all of these fish and claim the associated prize.
- That the event involve a major prize of \$20,000, with the remaining five (5) tags representing a cash prize of \$1,000 each, providing participants the opportunity to secure \$25,000 worth of prizes.
- That the sponsor of the major prize be entitled to joint naming rights of the promotion and an 88% (\$17,600) reimbursement of their financial commitment should the major prize not be redeemed during the parameters of the competition.
- That the sponsor of a minor prize be entitled to a 75% (\$750) reimbursement of their financial commitment should their minor prize not be redeemed during the parameters of the competition.
- That entry for the event be available in local business houses only.

The submissions of EOI demonstrated significant interest from the local community to support the initiative. Based on these submissions, Council could expect the local business community to cover the following prizes in the event that the promotion is approved:

- 1 x \$20,000 major cash prize
- 1 x \$5,000 premium cash prize
- 7 x \$1,000 minor cash prizes

An expression of interest for the sponsorship of a \$5,000 premium prize was submitted on the basis of an entitlement to an 80% (\$4,000) reimbursement of the financial commitment should the premium prize not be redeemed during the parameters of the competition.

In addition to this, several businesses have offered to contribute in-kind donations for the purpose of material prizes to be used throughout the competition.

It should be noted that the Department of Primary Industries (Fisheries Unit) has expressed significant interest in a collaborative involvement in the event. As such, NSW Fisheries has tentatively offered to absorb the operational costs associated with the tagging of fish to be used in the promotion, at an estimated expense of \$5,000. NSW Fisheries have further expressed a desire to tag more fish than initially suggested, thus providing Council the opportunity to fulfil the interests expressed by all business houses and allow for a potential prize of \$32,000.

Whilst fielded EOI's are not guaranteed commitments to sponsorship, support from business houses has been extensive. It is expected that upon approval of the event by Council that all businesses who have expressed interest in sponsorship will make guaranteed financial commitments. Upon finalisation of financial guarantee of the prize pool a further report to Council will follow.

Due to the extensive interest displayed by the community and State agencies Council is asked to consider the implementation of the 'Cod Cash' promotion. Based on the EOI's covering the prize money of the promotion, Council is asked to consider funding the marketing campaign of the event to the value of \$6,000. It should be noted that requests to add an entry fee to the competition were rejected by NSW Office of Liquor, Gaming and Racing.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

Strategy: B.09 Generate economic benefits to the Shire by increasing visitation from domestic, regional, national and international market sectors.

Term Achievement: B.09.01 Programs are attracting domestic and international visitors for cultural and recreational events, exchange programs, educational and training experiences.

Operational Objective: B.09.01.01 A program is in place with Council's international relationships cultural and economic exchange.

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

The \$6K for promotion could be sourced from the Inverell Tourism Promotions Budget.

LEGAL IMPLICATIONS:

Nil

RECOMMENDATION:

That:

- i) Inverell Tourism conduct a promotion entitled "Cod Cash" promotion and that a budget of \$6K be established to promote the event.*
- ii) the event be conducted in accordance with the proposed conditions contained in the Expression of Interest.*

ITEM NO:	6.	FILE NO: S18.6.51
DESTINATION 3:	An environment that is protected and sustained	E
SUBJECT:	WATER CONTRIBUTION FOR STANDARD DENSITY RESIDENTIAL SUBDIVISION	
PREPARED BY:	Brett McInnes, Director Civil & Environmental Services	

SUMMARY:

This report has been initiated by a resolution from Council seeking a report regarding the possibility of reducing water contributions for residential development. A Water Contribution Subsidy Model has been put forward for the consideration of Council. Council is being asked if it wishes to take any further action regarding this matter.

COMMENTARY:

After considering several comprehensive reports regarding residential land supply and demand, Council at its ordinary meeting on the 25 October, 2017 resolved the following:

- i) *Council continue in a facilitating role monitoring the situation and allow normal market forces to dictate the outcome. A further evaluation of residential land supply and take up could be completed in 12 months time;*
- ii) *Council to investigate a partnership with a Community Housing Provider to possibly facilitate the release of new social housing stock options in Inverell;*
- iii) *A report be brought back to the Committee for consideration on the options available in respect of possibly reducing water contributions for developers;*
- iv) *A report be brought back to the Committee on a proposal to call for Expressions of Interest for the identified Vernon Street land; and*
- v) *The support for Structure Plans to be prepared for new residential areas be acknowledged.*

This report further explores the option of reducing water contributions for new standard density residential subdivisions. Focus is restricted to this type of subdivision as recent reviews would suggest other sectors of the market are adequately catered for.

Contributions for water, sewer and stormwater services are collected under Section 64 of the *Local Government Act 1993*. To levy contributions Council's must prepare Development Servicing Plans which comply with the relevant legislative provisions and technical directions at their time of drafting. Council adopted a Development Servicing Plan (DSP) in 2005 which provides the basis for current day water and sewer contributions. DSP's are structured to ensure that developers make a reasonable contribution to meet additional demand on services and therefore the burden of such does not fall entirely on existing communities.

