



Inverell Shire Council



Business Paper
Ordinary Meeting of Council
Wednesday 20 December, 2017

INVERELL SHIRE COUNCIL

NOTICE OF ORDINARY MEETING OF COUNCIL

14 December, 2017

An Ordinary Meeting of Council will be held in the Council Chambers, Administrative Centre, 144 Otho Street, Inverell on Wednesday, 20 December, 2017, commencing at **3pm**.

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

P J HENRY PSM

GENERAL MANAGER

A G E N D A

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

2PM	AFTERNOON TEA
3PM	PUBLIC FORUM
3.05PM	ED MOUNSEY, SAPPHIRE SOLAR FARM TO ADDRESS COUNCIL
3.15PM	KELLY FORAN, FOUNDER OF FRIENDLY FACES HELPING HANDS TO ADDRESS COUNCIL

Quick Reference Guide

Below is a legend that is common between the:

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





MEETING CALENDAR

October 2017 – September 2018

Ordinary Meetings:

Time: 3.00 pm

Venue: Council Chambers

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

Major Committee Meetings:

Civil and Environmental Services - 9.00 am

Economic and Community Sustainability - 10.30 am

Venue: Committee Room

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


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

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

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

COMMUNITY CALENDAR

January 2017

SUN	MON	TUE	WED	THU	FRI	SAT
	New Year's Day New Year's Day Races 1.	2.	3.	4.	5.	6.
7.	8.	9.	10.	11.	12.	Farmers Markets – Community Gardens 13.
14.	15.	16.	17.	18.	19.	20.
Sapphire City Markets, Campbell Park 21.	22.	23.	24.	25.	Australia Day  26.	27.
28.	29.	30.	31.			

 Council office closed

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

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

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

SECTION A

APOLOGIES S13.6.9/10

The General Manager advised that Cr Baker tendered her apology and sought leave of absence for business reasons.

***119/17 RESOLVED** (Berryman/King) that the apology from Cr Baker due to her absence for business reasons be accepted, and that leave of absence be granted.*

CONFIRMATION OF MINUTES S13.5.2/10

***120/17 RESOLVED** (Michael/Dight) that the Minutes of the Ordinary Meeting of Council held on 25 October, 2017, as circulated to members, be confirmed as a true and correct record of that meeting.*

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

There were no interests declared.

PUBLIC FORUM S13.5.6/10

At this juncture, the time being 3.03 pm, the Mayor welcomed the members of the public and opened the Public Forum Session by inviting members of the public to speak:

Ms Lynn Lennon Inverell Toughen Up Challenge

Ms Lennon addressed Council in respect of the success of the 2017 Toughen Up Challenge and appraised Council of plans to stage a bigger and better event on 9 and 10 March 2018. In addition to the Senior and Junior event held in 2017, the 2018 event will also comprise a youth event for 13-17 year olds. The goal of the Committee for the 2018 event is to have the following number of team entries in each respective category:

150 senior teams
50 youth teams
250 junior teams

Ms Lennon acknowledged Council's financial and in kind support in past years and requested Council assistance with advertising the 2018 event through Council's media channels.

The Mayor noted the considerable efforts of the organising Committee and wish the Committee every success in the future.

At this juncture, the time being 3.12pm, the Public Forum Session closed and Council resumed the balance of the Agenda.

Suspension of Standing Orders

At this juncture, the time being 3.13 pm, the Mayor sought agreement to suspend Standing Orders to welcome Mr Paul Cornall, Forsyths.

AUDIT REPORT

121/17 RESOLVED (Dight/Watts) that Destination Report, Item 4 'Presentation of Council's 2016/2017 Audited Financial Reports' be brought forward for consideration immediately following the conclusion of the Auditor Presentation.

On behalf of the Audit Office NSW, a representative of Forsyths, Mr Paul Cornall, made a presentation to Council on the 2016/2017 Audited Financial Reports. Mr Cornall noted that Council's Audit result is a clean independent Audit Report and Council has achieved pleasing results on all Performance Ratios. Mr Cornall answered questions from Councillors during the presentation. A copy of the presentation slides used by the Auditor will be posted on Council's website.

