

INVERELL SHIRE COUNCIL

NOTICE OF MEETING

ECONOMIC & COMMUNITY SUSTAINABILITY COMMITTEE

7 September, 2017

An Economic & Community Sustainability Committee Meeting will be held in the Committee Room, Administrative Centre, 144 Otho Street, Inverell on Wednesday, 13 September, 2017, commencing at 10.30am.

Your attendance at this Economic & Community Sustainability Committee Meeting 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 BUSINESS ARISING FROM PREVIOUS MINUTES
SECTION B	ADVOCACY REPORTS
SECTION C	COMMITTEE REPORTS
SECTION D	DESTINATION REPORTS
SECTION E	INFORMATION REPORTS
SECTION F	GENERAL BUSINESS
SECTION H	GOVERNANCE REPORTS
SECTION G	CONFIDENTIAL MATTERS (COMMITTEE-OF-THE-WHOLE)

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.



MINUTES OF THE ECONOMIC & COMMUNITY SUSTAINABILITY COMMITTEE
MEETING HELD IN THE COMMITTEE ROOM, INVERELL SHIRE COUNCIL, 144
OTHO STREET, INVERELL ON WEDNESDAY, 9 AUGUST, 2017, COMMENCING
AT 11.00AM.

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

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

Ken Beddie (Director Corporate and Economic Services) and Brett
McInnes (Acting General Manager).

SECTION A

APOLOGIES:

There were no apologies received.

1. CONFIRMATION OF MINUTES

*RESOLVED (King/Michael) that the Minutes of the Economic and Community
Sustainability Committee Meeting held on 12 July, 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 Watts White Ribbon Committee

Cr Watts briefed the Committee on her ongoing involvement with the
White Ribbon Committee.

SECTION D
DESTINATION REPORTS

CSOP-A 1. EXPIRING LICENCE AGREEMENT – STEVE ARENTZ S5.10.136

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

- i) Council renew the agreement with Steven Arentz for Part Unformed Road
Adjoining Lot 4, DP 1093451, Rifle Range Road, Inverell;*
- ii) The Licence agreement be for a two (2) year period;*
- iii) The Licence fee be \$95.50 per annum (GST Inclusive) with a 3% increase per
annum; and*
- iv) The Licence Agreement be subject to any other terms and conditions as
negotiated by Council's General Manager.*

SECTION E
INFORMATION REPORTS

1. RATING STRUCTURE AND CALCULATIONS S12.13.1

RESOLVED (Harmon/King) that the items contained in the Information Reports to the Economic & Community Sustainability Committee Meeting held on Wednesday, 9 August, 2017, be received and noted.

SECTION F
QUESTIONS WITHOUT NOTICE

DCS-A Cr Peters Council Investments S12.12.5/10

Cr Peters requested that an updated report in relation to the quantum and distribution of Council Investments be provided to the next meeting.

The DCS advised this would be prepared following the 2016/17 Audit.

SECTION H
GOVERNANCE REPORTS

MFS-N 1. GOVERNANCE - MONTHLY INVESTMENT REPORT S12.12.2/10

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

There being no further business, the meeting closed at 11.31am.

CR J A WATTS

CHAIRPERSON

ECONOMIC & COMMUNITY SUSTAINABILITY COMMITTEE MEETING

Wednesday, 13 September, 2017

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TO ECONOMIC & COMMUNITY SUSTAINABILITY COMMITTEE MEETING 13/09/2017

ITEM NO:	1.	FILE NO: S3.6.1/10
DESTINATION 2:	A community that is healthy, educated and sustainable	C
SUBJECT:	INVERELL DISTRICT FAMILY HISTORY GROUP PROPOSAL – PROGRESS REPORT	
PREPARED BY:	Sonya Lange Manager Library Services	

SUMMARY:

In March, 2017 the Inverell Shire Council resolved to provide 'in principle' support to the Inverell District Family History Group (IDFHG) proposal to establish a base of operations with the Inverell Shire Public Library. A Sunset Committee was established, and has drafted a Memorandum of Understanding with the Group, developed a plan for necessary works within the Library and determined costing estimates.

COMMENTARY:

The Sunset Committee, comprising Cr Di Baker, Ken Beddie, Stephen Golding and Sonya Lange, met with IDFHG President Kathy McLeod to discuss a range of matters relating to the proposal, and develop a draft MOU. The attached draft MOU (D3-D9) encompasses both legal and operational matters, and provides for the preservation and protection of the IDFHG collection of resources. Each party's obligations and financial responsibilities are outlined. The provisions of the draft MOU are acceptable to both parties, pending the approval of this committee.

Draft design plans that include the accommodation of the IDFHG operational setup and the existing services provided by the Library have been developed. The plans call for the extension of the existing internal Local History room and require the relocation of public computing and casual seating areas. These changes can be accommodated with nominal impacts on the remaining amount of collection and public access space. All modifications are planned with materials consistent with the existing palette.

The costings for the modifications have been quoted at \$25K. It is envisaged that operational impacts of the modifications to accommodate the proposal will require the Library to be closed for one business day, as these modifications will be in the public area which will be deemed as a worksite.

The Sunset Committee commends the draft MOU, the plans and associated costing's to the Economic and Community Sustainability Committee for endorsement.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

Strategy: C.07 Provide local opportunities for recreation, cultural and social activities.

Term Achievement: C.07.01 Council has locally focused cultural programs and initiatives that facilitate forums, networks and training opportunities that are conducive to strengthening relationships between tourism, arts, heritage, sports and recreational interests.

Operational Objective: C.07.01.01 To provide and assist community groups in the provision of recreational and cultural facilities and services for the enjoyment of all residents and visitors to the Shire

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Funding is available in the Buildings Internally Restricted Asset, and Library Local Projects Grant Funds will also be applied for.

LEGAL IMPLICATIONS:

Nil

RECOMMENDATION:

A matter for the Committee

MEMORANDUM OF UNDERSTANDING

Inverell Shire Council

And

Inverell District Family History Group Inc.

INVERELL SHIRE COUNCIL
(ABN 72 695 204 530)



Inverell District Family History Group Inc.

Established 1984

ABN 28 543 660 460

history on the macintyre

This document represents a Memorandum of Understanding between;

Inverell Shire Council
144 Otho Street
Inverell NSW 2360
ABN 72 695 204 530

and

Inverell District Family History Group Inc.
129-135 Otho Street
Inverell NSW 2360
ABN 28 543 660 460

Description of collaborating organisations

- Inverell Shire Council (ISC) is a local government organisation whose mission is to “*work with the community in providing and facilitating the provision of services that enhance the quality of life of all shire residents.*”
- The Inverell District Family History Group (IDFHG) was formed in 1984 by a small enthusiastic group of people keen to research local and family history. The Group now has an extensive collection of research material for use by both members and non-members.

Objectives and scope

The purpose of this agreement is to ensure the preservation and ongoing development of the Inverell District Family History Collection (IDFHC) for current community members and future generations.

The re-establishment of the IDFHG operations in the Inverell Shire Council premises and the transfer of IDFH resources will significantly contribute to the preservation of historical material, items and articles.

This reestablishment is based on the sustainability and protection of the Inverell District Family History materials, also known as the IDFHC and the ongoing research and service provisions that contribute to increasing the IDFHC.

Council will modify the Inverell Library building to accommodate the housing of the local history resources. IDFHG will assist in the management, maintenance and operations of the IDFHC and will provide input in an advisory capacity to ISC for the development of the IDFHC.

Inverell Shire Council will become the trustee of the IDFHG resources, inclusive of the IDFHC that will be preserved in the interest of the Community. Should the IDFHG choose to vacate the Library premise or terminate this MOU, the IDFHG will relinquish any rights or ownership of the IDFHG resources located at the Inverell Shire Council's Library and these resources will remain the property of Inverell Shire Council under this MOU agreement.

Whilst it is noted that under the NSW Local Government Act, Council is the custodian and trustee of public assets, these will not be deemed as public assets until the IDFHG Inc dissolves or is disbanded or relinquishes its rights under the MOU.

IDFHG's ability to raise revenue from the IDFHC will not be impeded by this MOU and the assets being co-located at the Inverell Shire Council Library. Under the NSW Library Act, Libraries are not prevented from determining the limitations, restrictions and conditions which may apply to the availability of any particular item of library material.

IDFHG will continue its fee for service charges for, but not limited to, family history research requests and historical information requests.

The nature of the collaboration

The parties commit to working cooperatively to ensure the sustainability of the IDFHC and related services in accordance with the terms of this MOU whilst:

- (a) building and maintaining a working relationship,
- (b) doing all things practicable in contributing to the expansion of the IDFHC, and
- (c) identifying future opportunities to work in partnership with improved public access and research services of the IDFHC.

Responsibilities

Inverell Shire Council Responsibilities:

- Providing secure office space,
- Providing electricity and internet access
- Provision of the integration of computer resources where feasible, and
- Provide storage for the Inverell History information (e.g. uncatalogued articles/items).

Inverell District Family History Group Inc. Responsibilities:

- Provide IDFGH services, time periods and days may vary, within the operating hours of the Library,
- Assist in the maintenance of the IDFHC,
- Provide financial contributions for the improvement of the IDFHC, and
- Provide input in an advisory capacity for current and future strategic direction of the resources.

The terms of the MOU

- This MOU commences when this agreement has been signed by the President of the Inverell District Family History Group Inc. and the Inverell Shire Council's General Manager.

Organisation and management of the MOU

Inverell Shire Council will manage the MOU that will be reviewed when required by the request of the parties named in this MOU.

All communications between Inverell Shire Council and IDFGH regarding this MOU will be between the nominated principal contacts as nominated herein.

Inverell Shire Council Contact

The principal contact for Inverell Shire Council is:

Name: Sonya Lange
Manage Library Services

Phone: (02) 6728 8135

Email: sonya.lange@inverell.nsw.gov.au

Inverell District Family History Group Inc. Contact

The principal contact for the IDFGH is:

Name: Kathy McLeod,
President

Phone:
Email:

Financial arrangements

The IDFHG will operate as per the IDFHG constitution section 13. Funds (refer appendix A) pertaining to the financial management of IDFHG.