DSP's relate to a particular water or sewer supply scheme and are therefore unique in nature. It is very difficult to make any meaningful comparison to the contributions levied under one DSP to another and therefore from Council to Council. Indeed, contributions within a Council area can vary. For example, the Tamworth Regional Council 2017/18 water contribution for Tamworth City is \$4,880 compared to the water contribution of \$11,176 for the Hills Plain residential release area 5

kilometres north of the Tamworth CBD. Nevertheless, a comparison of Council water and sewer contributions across the region was provided in the initial residential land review report to Council and has been reproduced below:

2017/2018 Regional Water and Sewer Contributions

	<u>Water 1 ET</u>	<u>Sewer 1 ET</u>	<u>Total</u>
<i>Inverell</i>	\$11,655.00	\$3,780.00	\$15,435.00
<i>Armidale</i>	\$5,944.00	\$5,293.00	\$11,237.00
<i>Glen Innes</i>	\$2,951.00	\$3,096.00	\$6,047.00
<i>Gunnedah</i>	\$9,270.00	\$7,705.00	\$16,975.00
<i>Guyra</i>	\$8,777.00	\$3,115.00	\$11,892.00
<i>Gwydir</i>	\$2,000.00	\$2,000.00	\$4,000.00
<i>Moree</i>	\$7,072.00	\$4,965.00	\$12,037.00
<i>Narrabri</i>	\$3,675.00	\$5,544.00	\$9,219.00
<i>Tamworth</i>	\$4,880.00	\$2,033.00	\$6,913.00
<i>Tenterfield</i>	\$5,400.00	\$6,600.00	\$12,000.00

Given the legal status of a DSP Council should not deviate from the provisions included in the Plan without amending the DSP by undertaking a review and public exhibition. Any review of Council's existing DSP would be a costly and time consuming process that would need to comply with the new requirement of the NSW Department of Primary Industries – Water. The new requirement stipulates that an independent audit of the DSP and there is the very real possibility of a significant increase in contributions. Accordingly, should Council wish to subsidise the current water contribution this would need to be done by way of a donation in the equivalent amount from general fund.

Water Contribution Subsidy Model

Noting the constraints discussed above and previous commentary on this matter in the context of the residential land review, the following water contribution subsidy model is put forward for the further consideration of Council:

- 1) **A subsidy in the amount of \$2,325 per lot is offered on the water contribution for all new standard density residential lots created and offered to the market.** *(This subsidy would reduce the current contribution back to the \$9,330 base rate per lot adopted with the DSP in 2005 and first fully implemented in 2007/08. It would be intended to increase the subsidy by the CPI on the 1 July 2018 to continue levying the water contribution at the base rate of \$9,330).*
- 2) **The subsidy applies for the period of the 2018 calendar year.** *(This will provide Council with a reasonable period to evaluate the effectiveness of the measure. With no guarantee of the subsidy continuing it will also hopefully encourage developers to act sooner rather than later. It will also provide Council with the opportunity to fund the initiative over two financial years from the general fund).*
- 3) **The subsidy is capped at a maximum of 50 lots.** *(Whilst a modest decrease in water contribution is unlikely to significantly distort the market it is considered appropriate to place a cap on the number of lots that will be subsidised. The 50 lot cap was developed noting the average number of standard density lots created per annum (12.8) and the average*

number of dwellings constructed per annum (12.4) on standard density lots based over the last five year average. Again by placing a cap it is hoped this will encourage developers to act sooner rather than later. The cap would also provide Council with a degree of certainty regarding the maximum financial impact.)

- 4) **The subsidy only applies in the R1 General Residential Zone.** *(This will ensure the target market of new standard density residential lots is achieved. Residential Large Lot, Caretakers Residences on industrial lots and shop top housing etc would be excluded).*
- 5) **The subsidy not apply to multi-unit dwelling developments.** *(This style of development is actively occurring now and is essentially a form of infill development where existing larger residential lots are further subdivided to reflect the higher density development footprint. The intent of this model is to stimulate the creation of new freehold lots for the purpose of single dwelling construction).*
- 6) **The subsidy only applies for lot releases of 1 into 3 lots or greater.** *(This would generally favour new release areas over small scale infill development. The often reduced costs associated with infill development have resulted in this being the prominent form of standard density residential development in recent years. This approach would be aimed at bringing more balance to the market).*
- 7) **The subsidy only applies for lot releases that are considered Subdivision Certificate ready and have a marketing arrangement in place.** *(A Subdivision Certificate is only issued by Council when all works associated with the subdivision are completed and relevant contributions paid (or suitable arrangement in place). Hence, this condition would favour completed subdivisions as opposed to those marketed off the plan as they may face a risk of missing the subsidy prior to obtaining a Subdivision Certificate. The Subdivision Certificate combined with the requirement for a marketing arrangement would also avoid speculative opportunism).*

Nothing in the above model would prevent the General Manager from utilising their existing delegation to also defer the payment of contributions to the point of sale.

Conclusion

Significant conjecture exists as to the actual impact of Council's water contribution on the market forces relating to the supply and demand of residential land.

The contribution subsidy model put forward is considered a tangible step to stimulate the release of new standard density residential areas. Council acknowledged in their residential land review that this sector of the market currently has a limited range of choices available. However, there are also a broad range of other market factors outside of Council's control that will ultimately dictate what happens on the ground.

Should Council offer some form of water contribution subsidy this would be considered a proactive step by a number of stakeholders. Equally, as previously advised any form of market intervention by Council can have unintended consequences. The most significant in this case is likely to be equity issues associated with those who have previously paid full water contributions and are currently marketing their subdivision and/or units.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

Strategy: E.03 Protect, rehabilitate and manage all impacts on the built and natural environment.

Term Achievement: E.03.01 Industrial and residential estate areas designed constructed and maintained to deliver ecologically sustainable outcomes.

Operational Objective: E.03.01.01 To establish measures and processes to protect the built environment and safety of the residents of the Shire through both direct control and education.

POLICY IMPLICATIONS:

Nil.

CHIEF FINANCIAL OFFICERS COMMENT:

As indicated any subsidy offered on water contributions would need to be offset by a commensurate donation from the general fund. The model put forward could have a maximum financial impact of \$116,250 over two financial years (2017/18 & 2018/19).

The likely source of funding for this initiative would be Council's industry development fund with an associated budget of \$152K for 2017/18 and recurrent funding of \$100K per annum.