Resumption of Standing Orders

At this juncture, the time being 3.19pm, Standing Orders resumed and Council considered the balance of the Agenda.

SECTION D DESTINATION REPORT

- MFS-A 4. PRESENTATION OF COUNCIL'S 2016/2017 AUDITED FINANCIAL REPORTS S12.11.1

122/17 RESOLVED (Berryman/Michael) that:

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

SECTION B ADVOCACY REPORTS

- GM-A Cr Dight Border Regional Organisation of Councils (BROC)

Cr Dight informed Council that she attended the AGM and Ordinary Meeting of BROC held in Moree on 17 November, 2017.

The following agenda items were noted by Cr Dight:

- i) National Heavy Vehicle Regulator – changes to Safety Management Systems and Chain of Responsibility that will come into effect in mid 2018.
- ii) ARTC (Inland Rail) – An overview of the Melbourne to Brisbane inland rail project was presented.
- iii) Member for Northern Tablelands – Adam Marshall briefly discussed funding opportunities that will be available between

now and March 2019.

- iv) Country Universities Centre – Duncan Taylor briefed delegates on the development of a model to address the delivery of higher education in regional areas throughout the state which will provide online students with connectivity to universities.

123/17 RESOLVED (*Dight/King*) that Council invite the Country Universities Centre to make a presentation to Council on the benefits of setting Inverell up as a Learning Centre.

Cr King Delungra Remembrance Day Service

Cr King advised that he attended the Service at Delungra on 11 November, 2017. Cr King congratulated Peter McCarthy and the members of the Delungra District Development Council that organised the Service.

Cr McCosker Delungra Remembrance Day Service

Cr McCosker acknowledged the efforts of the DDDC to bring many families together for the service, and noted the unveiling of the WWI Honour Roll plaque.

Cr Michael Delungra Remembrance Day Service

Cr Michael laid a wreath at the Inverell Service. He congratulated organisers of the service and noted that all schools were represented on the day.

Cr Harmon Police Medical Presentation

Cr Harmon advised that he attended a New England Local Area Command Presentation of Long Service Medals in Armidale on 8 November, 2017. There were 10 recipients presented with medals on the day.

Cr Michael Eat Drink Live

Cr Michael congratulated Sean Taylor and the Inverell Club on conducting a very successful event on 11 November, 2017.

Cr Harmon Remembrance Day

Cr Harmon noted that he was proud to represent Council at both a 100th Anniversary Battle of Beersheba service held at the Cathedral in Armidale and a Black Tie Battle of Beersheba Dinner in Tamworth on 11 November, 2017.

Cr Harmon Eat Drink Live

Cr Harmon congratulated the Inverell Club on organising another successful Eat Drink Live and noted the continued strive of organisers to build and improve the event.

Cr Harmon Inverell Hospital Redevelopment

Cr Harmon briefed Council on a further meeting held on Thursday

16 November, 2017. A disparity in the figures detailed in the Clinical Services Plan was acknowledged. The outcome of the meeting was a need to increase the number of beds/enlarge the footprint for the hospital. There is also a push for stage 2 of the redevelopment to be incorporated into the current redevelopment.

Cr Harmon Assistant Federal Health Minister

The Mayor briefed Council on a meeting held with Dr David Gillespie and Senator Williams held on 21 November, 2017. Concerns were raised by Council about the implications resulting from not being deemed a "Workforce Shortage Area". The difficulties of attracting and retaining GP's was also discussed.

Cr Harmon Sapphire Wind Farm

The Mayor advised that on Sunday 5 November, 2017 he undertook a Site Tour of the Sapphire Wind Farm along with Cr Berryman.

GM-A 1. **ASHFORD MULTI-SERVICE CENTRE**

124/17 RESOLVED (Peters/Berryman) that Inverell Shire Council liaise with the Inverell Community Health Centre (CHC) Manager (Hunter New England Health) and the Home and Community Care (HACC) Manager to obtain risk assessments pertaining to the hazards that have been identified at the Ashford Multi-Service Centre building due to a ramp not being in place at the back entrance of the building.