Inverell Shire Council will provide the IDFHG with;

- An allocated office space rent free,
- Electricity and internet access at no cost,
- Information Technology support for the integrated computer related resources at the Library,
- Printing and photocopying equipment and consumables

This will be provided based on IDFHG's financial contributions to improving the IDFHG such as, but not limited to, digitalisation, software and the procurement of significant historic resources.

IDFHG will provide Council with financial reports upon Council's request allowing for transparency in achieving the collaborative objectives of the partnership.

Insurance

Each partner shall maintain its own public liability and workers compensation insurance. Inverell Shire Council will provide property and contents insurance for the resources housed at the Inverell Shire Council Library.

Communication and exchange of information

All communications, written, electronic and verbal are to be treated as commercial in confidence, and all parties acknowledge that all information in relation to this MOU shall be treated as commercial in confidence between them.

In the event that any commercial in confidence information is required to be disclosed to any other person then the party seeking to disclose the information will obtain Inverell Shire Council's written agreement before disclosure is made to any other person not involved in this project.

Marketing and publicity

All marketing and publicity in relation to this collaborative partnership and MOU are to be approved by Inverell Shire Council.

Logo, Corporate Image and Trademarks

No party may use the logo, corporate image or trademark of the other party, or make press releases or other public announcements unless agreed in writing by the parties for joint marketing, promotional or sponsorship purposes.

Intellectual Property Rights

Any intellectual property developed in the course of or for the purposes of this MOU remains the property of Inverell Shire Council.

Settlement of disputes

- (a) If any dispute arises at any time between ISC Library staff and IDFHG members as to any matter in connection with this MOU, then the matter will be dealt with by the General Manager of Inverell Shire Council and the President of the IDFHG.
- (b) Each Party must bear its own costs in respect of meetings (including attending such meetings) and of attending to matters arising from the meetings which would require their attention or action.

Review and Termination

This MOU will be reviewed as required to ensure it continues to meet the needs of both parties. Its terms may be varied by mutual agreement in response to changes in either party's requirement, legislative and policy changes, changes in business processes or other significant factors impacting on the performance of either party during the MOU.

The parties shall meet in a mutually convenient location when reasonably required when either party makes a written request to the other party to meet giving at least 14 days notice of the purpose, time and location for any intermediate meetings.

Either party may terminate this MOU by giving three (3) month's notice of termination in writing to the other party including the reason/s for the termination. The other party will be given opportunity to respond to the termination within four (4) weeks from the date of the notice.

It is noted should IDFHG terminate this MOU that they forgo any rights or ownership of the IDFHC and other related items.

General

The signing of this MOU does not transfer a liability in any form from one party to the other unless agreed between the parties. In the event that any of the objectives described in this MOU cannot be achieved, for any reason, temporarily or permanently, the affected party shall give written notice to the other party describing the actions taken to achieve the objective and the outcome. The parties shall determine between them the impact on the project and the steps to be taken by either party to ensure the completion of the project.

Operational matters

- IDFHG created 'Family files', 'clipping files' and 'research in progress' files shall be secured against unsupervised public access, to protect both the integrity of the items, and any personal or sensitive information they may contain. Where appropriate, such files should be converted to a shelf-ready format, and transferred to the public access collection, having due regard to protecting the personal information of individuals named therein, in accordance with the Privacy Act, 1988. All other materials in the collection shall be accessible without restriction to library staff and members of the public.
- IDFHG shall conduct meetings, training and other events during the normal hours of library operation, unless prior agreement is made with the Manager Library Services
- Members of the IDFGH shall have access to the meeting room kitchenette area, and other public facilities within the library. IDFGH are not permitted in the Inverell Library staff areas.

- Photocopying or printing provided to IDFHG and their clients as the product of research requests will be charged at the prevailing ISC rate, with such costs being remitted to the Library at a monthly interval. The IDFHG is responsible for tracking the quantity of copies, and recouping these costs from their clients in accordance with their existing practices.
- Members of the IDFHG who offer their services as volunteers in the Library shall undertake any required inductions and training as determined by ISC, and shall identify themselves as volunteers whilst acting in that capacity.
- ISC staff members shall have no capacity to collect monies on behalf of the IDFHG for provision of research services, and sales of publications.
- All resources in the IDFHC shall be processed, catalogued and arranged in accordance with prevailing Library standards. IDFHG members will be offered training in these processes, to enable their assistance in the maintenance of the IDFHC.
- ISC shall bear any costs associated with the processing, preservation and storage of the IDFHC; however, the IDFHG is invited to contribute materials and consumables where possible.
- IDFHG may recommend items for inclusion in the IDFHC, where such items meet the Inverell Shire Library Local History Collection Development Policy criteria, or will enhance the collection by supporting researchers in their activities. Responsibility for payment for items added to the collection shall be agreed on a case-by-case basis by the MLS and the President IDFHG.

Effective dates and signatures

INVERELL SHIRE COUNCIL

Signature and date

_____/_____/____

Name (print)

Mr Paul J Henry PSM

Position

General Manager

Witness

Name (print)

Position

Signature and date

_____/_____/____

INVERELL DISTRICT FAMILY HISTORY GROUP INC

Signature and date

_____/_____/____

Name (print)

Mrs Kathy McLeod

Position

President

Witness

Name (print)

Position

Signature and date

_____/_____/____

Signature and date

_____/_____/____

Name (print)

Judy Pischke

Position

Secretary

Witness

Name (print)

Position

Signature and date

_____/_____/____

Signature and date

_____/_____/____

Name (print)

Lorraine Watson

Position

Treasurer

Witness

Name (print)

Position

Signature and date

_____/_____/____

ITEM NO:	2.	FILE NO: 13.1.2
DESTINATION 5:	The communities are served by sustainable services and infrastructure	S
SUBJECT:	FIT FOR THE FUTURE ROADMAP – ACTION PLAN	
PREPARED BY:	Ken Beddie, Director Corporate and Economic Services	

SUMMARY:

Council's IPART approved Fit for the Future (FFF) Roadmap included a FFF Action Plan for the period to 30 June, 2020. Council's progress on implementing the Action Plan has been reviewed and details are included in Appendix 1 for the Committee's information.

COMMENTARY:

IPART NSW approved Council's FFF Roadmap in October, 2015. The Committee will be aware that Councils are required to meet the State Government's FFF Program Performance Benchmarks, to be sustainable in the short, medium and long term. As part of the FFF Roadmap each Council was required to prepare and implement a FFF Action Plan detailing what activities Council would be undertaking over the four (4) years to 30 June, 2020 to ensure it meets the FFF Program Performance Benchmarks by the 30 June, 2020 deadline.

A copy of Council's FFF Action Plan is attached as Appendix 1 (D13), including details of Council's progress in addressing each of the 11 identified Actions. A review of the Plan will show that Council has made strong progress in this matter.

Council remains on track to meeting all of the required FFF Program Performance Benchmarks by 30 June, 2020.

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.01.02 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:


A major requirement for Council meeting the FFF Program Benchmarks by the required 30 June, 2020 deadline was the gaining of the identified Special Rate Variation (SRV) to commence in 2017/2018. As the Committee will be aware Council was successful in gaining the full SRV.

LEGAL IMPLICATIONS:

