



**GRAFTON** to **INVERELL**  
cycle classic



**GRAFTON** to **INVERELL**  
cycle classic

**13th May 2017**



Business Paper  
Ordinary Meeting of Council  
26 April, 2017

**INVERELL SHIRE COUNCIL**

**NOTICE OF ORDINARY MEETING OF COUNCIL**

21 April, 2017

An Ordinary Meeting of Council will be held in the Council Chambers, Administrative Centre, 144 Otho Street, Inverell on Wednesday, 26 April, 2017, commencing at **3pm**.

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

**P J HENRY PSM**

**GENERAL MANAGER**

---

---

**A G E N D A**

---

---

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

---

**2PM**

**AFTERNOON TEA**

## Quick Reference Guide

***Below is a legend that is common between the:***

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





## MEETING CALENDAR

October 2016 – September 2017

	TIME	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT
		Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed
Ordinary Meetings	3:00 pm	26	23	21	No Meeting	22	22	26	24	^28	26	23	27
Major Committees		Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed
Civil and Environmental Services	8:30 am	12	9	No Meetings	No Meetings	8	8	12	10	14	12	9	13
Economic and Community Sustainability	10:30 am												

^ Meeting at which the Management Plan for 2017/2018 is adopted.

- Members of the public are invited to observe meetings of the Council.  
Should you wish to address Council, please contact the Office of the General Manager on 6728 8206.

## Table of Contents

### SECTION/PAGE

Charity Bin – Turnham Carpark	D	1
Civil & Environmental Services Committee Meeting Minutes – 12 April 2017	C	1
Complying Development Certificates Approved During March 2017	E	7
Construction Certificates Approved for March 2017	E	5
Development Consents and Refusals During March 2017	E	9
Economic & Community Sustainability Committee Meeting Minutes – 12 April 2017	C	7
Governance – Performance Reporting on Road Maintenance Council Contracts	H	1
Notice of Motion – Proposed Rate Adjustments 2017-18	B	1
Notice of Motion – Rate Calculations	B	2
Ordinance Activities Report for March 2017	E	11
Results of Energise Enterprise Project for Small Business	E	4
Staff Movements – 1 October 2016 to 31 December 2016	E	1
Staff Movements – 1 January 2017 to 31 March 2017	E	2
Summary of Building Construction for March 2017	E	8

MINUTES OF THE ORDINARY MEETING OF INVERELL SHIRE COUNCIL HELD IN THE COUNCIL CHAMBERS, ADMINISTRATIVE CENTRE, 144 OTHO STREET, INVERELL ON WEDNESDAY, 22 MARCH, 2017, COMMENCING AT 3 PM.

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

The General Manager (Paul Henry), Director Corporate & Economic Services (Ken Beddie) and Anthony Alliston (Manager Development Services).

**SECTION A**

**APOLOGIES** **S13.6.9/10**

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

***18/17 RESOLVED*** (McCosker/Berryman) *that the apology from Cr Peters due to his absence for personal reasons be accepted, and that leave of absence be granted.*

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

***19/17 RESOLVED*** (Watts/Baker) *that the Minutes of the Ordinary Meeting of Council held on 22 February, 2017, as circulated to members, be confirmed as a true and correct record of that meeting.*

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

At this juncture, the time being 3.02pm, the following interests were declared:

- Cr Dight declared a non-pecuniary interest in Section C, Committee Reports, Item #2, "Civil & Environmental Services Committee Meeting Minutes – 8 March 2017 – Information Reports #4 Heavy Vehicle Access – Yetman Area". The nature of the interest relates to being a partner in a Yetman business that utilises Heavy Vehicle Access Routes.
- Cr Watts declared a non-pecuniary interest in Section C, Committee Reports, Item #2 "Economic & Community Sustainability Committee Meeting Minutes – 8 March 2017 – Destination Reports #1 Inverell District Family History Group Proposal". The nature of the interest relates to being an *ad hoc* volunteer of this group.

**PUBLIC FORUM** **S13.5.6/10**

At this juncture, the time being 3.04pm, the Mayor welcomed the members of the public and opened the Public Forum Session by inviting members of the public to speak:

Mr Ben Johnson

Services NSW Centre Development

Mr Ben Johnson (Director – Programs and Corporate Relations), Mr Graham Tobin (Director Operations) and Ms Gemma Schlosrich (Manager Business Integration and Communications) attended the meeting representing Services NSW.

Mr Johnson spoke to Council in respect of the new Services NSW Centre development for Inverell and the significant benefits this will bring to Inverell and the region. The new \$1.8 million centre will be able to deliver over 900 State Government services to the community and deliver a substantially higher level of service to the community.

The Centre will open on 21 April 2017 and employ five staff. The Centre will operate from 9.30am to 4.30pm Monday to Friday.

At this juncture, the time being 3.38pm, the Public Forum Session closed and Council resumed the balance of the Agenda.

**SECTION B  
ADVOCACY REPORTS**

Cr King

Library Services

Cr King noted the recent launch of the 3D printer facility as a teaching resource at the library. The resource has been well received.

**SECTION C  
COMMITTEE REPORTS**

CSOT-A

**1. CIVIL & ENVIRONMENTAL SERVICES COMMITTEE MEETING MINUTES – 8 MARCH 2017 S4.11.16/09**

**20/17 RESOLVED** (Baker/Berryman) that:

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

**1. RURAL ROAD CLASSIFICATION AND MAINTENANCE REVIEW S28.27.10**

*That:*

- i) *The Management Policy – Road Hierarchy as presented be endorsed;*
- ii) *The Maintenance intervention of the unsealed road network be made consistent with the level of service provisions outlined in Council's adopted Road Asset Management Plan 2017-2026 and the superseded Management Policy – Road Maintenance be repealed; and*
- iii) *A request be made to Crown Lands to dedicate to Council those portions of the following roads where Council is not currently the 'Road Authority':*

- *MR135 - Guyra Road*
- *MR137 - Inverell-Bonshaw Road*
- *MR462 - Bruxner Way*
- *SR009 - North Star Road*
- *SR010 - Tarwoona Road*
- *SR012 - Blue Nobby Road*
- *SR013 - Apple Tree Flat Road*
- *SR019 - Yetman West Road*
- *SR023 - Bedwell Downs Road*
- *SR026 - Camp Creek Road*
- *SR027 - Atholwood Road*
- *SR028 - Goat Rock Road*
- *SR031 - Hillview Road*
- *SR033 - Limestone Road*
- *SR035 - Coolatai Road*
- *SR038 - Craddock Road*
- *SR039 - Girraween Road*
- *SR046 - The Pocket Road*
- *SR049 - Upper Severn River Road*
- *SR050 - Bukkulla Road*
- *SR051 - Wells Crossing Road*
- *SR055 - South Valley Road*
- *SR059 - Graman Road*
- *SR060 - Nullamanna Road*
- *SR062 - Bonshaw Weir Road*
- *SR065 - Tucka Tucka Road*
- *SR072 - Coopers Road*
- *SR074 - Goberts Road*
- *SR080 - Sawmill Road*
- *SR092 - Old Texas Road*
- *SR102 - Mastermans Road*
- *SR105 - Glenesk Road*
- *SR109 - Cherry Tree Hill Road*
- *SR110 - Rob Roy Road*
- *SR142 - Loxton Road*
- *SR156 - Anderson Lane*
- *SR159 - Turners Lane*
- *SR166 - Reserve Creek Road*
- *SR180 - Pollocks Lane*



- SR192 - Copeton Dam Road
- SR200 - Mcilveen Park Road
- SR207 - Browns Lane
- SR213 - Pine Ridge Road
- SR214 - Old Bundarra Road
- SR224 - Airlie Brake Lane
- SR227 - Wandera Lane
- SR231 - Pineleigh Lane
- SR232 - Poolbrook Road
- SR242 - Tamboura Close
- SR263 - Rifle Range Road
- SR264 - Fisher Road
- SR267 - Spring Mountain Road
- SR268 - Sturmans Road
- SR272 - Ditzells Drive
- SR286 - Monterey Road
- SR299 - Querra Creek Road
- SR357 – McNeils Road

2. APPLICATION FOR RESTRICTED HEAVY VEHICLE ACCESS ROUTES – GRANTS ROAD, WILTSHIRE ROAD, ELSMORE ROAD AND YETMAN ROAD S30.9.11 – REPAIR PROGRAM FUNDING ALLOCATION 2016/2017 & 2017/2018 S15.8.22

*That:*

- i) *Council not approve Grants Road for B-Double access and the applicant be advised of the outcome of the assessment and be provided the opportunity to fund the required upgrade works;*
  - ii) *Council not approve Yetman Road (Between Saleyard and Stewarts Grain Trading, Oakwood) for Road Train access;*
  - iii) *Council not approve Wiltshire Road for B-Double access and the applicant be advised of the outcome of the assessment and be provided the opportunity to fund the required upgrade works; and*
  - iv) *Council approve B-Double access for Elsmore Road (Between Gwydir Hwy and Dodds Lane) and the section of road be gazetted as a B-Double route.*
3. ENVIRONMENTAL PLANNING ENVIRONMENTAL PLANNING AND ASSESSMENT AMENDMENT (EPLANNING) REGULATION 2017 S4.2.1

*That the draft submission, in response to the Environmental Planning and Assessment Amendment (ePlanning) Regulation 2017, be endorsed.*

4. DA-186/2016 – DWELLING – 81-85 KING STREET, INVERELL DA-186/2016

*That Development Application 186/2016 be approved subject to the following conditions of consent:*

**Preliminary:**

1. *Inverell Shire Council issues its consent, subject to conditions stated hereunder, in accordance with Section 80A of the Environmental Planning and Assessment Act 1979.*

*Consent is granted for the construction of a dwelling on Lot 5 Section 8 DP 448428 (Proposed Lot 1 of subdivision approved under DA-70/2015).*

*To confirm and clarify the terms of consent, the development must be carried out in accordance with the stamped and approved plans and accompanying documentation, unless modified by any following condition. Any deviation will require the consent of Council.*

2. *The applicant must comply with all relevant prescribed conditions as contained in Division 8A of the Environmental Planning & Assessment Regulation 2000 (as detailed at the end of this consent.*

**Prior to Commencement of Any Works**

3. *Prior to the commencement of any works (including earthworks) on the site a Construction Certificate must be issued in accordance with Section 109C (1)(b) and 81A (2) of the Environmental Planning and Assessment Act 1979. The application for a Construction Certificate shall include plans and specifications demonstrating full compliance with the Building Code of Australia and associated standards.*
4. *Prior to issue of a Construction Certificate, a detailed Stormwater & Erosion Control Plan is to be submitted to and approved by Council. This plan is to show:*
  - *The remediation of erosion and earthworks within the development site and Queens Terrace, including the proposed method and timing of stabilisation (i.e. seeding, planting, etc.);*
  - *A catch drain along the lower side of Queens Terrace;*
  - *A 'stilling basin' in the eastern corner of the site, which is to be sized and designed by a suitably qualified engineer;*
  - *A concrete kerb under the fence along Queens Terrace directing all water to the 'stilling basin';*
  - *A permanent sediment control measure (i.e. rock gabion) incorporated into the stilling basin; and*
  - *Other erosion control measures to be installed during construction.*
5. *Prior to issue of a Construction Certificate, approval under Section 68 of the Local Government Act 1993 is to be obtained for sewerage work, water supply work and stormwater drainage work.*

**Prior to Commencement of Dwelling Foundations**

6. *Prior to works commencing on the dwelling foundations (i.e. slab, footings, etc.), all erosion and unstable soil within the site and the unformed Queens*

*Terrace, are to be remediated, graded and stabilised.*

7. *Prior to works commencing on the dwelling foundations (i.e. slab, footings, etc.), all stormwater control measures for the site, including kerb under the fence, stilling basin, etc. are to be installed in accordance with the approved engineering details.*
8. *Prior to works commencing on the dwelling foundations (i.e. slab, footings, etc.), all temporary and permanent sediment and erosion control measures are to be installed.*

#### ***During Construction***

9. *For the duration of works, all sediment and erosion controls measures are to be maintained and temporary measures are to be repaired/replaced as necessary. All exposed soil within the site and Queens Terrace is to be managed to prevent erosion.*
10. *To safeguard the local amenity, reduce noise nuisance and to prevent environmental pollution during the construction period:*
  - *Works on site are to be carried out in accordance with the Protection of the Environment Operations Act 1997 in relation to noise, dust and associated nuisances from the site. The carrying out of works shall not interfere with the quiet enjoyment of the surrounding neighbourhood;*
  - *Construction may only be carried out between 7.00am and 5.00pm, Monday to Saturday, and no construction is to be carried out at any time on a Sunday or Public Holiday. Council may consent to vary these hours in particular circumstances where it can be demonstrated that it is unavoidable;*
  - *Stockpiles of topsoil, sand, aggregate, spoil or other material shall be stored clear of any drainage path of easement, natural watercourse, footpath, kerb or road surface and shall implement measures to prevent the movement of such material off site;*
  - *Building operations such as brick cutting, washing tools, concreting and bricklaying shall be undertaken on the building block. The pollutants from these building operations shall be contained on site;*
  - *Builders waste must not be burnt or buried on site. All waste (including felled trees) must be contained and removed to a waste disposal depot;*
  - *Sediment and erosion control measures are to be implemented onsite and maintained until the site is fully stabilised, in accordance with Council's Erosion and Sedimentation Control Policy 2004; and*
  - *Where the proposed development involves the disturbance of any existing survey monuments, those monuments affected will need to be relocated by a registered surveyor under the Surveying and Spatial Information Act 2002. A plan showing the relocated monuments will then be required to be lodged as a matter of public record at the Lands Titles Office.*