GM-A 2. **AUDIT & RISK COMMITTEE**

MOTION (Peters/McCosker) that:

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

125/17 AMENDMENT (MichaelBerryman) that:

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

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

Cr McCosker and Cr Peters requested that their votes against the Motion be recorded.

**SECTION C
COMMITTEE REPORTS**

CSOP-A 1. **CIVIL & ENVIRONMENTAL SERVICES COMMITTEE MEETING –
8 NOVEMBER 2017 S.4.11.16/09**

126/17 RESOLVED (Berryman/King) that:

- i) *the Minutes of the Civil & Environmental Services Committee Meeting held on Wednesday, 8 November 2017, be received and noted; and*
- ii) *the following recommendations of the Civil & Environmental Services Committee be adopted by Council noting that the Wind Farm Open Day held on Saturday 4 November, 2017 was hosted by Sapphire Wind Farm.*

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

That the information be noted.

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

That:

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

3. **RECREATIONAL VEHICLE SEWER DUMP POINT YETMAN
S21.8.16**

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

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

That:

- i) *The information be received and noted; and*

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

5. ENCLOSED DOG EXERCISE AREA S11.1.2

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

CSOP-A 2. **ECONOMIC & COMMUNITY SUSTAINABILITY COMMITTEE MEETING – 8 NOVEMBER 2017 S4.11.17/09**

127/17 RESOLVED (Watts/Dight) that:

- i) *the Minutes of the Economic & Community Sustainability Committee Meeting held on Wednesday, 8 November 2017, be received and noted; and*
- ii) *the following recommendations of the Economic & Community Sustainability Committee be adopted by Council with the exception of Item 3, 'Request for Sponsorship – Copeton Freshwater Swim S26.1.1/10'.*

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

That:

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

2. GRAMAN RESERVE - DEVELOPMENT OPPORTUNITY S21.8.18

That:

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

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

That the report is received and noted.

5. MONTHLY INVESTMENT REPORT S12.12.2/10

That:

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

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

That:

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

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

Motion (King/Peters) that Council become the major sponsor of the 2018 event and provide \$5,000 sponsorship.

128/17 AMENDMENT (Watts/Dight) that Council continue as an event sponsor and will provide \$1,500 sponsorship to the 2018 event.

The Amendment on being put to the meeting was CARRIED. It then became the Motion. The Motion on being put to the meeting was CARRIED.

SECTION D
DESTINATION REPORTS

MCE-A 1. INVERELL CHAMBER OF COMMERCE AND INDUSTRY - CHRISTMAS
PROMOTION S26.3.6

129/17 RESOLVED (Michael/Berryman) that:

- a) Council approve the request to close Otho Street, between Byron Street and the mid block pedestrian crossing, as well as Byron Street, between Otho and Vivian Streets, to enable the conduct of the Christmas Festival; and*
- b) the nominal cost involved in advertising the event and closing the road be considered as Council's donation in support of the event.*

2. RATE CATEGORY OBJECTION – WHITE ROCK WIND FARM (LISTING)
S25.7.1

130/17 RESOLVED (Michael/Berryman) that the matter be referred to Closed Council for consideration as:

- i) the report includes information concerning 'the personal hardship of any resident or ratepayer', (Section 10A(2)(b) of the Local Government Act, 1993; and*

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

CSOP-A 3. REQUEST FOR LICENCE AGREEMENT – SAPPHIRE SOLAR FARM PTY LTD S5.10.159

131/17 RESOLVED (Watts/Dight) that:

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

4. PRESENTATION OF COUNCIL'S 2016/2017 AUDITED FINANCIAL REPORTS S12.11.1

Matter dealt with previously in conjunction with the Auditor's Report.