LEGAL IMPLICATIONS:

Council has a legal obligation to ensure it observes the provisions of its Development Servicing Plan when levying contributions under Section 64 of the *Local Government Act 1993*.

RECOMMENDATION:

A matter for Council.

ITEM NO:	7.	FILE NO: S4.11.21
DESTINATION 1:	A recognised leader in a broader context	R
SUBJECT:	OFFICE OF LOCAL GOVERNMENT - INTERNAL AUDIT GUIDELINES	
PREPARED BY:	Paul Henry, General Manager	

SUMMARY:

The Office of Local Government (OLG) has requested that Council reconsider the 'Internal Audit Guidelines' issued in 2010, which sets out what is considered 'good practice' for delivering an internal audit function. Council is requested to authorise a review of the Charter for Council's Audit and Risk Committee.

COMMENTARY:

In response to approaches made to the Office of Local Government (OLG) regarding the membership of Council's Audit and Risk Committee, correspondence on this issue has been received from the Office of Local Government.

A copy of the correspondence from and to the OLG has been provided to Councillors separately.

The Office states that after reviewing Council's documentation, it is of the view Council has an intention to provide an internal audit function and that the role undertaken by Council's Audit and Risk Committee is exercising that internal audit function.

OLG requests that Council demonstrate that it has considered its 'Internal Audit Guidelines' in order to achieve 'good practice' in respect of the internal audit function. The key features of the Guidelines are:

- Establish an audit committee, with a majority of members who are external (independent) to council;
- The Mayor and General Manager are not to be members of the audit committee;
- Set up an independent reporting structure for internal audit (i.e. report functionally to the audit committee and administratively to the General Manager) and define its functions and responsibilities with an internal audit charter;
- Adopt and comply with professional internal auditing standards;
- Establish and communicate a clear internal audit vision and strategy;
- Demonstrate the value of internal audit;
- Understand council, management and community stakeholder needs;
- Focus on risk;
- Review internal controls;
- Educate management on risks and controls; and
- Continuously improve the quality of internal audit services.

Background

In 2007, a "Promoting Better Practice" team from the Department of Local Government visited Inverell Shire Council as part of a state wide project to assist Councils in achieving "best practice" in its various functions. One recommendation made by the "Promoting Better Practice" team was that Council examine the costs and benefits of establishing an internal audit function.

Since that time Council has demonstrated an intention to establish an internal audit function in Council, and commenced the "journey" towards "best practice" by:

- a) In 2011, utilising the Manager of Corporate Development (a Certified Practising Accountant) to undertake internal audits;
- b) In 2012, establishing an Audit and Risk Committee. A copy of the charter of this Committee is attached as Appendix 2 (D23 - D29),
- c) In 2012, extending the terms of reference of Council's external auditor to carry out some internal audit function;
- d) In December, 2012 having an Internal Audit Plan prepared that identified 24 risk areas for Council to consider; and
- e) In 2016 engaging Forsyth's to review one of the risk areas highlighted in the Internal Audit Plan.

At each step, Councillors and staff have been mindful of the costs of undertaking the internal audit function, as the internal audit review referred to in e) above cost \$8K to examine the electronic document system. Also on a number of occasions Council has considered the guidelines issued by the Office of Local Government in order to inform itself of suggested "best practice" – the most recent time being October 2015.

Suggested Response

While the guidelines issued by the Office of Local Government are guidelines and not regulations, previous Council has demonstrated an intent to implement an internal audit function and to progressively work towards "best practice" in delivering this function while being cognisant of the cost implications. Therefore a review of the existing Charter of the Audit and Risk Committee by the current Council is appropriate.

This review is particularly relevant given that in August, 2016 the Government had the *Local Government amendment (Governance and Planning) Act 2016* No 38 pass parliament. This amendment, amongst other things, proposes to introduce a new section 428A and 428B that states:

Part 4A Internal audit

428A Audit, Risk and Improvement Committee

- (1) A council must appoint an Audit, Risk and Improvement Committee.
- (2) The Committee must keep under review the following aspects of the council's operations:
 - (a) compliance,
 - (b) risk management,
 - (c) fraud control,
 - (d) financial management,
 - (e) governance,
 - (f) implementation of the strategic plan, delivery program and strategies,
 - (g) service reviews,
 - (h) collection of performance measurement data by the council,
 - (i) any other matters prescribed by the regulations.
- (3) The Committee is also to provide information to the council for the purpose of improving the council's performance of its functions.

428B Joint internal audit arrangements

A council may enter into an arrangement with another council, or a body prescribed by the regulations for the purposes of this section, to jointly appoint an Audit, Risk and Improvement Committee to exercise functions for more than one council or body.

While these amendments have not come into force, as a proclamation date for their commencement hasn't been issued, the amendments give clear indication that the establishment of Audit, Risk and Improvement Committees will be mandatory in the future. It can only be assumed that as part of the process of implementing the amendments that the "Internal Audit Guidelines" will become a Regulation – requiring strict observance with its provisions.

It should also be noted that the NSW Auditor General is encouraging Councils to establish an independent internal audit committee. This body will supplement this activity by performing service audits of Councils.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

Strategy: R.07 Council is recognised for and distinguished by its management, innovation and customer service.

Term Achievement: R.07.01 Council's operating culture is flexible, efficient, integrated and aligned to Council's strategic objectives and program delivery.

Operational Objective: R.07.01.01 Implement a structured program of continuous improvement, based on identifying and adopting leading practice, across the organisation.

POLICY IMPLICATIONS:

Nil.

CHIEF FINANCIAL OFFICERS COMMENT:

Nil.

LEGAL IMPLICATIONS:

Nil.