#### ***Prior to Occupation***

11. *Prior to occupation of the premises, an Occupation Certificate must be issued in accordance with Section 109M of the Environmental Planning and Assessment Act 1979.*

*Note: Prior to issue of the Occupation Certificate, the Principal Certifying Authority is required to be satisfied, amongst other things, that:*

- *all required inspections (including each applicable mandatory critical stage inspection) have been carried out; and*
- *any preconditions to the issue of the certificate required by a development*

*consent have been met.*

12. *Prior to issue of an Occupation Certificate, where applicable, the following works are to be completed:*
  - *All adjacent public and private land must be cleared of obstructions such as stockpiles of topsoil, building material, waste and other material associated with construction; and*
  - *The applicant will repair/restore, or pay the full costs associated with repairing/restoring, any footpath, public reserve and infrastructure that is damaged by the development.*
13. *Prior to issue of an Occupation Certificate, all roof water is to be discharged to the kerb and gutter in King Street.*
14. *Prior to issue of an Occupation Certificate, all surface water is to be discharged through the constructed stilling basin in the eastern corner of the site.*
15. *Prior to issue of an Occupation Certificate, all earthworks within the site and Queens Terrace are to be fully stabilised.*
16. *Prior to issue of an Occupation Certificate, the boundary adjustment as approved under DA-70/2015 is to be registered with the Lands Titles Office.*
17. *Any other condition deemed appropriate by the Director Civil and Environmental Services.*

S375A Record of Voting	Councillors For:	Councillors Against:
Cr P J Harmon	✓	
Cr C M Dight	✓	
Cr P A King	✓	
Cr D F Baker	✓	
Cr S J Berryman	✓	
Cr J N McCosker	✓	
Cr A A Michael	✓	
Cr J A Watts	✓	

5. ASHFORD MULTI-SERVICE CENTRE (ACCESS) S13.5.3

*That:*

- i) *An investigation be undertaken into the specific needs of the Centre's users, noting that disabled access is already provided at two locations, and*
- ii) *A further report be presented to the next meeting of the Committee in this matter.*

6. ASHFORD SHOWGROUND ROAD S13.5.3

*That Council staff assist Ashford Showground trust in seeking Public Reserves Management Funding for the gravelling of the Ashford Showground entrance road, noting the Showground is a Crown Reserve.*

7. ASHFORD MULTISERVICE CENTRE – BREASTSCREEN BUS S13.5.3

That:

- i) *As the Breast Cancer Screening Bus can be accommodated on the existing southern driveway, a three-phase power outlet be installed at this location funded from the Ashford Villages Development budget allocation.*

CSOT-A 2. ECONOMIC & COMMUNITY SUSTAINABILITY COMMITTEE MEETING MINUTES – 8 FEBRUARY 2017 S4.11.17/09

**21/17 RESOLVED** (Watts/Michael) that:

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

1. INVERELL FAMILY HISTORY GROUP PROPOSAL (IDFHG) S3.6.1/10

That:

- i) *Council provide 'in principle' support for the proposal,*
- ii) *A Sunset Committee be established to consider the infrastructure and operation issues and form a position in respect of these issues and that this position include the preparation of a draft Memorandum of Understanding for Council's consideration,*
- iii) *the Sunset Committee consult with the IDFHG during its deliberations,*
- iv) *Cr Baker be a member of the Sunset Committee, and*
- v) *Council seeking funding opportunities for the capital cost.*

2. DONATION REQUEST DELUNGRA SENIOR CITIZENS CLUB S12.22.1

*That as per Council policy, a donation of \$200.00 be granted.*

3. NATIONAL TRANSPORT MUSEUM S8.5.9

That:

- i) *Option 2 be adopted being a 50% reduction in the License Fee for a period of two (2) years commencing from 1 July, 2016, with the License Period to be extended by a further 12 months to recoup this amount; and*
- ii) *The matter be reviewed in 12 months time and include a review of the Museum's Financial Results.*

CSOT-A 3. INVERELL LIQUOR CONSULTATIVE COMMITTEE MEETING MINUTES S19.9.1

**22/17 RESOLVED** (Michael/Baker) that the Minutes of the Inverell Liquor Consultative Committee Meeting held on Tuesday, 23 February, 2017, be received and noted.

**SECTION D  
DESTINATION REPORTS**

1. **ENVIRONMENTAL PLANNING AND ASSESSMENT AMENDMENT BILL 2017**

**23/17 RESOLVED** (Baker/Dight) that the Supplementary Report in relation to the Environmental Planning and Assessment Bill 2017 be considered by Council.

**SUPPLEMENTARY SECTION D  
DESTINATION REPORTS**

DP-A 2. **ENVIRONMENTAL PLANNING AND ASSESSMENT AMENDMENT BILL 2017  
S4.2.1**

**24/17 RESOLVED** (Michael/Baker) that the submission in relation to the Environmental Planning and Assessment Bill 2017 be endorsed by Council.

**SECTION E  
INFORMATION REPORTS**

1. **2016 APEX VENETIAN CARNIVAL S6.8.9**
2. **CONSTRUCTION CERTIFICATES APPROVED FOR  
FEBRUARY 2017 S7.2.4/10**
3. **COMPLYING DEVELOPMENT CERTIFICATES APPROVED DURING  
FEBRUARY 2017 S7.2.4/10**
4. **SUMMARY OF BUILDING CONSTRUCTION FOR FEBRUARY 2017  
S7.2.4/10**
5. **DEVELOPMENT CONSENTS AND REFUSALS DURING FEBRUARY 2017  
S18.10.2/10**
6. **SEPTIC TANK APPROVALS FOR FEBRUARY 2017 S29.19.1**
7. **ORDINANCE ACTIVITIES REPORT FOR FEBRUARY 2017 S18.10.1**
8. **STRATEGIC TASKS – ‘SIGN OFF’ FEBRUARY 2017 S4.13.2**
9. **QUESTIONS WITHOUT NOTICE – MARCH 2017 S15.5.5/09**

**25/17 RESOLVED** (Watts/King) that the items contained in the Information Reports to the Ordinary Meeting of Council held on Wednesday, 22 March, 2017, be received and noted.

**SECTION F  
QUESTIONS WITHOUT NOTICE**

MCE-A      **QWN/ORD 5 /17**      Byron Street-Campbell Street Intersection      S11.12.5  
Cr Watts

Cr Watts asked if the plants could be trimmed at this location.

DCS-A      **QWN/ORD 6 /17**      Shire Villages      S12.5.3  
Cr McCosker

Cr McCosker asked if a report on the expenditures within the four (4) villages over the last three (3) years could be provided to the next meeting.

**QWN/ORD 7/17**      Australian Local Government Women's Association (ALGWA)  
Cr Baker

Cr Baker advised that Cr Dight, Cr Watts and herself would be attending the Australian Local Government Women's New South Wales Branch Conference in May.

There being no further business, the meeting closed at 4.11pm.

CR P J HARMON

CHAIRPERSON

**TO ORDINARY MEETING OF COUNCIL 26/4/2017**

<b>ITEM NO:</b>	1.	<b>FILE NO:</b> S13.5.3
<b>SUBJECT:</b>	<b>NOTICE OF MOTION - PROPOSED RATE ADJUSTMENTS 2017-18</b>	
<b>PREPARED BY:</b>	Cr M J Peters	

**NOTICE OF MOTION**

I hereby give notice of my intention to move at the next meeting of the Council the following motion:

*'In the spirit of a fair go for all Inverell ratepayers the 2017-18 rates be adjusted in the following way:*

- 1) All water charges be brought in line with comparable councils*
- 2) All sewerage charges brought onto parity with typical NSW rates*
- 3) that there be no rate decreases*
- 4) that no rates increase above the 4.75 plus 1.8% amount'*

**RATIONALE:**

*'As council is operating in a tight fiscal environment every dollar is crucial. There can be no justification that water and sewerage rates are massively below all other councils and should be brought into line with other councils. Secondly no ratepayer would expect to get a rate decrease and clearly no VG valuation would have been negative so there should be no rate decreases. Councillor Dight asked Mr Beddie if rates could increase by the VG valuation. Mr Beddie answer was no that would not happen however as the example given in 2017-18 operational plan has farmland 540-5 Balaclava rising by 16.88%.*

*The increase in rates must be born equitably across all ratepayers, it is unfair if some individuals bear a huge increase while others pay less'.*

COUNCILLOR: M J PETERS

DATE: 18 April 2017

**GENERAL MANAGER'S COMMENTS:**

- Councillors should note the provisions of s.409 Local Government Act 1993, which states:

*409 The consolidated fund*

- (1) All money and property received by a council must be held in the council's consolidated fund unless it is required to be held in the council's trust fund.*
- (2) Money and property held in the council's consolidated fund may be applied towards any purpose allowed by this or any other Act.*
- (3) However:*



- a) *money that has been received as a result of the levying of a special rate or charge may not be used otherwise than for the purpose for which the rate or charge was levied, and*
  - b) *money that is subject to the provisions of this or any other Act (being provisions that state that the money may be used only for a specific purpose) may be used only for that purpose, and*
  - c) *money that has been received from the Government or from a public authority by way of a specific purpose advance or grant may not, except with the consent of the Government or public authority, be used otherwise than for that specific purpose.*
- *'No rate decreases' is not achievable as 441 rateable properties had their Land Valuation decreased in the 2016 revaluation by the Valuer General. No provision in the Local Government Act to permit Council to adjust individual rates in the dollar to achieve this outcome.*

<b>ITEM NO:</b>	2.	<b>FILE NO:</b> S13.5.3
<b>SUBJECT:</b>	<b>NOTICE OF MOTION - RATE CALCULATIONS</b>	
<b>PREPARED BY:</b>	Cr M J Peters	

## NOTICE OF MOTION

I hereby give notice of my intention to move at the next meeting of the Council the following motion:

*'Management provide a detailed explanation of how rates are calculated within rate categories showing what objective data is used for variation'.*

### RATIONALE:

*'Huge variations occur within categories and for councillors to meet their governance requirements need to be aware of how the calculations are made with actual examples of VG variation compared to rates stated in 2017-18 operational plan'.*

COUNCILLOR: M J PETERS

DATE: 18 April 2017

### **Local Government (General) Regulation 2005**

#### **241 Giving notice of business**

- (1) A council must not transact business at a meeting of the council:
  - (a) unless a councillor has given notice of the business in writing within such time before the meeting as is fixed by the council's code of meeting practice or (if the council does not have a code of meeting practice or its code of meeting practice does not fix that time) as is fixed by resolution of the council, and
  - (b) unless notice of the business has been sent to the councillors in accordance with section 367 of the Act.
- (2) Subclause (1) does not apply to the consideration of business at a meeting if the business:
  - (a) is already before, or directly relates to a matter that is already before, the council, or

- 
- (b) is the election of a chairperson to preside at the meeting as provided by clause 236 (1), or
  - (c) is a matter or topic put to the meeting by the chairperson in accordance with clause 243, or
  - (d) is a motion for the adoption of recommendations of a committee of the council.
  - (3) Despite subclause (1), business may be transacted at a meeting of a council even though due notice of the business has not been given to the councillors. However, this can happen only if:
    - (a) a motion is passed to have the business transacted at the meeting, and
    - (b) the business proposed to be brought forward is ruled by the chairperson to be of great urgency.

Such a motion can be moved without notice.

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

**TO ORDINARY MEETING OF COUNCIL 26/4/2017**

<b>ITEM NO:</b>	1.	<b>FILE NO:</b> S4.11.16/09
<b>DESTINATION 2 DESTINATION 3 DESTINATION 5:</b>	A Community that is healthy, educated and sustained. An environment that is protected and sustained. The Communities are served by sustainable services and infrastructure.	<b>CES</b>
<b>SUBJECT:</b>	<b>CIVIL &amp; ENVIRONMENTAL SERVICES COMMITTEE MEETING MINUTES – 12 APRIL 2017</b>	
<b>PREPARED BY:</b>	Fiona Adams, Manager Integrated Planning and Reporting	

**SUMMARY:**

Meeting held on Wednesday, 12 April, 2017.

For the consideration of Council.

**COMMENTARY:**

MINUTES OF THE CIVIL & ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD IN THE COMMITTEE ROOM, 144 OTHO STREET, INVERELL ON WEDNESDAY, 12 APRIL, 2017, COMMENCING AT 8.30 AM.

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

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

Paul Henry (General Manager), Brett McInnes (Director Civil and Environmental Services), Ken Beddie (Director Corporate and Economic Services), Justin Pay (Manager Civil Engineering) and Anthony Alliston (Manager Development Services).

**SECTION A****APOLOGIES:**

There were no apologies received.