NIL

RECOMMENDATION:*That the information be received and noted.*

Appendix 1

<div style="display: flex; justify-content: space-between; align-items: center;"> <div> FIT FOR THE FUTURE ROADMAP ACTION PLAN 2015/2016 to 2019/2020 </div>  </div>									
ITEM	ACTION	RESPONSIBLE OFFICER	COMMITTEE	ACTION DATE	PROJECT IMPLEMENTATION DATE	PROJECT FUNDING SOURCE	REQUIRED OUTCOME	COMMENTS	September, 2017 Review
FEES AND CHARGES	1. Review Fees and Charges to identify opportunities for further increases in own source revenue (Note: last review conducted February, 2015)	MFS	Economic and Sustainability Committee	February, 2016 and February, 2017	1 July, 2016 and 1 July, 2017	N/A	Minimum 2.5% increase in Own Source Revenue from Fees and Charges to at least match movement in Local Government Cost Index		Fees and Charges reviewed 2016 and 2017. Further reviews to be completed in the preparation of the Annual Operating Plans/Budgets.
	2. Investigate new Fees and Charges which may be implemented	MFS	Economic and Sustainability Committee	February, 2016 and February, 2017	1 July, 2016 and 1 July, 2017	N/A	1% increase in own source revenue over period to 2020		Fees and Charges reviewed 2016 and 2017. Further reviews to be completed in the preparation of the Annual Operating Plans/Budgets.
SOLAR ENERGY SYSTEMS	1. Investigate Solar Energy System for Inverell Emergency Operations Centre	EMCCS	Economic and Sustainability Committee	March, 2016	May, 2016 - July, 2016	Building Upgrade Internally Restricted Asset	50% reduction (\$6K p.a.) in Electricity Costs at the Centre	Current annual energy cost at the Centre is \$13K. 15KW System Cost at Works Depot \$19,794, Visitors Centre \$22,723. Have similar power requirements. Estimated Maximum Payback Period 3.5 years.	Under new SES Funding Model Council is only responsible for 11.3% of the Electricity Cost at the Centre. Grant Funding was subsequently applied for and secured to assist Council in installing a Solar Energy System at the Inverell Art Gallery (where Council pays the full cost) with an estimated 3 year payback period resulting in a similar Budget saving.
	2. Investigate Solar Energy System for Inverell Swimming Pool Complex	EMCCS	Economic and Sustainability Committee	April, 2016	May, 2016 - July, 2016	Inverell Pool Internally Restricted Asset	50% reduction in Electricity Costs at the Centre	Current annual energy cost at the Centre is \$60K. System to be installed on buildings not impacted by Redevelopment Project. Estimated Maximum Payback Period is 3.5 years. Council's current systems have payback periods ranging from 2.6 to 4.1 years.	An Infrastructure Audit of the facility has been conducted. Project to be part of Redevelopment Project.
GPS TRACKING DEVICES	1. Install GPS Tracking Devices in the remainder of Council's Plant Fleet	MIS	Economic and Sustainability Committee	July, 2015	October, 2015 to October, 2016	Plant Fleet Internally Restricted Asset. Funding will become available in 2015/2016 and 2016/2017	\$50K reduction in Plant Fleet Costs and improved operational efficiencies. Improved Plant Utilisation.	Installation of GPS devices commenced in 2015 with 22 devices installed in a range of Plant Items at a cost of \$50K including software and training. 2015/2016 Budget provides for the installation of 50 devices. Remainder to be rolled out in 2016/2017. Installations to be completed so as to not impact Council's Major Works Programs.	Installation of GPS Tracking Devices continues. The majority on Council's identified Plant will have the devices installed by 30 June, 2018.
SPECIAL RATE VARIATION	1. Review Breakup of Rate Categories and % of income received from each Rate Category	DCS	Economic and Sustainability Committee	October, 2015	October, 2015 to December, 2015	N/A	Rate Categories Reviewed and Breakup of % of income received from each Rate Category completed	The distribution of the Rate Burden has remained relatively constant over the last 30 years. The OLG Comparative Data Publication shows the distribution of the rate burden varies from other Group 11 Council's. With the proposed Special Rate Variation needed to meet the FFF Benchmarks now is the ideal time to review the distribution of the Rate Burden.	Review completed October, 2015. No changes made by Council to the distribution of the Rate Burden. Farmland Rate Burden remains the lowest of all of the surrounding Councils.
	2. Prepare Special Rate Variation Application for 2017/2018, undertaking Community Consultation.	DCS	Economic and Sustainability Committee	July, 2016	July, 2016 to July, 2017	N/A	Special Rate Variation Application submitted and IPART approves a 14.25% Variation above the Rate peg to be delivered over 3 years commencing in 2017/2018 (22.21% Cumulative Increase)	A major strategy in Council's FFF Roadmap is a 14.25% Special Rate Variation (22.21% Cumulative Increase) to be delivered over 3 years commencing in 2017/2018. This is the minimum amount needed to enable Council to meet the FFF Sustainability and Infrastructure and Service Management Benchmarks. Being the minimum amount possible and noting that Council has not previously applied for a Special Variation, this increase does not negatively impact the FFF Efficiency Benchmark.	Special Rate Variation applied for and gained. Community consultation provided Council with significant feedback on Council's operations and existing Levels of Service which aided the 2017 - 2020 Delivery Plan process.
SPECIAL ROAD INFRASTRUCTURE BACKLOG PROGRAM	1. Implement Council's \$6M Special Road Infrastructure Program	DCS/DCES	Economic and Sustainability Committee and Audit and Risk Committee	July, 2015	July, 2015 to June 2017	Internally Restricted Assets \$4.29M, Roads to Recovery Supplementary Program \$0.91M, Fixing Country Roads Program \$0.80M	\$6M reduction in Road Asset Infrastructure Backlog.	The program allocates \$1.0M to Timber Bridge Replacement being for the Tintot Bridge, \$1.37M to Gravel Resheeting, \$0.1M to Culverts and Causeways and \$3.53M to Bitumen Reseals and Bitumen Road Renewals. At the completion of this program the remaining Infrastructure Backlog being \$5.1M will be confined to the Bitumen Sealed Road Asset Class -Regional Roads. This matter will then be addressed over the ensuing period from funds generated by the Special Rate Variation (Natural Disasters and Flood Damage Excluded).	Tintot Bridge to be completed by September, 2017. Works on the Special Roads Infrastructure Program are continuing with substantial works already completed and more currently in progress.
INVERELL SWIMMING POOL ASSET RENEWAL PROJECT	1. Plan for and deliver a redeveloped operational and energy efficient heated swimming pool facility	MDS	Pool redevelopment Committee to be established for this project including Community Representation	August, 2016 to May, 2017	August 2017 to March, 2018	Inverell Pool Internally Restricted Asset and new Loans	Redeveloped Operationally and Energy Efficient Facility which meets the communities needs and expectations, delivered	This project has been aided by the major insurance claim works recently completed, removing the need to refurbish the heated pool enclosure and heating equipment.	An Infrastructure Audit of the facility has been conducted. The next step is to form a Sunset Committee to consider the information and scope the project.
REVIEW OF LONG TERM INFRASTRUCTURE NEEDS	1. Complete a review of the Shires long term infrastructure needs in the General Fund	GM,DCS,DCES	Economic and Sustainability Committee, and Civil and Environment Committee	November, 2015 and then reviewed by new Council after December, 2016	February, 2017 outcomes carried to LTFP and forward budgets	Future Budgets. Capacity will exist for 2025/2026 following the Special Rate Variation to deliver significant new infrastructure	Long Term (10 year) Infrastructure needs identified and included in LTFP for funding	See Council's February, 2015 Delivery Plan review Summary attached. This will be the starting point for the review.	2017 - 2020 Deliver Plan Prepared and adopted by Council following Public Consultation. Council has also prepared a "Regional Growth Fund Prospectus". The Prospectus seeks to secure Grant Funding for Infrastructure Projects.
ANNUAL REVIEW OF OPERATIONAL EFFICIENCY/EFFECTIVENESS PROGRAM CONDUCTED	1. Undertake and annual review of Council's ongoing Operational Efficiency and Effectiveness Program, including the consideration of new technologies, which may aid organisational outcomes.	DCS	Audit and Risk Committee	May, 2016 and May 2017 (This program and its actions are ongoing)	July, 2016 to July, 2017	N/A	Real Operating Cost per capita decrease maintained on a continuing basis	Council has already made substantial gains through this program. The continuation of this program is estimated to deliver a total saving of 26.7% over the 10 year period to 2019/2020. The annual gains from this program as can be expected are reducing over time.	Report presented to the April, 2017 Audit and Risk Committee Meeting.

ITEM NO:	3.	FILE NO: S32.9.1
DESTINATION 5:	The communities are served by sustainable services and infrastructure	S
SUBJECT:	PROPOSED WATER CONNECTION FEE PAID BY DEVELOPERS ON FULLY SERVICED SUBDIVISIONS	
PREPARED BY:	Michael Bryant - Manager Environmental Engineering	

SUMMARY:

The purpose of this report is for Council to consider the introduction of a new water connection fee to apply to fully serviced subdivisions where the developer has constructed the water main plus the water service line and riser to subdivision lots.

COMMENTARY:

Council has received representation from developers to review the standard water service connection fee in situations where the developer has constructed water services from the water main to lots created.

The current Council procedure for subdivisions associated with green field sites is the developer constructs the water main and water service lines and risers to lots created. Following completion of construction and before the subdivision plan is released, the developer pays to Council the standard fee of \$680 to connect each service. The purchaser of a subdivided lot then pays a \$20 application fee and Council installs the water meter already paid for by the developer.

At present Council has two (2) fees relating to water connections, a standard 20mm connection and non standard connections subject to quotation.

Water Service Connection Fee – Standard 20mm Service

Fee for 2017/18 is \$700 comprising;

- Application fee (per connection) \$20
- Connection \$680

These fees have remained the same as for 2016/17.

This fee is charged when the main is located in the footpath, usually around 2.4m off the property boundary and the service can be easily run to the property and the meter installed and connected to the site plumbing. It includes the service line and meter, plus a meter cover which costs approximately \$50.

Non Standard Water Service Connection / Alteration / Repairs / Extensions

Council prepares a quotation where the work involved is more than that for a standard connection, for example if it involves constructing a water service across the street to the property being serviced, or involves a water service larger than 20mm diameter.

Proposed New Fee – Water Service Connection where 20mm line & riser constructed by developer - Payable by Developer at time of Subdivision Release

This proposed fee is less than the Standard 20mm connection fee to reflect the cost of works already undertaken by the developer in constructing a new 20mm water service line and riser from the water main to each subdivided lot.

The proposed connection fee for 2017/18 would be \$245 including the supply and installation of the water meter, plus a meter cover costing approximately \$50 to place over the water service riser at the property boundary to avoid damage while awaiting installation of the water meter (which normally occurs at the

time a dwelling is built). This fee more accurately reflects a cost recovery regime for new subdivisions where the required work for Council is less.

The proposed new fee would reduce the cost to the developer of providing water services to a fully developed subdivision by \$435 per lot.

It is proposed that the new fee take effect as of 1 July 2017 and not be retrospective to subdivisions released before this date.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

Strategy: S.08 Civil infrastructure is secured, maintained and used to optimum benefit.

Term Achievement: S.08.01 An asset management strategy is in operation for civil infrastructure that optimises its use and maintains it to agreed standards fit for its contemporary purpose.

Operational Objective: S.08.01.01 An Asset Management Strategy for Civil assets is developed, maintained and implemented.

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

RECOMMENDATION:

That the Committee recommend to Council that:

- i) Council introduce a new fee – Water Service Connection where 20mm service line & riser constructed by developer - Payable by Developer at time of Subdivision Release, effective from 1 July 2017.*
- ii) The new fee include the cost to Council of supplying and installing a 20mm water meter plus the provision of a meter cover to the developer to place over the water service line riser as protection, and*
- iii) The new fee be set at \$245 for 2017/18 and reviewed annually as part of Councils fees and charges policy.*

ITEM NO:	4.	FILE NO: S13.1.1
DESTINATION 5:	The communities are served by sustainable services and infrastructure	S
SUBJECT:	BOUNDARY ADJUSTMENT WITH ARMIDALE REGIONAL COUNCIL - UPDATE	
PREPARED BY:	Paul Henry, General Manager	

SUMMARY:

The Office of Local Government has advised of the material required to be lodged by both Councils, in order for the Minister to consider the boundary adjustment. A meeting between Council representatives was held to co-ordinate the response to the Minister.

COMMENTARY:

Advice has been received from the Office of Local Government that certain information is required by the Minister for Local Government in order to consider the request to adjust the boundary between Inverell Shire Council and Armidale Regional Council.