EMCCS-A 5. PROPOSED 'COD CASH' PROMOTION S8.12.13

132/17 RESOLVED (Dight/Berryman) that:

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

DCES-A 6. WATER CONTRIBUTION FOR STANDARD DENSITY RESIDENTIAL SUBDIVISION S18.6.51

133/17 RESOLVED (Peters/Watts) that:

- i) *A subsidy in the amount of \$2,325 per lot is offered on the water contribution for all new standard density residential lots created and*

offered to the market;

- ii) The subsidy applies for the period of the 2018 calendar year;*
- iii) The subsidy is capped at a maximum of 50 lots;*
- iv) The subsidy only applies in the R1 General Residential Zone;*
- v) The subsidy not apply to multi-unit dwelling developments;*
- vi) The subsidy only applies for lot releases of 1 into 3 lots or greater; and*
- vii) The subsidy only applies for lot releases that are considered Subdivision Certificate ready and have a marketing arrangement in place.*

7. OFFICE OF LOCAL GOVERNMENT - INTERNAL AUDIT GUIDELINES
S4.11.21

Matter dealt with previously in conjunction with Section B, Item 2 'Audit and Risk Committee'.

SECTION E
INFORMATION REPORTS

- 1. WATER SAFETY LEARN TO SWIM CLASSES S15.8.75
- 2. STRATEGIC TASKS – 'SIGN OFF' – NOVEMBER 2017 S4.13.2
- 3. QUESTIONS WITHOUT NOTICE – NOVEMBER 2017 S13.5.5/10
- 4. CONSTRUCTION CERTIFICATES APPROVED FOR
OCTOBER 2017 S7.2.4/10
- 5. COMPLYING DEVELOPMENT CERTIFICATES APPROVED DURING
OCTOBER 2017 S7.2.4/10
- 6. SUMMARY OF BUILDING CONSTRUCTION FOR OCTOBER 2017
S7.2.4/10
- 7. DEVELOPMENT CONSENTS AND REFUSALS DURING OCTOBER 2017
S18.10.2/10
- 8. SEPTIC TANK APPROVALS FOR OCTOBER 2017 S29.19.1
- 9. ORDINANCE ACTIVITIES REPORT FOR OCTOBER 2017 S18.10.1

134/17 RESOLVED (Michael/Dight) that the items contained in the Information Reports to the Ordinary Meeting of Council held on Wednesday, 22 November, 2017, be received and noted.

SECTION F
QUESTIONS WITHOUT NOTICE

QWN/ORD 29/17 Audit Report
Cr Watts

Cr Watts sought confirmation that the Road Component of the Operating Performance Ratio would be spent on roads.

The General Manager confirmed that this would be the case.

MIPPR-A **QWN/ORD 30/17**
Cr Dight

Donations \$12.22.1/10

135/17 RESOLVED (*Dight/Watts*) that:

- i) Council be regularly provided with a running sheet of donation funds spent to date throughout each financial year against the budgeted allocation; and
- ii) A report be prepared for consideration by the Economic and Community Sustainability Committee on options available to streamline the donations process.

QWN/ORD 31/17
Cr McCosker

Visa Debit Card

Cr McCosker sought clarification on merchant fees being imposed by Council on Debit Card transactions.

The General Manager confirmed that the merchant fee is due and payable only when the 'credit' option is selected.

QWN/ORD 32/17
Cr McCosker

B Double Access

Cr McCosker sought an update in respect of the possible reclassification of Oliver Street to enable B Double Access.

The DCES confirmed that this matter is being investigated and a report will be brought back to the Civil and Environmental Services Committee for consideration.

QWN/ORD 33/17
DCES

Gwydir Highway/Chester Street/Bundarra Road Intersection

The DCES requested that he provide Council with an update in respect of this issue in closed Committee.

136/17 RESOLVED (*Michael/Watts*) that the matter be referred to closed Council for consideration as:

- i) the report includes 'Personnel matters concerning particular individuals (other than Councillors)' (Section 10A(2)(a) of the Local Government Act, 1993); and
- ii) on balance the public interest in preserving the confidentiality of this matter outweighs the public interest in openness and transparency in Council decision-making by discussing the matter in open meeting.