1. **CONFIRMATION OF MINUTES**

*RESOLVED (Harmon/Berryman) that the Minutes of the Civil and Environmental Services Committee Meeting held on 8 March, 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

1. NOTICE OF MOTION - BUKKULLA RECREATION GROUND S13.5.3

*RESOLVED (Peters/Harmon) that the Committee recommend to Council that Bukkulla Recreation Ground and building drainage upgrades as discussed be completed.*

Cr Harmon Ashford Salami Festival

The Mayor attended the Salami Festival Long Lunch with Cr Michael, Cr Baker and Cr Dight. The event was a success.

SECTION D  
DESTINATION REPORTS

1. CONTRACT FOR THE MANAGEMENT AND OPERATION OF THE INVERELL SWIMMING POOL AND THE ASHFORD SWIMMING POOL – EVALUATION OF TENDERS (T3/2017) S4.19.16

*RESOLVED (Berryman/Harmon) that the Supplementary Confidential Report in relation to the evaluation of Tenders for the management and operation of the Inverell Swimming Pool and the Ashford Swimming Pool be considered at a Closed Committee as:*

- i) The matters and information are ‘commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.’ (Section 10A(2)(d)(i) of the Local Government Act, 1993);*
- ii) On balance the public interest in preserving the confidentiality of the information outweighs the public interest in openness and transparency in Council decision-making by discussing the matter in open meeting; and*
- iii) All reports and correspondence relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act, 1993.*

2. HIGHER MASS LIMIT ASSESSMENT - BRUXNER WAY S15.8.48

*RESOLVED (Harmon/Berryman) that the Committee recommend to Council that the entire length of Bruxner Way in the Inverell Shire be approved for Higher Mass Limit vehicle access and that this route be included in the Roads and Maritime Services HML maps.*

At this juncture, the time being 8.40am, Cr Baker departed the meeting due to her ongoing pecuniary interest with the Town Centre Renewal Plan. Cr Harmon assumed the Chair.

3. URBAN WORKS PROGRAM S28.21.1/09

*RESOLVED (Berryman/Harmon) that the Committee recommend to Council that the Otho Street Town Centre Renewal Plan Upgrade Plan be endorsed and the existing six (6) Plane Trees identified for removal be removed.*

At this juncture, the time being 9.09am, Cr Baker returned to the meeting and assumed the Chair.

4. RESTRICTED ACCESS VEHICLE REQUEST – YETMAN AREA S30.9.11/01

*RESOLVED (Harmon/McCosker) that the Committee recommend to Council that;*

- i) The 1.38km section of Tarwoona Road be approved however, the remainder of Tarwoona*

- Road not be approved for B-Double access;*
- ii) *Keetah Road be approved for B-Double access and be gazetted as a B-Double route, subject to risk mitigation measures being completed;*
- iii) *Holdfast Road be approved for B-Double access and be gazetted as a B-Double route, subject to risk mitigation measures being completed, with the exception of the 3km section starting at 12.1km from Bruxner Way;*
- iv) *Council apply for grant funding for the cost of the signage works required to complete the risk mitigation measures;*
- v) *Council notify the applicants of the outcome of their application and proposed course of action.*

5. AQUATIC CENTRE FORWARD PLANNING S5.11.39

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

- i) *The information be received and noted;*
- ii) *An Aquatic Centre Planning Sunset Committee be convened;*
- iii) *The Committee comprise three (3) members; being the Mayor, Cr King and Cr Berryman; and*
- iv) *The task of the Sunset Committee be:*
  - a) *To consider the contents of the relevant consultant reports and work with staff to develop a Swimming Pools Renewal Strategy; and*
  - b) *Upon completion of the Swimming Pools Renewal Strategy assist in the formulation of a design brief to achieve the outcomes contained in the strategy.*

6. ORCHARD PLACE S28.10.SR235

*MOTION (Berryman/Harmon) that the Committee recommend to Council that;*

- i) *Orchard Place continue to be maintained in accordance with its classification as a 'Rural Collector' road;*
- ii) *Council continue to monitor the level of service provided to road users on Orchard Place; and*
- iii) *Council formally advise residents who have made previous representations of their decision.*

*AMENDMENT (Harmon/Baker) that the Committee recommend to Council that;*

- i) *Orchard Place continue to be maintained in accordance with its classification as a 'Rural Collector' road;*
- ii) *Funding be provided in the 2017/18 Budget to upgrade the southern section to bitumen sealed standard with a cul-de-sac to be constructed immediately north of the old airport runway.*

The amendment on being put to the meeting was lost.

The motion on being put to the meeting was CARRIED.

**SECTION E  
INFORMATION REPORTS**

- 1. WORKS UPDATE S28.21.1/10
- 2. WATER PRESSURE AT DELUNGRA S32.13.3

*RESOLVED (Harmon/Berryman) that the items contained in the Information Reports to the Civil & Environmental Services Committee Meeting held on Wednesday, 12 April, 2017, be received and noted.*

**SUPPLEMENTARY SECTION E**

INFORMATION REPORTS

3. LANDFILL REHABILITATION PROGRAM S15.8.58/03

*RESOLVED (Harmon/Berryman) that the Landfill Rehabilitation Report be received and noted.*

SECTION F  
GENERAL BUSINESS

Cr Peters Performance Management

Cr Peters asked about the Performance Management role of the Committee and how this can be enhanced particularly in the area of efficiency.

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

At 9.46am, the Chairperson offered the opportunity to members of the public to make representations as to whether any part of the Committee Meeting should not be considered in Closed Committee. There was no response from the public.

CLOSED COMMITTEE REPORTS

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

Suspension of Standing Orders

At this juncture, the time being 9.50am, the Chairperson sought agreement to suspend Standing Orders to enable a general discussion to take place regarding Council's Pool Facilities.

Resumption of Standing Orders

At this juncture, the time being 10.08am, Standing Orders resumed and the Committee considered the balance of the Agenda.

Upon resuming Open Committee at 10.11am, the Chair verbally reported that the Committee, with the Press and Public excluded, having considered the matters referred to it, recommends as follows:

1. CONTRACT FOR THE MANAGEMENT AND OPERATION OF THE INVERELL SWIMMING POOL AND THE ASHFORD SWIMMING POOL – EVALUATION OF TENDERS (T3/2017) S4.19.16

- i) *Council accept the Tender from Community Aquatics Pty Limited for the sum of \$396,000 over the three (3) year term with a two (2) year option at the absolute sole discretion of Council, subject to satisfactory financial checks by an independent agent; and*
- ii) *The General Manager be authorised to execute the Contract under the common seal of Council.*

ADOPTION OF RECOMMENDATION

*RESOLVED (Harmon/Peters) that the recommendation from Closed Committee be adopted.*

There being no further business, the meeting closed at 10.21am.

**RECOMMENDATION:***That:*

- i) the Minutes of the Civil & Environmental Services Committee Meeting held on Wednesday, 12 April, 2017, be received and noted; and*
- ii) the following recommendations of the Civil & Environmental Services Committee be considered by Council:*

1. NOTICE OF MOTION - BUKKULLA RECREATION GROUND      S13.5.3

*That Bukkulla Recreation Ground and building drainage upgrades as discussed be completed.*

2. HIGHER MASS LIMIT ASSESSMENT - BRUXNER WAY      S15.8.48

*That the entire length of Bruxner Way in the Inverell Shire be approved for Higher Mass Limit vehicle access and that this route be included in the Roads and Maritime Services HML maps.*

3. URBAN WORKS PROGRAM      S28.21.1/09

*That the Otho Street Town Centre Renewal Plan Upgrade Plan be endorsed and the existing six (6) Plane Trees identified for removal be removed.*

4. RESTRICTED ACCESS VEHICLE REQUEST – YETMAN AREA      S30.9.11/01

*That:*

- i) The 1.38km section of Tarwoona Road be approved however, the remainder of Tarwoona Road not be approved for B-Double access;*
- ii) Keetah Road be approved for B-Double access and be gazetted as a B-Double route, subject to risk mitigation measures being completed;*
- iii) Holdfast Road be approved for B-Double access and be gazetted as a B-Double route, subject to risk mitigation measures being completed, with the exception of the 3km section starting at 12.1km from Bruxner Way;*
- iv) Council apply for grant funding for the cost of the signage works required to complete the risk mitigation measures;*
- v) Council notify the applicants of the outcome of their application and proposed course of action.*

5. AQUATIC CENTRE FORWARD PLANNING      S5.11.39

*That:*

- i) The information be received and noted;*
- ii) An Aquatic Centre Planning Sunset Committee be convened;*
- iii) The Committee comprise three (3) members; being the Mayor, Cr King and Cr Berryman; and*
- iv) The task of the Sunset Committee be:*
  - a) To consider the contents of the relevant consultant reports and work with staff to develop a Swimming Pools Renewal Strategy; and*
  - b) Upon completion of the Swimming Pools Renewal Strategy assist in the formulation of a design brief to achieve the outcomes contained in the strategy.*

6. ORCHARD PLACE      S28.10.SR235

*That:*

- i) Orchard Place continue to be maintained in accordance with its classification as a 'Rural Collector' road;*
- ii) Council continue to monitor the level of service provided to road users on Orchard Place; and*
- iii) Council formally advise residents who have made previous representations of their decision.*

**7. CONTRACT FOR THE MANAGEMENT AND OPERATION OF THE INVERELL SWIMMING POOL AND THE ASHFORD SWIMMING POOL – EVALUATION OF TENDERS (T3/2017) S4.19.16**

*That:*

- i) Council accept the Tender from Community Aquatics Pty Limited for the sum of \$396,000 over the three (3) year term with a two (2) year option at the absolute sole discretion of Council, subject to satisfactory financial checks by an independent agent; and*
- ii) The General Manager be authorised to execute the Contract under the common seal of Council.*

<b>ITEM NO:</b>	2.	<b>FILE NO:</b> S4.11.17/09
<b>DESTINATION 1 DESTINATION 4:</b>	A recognised leader in a broader context. A strong economy.	<b>RB</b>
<b>SUBJECT:</b>	<b>ECONOMIC &amp; COMMUNITY SUSTAINABILITY COMMITTEE MEETING MINUTES – 12 APRIL 2017</b>	
<b>PREPARED BY:</b>	Fiona Adams, Manager Integrated Planning and Reporting	

**SUMMARY:**

Meeting held on Wednesday, 12 April, 2017.

For the consideration of Council.

**COMMENTARY:**

MINUTES OF THE ECONOMIC & COMMUNITY SUSTAINABILITY COMMITTEE MEETING HELD IN THE COMMITTEE ROOM, INVERELL SHIRE COUNCIL, 144 OTHO STREET, INVERELL ON WEDNESDAY, 12 APRIL, 2017, COMMENCING AT 10.45AM.

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, J N McCosker and M J Peters.

Paul Henry (General Manager), Ken Beddie (Director Corporate and Economic Services) and Brett McInnes (Director Civil and Environmental Services).

**SECTION A**



APOLOGIES:

There were no apologies received.

1. CONFIRMATION OF MINUTES

*RESOLVED (Michael/Dight) that the Minutes of the Economic and Community Sustainability Committee Meeting held on 8 March, 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 REPORTSCr Dight Local Government Finance Training

Cr Dight provided an outline of the training undertaken by Cr Watts and herself. The focus of the training was Council's Financial Statements, with an emphasis on understanding the role of depreciation in the financial results recorded by councils.

SECTION C  
COMMITTEE REPORTS1. PUBLIC ART SUNSET COMMITTEE MEETING MINUTES – 23 FEBRUARY 2017  
S26.5.10

*RESOLVED (Michael/Dight) that:*

- i) the Minutes of the Public Art Sunset Committee Meeting held on Thursday, 23 February, 2017, be received and noted; and*
- ii) the following recommendation of the Public Art Sunset Committee be considered by Council:*

1. BLUE FACETS SCULPTURE

*That an estimate of cost be prepared for the construction of an interpretive didactic area in Bicentennial Park for the sculpture, 'Blue Facets'.*

2. KURRAJONG POPPIES

*That Council accepts the conditional quote of \$1,200 to repaint the poppies sculpture.*

3. PUBLIC ART PROJECT

*That the following actions be undertaken:*

- i) Council investigate the use of the concrete outer walls of the Bicentennial Memorial as an 'artist's canvas';*
- ii) The surface of the walls be inspected to ascertain suitability for this project; and*

- iii) *The method of selecting an artist/s be considered at the next meeting of the Committee.*

SECTION D  
DESTINATION REPORTS

1. DONATION REQUEST – INVERELL ANGLERS ASSOCIATION S15.8.7/09

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

- i) *A donation of \$500.00 for the purchase of trout fingerlings be provided to the Inverell Anglers Association; and*
- ii) *The Association be thanked for their work.*

2. EXPIRING LICENCE AGREEMENTS S5.10.52 & S5.10.137

- 1. Licence Agreement, Joseph and Samone Bell - Lot 10, DP 1123056, Taylor Avenue, Inverell

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

- i) *Council renew the agreement with Joseph and Samone Bell for a further two (2) year period with a further two (2) year option under the same terms and conditions;*
- ii) *The licence fee be \$622.40 (inclusive of the 3% increase on 16/17 figure) per annum (GST Inclusive) with a 3% increase per consecutive annum; and*
- iii) *The Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

- 2. Licence Agreement, Mr Colin Moore, Part Unformed Laneway Adjacent to Lot 1, DP 161692 and Lot 5, Sec 8, DP 448428, Inverell