The Councils are required to provide commentary on the following matters:

(3) When considering any matter referred to it that relates to the boundaries of areas or the areas of operations of county Councils, the Boundaries Commission is required to have regard to the following factors:

(a) the financial advantages or disadvantages (including the economies or diseconomies of scale) of any relevant proposal to the residents and ratepayers of the areas concerned,

(b) the community of interest and geographic cohesion in the existing areas and in any proposed new area,

(c) the existing historical and traditional values in the existing areas and the impact of change on them,

(d) the attitude of the residents and ratepayers of the areas concerned,

(e) the requirements of the area concerned in relation to elected representation for residents and ratepayers at the local level, the desirable and appropriate relationship between elected representatives and ratepayers and residents and such other matters as it considers relevant in relation to the past and future patterns of elected representation for that area,

(e1) the impact of any relevant proposal on the ability of the Councils of the areas concerned to provide adequate, equitable and appropriate services and facilities,

(e2) the impact of any relevant proposal on the employment of the staff by the Councils of the areas concerned,

(e3) the impact of any relevant proposal on rural communities in the areas concerned,

(e4) in the case of a proposal for the amalgamation of two or more areas, the desirability (or otherwise) of dividing the resulting area or areas into wards,

(e5) in the case of a proposal for the amalgamation of two or more areas, the need to ensure that the opinions of each of the diverse communities of the resulting area or areas are effectively represented,

(f) such other factors as it considers relevant to the provision of efficient and effective local government in the existing and proposed new areas.

In order to coordinate the responses from the Councils, the Administrator of Armidale Regional Council requested a meeting of Senior Staff to deal with these matters. This meeting was held on 28 August, 2017.

The following matters were agreed:

- a) s. 263(3) matters – Inverell Shire will prepare a response to these heads of consideration by 18 September, 2017 and send to Armidale Regional Council to act as a 'reference point' for the preparation of their response.
- b) Staff meeting – the 'impact on employment' head of consideration will require Armidale Regional Council to consult (again) with the three (3) Tingha domiciled employees to get a final decision from them as to their intentions. Inverell Shire Council will participate in this meeting, if required.

Inverell's position has been communicated to the employees and their Union – employment with Inverell Shire Council is guaranteed (same terms and conditions) with a start and finish at the Tingha Depot. The employment arrangements with Armidale Regional Council differ (start/finish on the job) and therefore the staff must decide if they are to continue their employment with Armidale or be transferred to Inverell.

- c) Proclamation Date – Armidale Council has advised it will seek the Minister's concurrence to a 1 July, 2018 Proclamation Date for the boundary adjustment.

The alignment with the start of a financial year is the best from an operational perspective.

- d) Boundary Change Implementation – There are a number of matters that need to be addressed now in order to ensure that there is a 'seamless' handover on Proclamation Day. These matters include:
 - Roles of existing staff domiciled in Tingha
 - Role of existing contractors in service delivery in the Tingha Area
 - Plant and Equipment required at the Tingha Depot
 - Process for dealing with unpaid rates.

Armidale Regional Council representatives were requested to prepare a briefing paper, detailing existing service arrangements in order that a considered response can be delivered on the service delivery methods to be followed by Inverell Shire Council if the boundary adjustment proceeds.

The treatment of outstanding rates as at the Proclamation Day can be covered by an agreement between the Council. However, in the event of no agreement being reached, an arbitration process, under the auspice of the Office of Local Government, should be undertaken. Council should request that this process be included in any proclamation made by the Minister.

- e) Other matters – the transfer of records from Armidale to Inverell will involve staff time to retrieve and transfer data. No external costs are associated with this work.

This position was supported by Armidale staff at the August meeting.

While the Administrator of Armidale Council requested the State Government to underwrite any costs associated with the boundary adjustment, the State Government has a policy that any costs associated with a boundary adjustment must be met by Council.

As no situation is envisaged that would result in any type of costs, except 'opportunity costs' (ie staff costs), the State Government policy position is not considered a barrier to the progress of the boundary adjustment.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

Strategy: S.02 Council displays leadership, community engagement and collaboration with others.

Term Achievement: S.02.01 Council is managing its statutory requirements and the needs of a participatory community in a transparent and balanced way.

Operational Objective: S.02.01.01 Develop, review and monitor policies and procedures to enable the organisation to engage more effectively with the community while meeting its statutory and public interest obligations.

POLICY IMPLICATIONS:

Nil.

CHIEF FINANCIAL OFFICERS COMMENT:

Nil.

LEGAL IMPLICATIONS:

Nil.

RECOMMENDATION:

- a) *That the information be noted,*
- b) *That the Minister for Local Government be requested to include the following provision in the proclamation governing rates and charges:*
 - (1) *Appropriate arrangements are to be made in relation to the rates and charges over the rateable parcels of land affected by this Proclamation. The General Manager of Armidale Regional Council and the General Manager of Inverell Shire Council are to reach a negotiated agreement on the nature of those arrangements.*
 - (2) *In the event that the General Managers of Armidale Regional Council and Inverell Shire Council cannot come to a negotiated agreement on the matter of rates and charges, the Minister for Local Government will make a determination on that matter.*

Such a determination may be made:

 - i) *by referral to the Minister for Local Government by Armidale Regional Council or Inverell Shire Council or by both of the Councils; or*
 - ii) *without referral from the Councils, if the Minister for Local Government is satisfied that the matter of rates and charges cannot be determined by Agreement between the Armidale Regional Council and Inverell Shire Council, or if the Minister is not satisfied with the agreement between the Councils.*
 - (3) *That each Council be responsible for meeting their costs for any procedure necessary to give effect to the boundary adjustment.*
 - (4) *That the policy position of the State Government not to meet any costs associated with the boundary adjustment be noted. Further, that this policy position not impede the boundary adjustment process.*

ITEM NO:	5.	FILE NO: S12.22.1
DESTINATION 2:	A community that is healthy, educated and sustainable	C
SUBJECT:	ABORIGINAL ELDERS OLYMPICS - INVERELL	
PREPARED BY:	Paul Henry, General Manager	

SUMMARY:

The Inverell Aboriginal Community will host the elders Olympics in 2018. The organisers are seeking support for this event.

COMMENTARY:

The 2017 Aboriginal Elders Olympics were held in Newcastle during April, and the team from South Inverell were named the Champions after having the highest accumulative score after a series of events. Being named the champions entitles the 'South Inverell Bear Eaters' to host the 2018 event.

The 2018 Olympics will be held on Thursday 12 April, 2018. The event is a day event, starting at 7am and finishing at 4pm.

The Event Organiser, Mrs Joyce Livermore, has advised that 50 teams (12 persons per team) and event volunteers will be in Inverell for the Olympics. Mrs Livermore seeks Council support in the following manner:

- a) permitting Varley Oval to be used for the event, and
- b) a donation to offset the cost of hosting the event eg awards, trophies and catering.

Mrs Livermore had indicated that the South Inverell team is the only team that participates in this event that is not sponsored by a Health Service or an Aboriginal Medical Service. All funds to host this event have to be sourced external by requests to the local community.

The cost of the oval hire for the period is \$300.

The Committee is requested to consider the approach on behalf of the 'South Inverell Bear Eaters'.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

Strategy: C.07 Provide local opportunities for recreation, cultural and social activities.

Term Achievement: C.07.01 Council has locally focused cultural programs and initiatives that facilitate forums, networks and training opportunities that are conducive to strengthening relationships between tourism, arts, heritage, sports and recreational interests.

Operational Objective: C.07.01.01 To provide and assist community groups in the provision of recreational and cultural facilities and services for the enjoyment of all residents and visitors to the Shire.

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

A sum of \$2.5K is available in this current budget to support community health initiatives. This proposal would meet the objectives of this program.

LEGAL IMPLICATIONS:

Nil.

RECOMMENDATION:

A matter for the Committee.

ITEM NO:	6.	FILE NO: S12.22.1/10
DESTINATION 2:	A community that is healthy, educated and sustainable	C
SUBJECT:	REQUEST FOR SPONSORSHIP – INVERELL SWIMMING CLUB	
PREPARED BY:	Jessica Jenkins, Corporate Support Officer - Publishing	

SUMMARY:

Council has received a request from, Jen Jellico, Secretary of the Inverell Swimming Club, asking Council for assistance by providing monetary donations to go towards their annual Regional Swimming Carnival.

COMMENTARY:

Inverell Swimming Club is a non-profit sporting club that has a long history in supporting the local community by encouraging community members, ranging from ages as young as 5 years old and onwards, to participate in swimming for not only fun, but for mental and physical health as well.

This year, Inverell Swimming Club will be hosting their annual Regional Swimming Carnival, which is expected to attract swimming families from all over northern New South Wales and beyond.

They are seeking monetary donations to help further develop their club and sport so they can continue to encourage children and adults to swim for physical and mental health and well-being.

Inverell Swimming Club believes it can continue to provide a platform towards this, by way of;

- Providing a well-resourced club with up to date technology and methods;
- Funding a well organised and attractive annual Swimming Carnival, giving the local swimmers the best opportunity to compete at home;
- Keeping annual fees to a minimum;
- Providing assistance to the Club Coach; and
- Assisting in funding to their Club Championships and Annual awards.

A copy of the correspondence received from Jen Jellico is attached as Appendix 2 (D22 – D26). The Committee is asked to determine if it wishes to provide a contribution to the Inverell Swimming Club, and if so, in what capacity.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

Strategy: S.03 Council provides equitable services, consistent with available resources and priorities to meet the Shire's identified needs and preferences.

Term Achievement: S.03.01 Services and programs that Council provides are determined based on equity, customer requirements and community benefits, best value and excellence.

Operational Objective: S.03.01.01 Appropriate services and programs are selected based on considerations of equity, best value, relevance and benefit to the community.

POLICY IMPLICATIONS:

Management Policy: Donation Policy – 'The purpose of providing Donations from public funds is to help promote or assist individuals or organisations for which there is a recognised public benefit, Generally the maximum donation provided will be \$200.00.'

CHIEF FINANCIAL OFFICERS COMMENT:

A sum of \$2.5K is available in this current budget to support community health initiatives. This proposal would meet the objectives of this program.

LEGAL IMPLICATIONS:

Nil.

RECOMMENDATION:

A matter for the Committee.

Appendix 2

Inverell Swimming Club Inc.

PO Box 337 Inverell 2360

Email: inverellswimmingclub@yahoo.com.au

web: <http://www.inverell.swimming.org.au>



Dear Sir/Madam,

We would like to thank you very much for your kind sponsorship donation last season, it was much appreciated by the Club and its members. The Club had a successful year in the pool with your assistance, and we would love to see you back on our Sponsor's board for 2017-2018.