RECOMMENDATION:

- i. That a report be prepared for consideration by Council on the alignment of the Audit and Risk Charter with the Office of Local Government "Internal Audit Guidelines".*
- ii. That this report examine if cost efficiencies are possible by having an independent chair and internal audits conducted in concert with other Councils in the region.*

APPENDIX 2

MANAGEMENT POLICY:	Audit and Risk Committee Charter
Ref:	

Contact Officer	Director Corporate and Economic Services
Approval Date	15 May 2012
Approval Authority	Audit & Risk Committee
Reviewed	April 2013, September 2015
Amended	24 June 2015, 28 October 2015 (Res 97/15)
Date of Next Review	September 2018

1 Policy statement

This Charter governs the operations of the Inverell Shire Council Audit and Risk Committee.

2 Objective

The primary objective of the Audit and Risk Committee (an Operational Committee) is to assist the General Manager and advise Council in fulfilling its responsibilities to the Office of Local Government and its Community on matters relating to:

- Audit Function and Processes;
- Risk Function and Processes;
- Financial Management; and
- Financial Compliance.

3 Responsibilities

While Council retains the ultimate responsibility for the financial performance and governance of Inverell Shire Council, the Committee will assist the General Manager in the fulfilment of Council's statutory finance and governance roles by undertaking the following duties;

A) Audit

- Review and recommend for adoption, the Internal Audit Charter and Plan;
- Monitor and review Council's adherence to the Local Government Act, Local Government General Regulation and associated legislation; and
- Review the findings, and ensure the implementation of recommendations from, Council's External Auditor as noted in their Audit Reports and Audit Management Letters;

B) Risk

- Review and assist Council consider its Risk Profile and appropriate responses;
- Review Council's Workers Compensation Performance Reports and Audits as provided by Statecover Mutual Ltd, ensure all mandatory reporting requirements are adhered to and corrective actions implemented;



- Review Council's Public Liability Performance Reports and Audits as provided by Statewide Mutual Ltd, ensure all mandatory reporting requirements are adhered to and corrective actions implemented;

C) Financial Management

- Review and assist in the development of Council Policies including but not limited to the Strategic Plan, Delivery Plan and Operational Plan;
- Monitor and Review Council's Quarterly Budget Reviews and associated Financial Reports;
- Monitor and Review Council's Investment Portfolios;
- Monitor and Review Council's Loan Portfolio;
- Monitor and Review Council's Asset Condition Ratings;
- Monitor and Review Council's Plant Fleet Utilisation and Performance;
- Monitor and Review Council's Stores and Materials Stocktakes procedures and findings; and
- Recommend the Appointment of Council's Banker.

D) Financial Compliance

- Monitor and Review Council's adherence to legislative reporting requirements, including but not limited to:
 - i) Quarterly Operational Plan Review;
 - ii) Pensioner Rebate Claims;
 - iii) Annual Notional Yield Rating Return;
- Recommend the Appointment of Council's External Auditor;

E) General

- Perform other activities related to this Charter as required by the Division of Local Government.

4 Membership

- The Committee will comprise the Mayor, the Chairperson of the Economic and Community Sustainability Committee, the Chairperson of the Civil and Environmental Services Committee and one other Councillor who is nominated by the Mayor;
- The Chairperson shall be the Mayor or their nominee;
- Council's Auditor may be invited to attend Committee Meetings; and
- From September 2016, an independent member will be appointed to the Committee. The independent member will be required to hold recognised Accounting Qualifications.

The General Manager or their nominee (the Director Corporate and Economic Services) will attend meetings of the Committee for the purposes of providing monitoring reports, reporting on audits performed on Council's operations, providing compliance reports on financial matters and on any other matter or information that is required.

5 Meetings

- The Committee will meet bi-monthly. Meetings may be called by the Chairperson;



- A quorum for meetings will be two (2) Committee Members;
- All decisions of the Committee will be determined on the basis of a majority vote of members. In the event of an equality of votes the Chairperson will have the casting vote; and
- A Council Officer shall be the Servicing Officer for the Committee.

6 Reporting

The Committee will:

- Record proceedings of each meeting; and
- Report through the General Manager any relevant matters or recommendations to Council for its consideration.

7 Review

The Committee will at least once a year, review the Audit and Risk Committee Charter.

8 Related Documents

- Fraud Control Policy

9 Version History

Version 1 - Adopted 15 May, 2012
Version 2 – Adopted 16 April, 2013
Version 3 – Amended 24 June, 2015
Version 4 – 28 October 2015 (Res 97/15)



Risk Area	Internal Audit Review	Internal audit review objective	Type of internal audit review	Assessed Risk
1	Purchasing, procurements and payments DCS	To review the processes and procedures of purchasing and payments to ensure that they are efficient and adequate for the prevention of fraud.	Control framework Assessment	High
2	Review of Plant Management and utilisation DCS	Review the management and utilisation of Council's plant.	Performance review/audit	High
3	IT control environment MIS	To review the controls over IT security.	IT systems review	High
4	Review of the payroll processes and procedures MFS	To review the processes and procedures over payroll to ensure that they are adequate to for the prevention of fraud.	Control framework assessment	High
5	Risk Management Systems EMCCS	Review of the adequacy of Council's risk management processes.	Control framework assessment	High
6	Review of complaints handling procedures GM	Review the processes and procedures for recording and managing complaints within Council.	Compliance audit	High
7	Review of records Management MIS	Review of Council's records management policy and processes to ensure that they are adequate to comply with relevant legislation.	Control framework assessment	High
8	TRIM Usage MIS	To review records capture into TRIM and reasons for records being held in other systems or hard copy. Assess staff TRIM usage habits and monitoring controls.	Performance review/audit	High
9	IT DRP and BCP review MIS/EMCCS	Review the adequacy of IT DRP and BCP plans and arrangements to ensure that Council's operations are minimally interrupted as a result of an event.	IT systems review	High
10	Review of receipting Processes MFS	To review the processes and procedures of receipting to ensure that they are adequate to for the prevention of fraud.	Control framework assessment	Medium