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

- i) *Council renew the agreement with Mr Colin Moore for a further two (2) year period with a further two (2) year option under the same terms and conditions;*
- ii) *The licence fee be \$212.18 (inclusive of the 3% increase on 16/17 figure) per annum (GST Inclusive) with a 3% increase per consecutive annum; and*

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

3. BOUNDARY ADJUSTMENT WITH ARMIDALE REGIONAL COUNCIL S13.1.1

*RESOLVED (Harmon/Dight) that:*

- i) *The boundary adjustment between Armidale Regional Council and Inverell Shire Council proposed by the Armidale Regional Council Administrator, consisting of approximately 800km<sup>2</sup>, be accepted;*
- ii) *The Minister for Local Government and the Member for Northern Tablelands be advised of Council's concurrence to the proposed boundary adjustment;*
- iii) *The process of distributing assets and liabilities be by a mutually agreed process;*
- iv) *The State Government be requested to meet the costs of implementing the boundary*

*adjustment;*

- v) *The approaches from the residents residing outside the survey area that expressed a wish to be included in the boundary adjustment process be acknowledged. Further, that the Administrator of Armidale Regional Council be requested to consider their wishes. Still further, that the residents be advised to press their view with the Administrator and Mr Marshall, MP.*

4. AASB 124 RELATED PARTY TRANSACTIONS S4.14.4/03

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

- i) *Council adopt the Key Management Personnel (KMP) - Related Party Transactions Policy; and*
- ii) *Council's Key Management Personnel, in accordance with section 10 of the policy, complete section 1 of Attachment C and return to Council's Responsible Accounting Officer by 10 May, 2017.*

5. VOLUNTEER RESCUE ASSOCIATION EMERGENCY RADIO FACILITY S10.10.3

*RESOLVED (Harmon/King) that noting the valuable service the Inverell VRA provides to the Community, the Committee recommend to Council that:*

- a) *The Inverell VRA be granted a Licence to access to Council's Uambi Radio Repeater Site;*
- b) *The annual Licence Fee be \$1.00 per year, payable on request; and*
- c) *The licence be subject to any other appropriate terms and conditions as determined by the General Manager.*

6. DA 181/2016 - DISCUSSION WITH DEVELOPER DA-181/2016

*RESOLVED (Michael/Dight) that the matter be referred to Closed Council for consideration as:*

- i) *The matters and information are 'commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.' (Section 10A(2)(d)(i) of the Local Government Act, 1993);*
- ii) *On balance the public interest in preserving the confidentiality of the information outweighs the public interest in openness and transparency in Council decision-making by discussing the matter in open meeting; and*
- iii) *All reports and correspondence relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act, 1993.*

**7. 2017/2018 DRAFT ESTIMATES AND OPERATIONAL PLAN, AND LONG TERM FINANCIAL PLAN S12.5.3**

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

- a) *The information of Budget Background Matters be noted; and*
- b) *The outcome of the application of the FFF Benchmarks to the Long Term Financial Plans be noted.*

**GENERAL ACTIVITIES**

**1. Revenue and Expenditure Matters**

*RESOLVED (Michael/Dight) that the Committee recommend to Council that Council utilises the maximum permissible rate increase allowed by IPART of 1.5% on top of the 4.75% 2017/18 SRV increase.*

**2. Budget Programs**

**2.1 Urban Works Program**

*RESOLVED (Harmon/Dight) that the Committee recommend to Council that the following works be funded from the Urban Works Vote and be included in the 2017/2018 Budget:*

**A. Inverell and Villages - Urban Renewal and Upgrade General Fund, Water Fund**

Gwydir Highway/Bundarra Road Intersection	\$ 500K	
		\$ 0K

**B. Footpaths and Cycleway Construction**

\$ for \$ Contribution to PAMP Program (RMS approved the 2017/2018 Program)	\$ 30K
--	--------

**C. Urban Drainage Construction/Reconstruction**

*Drainage Constructions – Funded from Stormwater  
Management Service Charge – See separate section below*

**D. Village Works – Community suggested projects**

Ashford	\$ 7K
Delungra	\$ 7K
Gilgai	\$ 5K
Yetman	\$ 7K
Oakwood	\$ 1K
Bonshaw	\$ 1K
Graman	\$ 1K
Nullamanna	\$ 1K
Elsmore	\$ 1K
Stannifer	\$ 1K
Gum Flat	\$ 1K

**GENERAL FUND GRAND TOTAL**

**\$ 563K**

**WATER FUND TOTAL**

**\$ 0K**

*In addition, the \$1M Budget Provision – Chester Street Heavy Vehicle Route Renewal, in the Internally Restricted Asset, be allocated into the 2017/2018 Budget to enable these works to be completed at the same time.*

**2.2     Finance and Assistance Grant – Local Roads Component (ACRD) 2017/2018 Program**

*RESOLVED (Michael/King) that Committee recommend to Council that the following works be funded from the Urban Works Vote and be included in the 2017/2018 Budget:*

- i)        The budget allocations for the 2017/2018 ACRD Program be noted; and*
- ii)      A further report be presented to the Civil and Environmental Services Committee in respect of the funding allocations and individual works proposed to be undertaken under this program.*

**2.3     RMS Supplementary Block Grant Program**

*RESOLVED (Michael/King) that the Committee recommend to Council that the allocation of the \$160K RMS Supplementary Block Grant Program be the subject of a further report to the Civil and Environmental Services Committee Meeting.*

**2.4     Roads to Recovery Program**

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

- i)        The budget allocation for the 2017/2018 Roads to Recovery Program be endorsed; and*
- ii)      A further report be presented to the Civil and Environment Committee in respect of the specific projects to be funded.*

**2.5     Block Grant Program – Regional Roads**

*RESOLVED (Michael/King) that the Committee recommend to Council that the allocation for the 2017/2018 Block Grant Program for the various activities on the Regional Road Network be endorsed.*

**3.       Rating Structure**

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

- a)    The following rating categories be utilised for the 2017/18 rating year:*

*Residential – Inverell  
Residential – General  
Residential – Ashford  
Residential – Delungra  
Residential – Gilgai  
Residential – Yetman  
Residential – Rural  
Business – Inverell Industrial/Commercial  
Business – Other  
Farmland  
Mining*

- b)    A General Base Amount of \$198 plus an Ad Valorem Rate be determined for the categories detailed in a) above.*

**4.       Effect on Rates**

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

- i)        The information be noted; and*

- ii) *The Interest Rate applicable to Outstanding Rates and Charges for 2017/2018 be the maximum allowable as advised by the Office of Local Government.*

5. Waste Management Charges

*RESOLVED (Michael/King) that the Committee recommend to Council that the following Waste Management Charges be adopted:*

- i) *Waste Management Charge – All Properties* \$ 80.00
- ii) *Domestic Waste Management - Occupied Charge:*

Number of Services per Assessment	Annual Charge per Assessment
1	\$ 320.00
2	\$ 640.00
3	\$ 960.00
4	\$ 1,280.00
5	\$ 1,600.00
6	\$ 1,920.00
7	\$ 2,240.00
8	\$ 2,560.00
9	\$ 2,880.00
10	\$ 3,200.00
11	\$ 3,520.00
12	\$ 3,840.00
13	\$ 4,160.00
14	\$ 4,480.00
15	\$ 4,800.00
	etc

- iii) *Domestic Waste Management – Unoccupied Charge* \$50.00
- iv) *Other Waste Management Charge*

Number of Services	Yearly Charge per Service (Ex GST)
1	\$ 320.00
2	\$ 640.00
3	\$ 960.00
4	\$ 1,280.00
5	\$ 1,600.00
6	\$ 1,920.00
7	\$ 2,240.00
8	\$ 2,560.00
9	\$ 2,880.00
10	\$ 3,200.00
11	\$ 3,520.00
12	\$ 3,840.00
13	\$ 4,160.00
14	\$ 4,480.00
15	\$ 4,800.00
	etc

- v) *Weekly Commercial Recycling Charge* \$ 110.00 ex GST  
*Fortnightly Commercial Recycling Charge* \$ 55.00 ex GST  
*(These Charge are levied per Service, and GST is only charged if applicable)*

6. Fees & Charges

*RESOLVED (Harmon/King) that the Committee recommend to Council that the Fees and Charges, as recommended, be adopted.*

**7. Stormwater Management Service Charge**

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

- i) The Stormwater Management Service Charge be set at the maximum amount allowable of \$25.00 per Residential Premises, \$12.50 per Residential Strata lot, and \$25.00 for Business Premises for each 350 square metres or additional part thereof, subject to a maximum charge on Business Premises of \$150.00; and*
- ii) The Stormwater Management Program as recommended being Gilgai Drainage be adopted.*

**8. Summary**

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

- i) The report on the balanced budget under the FFF Roadmap 14.25% SRV Scenario (4.75% plus a rate peg increase for 2017/18) be noted;*
- ii) The draft Estimates (incorporating the Operational Plan) for the General Activities for 2017/2018 be adopted and placed on public exhibition for a period of 28 days as required by Section 405 of the Local Government Act 1993.*

**SEWERAGE ACTIVITIES**

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

- (i) The Sewerage Charges as listed below be adopted for 2017/2018:*

<i>Sewerage Charge Occupied</i>	<i>\$ 500.00</i>
<i>Sewerage Charge Unoccupied</i>	<i>\$ 313.00</i>
<i>Sewerage Charge Flats/Units</i>	<i>\$ 313.00</i>
<i>Sewerage Charge Nursing Homes</i>	<i>\$2,342.00</i>

<i>Sewerage Charge Hotel/Licenced Clubs</i>	<i>\$1,500.00</i>
---	-------------------

<i>Number of Services per Assessment</i>	<i>Annual Charge Per Assessment</i>
--	-------------------------------------

<i>1</i>	<i>\$ 500.00</i>
<i>2</i>	<i>\$ 813.00</i>
<i>3</i>	<i>\$1,126.00</i>
<i>4</i>	<i>\$1,439.00</i>
<i>5</i>	<i>\$1,752.00</i>
<i>6</i>	<i>\$2,065.00</i>
<i>7</i>	<i>\$2,378.00</i>
<i>8</i>	<i>\$2,691.00</i>
<i>9</i>	<i>\$3,004.00</i>
<i>10</i>	<i>\$3,317.00</i>
<i>11</i>	<i>\$3,630.00</i>
<i>12</i>	<i>\$3,943.00</i>
<i>13</i>	<i>\$4,256.00</i>
<i>14</i>	<i>\$4,569.00</i>
<i>15</i>	<i>\$4,882.00</i>

<i>Sewerage Non-Rateable Schools – WC's</i>	<i>\$75.00 per receptacle</i>
<i>Sewerage Non-Rateable Other – WC's</i>	<i>\$124.40 per receptacle</i>
<i>Sewerage Non-Rateable Urinals</i>	<i>\$ 75.00 per receptacle</i>

Charge Structure for Motels and Caravan Parks

*In accordance with the new charge structure for Motels and Caravan Parks the following charges are proposed for 2017/2018.*

<i>Motel Residence</i>	<i>\$ 500.00</i>
<i>Motel Restaurant</i>	<i>\$ 500.00</i>
<i>Motel Ensuite</i>	<i>\$ 156.60</i>
<i>Caravan Park Residence</i>	<i>\$ 500.00</i>
<i>Caravan Park Amenities Block</i>	<i>\$1,500.00</i>
<i>Caravan Park Ensuite Cabins</i>	<i>\$ 156.60</i>

- (ii) The Draft Estimates (incorporating Operational Plan) for the Sewerage Fund for 2017/2018 be adopted and placed on public exhibition for a period of 28 days as required by Section 405 of the Local Government Act 1993.*

WATER ACTIVITIES

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

- i) A water availability base charge of \$364.00 per assessment (Includes first water meter) be adopted for 2017/2018;*
- ii) A water charge of \$364.00 per additional water meter, per assessment be adopted for 2017/2018;*
- iii) A charge of \$1.48 per kilolitre be adopted for commercial water consumption for 2017/2018;*
- iv) A charge of \$1.48 per kilolitre, 0 to 600 kilolitres and \$1.73 per kilolitre over 600 kilolitres be adopted for residential water consumption for 2017/2018;*
- v) A charge of \$0.78 per kilolitre be adopted for water consumption - Abattoirs, plus a 20 per cent early settlement discount for 2017/2018;*
- vi) A charge of \$1.05 per kilolitre be adopted for Sporting Association water consumption;*
- vii) A charge of \$1.48 per kilolitre be adopted for Guyra Shire Council water consumption;*
- viii) A charge of \$0.38 per kilolitre adopted for Raw Water consumption for 2017/2018; and*
- ix) The draft Estimates (incorporating Operational Plan) for the Water Fund for 2017/2018 be adopted and placed on public exhibition for a period of 28 days as required by Section 405 of the Local Government Act, 1993.*

**8. INCLUSION (DISABILITY) ACTION PLAN S3.16.4**

*RESOLVED (Michael/King) that the Committee recommend to Council that the Draft Inclusive (Disability) Action Plan be placed on public exhibition for a period of 28 days.*

**SECTION E  
INFORMATION REPORTS**

**1. VILLAGES UPGRADE/DEVELOPMENT PROJECTS S12.5.3**



*RESOLVED (Harmon/King) that the items contained in the Information Reports to the Economic & Community Sustainability Committee Meeting held on Wednesday, 12 April, 2017, be received and noted.*

**SECTION H  
GOVERNANCE REPORTS**

**1. GOVERNANCE - MONTHLY INVESTMENT REPORT S12.12.2/09**

*RESOLVED (Michael/Harmon) 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.*

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

At 12.40pm, the Chairperson offered the opportunity to members of the public to make representations as to whether any part of the Committee Meeting should not be considered in Closed Committee. There was no response from the public.