We are again undertaking a sponsorship drive to assist us with our 2017-2018 Season. Attached, for your perusal, is our Sponsorship Opportunity document.

If you are interested in our activities, we conduct our Club nights at the Inverell Swimming Pool from 6pm every Tuesday night commencing early October. Please feel free to come along at any time.

A large focus for our fundraising this year is our Club Carnival, which we expect to attract swimming families from all over northern NSW and beyond. We are offering prizes in the form of ribbons, medals and prize money throughout the carnival.

We look forward to hearing from you at your earliest possible convenience. Our contact details are within our letterhead, and if you would like someone to collect the sponsorship form and payment, please feel free to call me on 0458852205 or email myself via the club email.

Thank you for your time in advance.

Kind Regards

Jen

Jen Jellicoe
Secretary – Inverell Swimming Club Inc.



Thank you for your sponsorship in 2016/17

Our club had a great year, your sponsorship made it all the more better!!

Our swimmers swam their hearts out, with all swimming in local carnivals, while we had many qualifying for NSW events, some of these were:

NSW State Age Swimming Championships
NSW Open Championships
NSW Country Swimming Championships
NSW CHS & PSSA State Championships for the Northwest & Polding regions
NSW Country Regional Competition
NENW Area Championships
NSW Speedo Sprint Heats & Finals
Copeton Fresh Water Swim

We look forward to your continued support





Inverell Swimming Club Inc.

PO Box 337 Inverell 2360

Email: inverellswimmingclub@yahoo.com.au

web: <http://www.inverellswimming.org.au>

Sponsorship Opportunity

Club Overview

Inverell Swimming Club Inc. is a local non-profit sporting club with a long history in Inverell. Our club is affiliated with Swimming NSW and offers membership for children and adults who wish to swim competitively or for personal fitness. We encourage the pursuit of personal best times and goal setting among our members.

Inverell Swimming Club Inc. is very much a family oriented club, with members last season competing at just 5 years of age. We encourage family participation in every club night, by way of a regular dinner BBQ, and seeing some of the parents actually participating in our club night time trials is fantastic!

Our Club caters for these groups by offering membership to Swimming NSW and consequently enabling members to compete in swimming carnivals ranging from local events to State and National Championships. Inverell Swimming Club Inc. run a series of regular time trials at Club Nights each Tuesday during the summer terms, and where possible in winter at Inverell Swimming Pool.

Our club is extremely proud of the achievements of all of our swimmers, and are equally proud of our supportive families who give up their Tuesday nights to help run our Club Nights.

Inverell Swimming Club Inc. relies on in-club fundraising and donations from the Community to enable us to hold our annual Carnival, supporting the coaches & swimmers, updating equipment and providing prizes to annual Champions and award winners. Thirty swimmers usually attend Club Nights and including family and supporters upwards of sixty people are catered for at BBQs every second week. The annual Inverell Club Carnival is a popular event attracting a crowd over 300 people and gets coverage by local news media.

This year we are appealing to the Inverell business community to help us meet these costs, with advertising and promotional benefits being offered in return for sponsorship.

What are we looking for – what do we need?

We want to continue developing our club and sport. We need to continue to encourage children and adults to swim for physical and mental health and well-being. Inverell Swimming club can continue to provide a platform towards this, by way of:

- Providing a well-resourced club with up to date technology and methods,
- Funding a well organised and attractive annual Swimming Carnival, giving our swimmers the best local opportunity to compete at home.

- Keeping annual fees to a minimum.
- Providing assistance to our Club Coach
- Assisting funding of our Club Championships and Annual awards.

We would like to offer your business the opportunity to sponsor Inverell Swimming Club Inc.

Inverell Swimming Club Sponsorship Packages			
Platinum - \$1500	Gold - \$550	Silver - \$300	Bronze -\$150
Benefits: <ul style="list-style-type: none"> • Gold sponsorship package Plus • Sole naming rights of Inverell Club Carnival • Logo appears on club banner for interclub carnivals <p>* if more than one nomination the club will negotiate with nominees</p>	Benefits: <ul style="list-style-type: none"> • Large Business Logo on Club House • Full page business advertisement in Annual Carnival program • Logo appears on our Website and Facebook page with link to business website • Logo appears in the Almanac • Logo appears in club correspondence – newsletters 	Benefits: <ul style="list-style-type: none"> • A3 Business Logo on Club House • Advert in Annual Carnival program • Logo appears on our Website • Logo appears in club correspondence – newsletters 	Benefits: <ul style="list-style-type: none"> • A4 Business Logo on Club House • Logo appears on our Website • Logo appears in club correspondence – newsletters
<p style="text-align: center;">2016-2017 Almanac Sponsorship - \$55.00* Have a business card size advert appear in our Almanac <i>The Inverell Swimming Club Almanac is an annual publication that is an essential booklet to Inverell Swimming Club members and their families. The Almanac is often considered to be more valuable to swimmers than their goggles and towel.</i> <i>*Booklet is due for printing by the end of October</i></p>			

In Kind Sponsorship

Much of our fundraising is supported by generous donations of prizes and goods in the form of company merchandise and promotional products, along with goods required for regular BBQ's. If your company could assist in this area it would be greatly appreciated.

Special Project Sponsorship

We are also seeking a few more sponsors for our Starting Blocks. Cost is \$250. You will receive a business logo on the side of our very visible Starting Blocks the Inverell Memorial Swimming Pool.

We thank you in advance for your time and kind donations,

Inverell Swimming Club

Business Name : _____

Address: _____

Contact Name: _____

Contact Phone: _____

EMAIL: _____

Yes, I can assist by way of:

☐ Sponsorship of \$_____ ☐ Gold \$____ ☐ Silver \$____ ☐ Bronze \$____ ☐ Almanac \$55.00

☐ Sponsorship /Donation in the following way (including Goods in Kind).

Please complete the form, enclose your cheque, payable to Inverell Swimming Club Inc.

Direct deposit: BSB 932 000 Acct no. 745081. Any questions please contact Jen Jellicoe (Secretary)

ITEM NO:	7.	FILE NO: S13.6.4
DESTINATION 5:	The communities are served by sustainable services and infrastructure	S
SUBJECT:	COUNCILLOR EXPENSES AND FACILITIES POLICY	
PREPARED BY:	Paul Henry, General Manager	

SUMMARY:

Within the first 12 months of each term of a council, the council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other Councillors in relation to discharging the functions of civic office in accordance with sections 252-254 of the *Local Government Act, 1993*.

COMMENTARY:

Council's adopted policy concerning the payment of expenses incurred or to be incurred must comply with the Act, Regulations and any relevant guidelines. Council must give 28 days public notice and consider any submissions before adopting or amending a policy concerning expenses or facilities of a Councillor and make appropriate changes, although a Council does not need to give public notice if the changes are not substantial.

Following the release of the Office of Local Government's most recent circular 17 -17 "*Councillor Expenses and Facilities Policy – Better Practice Template*", a comprehensive review of Council's policy was undertaken to ensure compliance when preparing and adopting Council's expenses and facilities policy.

Council's policy continues to comply with the *Local Government Act 1993*, the Local Government (General) Regulation 2005 and the Office of Local Government Guidelines, recognise the important role Councillors play in the community and the personal financial cost of civic office, provide transparency and accountability, and ensure that all members of the community are able to stand for civic office.

A copy of Council's Policy on Councillor Expenses and Facilities (Refer to Appendix 3, D28 – D47) is attached for the information of Councillors. It is recommended that Council reaffirm its current Policy on Councillor Expenses and Facilities in accordance with the provisions of Section 253 of the *Local Government Act, 1993*.

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.01.01 Council has implemented leading practice ethical and corporate governance standards.

Operational Objective: S.01.01.02 To provide robust governance and administrative systems which ensure the ongoing health and stability of Council, the discharge of statutory and governance responsibilities, proper reporting and the efficient use of Council's resources.

POLICY IMPLICATIONS:

Council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to the Mayor, the Deputy Mayor and the other Councillors in relation to discharging the functions of civic office in accordance with sections 252-254 of the *Local Government Act, 1993*.

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Policy in accordance with the provisions of section 252 – 254 of the *Local Government Act, 1993*.

RECOMMENDATION:

The Committee recommends to Council that:

- i) Council adopt the Policy on Councillor Expenses and Facilities in accordance with the provisions of the Local Government Act, 1993; and*
- ii) such policy be made available for inspection by members of the public.*

Appendix 3



Councillor Expenses and Facilities Policy

COUNCIL POLICY:	COUNCILLOR EXPENSES AND FACILITIES POLICY
Ref:	S13.6.4

Contact Officer	General Manager
Approval Date	28 November 2006
Approval Authority	Council
Reviewed	Each term of Council
Amended	Sept 2010, Sept 2014, Sept 2015, 24 May 2017
Date of Next Review	September 2021

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Appendix II – Definitions

Policy summary

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2005* (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility	Rate 2017-2018	Frequency
Accommodation and meals	As booked by staff and appropriate to event location per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	Per meal/night
Professional development, conferences and seminars (indexed annually by CPI)	\$2,678 per councillor	Per year
Fuel (council vehicle)	Reimbursement as per submitted receipts/tax invoices with claim form to be completed within one (1) month of expense being incurred.	Per approved travel
Private Vehicle - Councillor	As per Local Government (State) Award 2014	Per approved travel
Private Vehicle – Delegate	As per Local Government (State) Award 2014. Members of the public shall be granted travelling expenses at the same rate as Councillors, subject to: a) these members of the public being invited to assist council for special one-off projects; and b) the distance travelled being more than 10 kilometres	Per approved travel
Taxi / Cabcharge or equivalent	Reimbursement as per submitted tax invoice/receipts with claim form to be completed within one (1) month of expense being incurred	Per approved travel
Airfares/Trains/Bus	Paid in advance by council at cost or reimbursement as per submitted receipts/tax invoices with claim form to be completed within one (1) month of expense being incurred	Per approved travel

Expense or facility	Rate 2017-2018	Frequency
Information & Communications Technology (ICT) expenses	<p>Phone line/internet access with call costs up to \$200 per month for the mayor</p> <p>Mobile phone with call costs up to \$300 per month for the Mayor.</p> <p>Reimburse annual phone line/internet access for the deputy mayor</p> <p>Reimburse phone line offset payment of \$30 per month per councillor</p> <p>Reimburse personal ipad/tablet data/download of \$180 per year per councillor</p>	Per month/year
Council vehicle and fuel card	Provided to the mayor	Not relevant
Furnished office	Provided to the mayor	Not relevant

Additional costs incurred by a councillor in excess of these limits are considered a personal expense that is the responsibility of the councillor.