Risk Area	Internal Review	Audit	Internal audit review objective	Type of internal audit review	Assessed Risk
11	Workplace, Health and Safety (WHS) EMCCS		Review of the compliance with Council's WHS policies and procedures for outdoor staff.	Compliance audit	High
12	Review of IPR modelling, linkages, assumptions and source data. DCS		To review of the adequacy of the IPR modelling, linkages, assumptions and source data.	Control framework assessment	Medium
13	Review of Asset Management DCS		To review the completeness and accuracy of data collected on Council's infrastructure and the effective utilisation of GIS and the asset management system.	Control framework assessment	High
14	Staff Performance Management GM		Review the adequacy of the processes and procedures. Consider sources of performance data, form design, interview process, outcomes and verifying consistent judgement of results.	Performance review/audit	Medium
15	Best practise review of financial reporting to Council DCS		Review the adequacy and accuracy of the information provided to Council.	Performance review/audit	High
16	Project management review DCS		To review a major infrastructure upgrade project and ensure that the project has been adequately managed and to identify issues that will provide continual improvement for future Council projects.	Performance review/audit	High
17	Contract management Review DCS		Review of the adequacy of Council's management of critical/ major contracts.	Performance review/audit	High
18	Development Application Process DCES		Review of the development application processes and procedures to ensure that these align with Council's guidelines.	Compliance audit	Medium



Risk Area	Internal Audit Review	Internal audit review objective	Type of internal audit review	Assessed Risk
19	Review of media Management GM	To review the adequacy of Council's processes and procedures to manage media exposure.	Control framework assessment	Medium
20	Website Management MIS/MIPR	To review the management and operation of Council's website to ensure that it is up to date and contains correct information.	Control framework assessment	Medium
21	Review of the adequacy of HR policy and procedures GM	To review the adequacy of the HR policy and procedures.	Compliance audit	Medium
22	Payroll Services Bureau MFS	To review the adequacy of Councils Payroll processes and procedures for services provided to Connections and Linking Together Centre.	Performance review/audit	Medium
23	Review of Visitor Information Centre EMCCS	To review the adequacy of the Visitor Information Centre processes and procedures, especially stock.	Performance review/audit	Medium
24	Store Processing and physical control MFS	Review the controls and procedures over Council's stores.	Compliance audit	Medium



INVERELL SHIRE COUNCIL – INTERNAL AUDIT RISK MATRIX

Likelihood	Consequences				
	Insignificant (minor problem easily handled by normal day to day processes)	Minor (Some disruption possible eg damage equal to \$100K)	Moderate (Significant time/resources required eg damage equal to \$0.5M)	Major (Operations severely damaged eg damage equal to \$1M)	Catastrophic (business survival is at risk, eg damage equal to \$10M)
Almost certain (eg > 90% chance)	HIGH	HIGH	EXTREME	EXTREME	EXTREME
Likely (eg between 50% and 90% chance)	MODERATE	HIGH	HIGH	EXTREME	EXTREME
Moderate (eg between 10% and 50% chance)	LOW	MODERATE	HIGH	EXTREME	EXTREME
Unlikely (eg between 3% and 10% chance)	LOW	LOW	MODERATE	HIGH	EXTREME
Rare (eg < 3% chance)	LOW	LOW	MODERATE	HIGH	HIGH

TO ORDINARY MEETING OF COUNCIL 22/11/2017

ITEM NO:	1.	FILE NO: S15.8.75
DESTINATION 2:	A community that is healthy, educated and sustainable	C
SUBJECT:	WATER SAFETY LEARN TO SWIM CLASSES	
PREPARED BY:	Fiona Adams, Manager Integrated Planning and Reporting	

SUMMARY:

Earlier this year, Council lodged a joint funding application with BEST Employment to offer learn to swim classes for high risk population groups, including Indigenous residents. The project has been awarded funding from the NSW Government's Water Safety Grants Programme, which will see learn to swim classes offered at both Inverell and Ashford Pools during 2018.

COMMENTARY:

Together with BEST Employment, Council will provide a series of free 8-week swim-safe sessions, delivered by AUSTSWIM certified instructors for parents / carers and their child. The program will commence in January, 2018 and build water safety skills and confidence among children aged under 6 years.

The project responds to the NSW Drowning Report which lists Indigenous, culturally diverse, socially disadvantaged and regional residents as high risk population groups.

Sessions will be delivered during school terms, with the exclusion of winter. The program will work with community organisations to reach participants experiencing financial hardship and also engage Indigenous and culturally diverse residents. The project includes an accredited CPR training session for 64 parents / carers; free transport between Tingha, South Inverell and Inverell Pool; and swim-safe resource packs for all participants.

ITEM NO:	2.	FILE NO: S4.13.2
DESTINATION 1:	A recognised leader in a broader context	R
SUBJECT:	STRATEGIC TASKS – 'SIGN OFF' – NOVEMBER 2017	
PREPARED BY:	Paul Henry, General Manager	

SUMMARY:

A part of a successful governance program is a need for administration to indicate to the policy makers that the requirements of the legislation, under which the organisation operates, has been provided. As a result, this information report provides Councillors with a statement of assurance from the General Manager that in accordance with the *Local Government Act, 1993*; the tasks have been complied with.

COMMENTARY:

The October, 2017 tasks required to be undertaken are detailed below. Any of these tasks may be added to as Council becomes familiar with this new initiative.