**CLOSED COMMITTEE REPORTS**

*RESOLVED (Harmon/King) that the Committee proceed into Closed Committee to discuss the matters referred to it, for the reasons stated in the motions of referral.*

Upon resuming Open Committee, at 12.47pm, the Chair verbally reported that the Committee, with the Press and Public excluded, having considered the matters referred to it, recommends as follows:

**1. DA 181/2016 - DISCUSSION WITH DEVELOPER DA-181/2016**

*The Committee recommend to Council that:*

- a) The information be noted;*
- b) The purchase price of \$58,000 for part Lot 71 DP997840 be offered be confirmed as detailed in the report;*
- c) The purchase price be subject to any other terms and conditions as negotiated with the General Manager;*
- d) The Common Seal of Council be affixed to the contract for sale of part Lot 71 DP 997840; and further*
- e) The land be classified as 'Operational Land'.*

**ADOPTION OF RECOMMENDATION**

*RESOLVED (Michael/King) that the recommendation from Closed Committee be adopted.*

There being no further business, the meeting closed at 12.49pm.

**RECOMMENDATION:**

*That:*

- i) the Minutes of the Economic & Community Sustainability Committee Meeting held*

- ii) *on Wednesday, 12 April, 2017, be received and noted; and the following recommendations of the Economic & Community Sustainability Committee be considered by Council:*

1. PUBLIC ART SUNSET COMMITTEE MEETING MINUTES – 23 FEBRUARY 2017 S26.5.10

*That:*

- i) *the Minutes of the Public Art Sunset Committee Meeting held on Thursday, 23 February, 2017, be received and noted; and*  
 ii) *the following recommendation of the Public Art Sunset Committee be considered by Council:*

Blue Facets Sculpture:

*That an estimate of cost be prepared for the construction of an interpretive didactic area in Bicentennial Park for the sculpture, 'Blue Facets'.*

Kurrajong Poppies:

*That Council accepts the conditional quote of \$1,200 to repaint the poppies sculpture.*

Public Art Project:

*That the following actions be undertaken:*

- i) *Council investigate the use of the concrete outer walls of the Bicentennial Memorial as an 'artist's canvas';*  
 ii) *The surface of the walls be inspected to ascertain suitability for this project; and*  
 iii) *The method of selecting an artist/s be considered at the next meeting of the Committee.*

2. DONATION REQUEST – INVERELL ANGLERS ASSOCIATION S15.8.7/09

*That:*

- i) *A donation of \$500.00 for the purchase of trout fingerlings be provided to the Inverell Anglers Association; and*  
 ii) *The Association be thanked for their work.*

3. EXPIRING LICENCE AGREEMENTS S5.10.52 & S5.10.137

Licence Agreement, Joseph and Samone Bell - Lot 10, DP 1123056, Taylor Avenue, Inverell  
*That:*

- i) *Council renew the agreement with Joseph and Samone Bell for a further two (2) year period with a further two (2) year option under the same terms and conditions;*  
 ii) *The licence fee be \$622.40 (inclusive of the 3% increase on 16/17 figure) per annum (GST Inclusive) with a 3% increase per consecutive annum; and*  
 iii) *The Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

Licence Agreement, Mr Colin Moore, Part Unformed Laneway Adjacent to Lot 1, DP 161692 and Lot 5, Sec 8, DP 448428, Inverell

*That:*

- i) *Council renew the agreement with Mr Colin Moore for a further two (2) year period with a further two (2) year option under the same terms and conditions;*

- ii) *The licence fee be \$212.18 (inclusive of the 3% increase on 16/17 figure) per annum (GST Inclusive) with a 3% increase per consecutive annum; and*
- iii) *The Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

**4. BOUNDARY ADJUSTMENT WITH ARMIDALE REGIONAL COUNCIL S13.1.1**

*That:*

- i) *The boundary adjustment between Armidale Regional Council and Inverell Shire Council proposed by the Armidale Regional Council Administrator, consisting of approximately 800km2, be accepted;*
- ii) *The Minister for Local Government and the Member for Northern Tablelands be advised of Council's concurrence to the proposed boundary adjustment;*
- iii) *The process of distributing assets and liabilities be by a mutually agreed process;*
- iv) *The State Government be requested to meet the costs of implementing the boundary adjustment;*
- v) *The approaches from the residents residing outside the survey area that expressed a wish to be included in the boundary adjustment process be acknowledged. Further, that the Administrator of Armidale Regional Council be requested to consider their wishes. Still further, that the residents be advised to press their view with the Administrator and Mr Marshall, MP*

**5. AASB 124 RELATED PARTY TRANSACTIONS S4.14.4/03**

*That:*

- i) *Council adopt the Key Management Personnel (KMP) - Related Party Transactions Policy; and*
- ii) *Council's Key Management Personnel, in accordance with section 10 of the policy, complete section 1 of Attachment C and return to Council's Responsible Accounting Officer by 10 May, 2017.*

**6. VOLUNTEER RESCUE ASSOCIATION EMERGENCY RADIO FACILITY S10.10.3**

*That:*

- i) *The Inverell VRA be granted a Licence to access to Council's Uambi Radio Repeater Site;*
- ii) *The annual Licence Fee be \$1.00 per year, payable on request; and*
- iii) *The licence be subject to any other appropriate terms and conditions as determined by the General Manager.*

**7. 2017/2018 DRAFT ESTIMATES AND OPERATIONAL PLAN, AND LONG TERM FINANCIAL PLAN S12.5.3**

*That:*

- i) *The information of Budget Background Matters be noted; and*
- ii) *The outcome of the application of the FFF Benchmarks to the Long Term Financial Plans be noted.*

**GENERAL ACTIVITIES**

**1. Revenue and Expenditure Matters**

*That Council utilises the maximum permissible rate increase allowed by IPART of*

1.5% on top of the 4.75% 2017/18 SRV increase.

2. Budget Programs:

2.1 Urban Works Program

*That the following works be funded from the Urban Works Vote and be included in the 2017/2018 Budget:*

A. Inverell and Villages - Urban Renewal and Upgrade General Fund, Water Fund

Gwydir Highway/Bundarra Road Intersection	\$ 500K	
		\$ 0K

B. Footpaths and Cycleway Construction

\$ for \$ Contribution to PAMP Program (RMS approved the 2017/2018 Program)	\$ 30K	
--	--------	--

C. Urban Drainage Construction/Reconstruction

*Drainage Constructions – Funded from Stormwater  
Management Service Charge – See separate section below*

D. Village Works – Community suggested projects

Ashford	\$ 7K	
Delungra	\$ 7K	
Gilgai	\$ 5K	
Yetman	\$ 7K	
Oakwood	\$ 1K	
Bonshaw	\$ 1K	
Graman	\$ 1K	
Nullamanna	\$ 1K	
Elsmore	\$ 1K	
Stannifer	\$ 1K	
Gum Flat	\$ 1K	

<b>GENERAL FUND GRAND TOTAL</b>	<b>\$ 563K</b>	
<b>WATER FUND TOTAL</b>		<b>\$ 0K</b>

*In addition, the \$1M Budget Provision – Chester Street Heavy Vehicle Route Renewal, in the Internally Restricted Asset, be allocated into the 2017/2018 Budget to enable these works to be completed at the same time.*

2.2 Finance and Assistance Grant – Local Roads Component (ACRD) 2017/2018 Program

*That the following works be funded from the Urban Works Vote and be included in the 2017/2018 Budget:*

- i) The budget allocations for the 2017/2018 ACRD Program be noted; and
- ii) A further report be presented to the Civil and Environmental Services Committee in respect of the funding allocations and individual works proposed to be undertaken under this program.

2.3 RMS Supplementary Block Grant Program

*That the allocation of the \$160K RMS Supplementary Block Grant Program be the*

*subject of a further report to the Civil and Environmental Services Committee Meeting.*

#### **2.4     Roads to Recovery Program**

*That:*

- i)     The budget allocation for the 2017/2018 Roads to Recovery Program be endorsed; and*
- ii)   A further report be presented to the Civil and Environment Committee in respect of the specific projects to be funded.*

#### **2.5     Block Grant Program – Regional Roads**

*That the allocation for the 2017/2018 Block Grant Program for the various activities on the Regional Road Network be endorsed.*

### **3.     Rating Structure**

*That:*

- i)     The following rating categories be utilised for the 2017/18 rating year:*  
  
*Residential – Inverell*  
*Residential – General*  
*Residential – Ashford*  
*Residential – Delungra*  
*Residential – Gilgai*  
*Residential – Yetman*  
*Residential – Rural*  
*Business – Inverell Industrial/Commercial*  
*Business – Other*  
*Farmland*  
*Mining*
- ii)   A General Base Amount of \$198 plus an Ad Valorem Rate be determined for the categories detailed in a) above.*

### **4.     Effect on Rates**

*That:*

- i)     The information be noted; and*
- ii)   The Interest Rate applicable to Outstanding Rates and Charges for 2017/2018 be the maximum allowable as advised by the Office of Local Government.*

### **5.     Waste Management Charges**

*That the following Waste Management Charges be adopted:*

- i)     Waste Management Charge – All Properties                             \$ 80.00*
- ii)   Domestic Waste Management - Occupied Charge:*

Number of Services per Assessment	Annual Charge per Assessment
1	\$ 320.00
2	\$ 640.00
3	\$ 960.00
4	\$ 1,280.00
5	\$ 1,600.00
6	\$ 1,920.00
7	\$ 2,240.00
8	\$ 2,560.00
9	\$ 2,880.00
10	\$ 3,200.00
11	\$ 3,520.00
12	\$ 3,840.00
13	\$ 4,160.00
14	\$ 4,480.00
15	\$ 4,800.00
	etc

- iii) *Domestic Waste Management – Unoccupied Charge*      \$50.00  
iv) *Other Waste Management Charge*

Number of Services	Yearly Charge per Service (Ex GST)
1	\$ 320.00
2	\$ 640.00
3	\$ 960.00
4	\$ 1,280.00
5	\$ 1,600.00
6	\$ 1,920.00
7	\$ 2,240.00
8	\$ 2,560.00
9	\$ 2,880.00
10	\$ 3,200.00
11	\$ 3,520.00
12	\$ 3,840.00
13	\$ 4,160.00
14	\$ 4,480.00
15	\$ 4,800.00
	etc

- v) *Weekly Commercial Recycling Charge*      \$ 110.00 ex GST  
*Fortnightly Commercial Recycling Charge*      \$ 55.00 ex GST  
(These Charge are levied per Service, and GST is only charged if applicable)

6. Fees & Charges

*That the Fees and Charges, as recommended, be adopted.*

7. Stormwater Management Service Charge

*That:*

- i) *The Stormwater Management Service Charge be set at the maximum amount allowable of \$25.00 per Residential Premises, \$12.50 per Residential Strata lot, and \$25.00 for Business Premises for each 350 square metres or additional part thereof, subject to a maximum charge on Business Premises of \$150.00; and*  
ii) *The Stormwater Management Program as recommended being Gilgai Drainage be adopted.*

7. Summary

*That:*

- i) *The report on the balanced budget under the FFF Roadmap 14.25% SRV Scenario (4.75% plus a rate peg increase for 2017/18) be noted;*
- ii) *The draft Estimates (incorporating the Operational Plan) for the General Activities for 2017/2018 be adopted and placed on public exhibition for a period of 28 days as required by Section 405 of the Local Government Act 1993.*

SEWERAGE ACTIVITIES

*That:*

- (i) *The Sewerage Charges as listed below be adopted for 2017/2018:*

<i>Sewerage Charge Occupied</i>	<i>\$ 500.00</i>
<i>Sewerage Charge Unoccupied</i>	<i>\$ 313.00</i>
<i>Sewerage Charge Flats/Units</i>	<i>\$ 313.00</i>
<i>Sewerage Charge Nursing Homes</i>	<i>\$2,342.00</i>

<i>Sewerage Charge Hotel/Licensed Clubs</i>	<i>\$1,500.00</i>
---	-------------------

<i>Number of Services per Assessment</i>	<i>Annual Charge Per Assessment</i>
--	-------------------------------------

<i>1</i>	<i>\$ 500.00</i>
<i>2</i>	<i>\$ 813.00</i>
<i>3</i>	<i>\$1,126.00</i>
<i>4</i>	<i>\$1,439.00</i>
<i>5</i>	<i>\$1,752.00</i>
<i>6</i>	<i>\$2,065.00</i>
<i>7</i>	<i>\$2,378.00</i>
<i>8</i>	<i>\$2,691.00</i>
<i>9</i>	<i>\$3,004.00</i>
<i>10</i>	<i>\$3,317.00</i>
<i>11</i>	<i>\$3,630.00</i>
<i>12</i>	<i>\$3,943.00</i>
<i>13</i>	<i>\$4,256.00</i>
<i>14</i>	<i>\$4,569.00</i>
<i>15</i>	<i>\$4,882.00</i>