Councillors must provide claims for reimbursement within one (1) month of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to councillors will be included in Council's annual report.

Part A – Introduction

1. Introduction

- 1.1. The provision of expenses and facilities enables councillors to fulfil their civic duties as the elected representatives of Inverell Shire Council.
- 1.2. The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. Policy objectives

2.1. The objectives of this policy are to:

- enable the reasonable and appropriate reimbursement of expenses incurred by councillors while undertaking their civic duties
- enable facilities of a reasonable and appropriate standard to be provided to councillors to support them in undertaking their civic duties
- ensure accountability and transparency in reimbursement of expenses and provision of facilities to councillors
- ensure facilities and expenses provided to councillors meet community expectations
- support a diversity of representation
- fulfil the council's statutory responsibilities.

3. Principles

3.1. Council commits to the following principles:

- **Proper conduct:** councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
- **Reasonable expenses:** providing for councillors to be reimbursed for expenses reasonably incurred as part of their role as councillor
- **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as acCouncillor
- **Equity:** there must be equitable access to expenses and facilities for all councillors
- **Appropriate use of resources:** providing clear direction on the appropriate use of council resources in accordance with legal requirements and community expectations
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to councillors.

4. Private or political benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of council equipment and facilities by councillors may occur from time to time. For example, telephoning home to advise that a council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of council facilities does occur, councillors must reimburse the council.
- 4.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
 - production of election material
 - use of council resources and equipment for campaigning
 - use of official council letterhead, publications, websites or services for political benefit
 - fundraising activities of political parties or individuals, including political fundraising events.

Part B – Expenses

5. General expenses

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

6. Specific expenses

General travel arrangements and expenses

- 6.1. Payment may be made for travel to and from the meetings of Council or the meetings of any Committee of the Council.
- 6.2. Payment may be made for travel to and from any business of the council where there is a resolution of the council that the elected member in question attend the business (if this is not possible, then approval should be given jointly by the mayor and general manager. In respect of the mayor, then approval should then be given jointly by the deputy mayor and general manager).
- 6.3. Payment of a daily allowance may be made for each day that a Councillor attends business of Council which involves an overnight stay away from home where there is a resolution of the Council that the elected member in question attend the business (if this is not possible, then approval should be given jointly by the Mayor and General

Manager. In respect of the Mayor, then approval should then be given jointly by the Deputy Mayor and General Manager).

- 6.4. All travel by councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.5. Each councillor may be reimbursed for approved travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:
 - for public transport fares
 - fuel of a council vehicle
 - for the use of a private vehicle or hire car
 - for parking costs for Council and other meetings
 - for tolls
 - by Cabcharge card or equivalent
 - for documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.6. Approved travel may be undertaken by aeroplane where such travel has been organised by council staff.
- 6.7. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 6.8. Councillors seeking to be reimbursed for use of a private vehicle must record the date, distance and purpose of travel being claimed. Copies of the relevant details must be provided with the claim.

Interstate, overseas and long distance intrastate travel expenses

- 6.9. Given Council's location near an interstate border, travel to Queensland will be considered as general travel. Arrangements and expenses for this travel will be governed by Clauses 6.1-6.4.
- 6.10. In accordance with Section 4, Council will scrutinise the value and need for councillors to undertake overseas travel. Councils should avoid overseas and long distance intrastate trips unless direct and tangible benefits can be established for the council and the local community. This includes travel to sister and friendship cities.
- 6.11. Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the mayor and general manager prior to travel. The mayor must submit a case to, and obtain the approval of the deputy mayor and general manager prior to travel.
- 6.12. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full council meeting prior to travel.
- 6.13. The case should include:
 - objectives to be achieved in travel, including an explanation of how the travel aligns with current council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the councillor's civic duties
 - who is to take part in the travel
 - duration and itinerary of travel

- a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.14. For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.15. For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 6.16. For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 6.17. Bookings for approved air travel are to be made through the general manager's office.
- 6.18. For air travel that is reimbursed as council business, councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

- 6.19. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 6.20. In circumstances where it would introduce undue risk for a councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the general manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the councillor lives more than 50 kilometres from the meeting location.
- 6.21. Council will reimburse costs for accommodation and meals while councillors are undertaking prior approved travel or professional development.
- 6.22. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.
- 6.23. Councillors will not be reimbursed for alcoholic beverages.

Refreshments for council related meetings

- 6.24. Appropriate refreshments will be available for council meetings, council committee meetings, councillor briefings, approved meetings and engagements, and official council functions as approved by the general manager.
- 6.25. As an indicative guide for the standard of refreshments to be provided at council related meetings, the general manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

Professional development

- 6.26. Council will set aside \$2,678 (indexed annually by the CPI) per councillor annually in its budget to facilitate professional development of councillors through programs, training, education courses and membership of professional bodies.
- 6.27. In the first year of a new council term, Council will provide a comprehensive induction program for all councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 6.28. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the councillor's civic duties, the councillor actively

participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.

6.29. Approval for professional development activities is subject to a prior written request to the mayor and general manager outlining the:

- details of the proposed professional development
- relevance to council priorities and business
- relevance to the exercise of the councillor's civic duties.

6.30. In assessing a councillor request for a professional development activity, the mayor and general manager must consider the factors set out in Clause 6.27, as well as the cost of the professional development in relation to the councillor's remaining budget.

Conferences and seminars

6.31. Council is committed to ensuring its councillors are up to date with contemporary issues facing council and the community, and local government in NSW.

6.32. Council will allow councillors to utilise their professional development allowance to facilitate councillor attendance at conferences and seminars.

6.33. Approval to attend a conference or seminar is subject to a resolution of council that the councillor attend the business (if this is not possible, then approval should be given jointly by the mayor and general manager. In respect of the mayor, then approval should then be given jointly by the deputy mayor and general manager). In assessing a councillor request, the following factors must be considered:

- relevance of the topics and presenters to current council priorities and business and the exercise of the councillor's civic duties
- cost of the conference or seminar in relation to the total remaining budget.

6.34. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18-6.21.

Information and communications technology (ICT) expenses

6.35. For councillors that choose not to be provided with a council issued ipad/tablet to undertake their civic duties, council will pay an allowance of \$180 annually (paid in advance each month) per councillor for utilising download capacity of their personal telecommunications plan.

6.36. Reimbursements will be made only for ipads/tablets used for councillors to undertake their civic duties, such as:

- receiving and reading council business papers
- relevant emails
- diary and appointment management.

6.37. Councillors (excluding the mayor) will be reimbursed a phoneline offset payment of \$30 per month per councillor.

Special requirement and carer expenses

- 6.38. Council encourages wide participation and interest in civic office. It will seek to ensure council premises and associated facilities are accessible, including provision for sight or hearing impaired councillors and those with other disabilities.
- 6.39. Transportation provisions outlined in this policy will also assist councillors who may be unable to drive a vehicle.
- 6.40. In addition to the provisions above, the general manager may authorise the provision of reasonable additional facilities and expenses in order to allow a councillor with a disability to perform their civic duties.
- 6.41. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of reasonable carer's expenses for attendance at council's ordinary monthly meeting, meetings of a council committee where the councillor is a member of the committee or in circumstances where the councillor has been authorised to attend a conference by the council.
- 6.42. Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.43. In the event of caring for an adult person, councillors will need to provide suitable evidence to the general manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Spouses, partners and accompanying persons

- 6.44. Council will pay the reasonable costs of spouses and partners or an accompanying person for attendance at official council functions that are of a formal and ceremonial nature, is considered appropriate when accompanying councillors within the local government area. Such functions are those where a councillor's spouse, partner or accompanying person could be reasonably expected to attend. Examples include but not be limited to, Australia Day award ceremonies, Citizenship ceremonies, civic receptions and charitable functions for charities formally supported by the council. The payment of expenses for spouses, partners or accompanying persons for attending appropriate functions as permitted above are confined specifically to the ticket, meal and/or the direct cost of attending the function. Peripheral expenses incurred by spouses, partners or accompanying persons such as grooming, special clothing, transport and accommodation are not considered reimbursable expenses.
- 6.45. Council will pay limited expenses in respect of spouses, partners or accompanying persons associated with attendance at the Local Government and Shires Associations' annual conferences. These expenses are limited to the cost of registration and the official conference dinner. Travel expenses, any additional accommodation expenses, and the cost of partner/accompanying person tours etc are the personal responsibility of individual councillors. Council encourages wide participation and interest in civic office. It will seek to ensure council premises and associated facilities are accessible, including provision for sight or hearing impaired councillors and those with other disabilities.

7. Insurances

- 7.1. In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- 7.2. Insurance protection is only provided if a claim arises out of or in connection with the councillor's performance of his or her civic duties, or exercise of his or her functions as a

councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.

- 7.3. Council shall pay the insurance policy excess in respect of any claim accepted by council's insurers, whether defended or not.
- 7.4. Appropriate travel and personal injury insurances will be provided for any councillors travelling on approved travel on council business in Australia.

8. Legal assistance

- 8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
 - a councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the councillor
 - a councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the councillor
 - a councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the councillor.
- 8.2. In the case of a code of conduct complaint made against a councillor, legal costs will only be made available where the matter has been referred by the general manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the councillor.
- 8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a councillor acted corruptly would not be covered by this section.
- 8.4. Council will not meet the legal costs:
 - of legal proceedings initiated by a councillor under any circumstances
 - of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
 - for legal proceedings that do not involve a councillor performing their role as a councillor.
- 8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a council meeting prior to costs being incurred.