Date	Compliance Requirement	Achieved/Not Achieved	Comments
2 October, 2017	Closing date for Pensioner Concession Claims	Achieved	Lodged
17 October, 2017	Request for extension to lodge financial statements to be submitted in writing to OLG.	N/A	Not required
30 October, 2017	Annual Report of obligations under the Public Interest Disclosures 1994 to the Minister and the Ombudsman (s.31).	Achieved	Report submitted
30 October, 2017	Annual Report of obligations under the Government Information (Public Access) Act 2009 to the Minister and the Information Commissioner (s.125).	Achieved	Report submitted
31 October, 2017	Second quarter rates instalment notice to be sent (s.562)	Achieved	Posted 23 October, 2017
31 October, 2017	Lodgement of ALGA's National Local Road Data System Return (Grants Commission)	Achieved	Lodged 6 November, 2017
31 October, 2017	Audited Financial Statements & FDR to be lodged with OLG (s.417(5)).	Achieved	Lodged

I confirm that the performance criteria as set out in the criteria for scheduled tasks have been met for the month of October, 2017. I confirm the accuracy and completeness of the information provided above, in that to the best of my knowledge and understanding, all material information has been herein disclosed.

P J HENRY PSM

GENERAL MANAGER

ITEM NO:	3.	FILE NO: S13.5.5/10
DESTINATION 1:	A recognised leader in a broader context	R
SUBJECT:	QUESTIONS WITHOUT NOTICE – NOVEMBER 2017	
PREPARED BY:	Julie Nicholson, Corporate Support Office - Publishing	

SUMMARY:

The following details the Questions without Notice items raised at the Ordinary Meeting held 25 October, 2017.

Council is requested to note the actions taken to date.

COMMENTARY:

BP/REF: ITEM NO:	SUBJECT and FILE REFERENCE:	COMMENTS:
QWN/ORD 26 /17 Cr Baker	<u>Events</u> <u>S8.12.3/10</u> Cr Baker asked if there is a procedure in place for Tourism Inverell to actively encourage events which are occurring in nearby centres to also perform in Inverell.	Tourism Inverell is constantly communicating with show promoters in order to attract touring shows to Inverell. They also have a partnership with Sports Marketing Australia who source sporting events to be placed in Inverell. This year alone, three (3) events have been held in Inverell as a direct result of these efforts. It should be noted that most of the travelling shows require a guarantee on an appearance fee and Council would need to be aware of budget allocation should the need arise.

ITEM NO:	4.	FILE NO: S7.2.4/10
DESTINATION 3:	An environment that is protected and sustained.	E
SUBJECT:	CONSTRUCTION CERTIFICATES APPROVED FOR OCTOBER 2017	
PREPARED BY:	Christy Galbraith, Administration Officer	

SUMMARY:

The following details the Construction Certificates approved by Council for October 2017.

INFORMATION:

<u>Construction Certificate Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CC-83/2017	Mr Clint William Halloran and Mrs Simonette Lacy Halloran	301 Auburn Vale Road, Inverell 2360	Install swimming pool	33,000

<u>Construction Certificate Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CC-84/2017	Mr Robert William Kimmence	4 Tullochard East Road, Inverell 2360	Additions to dwelling	150,000
CC-85/2017	Mr Richard Anthony Adams and Mrs Jodie Lee Adams	Tullochard East Road, Inverell 2360	Earthworks	1,000
CC-90/2017	Danbuilt Pty Ltd	16 Talbragar Close, Inverell 2360	New dwelling, shed & septic	344,100
CC-91/2017	Mr Raymond George Mozzell and Ms Emma Louise Mozzell	9 McBrides Lane, Inverell 2360	Earthworks	NIL
CC-92/2017	Mr Digby Charles McNeil	67 Vivian Street, Inverell 2360	Repairs and restoration of Egan House	85,000
CC-93/2017	Mr Ronald Leigh Alexander and Mrs Vanessa Jane Alexander	18 Sunnyside Place, Inverell 2360	Construct new shed	5,987
Monthly estimated value of Approvals: October 2017			7	619,087

SUMMARY:

The following details the Amended Construction Certificates approved by Council for October 2017.

INFORMATION:

Nil

SUMMARY:

The following details the Construction Certificates approved by Private Certifier for October 2017.

INFORMATION:

<u>Construction Certificate Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CC-101/2017	Mr David John Martel	11 Hindmarsh Street, Inverell 2360	Alterations/Additions to Dwelling	24,850
CC-110/2017	New England North West Planning Services	Mount Russell Road, Little Plain 2360	Rural Industry Building	120,000
Monthly estimated value of Approvals: October 2017			2	144,850

AMENDED CONSTRUCTION CERTIFICATES

SUMMARY:

The following details the Amended Construction Certificates approved by Private Certifier for October 2017.

INFORMATION:

Nil

ITEM NO:	5.	FILE NO: S7.2.4/10
DESTINATION 3:	An environment that is protected and sustained.	E
SUBJECT:	COMPLYING DEVELOPMENT CERTIFICATES APPROVED DURING OCTOBER 2017	
PREPARED BY:	Christy Galbraith, Administration Officer	

SUMMARY:

The following details the Complying Development Certificates approved by Council during October 2017.

INFORMATION:

<u>Complying Development Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CD-54/2017	Mr David John Walls	56 Froude Street, Inverell 2360	New swimming pool	15,000
CD-58/2017	Mr Michael Scott Germany	468 Old Bundarra Road, Inverell 2360	Shed	20,000
CD-59/2017	Mr Brett James Rose	15318 Guyra Road, Gilgai 2360	Garage	11,500
Monthly estimated value of Approvals: October 2017			3	46,500

AMENDED COMPLYING DEVELOPMENT CERTIFICATES

SUMMARY:

The following details the Amended Complying Development Certificates approved by Council for October 2017.