<i>Sewerage Non-Rateable Schools – WC's</i>	<i>\$75.00 per receptacle</i>
<i>Sewerage Non-Rateable Other – WC's</i>	<i>\$124.40 per receptacle</i>
<i>Sewerage Non-Rateable Urinals</i>	<i>\$ 75.00 per receptacle</i>

Charge Structure for Motels and Caravan Parks

*In accordance with the new charge structure for Motels and Caravan Parks the following charges are proposed for 2017/2018.*

<i>Motel Residence</i>	<i>\$ 500.00</i>
<i>Motel Restaurant</i>	<i>\$ 500.00</i>
<i>Motel Ensuite</i>	<i>\$ 156.60</i>
<i>Caravan Park Residence</i>	<i>\$ 500.00</i>
<i>Caravan Park Amenities Block</i>	<i>\$1,500.00</i>
<i>Caravan Park Ensuite Cabins</i>	<i>\$ 156.60</i>

- (ii) *The Draft Estimates (incorporating Operational Plan) for the Sewerage Fund for 2017/2018 be adopted and placed on public exhibition for a period of 28 days as required by Section 405 of the Local Government Act 1993.*

### WATER ACTIVITIES

*That:*

- i) A water availability base charge of \$364.00 per assessment (Includes first water meter) be adopted for 2017/2018;*
- ii) A water charge of \$364.00 per additional water meter, per assessment be adopted for 2017/2018;*
- iii) A charge of \$1.48 per kilolitre be adopted for commercial water consumption for 2017/2018;*
- iv) A charge of \$1.48 per kilolitre, 0 to 600 kilolitres and \$1.73 per kilolitre over 600 kilolitres be adopted for residential water consumption for 2017/2018;*
- v) A charge of \$0.78 per kilolitre be adopted for water consumption - Abattoirs, plus a 20 per cent early settlement discount for 2017/2018;*
- vi) A charge of \$1.05 per kilolitre be adopted for Sporting Association water consumption;*
- vii) A charge of \$1.48 per kilolitre be adopted for Guyra Shire Council water consumption;*
- viii) A charge of \$0.38 per kilolitre adopted for Raw Water consumption for 2017/2018; and*
- ix) The draft Estimates (incorporating Operational Plan) for the Water Fund for 2017/2018 be adopted and placed on public exhibition for a period of 28 days as required by Section 405 of the Local Government Act, 1993.*

### 8. INCLUSION (DISABILITY) ACTION PLAN S3.16.4

*That the Committee recommend to Council that the Draft Inclusive (Disability) Action Plan be placed on public exhibition for a period of 28 days.*

### 9. VILLAGES UPGRADE/DEVELOPMENT PROJECTS S12.5.3

*That the items contained in the Information Reports to the Economic & Community Sustainability Committee Meeting held on Wednesday, 12 April, 2017, be received and noted.*

### 10. GOVERNANCE - MONTHLY INVESTMENT REPORT S12.12.2/09

*That:*

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

### 11. DA 181/2016 - DISCUSSION WITH DEVELOPER DA-181/2016

*That:*

- i) The information be noted;*
- ii) The purchase price of \$58,000 for part Lot 71 DP997840 be offered be confirmed as detailed in the report;*
- iii) The purchase price be subject to any other terms and conditions as negotiated with the General Manager;*
- iv) The Common Seal of Council be affixed to the contract for sale of part Lot 71 DP 997840; and further*
- v) The land be classified as 'Operational Land'.*



**TO ORDINARY MEETING OF COUNCIL 26/4/2017**

<b>ITEM NO:</b>	1.	<b>FILE NO:</b> S5.11.65
<b>DESTINATION 2:</b>	A community that is healthy, educated and sustainable	<b>C</b>
<b>SUBJECT:</b>	<b>CHARITY BIN - TURNHAM CARPARK</b>	
<b>PREPARED BY:</b>	Paul Henry PSM, General Manager	

**SUMMARY:**

The BEST Shed Charity has requested permission to locate a Charity Bin in close proximity to the BEST Headquarters in Campbell Street, Inverell. Council is requested to determine this request.

**COMMENTARY:**

The BEST Shed (Inverell) has been established to provide opportunities for disadvantaged persons and to distribute 'benefit' to the local community. The organisation has recently opened its retail outlet in Otho Street to facilitate the implementation of its business model.

In order to facilitate the donation of clothing and bric-a-brac by the public to the charity, the BEST Shed has requested that a 'drop off point' be established in a viable location.

Details of the request from the Best Shed are as follows:

- a) Requested Location – Turnham Carpark adjacent to the northern ingress/egress point of the carpark. Refer to Appendix 1 D3 for location (BEST Shed's mudmap and photo)
- b) Size of Bin – Height 1800mm  
Width 1000mm  
Breadth 1000mm  
Refer to photo Appendix 2 (D4)
- c) Markings on Bin – the bin will display the following:  
Name of the charity (BEST Community Shed)  
List of items that can be donated  
How the donated goods will be used  
Instructions that items must be placed in the bin  
Contact number for 24 hr emergency issues or illegal dumping
- d) Management of Area – the bin will be located directly opposite BEST Head Office which will be responsible for ensuring the bin and associated area are well maintained. This will enable timely removal of donated items and any illegally dumped material.
- e) Security - video surveillance is also being considered for the BEST premises and could include the proposed bin area if the project proceeds.

Council is requested to consider this request.

Matters that the Council may wish to take into account when considering this request are:

- 
- i) Authority – this land is owned by Council and is designated 'operational land'. The requested use is permissible with Council consent.
  - ii) Occupation – a licence agreement setting out any conditions imposed by Council should be prepared.
  - iii) Period of Agreement – the area is highly visible therefore a high level of 'tidiness' of this area should be a condition of a licence, however an initial period of occupation may give an opportunity to assess the applicants commitment to this issue.

**RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:**

**Strategy:** C.13 Facilitate activities that improve the quality of life for people who are requiring support.

**Term Achievement:** C.13.01 Council encourages collaboration between community services providers in the provision of sustainable community services.

**Operational Objective:** C.13.01.01 To work with community based groups to provide services for the aged, disabled and youth of the shire.

**POLICY IMPLICATIONS:**

Nil.

**CHIEF FINANCIAL OFFICERS COMMENT:**

Nil.

**LEGAL IMPLICATIONS:**

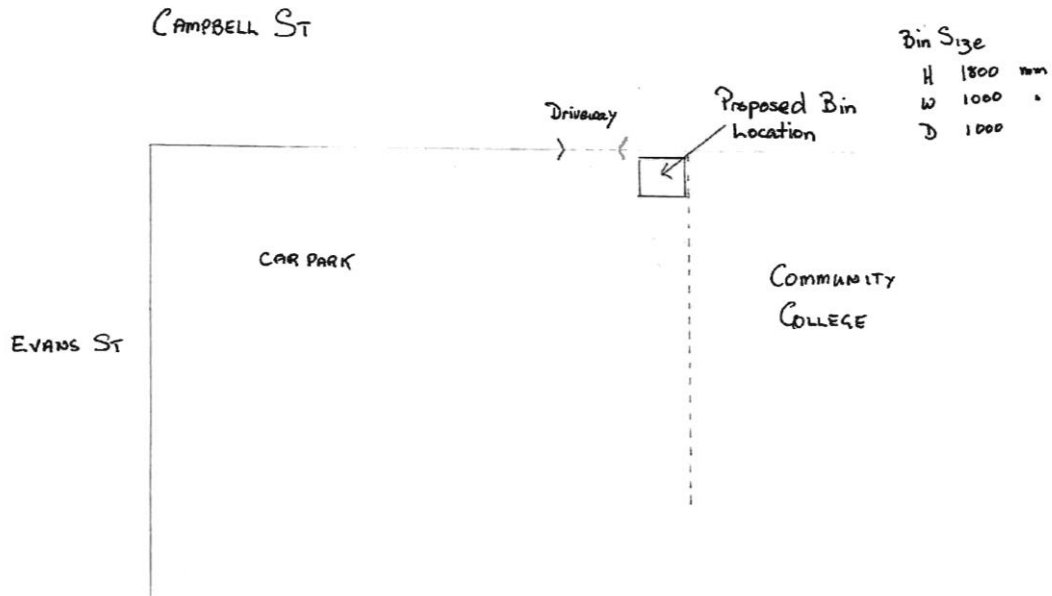
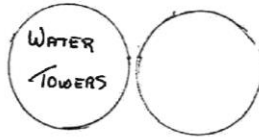
Nil.

**RECOMMENDATION:**

*A matter for Council.*

## APPENDIX 1

BEST EMPLOYMENT  
CHARITY BINS  
December 2016



## APPENDIX 2



**TO ORDINARY MEETING OF COUNCIL 26/4/2017**

<b>DESTINATION 5:</b>	The communities are served by sustainable services and infrastructure	<b>S</b>
<b>ITEM NO:</b>	1.	<b>FILE NO:</b> S22.25.1
<b>SUBJECT:</b>	<b>STAFF MOVEMENTS: - 1 OCTOBER 2016 TO 31 DECEMBER 2016</b>	
<b>PREPARED BY:</b>	Melissa Daskey, Human Resources Officer	

**SUMMARY:**

For the information of the Council.

To inform Council of all terminations, appointments and internal transfers for the above three (3) month period.

**COMMENTARY:****TERMINATIONS**

<b><u>Date:</u></b>	<b><u>Name:</u></b>	<b><u>Position:</u></b>	<b><u>Reason:</u></b>
06.10.16	Emily McBEAN	Customer Service Officer	Resigned
21.10.16	Sam GORTON	Weeds Officer	Resigned
21.11.16	David HADLEY	Tractor Operator	Resigned
02.12.16	Rick LITTLE	Parks and CBD Cleaning Assistant	Resigned
14.12.16	Anka McMAHON	Promotions Officer	Resigned
16.12.16	Renee HALL	Administration Coordinator	Resigned
23.12.16	Julie FORRESTER	Temporary Administration Officer (Parental Leave Relief)	Temporary parental leave relief employment ceased

**APPOINTMENTS**

<b><u>Date:</u></b>	<b><u>Name:</u></b>	<b><u>Position:</u></b>	<b><u>Reason:</u></b>
04.10.16	Somone McLACHLAN	Debtors Clerk	Resignation of Jessica Evans
07.11.16	Julie NICHOLSON	Temporary Library Officer – Administration (Parental Leave Relief)	Relief required whilst Deborah Simpson is absent on parental leave

07.11.16	Gabrielle POTBURY	Corporate Support Officer - Records	Transfer of Amanda Pearse
07.11.16	Bradley YEE	Expenditure Controller	Resignation of Ryan Dick
28.11.16	Daniel JAMIESON	Weighbridge Operator	Resignation of Graeme Felton
19.12.16	Geoffrey RILEY	Weeds Officer	Resignation of Sam Gorton

### **INTERNAL TRANSFERS**

<b><u>Date:</u></b>	<b><u>Name:</u></b>	<b><u>Position:</u></b>	<b><u>Reason:</u></b>
17.10.16	Andrew CAMERON	Pipelaying Assistant	Transfer of Trevor Brien
17.10.16	Matthew POTBURY	Copeton Water Treatment Plant Assistant Operator	Transfer of Glen Anderson
12.11.16	Kevin HOBDAV	Facilities Waste Attendant	Retirement of Kevin Allport
05.12.16	Nicole RILEY	Administration Coordinator	Resignation of Renee Hall
12.12.16	Michael COOPER-LLEWELYN	Carpenter/ Concreter	Transfer of Kevin Hobday
12.12.16	Jason GRAHAM	Relieving Operator	Transfer of Andrew Cameron
19.12.16	Justin IRWIN	General Assistant	Temporary position with the total number of positions in the North Section to be reviewed annually

<b>DESTINATION 5:</b>	The communities are served by sustainable services and infrastructure	<b>S</b>
<b>ITEM NO:</b>	2.	<b>FILE NO:</b> S22.25.1
<b>SUBJECT:</b>	<b>STAFF MOVEMENTS: - 1 JANUARY 2017 TO 31 MARCH 2017</b>	
<b>PREPARED BY:</b>	Melissa Daskey, Human Resources Officer	

### **SUMMARY:**

For the information of the Council.

To inform Council of all terminations, appointments and internal transfers for the above three (3) month period.