Part C – Facilities

9. General facilities for all councillors

Facilities

- 9.1. Council will provide the following facilities to councillors to assist them to effectively discharge their civic duties:
 - personal protective equipment for use during site visits,
 - a name badge which may be worn at official functions, indicating that the wearer holds the office of a councillor and/or mayor or deputy mayor,
 - a compendium,
 - an ipad/tablet including an annual data allowance,
 - a suit, scarf/tie and two (2) shirts (of appropriate standard as determined by the mayor and general manager) suitably embossed with council's corporate logo)
- 9.2. Councillors may only use council facilities in the course of performing their duties as councillors.
- 9.3. Councillors may be provided with other facilities from time to time in accordance with the guidelines which enable the effective and efficient conduct of council business, subject to the approval of the mayor and general manager.
- 9.4. Councillor requiring the use of other facilities not specifically covered in this policy shall seek the approval of the mayor or general manager before using such equipment.
- 9.5. Councillors may book meeting rooms for official business in a specified council building at no cost. Rooms may be booked through a specified officer in the mayor's office or other specified staff member.
- 9.6. The provision of facilities will be of a standard deemed by the general manager as appropriate for the purpose.

Stationery

- 9.7. Council will provide the following to councillors each year:
 - Stationery, office supplies, postage and business cards up to a monetary limit of \$100 each year.
- 9.8. As per Section 4, councillors may only use council equipment in the course of performing their duties as councillors.

Administrative support

- 9.9. Council will provide administrative support to councillors to assist them with their civic duties only. Administrative support may be provided by staff in the mayor's office or by a member of council's administrative staff as arranged by the general manager or their delegate.
- 9.10. Councillors when making requests of staff should ensure that such requests are reasonable and not likely to unnecessarily divert large amounts of staff time from other tasks.

- 9.11. Direct enquires may be either in writing or verbal. Such enquiries should be addressed to the general manager of divisional director, except if they are such a routine nature (eg the date of a council meeting) that they can be dealt with by another staff member.
- 9.12. Any photocopying requirements will be done when time permits.
- 9.13. Councillors may use the telephone in the administrative building for council activities provided they have the approval of the mayor, general manager, divisional director or branch manager prior to doing so.
- 9.14. As per Section 4, council staff are expected to assist councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

Building access

- 9.15. The administration building should only be used by councillors for the performance of their duties as councillors.
- 9.16. Councillors have access to the administrative building during the hours 8.30am to 4.30pm to all public areas of the building, including front foyer area and public toilets.
- 9.17. Councillors have access, during council meeting and committee meeting times to the council chambers and committee room, as well as all public areas of the building. Councillors wishing to use the council chambers or committee room outside of meeting times should make arrangements to do so with the general manager or divisional director.
- 9.18. Councillors wishing to have access to staff working within the administrative building, or to access the staff work area of the administrative building should make arrangement with either the general manager or appropriate divisional director.

Use of council vehicles

- 9.19. Councillors may use council vehicles to attend conferences, seminars or other official functions where there is a resolution of council that the councillor in question attend, or attendance has been authorised by the mayor and general manager. Provided that a council vehicle is available, and that the motor vehicle is the most appropriate means of travel in the circumstances.
- 9.20. Council staff will only be available to transport councillors when they are on official council business, and staff would be travelling on the trip in question in the normal course of their duties.
- 9.21. All traffic infringement or parking fines incurred while travelling in private or council vehicles whilst on council business are the personal responsibility of the driver.

Access to council records

- 9.22. Requests to gain access to council's records should be made to council's public officer.
- 9.23. The public officer will refuse access to records:
- Which contain information, the disclosure of which would in any way result in a breach of pecuniary interest or confidentiality provisions of the *Local Government Act 1993*, the *Privacy and Personal Information Protection Act 1998* or the *Government Information Public Access Act 2009*,
 - Which are the subject of an investigation by the Division of Local Government , ICAC or any other body,
 - Which contain information relating to any current negotiation between council and any other party,
 - Personnel records of council staff,
 - Where the public officer believes that the council would wish to determine whether or not access should be given.

10. Additional facilities for the mayor

- 10.1. Council will provide to the mayor a maintained vehicle to a similar standard of other executive council vehicles, with a fuel card. The vehicle will be supplied for use on business, professional development and attendance at the mayor's office.
- 10.2. The mayor must keep a log book setting out the date, distance and purpose of all travel. This must include any travel for private benefit. The log book must be submitted to council on a monthly basis.
- 10.3. The mayoral allowance will be reduced to cover the cost of any private travel recorded in the log book, calculated on a per kilometre basis by the rate set by the Local Government (State) Award.
- 10.4. Council will provide the mayor with a furnished office incorporating a computer configured to council's standard operating environment, telephone and meeting space.
- 10.5. Council will provide the mayor with a dedicated telephone line, internet connection, basic computer for use on Council related business with call/data costs to be up to a maximum of \$200 per month.
- 10.6. Council will provide the mayor a mobile phone for use on council related business with call costs to be up to a maximum of \$300 per month.
- 10.7. Council will provide entrance costs for the mayor to official functions (where the mayor is extended an official invitation to the function in their capacity as mayor).
- 10.8. Council will provide the mayor with a corporate credit card to be used strictly in accordance with council policy.
- 10.9. In performing his or her civic duties, the mayor will have access to administrative and secretarial support, as determined by the general manager.
- 10.10. As per Section 4, staff in the mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

11. Additional facilities for the deputy mayor

- 11.1. Council will provide the deputy mayor with all of the provisions available for councillors outlined in this policy.
- 11.2. In addition, council will provide the deputy mayor with a monthly payment equivalent to the full line phone rental and internet access.

Part D – Processes

12. Approval, payment and reimbursement arrangements

- 12.1. Expenses should only be incurred by councillors in accordance with the provisions of this policy.
- 12.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.

12.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:

- local travel relating to the conduct of official business
- carer costs

12.4. Final approval for payments made under this policy will be granted by the general manager or their delegate.

Direct payment

12.5. Council may approve and directly pay expenses. Requests for direct payment must be submitted to the general manager for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the general manager.

Advance payment

12.6. Council may pay a cash advance for councillors attending approved conferences, seminars or professional development.

12.7. Requests for advance payment must be submitted to the general manager for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.

12.8. Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to council:

- a full reconciliation of all expenses including appropriate receipts and/or tax invoices
- reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

Notification

12.9. If a claim is approved, council will make payment directly or reimburse the councillor through accounts payable.

12.10. If a claim is refused, council will inform the councillor that the claim has been refused and the reason for the refusal.

Reimbursement to council

12.11. If council has incurred an expense on behalf of a councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:

- council will invoice the councillor for the expense
- the councillor will reimburse council for that expense within 14 days of the invoice date.

12.12. If the councillor cannot reimburse council within 14 days of the invoice date, they are to submit a written explanation to the general manager. The general manager may elect to deduct the amount from the councillor's allowance.

Timeframe for reimbursement

- 12.13. Unless otherwise specified in this policy, councillors must provide all claims for reimbursement within one (1) month of an expense being incurred. Claims made after this time cannot be approved.

13. Disputes

- 13.1. If a councillor disputes a determination under this policy, the councillor should discuss the matter with the general manager.
- 13.2. If the councillor and the general manager cannot resolve the dispute, the councillor may submit a notice of motion to a council meeting seeking to have the dispute resolved.

14. Return or retention of facilities

- 14.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a councillor or mayor ceasing to hold office or at the cessation of their civic duties.
- 14.2. Should a councillor desire to keep any equipment allocated by council, then this policy enables the councillor to make application to the general manager to purchase any such equipment. The general manager will determine an agreed fair market price or written down value for the item of equipment. This does not extend to the mayoral vehicle or ICT equipment and programs which operate as part of council's corporate information system.
- 14.3. The prices for all equipment purchased by councillors under Clause 13.2 will be recorded in Council's annual report.

15. Publication

- 15.1. This policy will be published on council's website.

16. Reporting

- 16.1. Council will report on the provision of expenses and facilities to councillors as required in the Act and Regulations.
- 16.2. A detailed report on the provision of expenses and facilities to councillors will be included in council's annual report.

17. Auditing

- 17.1. The operation of this policy, including claims made under the policy, will be included in council's audit program.

18. Breaches

- 18.1. Suspected breaches of this policy are to be reported to the general manager.
- 18.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

PART E – Appendices

Appendix I: Related legislation, guidance and policies

Relevant legislation and guidance:

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2005, Clauses 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

Related Council policies:

- Code of Conduct

Appendix II: Definitions

The following definitions apply throughout this policy.

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by council to support councillors undertaking official business
Act	Means the <i>Local Government Act 1993</i> (NSW)
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of council who is not suspended, including the mayor
General Manager	Means the general manager of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales
official business	Means functions that the mayor or councillors are required or invited to attend to fulfil their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes: <ul style="list-style-type: none"> meetings of council and committees of the whole meetings of committees facilitated by council civic receptions hosted or sponsored by council meetings, functions, workshops and other events to which attendance by a councillor has been requested or approved by council
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a councillor or the mayor
Regulation	Means the Local Government (General) Regulation 2005 (NSW)
year	Means the financial year, that is the 12 month period commencing on 1 July each year

TO ECONOMIC & COMMUNITY SUSTAINABILITY COMMITTEE MEETING 13/9/2017

ITEM NO:	1.	FILE NO: S12.12.2/09
DESTINATION 5:	The communities are served by sustainable services and infrastructure	S
SUBJECT:	GOVERNANCE - MONTHLY INVESTMENT REPORT	
PREPARED BY:	Paul Pay, Manager Financial Services	

SUMMARY:

To report the balance of investments held as at 31 August, 2017.

COMMENTARY:

Contained within this report are the following items that highlight Council's Investment Portfolio performance for the month to 31 August, 2017 and an update of the investment environment:

- (a) Council's investments as at 31 August, 2017
- (b) Council Investments by Fund as at 31 August, 2017
- (c) Interest – Budgeted vs Actual.
- (d) Investment Portfolio Performance.
- (e) Investment Commentary.
- (f) Certification – Responsible Accounting Officer.