INFORMATION:

<u>Complying Development Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CD-82/2009/A	Mr John Buchan	54 Fullers Lane, Inverell 2360	New Dwelling and Shed	51,800
Monthly estimated value of Approvals: October 2017			1	51,800

SUMMARY:

The following details the Complying Development Certificates approved by Private Certifier for October 2017.

INFORMATION:

Nil

SUMMARY:

The following details the Amended Complying Development Certificates approved by Private Certifier for October 2017.

INFORMATION:

Nil

ITEM NO:	6.	FILE NO: S7.2.4/10
DESTINATION 3:	An environment that is protected and sustained.	E
SUBJECT:	SUMMARY OF BUILDING CONSTRUCTION FOR OCTOBER 2017	
PREPARED BY:	Christy Galbraith, Administration Officer	

SUMMARY:

The following report summarises the Building Construction for the Inverell Shire in October 2017.

INFORMATION:**Total Building Construction for Inverell Shire for October 2017:**

Type of Consent	Number	<u>\$ Amount</u>
Construction Certificates – Council Approved	7	619,087
Construction Certificates – Private Certifier	2	144,850
Complying Development – Council Approved	4	98,300

Complying Development – Private Certifier	0	NIL
Totals	13	862,237

Estimated Value of Approvals issued in the financial ytd in:	2017/2018 (56)	\$6,971,927
	2016/2017 (78)	\$8,876,542

ITEM NO:	7.	FILE NO: S18.10.2/10
DESTINATION 3:	An environment that is protected and sustained	E
SUBJECT:	DEVELOPMENT CONSENTS AND REFUSALS DURING OCTOBER 2017	
PREPARED BY:	Christy Galbraith, Administration Officer	

SUMMARY:

The following details the Development Consents and Refusals during October 2017.

INFORMATION:

APPROVALS

Development Application Number	Applicant	Property	Development	\$ Amount
DA-87/2017	R.A. Peasley Consulting Surveyor	427 Old Bundarra Road Inverell 2360	One (1) into Three (3) Lot Subdivision	NIL
DA-95/2017	Inverell Community Garden	Corner of Swanbrook Road and Ross Street, Inverell 2360	Community Facility	NIL
DA-99/2017	Mr Mark Stephen Atack	6E Brewery Street, Inverell 2360	1. Dual Occupancy (Detached) - Construct Granny Flat 2. Alterations/Additions to Existing Dwelling 3. Swimming Pool	95,000
DA-102/2017	Mr Raymond George Mozzell and Ms Emma Louise Mozzell	9 McBrides Lane, Inverell 2360	Earthworks	5,000
DA-103/2017	Mrs Pamela Mary Vincent	14-16 Cloonan Terrace, Inverell 2360	Retaining Wall	13,850
DA-104/2017	Mr Clint William Halloran and Mrs	301 Auburn Vale	Install swimming pool	33,000

	Simonette Lacy Halloran	Road, Inverell 2360		
DA-105/2017	Mr Robert William Kimmince	4 Tullochard East Road, Inverell 2360	Additions to dwelling	150,000
DA-106/2017	Mr Richard Anthony Adams and Mrs Jodie Lee Adams	Tullochard East Road, Inverell 2360	Earthworks	1,000
DA-109/2017	Ghd Pty Ltd	141 Otho Street, Inverell 2360	Demolition of Above Ground Structures	39,000
DA-111/2017	Wsp Australia Pty Limited	55 – 59 Ring Street, Inverell 2360	Demolition of Site Infrastructure	150,000
DA-113/2017	Danbuilt Pty Ltd	16 Talbragar Close, Inverell 2360	New Dwelling, Shed & Septic	344,100
DA-114/2017	Mr Brett Anthony Tome	315 Ashford Road, Inverell 2360	Dwelling and Shed	265,000
DA-116/2017	Mr Digby Charles McNeil	67 Vivian Street, Inverell 2360	Repairs and Restoration of Egan House	85,000
DA-117/2017	Mr Ronald Leigh Alexander and Mrs Vanessa Jane Alexander	18 Sunnyside Place, Inverell 2360	Construct new shed	5,987
DA-124/2017	Mr Peter James Lauder Williams and Ms Joanne Narelle Williams	475 Yetman Road, Inverell 2360	Shed	10,000
Monthly estimated value of Approvals: October 2017			15	1,196,937

DEVELOPMENT AMENDMENTS

Nil

REFUSALS

Nil

ITEM NO:	8.	FILE NO: S29.19.1
DESTINATION 3:	An environment that is protected and sustained	E
SUBJECT:	SEPTIC TANK APPROVALS FOR OCTOBER 2017	
PREPARED BY:	Christy Galbraith, Administration Officer	

SUMMARY:

The following details the Septic Tank approvals for October 2017.