### **COMMENTARY:**

### **TERMINATIONS**

<b><u>Date:</u></b>	<b><u>Name:</u></b>	<b><u>Position:</u></b>	<b><u>Reason:</u></b>
27.01.17	Glenda HAUSER	Customer Service Supervisor	Retired
27.01.17	Angus KING	General Assistant	Resigned
21.02.17	Robert HUDSON	Plant Repairer	Resigned
07.03.17	Jonathon BOSTOCK	Bitumen Patching Assistant	Resigned
16.03.17	Hayley NICHOLS	Corporate Support Officer - Publishing	Resigned
31.03.17	Gregory SINGLE	Backhoe Operator/ Construction Assistant	Retired

### **APPOINTMENTS**

<b><u>Date:</u></b>	<b><u>Name:</u></b>	<b><u>Position:</u></b>	<b><u>Reason:</u></b>
23.01.17	Mark BENARES	Trainee Information Technology Officer	New position
23.01.17	Christy GALBRAITH	Administration Officer	Transfer of Nicole Riley
24.01.17	Mark HOLDER	Parks and CBD Cleaning Assistant	Resignation of Rick Little
30.01.17	Richard BARNES	Relieving Operator	Transfer of Timothy Williams
06.02.17	Benjamin COOPER-LLEWELYN	General Assistant	Transfer of Justin Irwin
06.02.17	Marcus WOODBURY	Construction Assistant	Temporary position with the total number of positions in the Construction and Reticulation Section to be reviewed annually
14.02.17	Stephen MURRAY	Relieving Operator	Temporary position with the total number of positions in the Rural Maintenance Section to be reviewed annually
21.02.17	Lucas BUCKLAND	Parks Assistant	Transfer of Jason Graham
06.03.17	Laurence BURDEKIN	Tractor Operator	Resignation of David Hadley
06.03.17	Bonnie MILLER	Trainee Environmental Health Officer	Resignation of Callie McDonald

06.03.17	Debbie SHEPHERD	Temporary Part Time Customer Service Officer (Parental Leave Relief)	Relief required whilst Talira Romer is absent on parental leave
13.03.17	Gavin LAVENDER	General Assistant	Transfer of Joshua Skaines
20.03.17	Dean MOFFITT	General Assistant	Transfer of Guy Ashworth

### **INTERNAL TRANSFERS**

<b><u>Date:</u></b>	<b><u>Name:</u></b>	<b><u>Position:</u></b>	<b><u>Reason:</u></b>
20.02.17	Joshua SKAINES	Concreter/ Construction Assistant	Transfer of Michael Cooper-Llewelyn
07.03.17	Guy ASHWORTH	General Assistant	Resignation of Angus King
13.03.17	Nigel SHARPE	Supervisor Urban Maintenance	Transfer of Jay Halloran

<b>ITEM NO:</b>	3.	<b>FILE NO:</b> S15.8.71
<b>DESTINATION 4:</b>	A strong local economy	<b>B</b>
<b>SUBJECT:</b>	<b>RESULTS OF ENERGISE ENTERPRISE PROJECT FOR SMALL BUSINESS</b>	
<b>PREPARED BY:</b>	Fiona Adams, Manager Integrated Planning and Reporting	

### **SUMMARY:**

A six-month program to up-skill small business owners in Inverell LGA has been completed this month. Councillors may be aware that in late 2016, Council secured a grant of \$15,459 from the Murray Darling Basin Regional Economic Diversification 'Energise Enterprise' Programme. This enabled Council to host four educational events for small business, with workshop topics selected by Inverell Chamber of Commerce and Industry. Results of the project are outlined below.

### **COMMENTARY:**

The focus of the project was to engage sought-after trainers to assist business owners to adopt innovative and market-leading techniques. This mission led to the engagement of the following trainers / consultants:

- Martin Grunstein – customer service specialist from Sydney;
- Carol Bagaric – visual merchandising consultant, AUSVM, from Sydney;
- Louise Scott – social media consultant and online marketing specialist, Go Social, Bellingen.

Events have received a large volume of positive feedback from participants, such as workshops were high quality, relevant, generated networks, value for money, provided fresh insight for business owners and brought valuable training opportunities to our doorstep. Many participants



have expressed interest in further training opportunities and several business owners who missed out on training workshops have asked to be alerted to future opportunities offered by Council.

The project engaged retailers from across the Inverell CBD as well as numerous home-based businesses and start ups from an array of industries. Participants have been overwhelmingly Inverell-based (92%), however, have also included attendees from Glen Innes, Bingara, Tenterfield and Yetman. Outputs of the project appear below:

Event:	Details:	Number of businesses participating:	Number of people participating:
Customer Service	Evening seminar	14	28
Visual Merchandising (Week-long program)	<ul style="list-style-type: none"> <li>Breakfast workshop;</li> <li>Chamber of Commerce Promotions Committee meeting;</li> <li>Twilight workshop;</li> <li>In-store, one-on-one visits with 22 businesses.</li> </ul>	22	36
Social Media (Two-day program)	<ul style="list-style-type: none"> <li>Facebook for small business workshop; and</li> <li>Instagram for small business workshop.</li> </ul>	36	38
<b>TOTAL</b>		<b>71</b>	<b>102</b>

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

**SUMMARY:**

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

**INFORMATION:**

<u>Construction Certificate Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CC-111/2014	Mr Mark John Warrener	15A Brae Street, Inverell 2360	Alterations/Additions to Dwelling	70,000
CC-1/2017	Mr Benjamin John Hawthorne	134 Old Bundarra Road, Inverell 2360	Dwelling	199,600

CC-5/2017	John Green Pty Ltd	68 Otho Street, Inverell 2360	Disabled Toilet	8,960
CC-14/2017	Mr Scott Aaron Morgan	29 Talbragar Close, Inverell 2360	New Shed	19,000
CC-15/2017	Mr Kenneth Allan Wetzler	90 Dog Trap Lane, Inverell 2360	New Shed	28,750
CC-17/2017	Inverell and District Lapidary Club	McIlveen Street, Inverell 2360	Alterations/Additions to the Lapidary Club	37,800
CC-18/2017	Mr Scott Graham	20 High Street, Inverell 2360	Shed	15,000
<b>Monthly estimated value of Approvals: March 2017</b>			<b>7</b>	<b>\$379,110</b>

**SUMMARY:**

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

**INFORMATION:**

Nil

**SUMMARY:**

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

**INFORMATION:**

<u>Construction Certificate Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CC-26/2017	SC Investments (NSW) Pty Ltd	240 Byron Street, Inverell 2360	Signage	10,000
<b>Monthly estimated value of Approvals: March 2017</b>			<b>1</b>	<b>10,000</b>

**AMENDED CONSTRUCTION CERTIFICATES****SUMMARY:**

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

**INFORMATION:**

Nil

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

**SUMMARY:**

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

**INFORMATION:**

<u>Complying Development Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CD-8/2017	Mr Darrin Leigh Walker	16 Osterley Terrace, Inverell 2360	Install swimming pool	28,000
CD-10/2017	Mr Adam Robert Cameron and Mrs Tamara Leigh Cameron	94 Doncaster Drive, Inverell 2360	Additions to Dwelling	64,000
CD-11/2017	Mr Bruce William Wall	44 Caloola Drive, Inverell 2360	Relocation of 6m x 6m Shed	1,000
CD-12/2017	Mr Darryn Richard Bartlett	8A Brewery Street, Inverell 2360	Install inground pool	27,200
CD-13/2017	Mr Colin John Moore	169 Glen Innes Road, Inverell 2360	Demolish Dwelling	20,000
<b>Monthly estimated value of Approvals: March 2017</b>			<b>5</b>	<b>\$140,200</b>

**AMENDED COMPLYING DEVELOPMENT CERTIFICATES****SUMMARY:**

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

**INFORMATION:**

<u>Complying Development Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CD-55/2016/A	Mr Michael Scott	72 Froude Street, Inverell	New shed and addition	NIL

	Germany	2360	to patio	
--	---------	------	----------	--

**SUMMARY:**

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

**INFORMATION:**

<u>Complying Development Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CD-7/2017	Steve Watson & Partners	Byron Street, Inverell 2360	Internal Fitout	469,135
CD-9/2017	McCarthy Consulting Group NSW Pty Ltd	184 Byron Street, Inverell 2360	Internal Fitout	154,672
CD-14/2017	Fox Building Certifiers	51 Wolbah Close, Inverell 2360	Addition to Shed	19,000
<b>Monthly estimated value of Approvals: March 2017</b>			<b>3</b>	<b>642,807</b>

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

**SUMMARY:**

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

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

<b>Type of Consent</b>	<b>Number</b>	<b>Amount</b>
Construction Certificates – Council Approved	<b>7</b>	<b>379,110</b>
Construction Certificates – Private Certifier	<b>1</b>	<b>10,000</b>
Complying Development – Council Approved	<b>5</b>	<b>140,200</b>

Complying Development – Private Certifier	3	642,807
<b>Totals</b>	<b>16</b>	<b>\$1,172,117</b>

Estimated Value of Approvals issued in the financial ytd in:	<b>2016/2017</b>	<b>(148)</b>	<b>\$22,556,302</b>
	<b>2015/2016</b>	<b>(116)</b>	<b>\$11,584,398</b>

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

### SUMMARY:

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

**INFORMATION:**

## APPROVALS

Development Application Number	Applicant	Property	Development	\$ Amount
DA-181/2016	Ray White Rural - Inverell	23 Lawrence Street, Inverell 2360	Additions/Alterations to Building  Partial Use of Building as a Gym	150,000
DA-186/2016	Mr Colin John Moore	81-85 King Street, Inverell 2360	Single Dwelling	350,000
DA-1/2017	Mr Benjamin John Hawthorne	134 Old Bundarra Road, Inverell 2360	Dwelling	199,600
DA-12/2017	Ashford Memorial Bowling Club	24 Duff Street, Ashford 2361	Partial Use of Bowling Club for Emergency and Short Term Accommodation	NIL
DA-13/2017	Mr Pierre Francis Pudig	103 – 105 Ring Street, Inverell 2360	Truck Sales Office & Display Yard	30,000
DA-14/2017	Mr Scott Aaron Morgan	29 Talbragar Close, Inverell 2360	New Shed	19,000

<b>Development Application Number</b>	<b>Applicant</b>	<b>Property</b>	<b>Development</b>	<b>\$ Amount</b>
DA-17/2017	Aboriginal Housing Office c/- Think Planners	25 Medora Street, Inverell 2360	Dual Occupancy (Detached)	800,000
DA-18/2017	Mr Michael John Grills	272 Fernhill Road, Inverell 2360	One (1) into Two (2) Lot Subdivision	NIL
DA-19/2017	Jorgensen Building	4188 Gwydir Highway, Elsmore 2360	Storage Shed	113,000
DA-20/2017	Mr Scott Graham	20 High Street, Inverell 2360	Shed	15,000
DA-21/2017	Mr Lindsay Norman Merchant	42 Lang Street, Inverell 2360	Alterations/Additions	40,000
DA-22/2017	Mr Peter James Horwood	2-4 Auburn Vale Road, Inverell 2360	Dual Occupancy (Detached) and Subdivision	244,061
DA-23/2017	Ms Rhonda Wilczak	34-36 Bannockburn Road, Inverell 2360	Shed	40,000
DA-24/2017	Nullamanna Public Hall & Recreation Reserve Trust	1307 Nullamanna Road, Nullamanna 2360	Shed	\$35,000
<b>Monthly estimated value of Approvals: March 2017</b>			<b>15</b>	<b>\$2,064,411</b>

#### **DEVELOPMENT AMENDMENTS**

<b>Development Application Number</b>	<b>Applicant</b>	<b>Property</b>	<b>Development</b>	<b>\$ Amount</b>
DA-121/2016/A	Mr Peter John Lowe	53 Gordon Street, Inverell 2360	Modification to DA-121/2016 - Construct Shed to Side and Rear Boundaries	NIL
<b>Monthly estimated value of Approvals: March 2017</b>			<b>1</b>	<b>NIL</b>

#### **REFUSALS**

Nil

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

**SUMMARY:**

The following details the Septic Tank approvals for March 2017.

**INFORMATION:**

<b>Application Number</b>	<b>Applicant</b>	<b>Property</b>
S-5/2017	Mr Edward Drescher	50 Caloola Drive, Inverell 2360

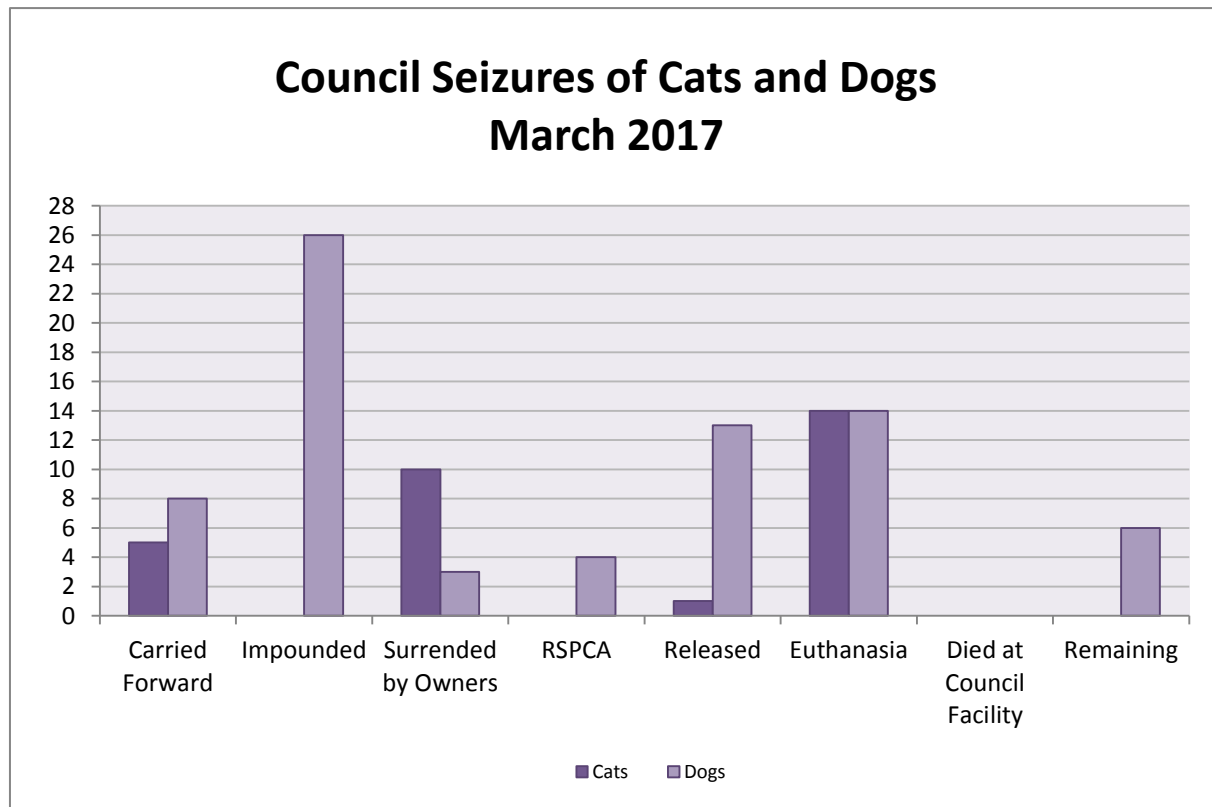
<b>ITEM NO:</b>	9.	<b>FILE NO:</b> S18.10.1
<b>DESTINATION 3:</b>	An environment that is protected and sustained	<b>E</b>
<b>SUBJECT:</b>	<b>ORDINANCE ACTIVITIES REPORT FOR MARCH 2017</b>	
<b>PREPARED BY:</b>	Christy Galbraith, Administration Officer	