A) Council Investments as at 31 August, 2017

Term Deposit Investment Group

<i>Investment No.</i>	<i>Borrower</i>	<i>FUND</i>	<i>Rating</i>	<i>Risk Rating</i>	<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Current Yield</i>	<i>Principal Value</i>	<i>Current value</i>	<i>Term (days)</i>
15/09	CBA	General	A1+	1	01-Sep-14	01-Sep-17	3.90%	1,000,000	1,000,000	1096
17/17	National Australia Bank	Water	A1+	1	27-Sep-16	27-Sep-17	2.70%	1,000,000	1,000,000	365
17/13	CBA	General	A1+	1	17-Sep-16	17-Sep-17	3.00%	1,000,000	1,000,000	365
17/33	St George Bank	General	A1+	1	02-Jan-17	02-Oct-17	2.71%	1,000,000	1,000,000	273
17/18	St George Bank	General	A1+	1	07-Oct-16	07-Oct-17	3.00%	2,000,000	2,000,000	365
17/19	St George Bank	General	A1+	1	07-Oct-16	07-Oct-17	3.00%	2,000,000	2,000,000	365
17/44	National Australia Bank	General	A1+	1	13-Apr-17	10-Oct-17	2.57%	1,000,000	1,000,000	180
17/22	St George Bank	General	A1+	1	16-Oct-16	16-Oct-17	3.00%	1,000,000	1,000,000	365
17/40	AMP BANK	General	A1	2	30-Mar-17	27-Nov-17	2.75%	2,000,000	2,000,000	242
17/42	AMP BANK	Water	A1	2	30-Mar-17	27-Nov-17	2.75%	1,000,000	1,000,000	242
17/43	AMP BANK	General	A1	2	30-Mar-17	27-Nov-17	2.75%	1,000,000	1,000,000	242
17/41	AMP BANK	General	A1	2	30-Mar-17	27-Nov-17	2.75%	1,000,000	1,000,000	242
17/48	NAB	Sewer	A1+	1	30-May-17	27-Nov-17	2.50%	2,000,000	2,000,000	181
17/49	Bank West	General	A1+	1	30-May-17	27-Nov-17	2.50%	2,000,000	2,000,000	181
17/50	Suncorp Bank	General	A1+	1	30-May-17	27-Nov-17	2.60%	1,000,000	1,000,000	181
17/51	Bank of Queensland	General	A1	2	30-May-17	27-Nov-17	2.65%	1,000,000	1,000,000	181
17/52	National Australia Bank	General	A1+	1	02-Jun-17	27-Nov-17	2.50%	2,000,000	2,000,000	178
17/28	St George Bank	Water	A1+	1	01-Dec-16	01-Dec-17	2.75%	1,000,000	1,000,000	365
17/30	Suncorp	General	A1+	1	14-Dec-16	14-Dec-17	2.75%	1,000,000	1,000,000	365
17/31	National Australia Bank	General	A1+	1	14-Dec-16	14-Dec-17	2.72%	2,000,000	2,000,000	365
17/32	Community Mutual	Water	NR	3	14-Dec-16	14-Dec-17	2.90%	2,000,000	2,000,000	365
17/46	Suncorp	General	A1+	1	27-Apr-17	08-Jan-18	2.58%	1,000,000	1,000,000	256
17/47	Suncorp	General	A1+	1	27-Apr-17	08-Jan-18	2.36%	1,000,000	1,000,000	256
17/34	National Australia Bank	General	A1+	1	09-Jan-17	09-Jan-18	2.70%	1,000,000	1,000,000	365
1802	Bank West	Sewer	A1+	1	17-Jul-17	17-Jan-18	2.50%	2,000,000	2,000,000	184
17/39	National Australia Bank	General	A1+	1	15-Mar-17	15-Mar-18	2.63%	2,000,000	2,000,000	365
17/55	CBA	General	A1+	1	16-Jun-17	12-Apr-18	2.59%	1,000,000	1,000,000	300
18/03	St George Bank	General	A1+	1	17-Jul-17	17-Apr-18	2.52%	2,000,000	2,000,000	274
17/45	CBA	General	A1+	1	18-Apr-17	18-Apr-18	2.64%	1,000,000	1,000,000	365
17/53	CBA	General	A1+	1	09-Jun-17	08-Jun-18	2.56%	1,000,000	1,000,000	364
17/54	National Australia Bank	General	A1+	1	14-Jun-17	14-Jun-18	2.53%	1,000,000	1,000,000	365
17/56	Westpac Bank	General	A1+	1	28-Jun-17	28-Jun-18	2.69%	2,000,000	2,000,000	365
17/57	Westpac Bank	Water	A1+	1	28-Jun-17	28-Jun-18	2.69%	1,000,000	1,000,000	365
17/58	Westpac Bank	General	A1+	1	28-Jun-17	28-Jun-18	2.69%	2,000,000	2,000,000	365
18/01	CBA	General	A1+	1	17-Jul-17	17-Jul-18	2.56%	3,000,000	3,000,000	1095
15/10	Bank of Queensland	General	A1	2	02-Sep-14	03-Sep-18	4.10%	1,000,000	1,000,000	1462
Sub Total - Term Deposit Investment Group								TOTALS	51,000,000	51,000,000

Cash Deposits Accounts Investment Group									
<i>As at Date</i>	<i>Borrower</i>	<i>FUND</i>	<i>Rating</i>	<i>Risk Rating</i>	<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Current Yield</i>	<i>Principal Value</i>	<i>Current value</i>
31/8/17	National Australia Bank (Cash Maximiser)	General	A1+	1			1.75%	1,000,000	1,000,000
Sub Total - Cash Deposits Accounts Investment Group								1,000,000	1,000,000

Floating Rate Notes Investment Group									
<i>As at Date</i>	<i>Borrower</i>	<i>FUND</i>	<i>Rating</i>	<i>Risk Rating</i>	<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Current Yield</i>	<i>Principal Value</i>	<i>Current value</i>
Sub Total - Floating Rate Notes Investment Group							-	-	

Structured Products Investment Group										
<i>As at Date</i>	<i>Borrower</i>	<i>FUND</i>	<i>Rating</i>	<i>Risk Rating</i>	<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Current Yield</i>	<i>Principal Value</i>	<i>Written Down Value</i>	<i>Current value</i>
Sub Total - Structured Products Investment Group							-	-	-	-

The written down value of the Structured Product Investment Group as at 30 June 2017 was zero. The most recent valuation of the last remaining Lehman Brothers security was written down to zero (from \$9,810) on the advice of our Investment Advisors, CPG Research & Advisory P/L. As previously advised the write down in the value of Structured Products, has been funded from previous years above benchmark investment returns (\$6.8M) which had been held in Internal Restricted Assets. These investments were all rated AA- and up to AAA (strong investment grade) when they were entered into and were permissible under the Ministers Investment Order. As Noted by the Auditor in their 2015/2016 Audit Report, the Sewer Fund maintains a sound financial position to meet its operational requirements and the Water Fund maintains a strong financial position.

B) Council Investments by Fund 31 August, 2017

Portfolio by Fund	31/07/2017	31/07/2017
General Fund	42,000,000	42,000,000
Water Fund	6,000,000	6,000,000
Sewer Fund	4,000,000	4,000,000
TOTAL	\$ 52,000,000	\$ 52,000,000

Council investment portfolio remained neutral August 2017. This was in respect of normal cash flow movements for receipts collected and payments made during August 2017

While the level of Investments has been largely maintained over recent years these will decrease during 2017/2018 as a number of major projects are completed. These include:

- Inverell Sewerage Treatment Works \$ 2.0 M
- Infrastructure Backlog Program \$ 3.3M
- Waste Infrastructure Program \$ 1.5M
- 2017/2018 Revotes (General, Water & Sewer) \$13.1M

In addition to these amounts Council also holds substantial unexpended Grant Funds in the General Fund which can only be utilised for the purpose for which they were granted.

C) Interest – Budgeted verses Actual Result to Date

	Ledger	2017/2018 Budget	Actuals to Date
General Fund	128820	879,000.00	10,919.80
Water Fund	812350	50,000.00	510.15
Sewer Fund	906320	70,000.00	5,361.65
TOTAL		\$ 999,000.00	\$ 16,791.60

The interest received to date (cash basis) is in accordance with Budget and does not include accruals. It is again expected that Council's Investment Portfolio will achieve benchmark returns in 2017/2018

D) Investment Portfolio Performance

Investment Portfolio Return		Benchmarks		
	% pa	RBA Cash Rate	Aus Bond Bank Bill	11am Cash Rate
Benchmark as at 31-7-2018		1.50%	1.76%	1.52%
Term Deposits	2.75%			
Cash Deposit Accounts	1.50%			
Floating Rate Notes				
Structured Products*	0.00%			

*Structured Products exclude 1 CDO's currently in default and returning zero coupon

E) Investment Commentary

Council's investment portfolio returns exceeded the 11am Cash Rate benchmark in all investment categories except for Structured Products and Cash Deposits Accounts. Term Deposits exceed the UBSA Bank Bill Index benchmark. Money is held in cash deposits accounts for liquidity purposes.

Council's investment portfolio of \$52M is almost entirely invested in fixed term deposits. Overall, the portfolio is highly liquid, highly rated and short-dated from a counterparty perspective.

As widely expected, the Reserve Bank (RBA) kept interest rates unchanged at 1.50% in its August meeting. They remain on a neutral bias and appear to be some time away from hiking interest rates. A more uncertain view around consumption, expected slowdown in residential construction and caution around the labour market despite consistently strong employment numbers, record low wages growth, weak consumption and business investment were all commented on during the RBA announcement.

For now it appears that interest rates will remain low for the foreseeable future. Council continues to invest at unprecedented low rates of around 2.5%.

Council staff will continue to monitor interest movements to ensure the best possible returns on investments.

F) Certification – Responsible Accounting Officer

I Ken Beddie, hereby certify that the investments listed in this report have been made in accordance with Section 625 of the *Local Government Act 1993*, Clause 212 of the Local Government (General) Regulations 2005 and Council's Investment Policy.

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:

It is noted that the volatility for current financial markets and pending legal actions will not impact on Council's Rates and Charges, its ability to deliver its existing Services across the funds, or its medium or long term sustainability. Council's overall Investment Portfolio remains sounds.

LEGAL IMPLICATIONS:

Nil.

RECOMMENDATION:

That the Committee recommend to Council 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.*