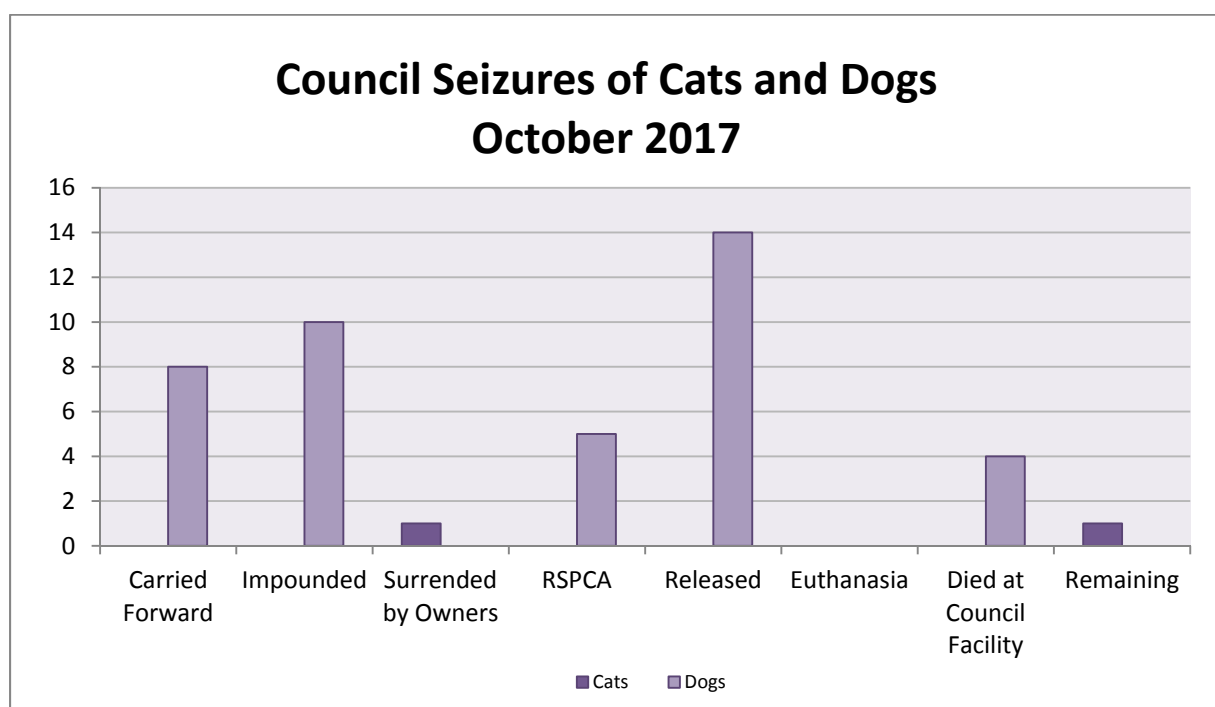
INFORMATION:

Application Number	Applicant	Property
S-38/2017	Mr Anthony David Roulstone	547 Old Bundarra Road, Inverell 2360

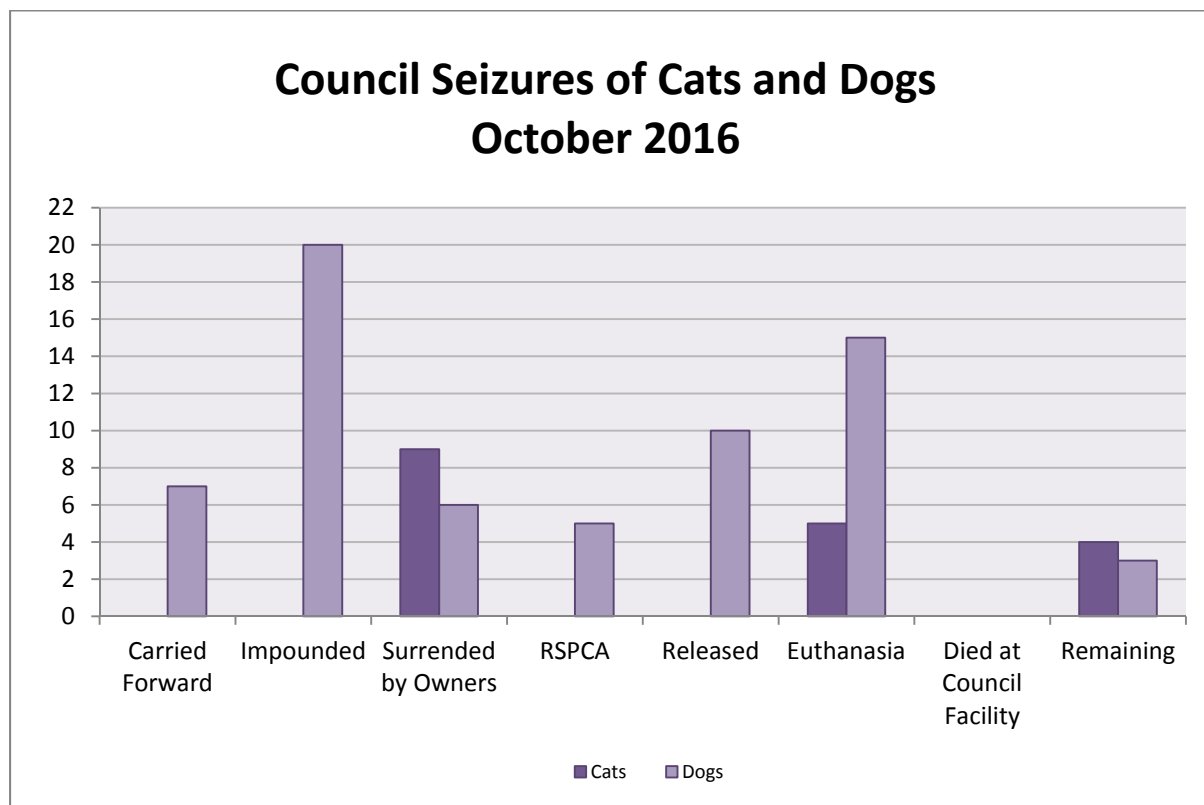
ITEM NO:	9.	FILE NO: S18.10.1
DESTINATION 3:	An environment that is protected and sustained	E
SUBJECT:	ORDINANCE ACTIVITIES REPORT FOR OCTOBER 2017	
PREPARED BY:	Christy Galbraith, Administration Officer	

SUMMARY:

The following details the number of various Ordinance activities carried out during October 2017, in comparison to the same month in 2016.

INFORMATION:**COMPLIANCE****Inverell Shire Council Pound Monthly Report October 2017**

Inverell Shire Council Pound Monthly Report October 2016



RECOMMENDATION:

That the items contained in the Information Reports to the Ordinary Meeting of Council held on Wednesday, 22 November, 2017, be received and noted.