**SUMMARY:**

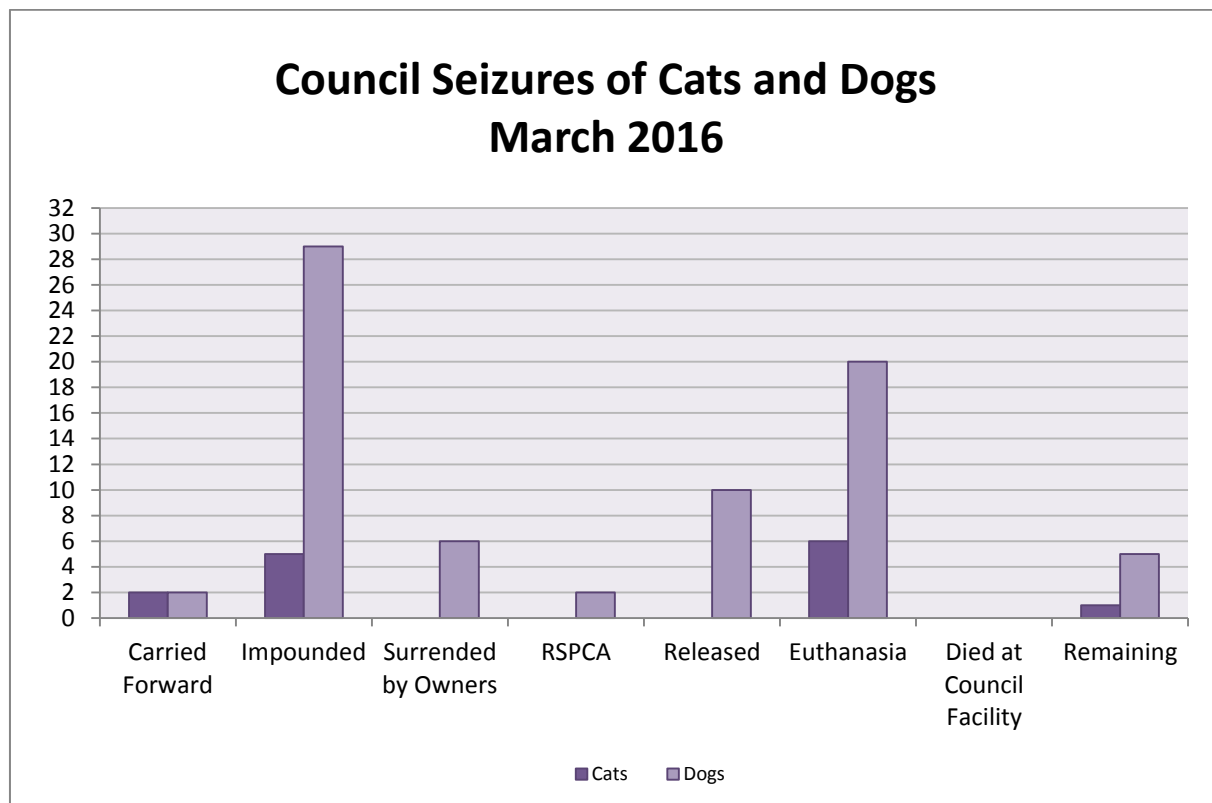
The following details the number of various Ordinance activities carried out during March 2017, in comparison to the same month in 2016.

**INFORMATION:****COMPLIANCE**

**Inverell Shire Council Pound Monthly Report March 2017**



**Inverell Shire Council Pound Monthly Report March 2016**





**RECOMMENDATION:**

*That the items contained in the Information Reports to the Ordinary Meeting of Council held on Wednesday, 26 April, 2017, be received and noted.*

TO ORDINARY MEETING OF COUNCIL 26/4/2017

<b>ITEM NO:</b>	1.	<b>FILE NO:</b> S1.2.3/09
<b>DESTINATION 5:</b>	The communities are served by sustainable services and infrastructure	<b>S</b>
<b>SUBJECT:</b>	<b>PERFORMANCE REPORTING ON ROAD MAINTENANCE COUNCIL CONTRACTS</b>	
<b>PREPARED BY:</b>	Nicole Riley - Administration Coordinator	

**SUMMARY:**

Council is in receipt of an audit report from the Roads & Maritime Services (RMS), on Council's performance on road maintenance as a contractor.

**COMMENTARY:**

The RMS conducts regular Contract Performance Reporting on the Road and Maintenance Council Contracts. Reports are submitted to Council three times each year, with the most recent one being completed in August 2016.

A copy of the report appears in Appendix 1 (H2-H6).

**RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:**

**Strategy:** S.10 Maintain and enhance a safe, efficient and effective local road network.

**Term Achievement:** S.10.01 Road network capacity, safety and efficiency are improved and traffic congestion is reduced.

**Operational Objective:** S.10.01.01 A program is being implemented to address deficiencies and areas of congestion in the local road network.

**POLICY IMPLICATIONS:**

Nil.

**CHIEF FINANCIAL OFFICERS COMMENT:**

Nil.

**LEGAL IMPLICATIONS:**

Nil.

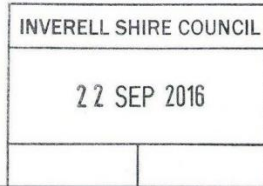
**RECOMMENDATION:**

*That the information be received and noted.*

## APPENDIX 1



Transport  
Roads & Maritime  
Services



12 September 2016

Mr Paul Henry  
General Manager  
Inverell Shire Council  
PO Box 138  
INVERELL NSW 2360

Dear Mr Henry *Paul*

**Re: Performance reporting on Road Maintenance Council Contracts**

Roads and Maritime Services is committed to performance improvement in the delivery of maintenance services.

To further develop a collaborative approach between councils and Roads and Maritime, regular Contract Performance Reporting on the Road and Maintenance Council Contracts will be provided to all Council General Managers and relevant Directors. The aim being to share information, monitor performance and collectively review delivery of the maintenance program.

The Contract Performance Reporting is currently being used as a performance improvement tool at the delivery level. However this reporting tool would provide greater benefits to both Council and Roads and Maritime if it was also considered at higher levels within Council.

Contract Performance Reports will be submitted to Council around January, May and September of each year, Council's latest report has been included for your information. A copy of Roads and Maritimes procedure for the completion of the reports is also attached.

If you would like to discuss the report further or nominate an alternative delegate to receive the report on your behalf please contact Shane Green, Regional Maintenance Delivery Manager Northern on (02) 6640 1300 or [shane.green@rms.nsw.gov.au](mailto:shane.green@rms.nsw.gov.au)

Yours sincerely

John Alexander  
Regional Manager Northern

Roads and Maritime Services

76 Victoria Street, Grafton NSW 2460 |  
PO Box 576, Grafton NSW 2460 |

[www.rms.nsw.gov.au](http://www.rms.nsw.gov.au) | 13 17 82



**Transport**  
Roads & Maritime  
Services

RMS Form No 517 (amended)  
Catalogue No. 45062482  
(November 2010)

## ROADS AND MARITIME SERVICES

# Contractor Performance Report Single Invitation Maintenance Contract

### General Information

#### Contractor's Name

Inverell Shire Council

#### Trading as

ABN 72 695 204 530

Contract No. 08.2547.1956

Equip Contract No.

#### Contract Description

Inverell Shire Council

#### At Acceptance of Tender

Original Due date for

Contract Period (weeks) 188

Completion 2012-06-30

Date of Acceptance of Tender 03/11/2008

Original Contract Sum \$ 4,359,375.00

#### Reason for Report

#### Progress

1 April

☐

1 August

☒

1 December

☐

Final

☐

#### Key Milestones

Completion

☐

Finalisation

☐

Continuing unsatisfactory  
Performance

☐

Termination of Contract

☐

Contract Sum as

Varied at Report Date \$ 1,131,169.06

**Contractor's Performance**

	Unsatisfactory	Acceptable	Good	Superior
<b>Co-operative relationship</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Inverell Shire Council (ISC) continue to maintain a positive relationship with RMS. ISC display a positive attitude to all aspects of the contract and always demonstrate a passion and commitment to the network and the delivery of works.</p> <p>Council work well with RMS staff and always work in a positive and constructive manner</p>				
<b>Contract Administration and Claims Management</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Claims are made in a timely manner and this has continued though this period. Q4 RMAP claim was received within four weeks. All work orders for 2015/16 were completed and claimed within 6 weeks of the end of financial year.</p> <p>Council management and monitoring of the 2015/16 RMAP was excellent with regular communication to RMS about the progress of this expenditure and forecast monitoring.</p>				
<b>Environmental Management</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>There were no environmental issues with routine works during the period.</p>				
<b>Management &amp; suitability of project/site personnel</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The site team at Rob Roy project performed to a high standard. Council continue to use dedicated teams for specific works. This commitment is delivering good results and has developed capable and focused teams for each activity who are achieving good results.</p>				
<b>Management of sub-contractors, consultants and other suppliers</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The only sub-contractors used for the period were for bitumen spraying and guard rail installation at Rob Roy. These sub-contractors were inducted into the site safety plans and SWMS and managed by Council while onsite. No issues were raised in the delivery of these services.</p>				
<b>Quality system</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The new Council Management system is performing well and has now been implemented for routine and project works.</p>				
<b>Standard of Work – Ordered work</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All work has been delivered to RMS expectations. No defects or issues have been identified in completed works.</p>				



<b>Standard of work - Maintenance</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Routine maintenance progressed well during the period. No defects of concern were identified and the network is generally in an excellent condition. ISC continue to identify and deal with defects quickly and are on top of their maintenance program.				
<b>Time management</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ISC council always provides timely feedback to RMS and submit documentation and claims within expected timeframes. ISC is a strong performer in this area.				
<b>Traffic Management</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ISC continue to perform well in this area. A number of traffic control inspections were undertaken during the period by RMS with no issues identified.				
<b>Work Health &amp; Safety (WHS) Management</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No injuries or incidents were reported during this period. RMS WHS inspections undertaken by the Surveillance Officer identified no issues in this area.				
<b>Skills and Training Development</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nil to report for this period.				
<b>Overall Performance</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Suitability for further work *</b>	<input type="checkbox"/> Not Suitable **		<input checked="" type="checkbox"/> Suitable	

\* Optional to tick during course of engagement. Must tick as appropriate on all other reports.

\*\* If "Not Suitable" is ticked, detailed reasons **must** be given.

**Overall Comments** *(Use separate report if necessary)***Reporting Officer***In my opinion:*

*Inverell Shire Council demonstrate excellent commitment to delivering quality outcomes for the state road network that they maintain. They continue to work with a positive attitude and are delivering good results. ISC demonstrate a strong commitment to the RMCC and work in a profession, diligent and focused manner.*

Name: David Pattison

Phone: 6640 1078

Report Date: 16/09/2016

**Reviewing Officer:***I concur with the Reporting Officer's assessment detailed in the report. In my opinion:*

*Inverell continue to deliver positive outcome for RMS and the northern region network, RMS thanks them for their efforts to deliver projects and programs and to strive to continually improve the RMCC relationship.*

The report has been forwarded to the Contractor **Yes** *(All reports are to be forwarded)*Recommended for further work **Yes** *(Completion and Finalisation)*

If the recommendation is NO: The unsatisfactory performance aspects have been discussed with

Name:

Discussion Date:

Phone:

Response from Contractor Received and report finalised: No

Name: Peter Glashoff

Phone: 6604 9334

Review Date: 16/09/2016

Attachments:

**Distribution:**

1. Contractor's Representative
2. RMS's Representative
3. Manager, Contracts Strategy, Infrastructure Contracts Branch (Only if the Overall performance is unsatisfactory or Contractor not recommended for further work)