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

At 4.45pm, the Chairperson offered the opportunity to members of the public to make representations as to whether any part of the Council Meeting should not be considered in Closed Council. There was no response.

CLOSED COUNCIL REPORTS

137/17 RESOLVED (Berryman/McCosker) that Council proceed into Closed Council to discuss the matters referred to it, for the reasons stated in the motions of referral.

Upon resuming Open Council at 6.08pm, the Chair verbally reported that the Council had met in Closed Council, with the Press and Public excluded, and had resolved to recommend to Council the following:

RC-A 1 & 3. RATE CATEGORY OBJECTION – WHITE ROCK WIND FARM (INCLUDING SUPPLEMENTARY REPORT) S25.7.1

That Council:

- i) endorse the rates classification for the individually valued wind turbine sites as business; and*
- ii) consider the allocation of additional 2017-2018 rates revenue derived from the wind turbine sites following the formulation of a recommendation by Council's Civil and Environmental Services Committee.*

GM-A 2. GWYDIR HIGHWAY/CHESTER STREET/BUNDARRA ROAD INTERSECTION

That:

- i) Council seek clarification on constraints associated with the \$1.5M Federal Government funding commitment;*
- ii) Council make representations to the Member for Northern Tablelands to seek additional funding to progress the RMS preferred treatment option; and*
- iii) pending the response from the Federal Government in respect of i) above, the General Manager be delegated authority to negotiate on behalf of Council to further the preferred treatment option.*

ADOPTION OF RECOMMENDATIONS

138/17 RESOLVED (Watts/Dight) that the recommendations of Closed Council be adopted.

There being no further business, the meeting closed at 6.09pm.

CR P J HARMON

CHAIRPERSON

TO ORDINARY MEETING OF COUNCIL 20/12/2017

ITEM NO:	1.	FILE NO: S19.9.1
DESTINATION 1:	A community that is healthy, educated and sustained.	R
SUBJECT:	INVERELL LIQUOR CONSULTATIVE COMMITTEE MEETING MINUTES – 28 NOVEMBER 2017	
PREPARED BY:	Julie Nicholson, Corporate Support Officer - Publishing	

SUMMARY:

Meeting held on 28 November, 2017.

For the consideration of Council.

COMMENTARY:

MINUTES OF THE INVERELL LIQUOR CONSULTATIVE COMMITTEE MEETING HELD AT THE INVERELL RSM CLUB, EVANS STREET, INVERELL ON TUESDAY, 28 NOVEMBER, 2017, COMMENCING AT 10.00AM.

PRESENT: Tim Palmer (Inverell RSM) [Chair], Noel Lehane (Empire Hotel), Vamri Chaganti (Gilgai General Store), Lucas Chan (BWS Inverell), Ewan Wilkinson (Liquorland Inverell), Mark McNeil (The General Merchant), Damien Smith (Australian Hotel), Tim Palmer (Inverell RSM), Ross Chilcott (Inverell Police), Rowan O'Brien (Inverell Police), Michael Pianko (Imperial Hotel/Royal Hotel Tingha).

Also in attendance were Sharon Stafford (Inverell Shire Council) [Secretary] and Anthony Alliston (Manager Development Services, Inverell Shire Council).

SECTION A**APOLOGIES:**

An apology was received from Cr Paul King.

RESOLVED (Smith/Pianko) that the apology received from Cr Paul King be received and noted.

1. **CONFIRMATION OF MINUTES**

RESOLVED (Smith/Pianko) that the Minutes of the Inverell Liquor Consultative Committee held on 12 September, 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

Fire and Rescue

No response to date despite a number of follow ups. Council to pursue.

CCTV

Feedback indicates cameras are needed from Campbell Park down Campbell Street particularly in the vicinity of the Campbell Park amenities and alongside Coles.

Domestic Violence Presentation

To be rescheduled to next meeting.

Container Recycling

It was noted that a container deposit station has been set up in Woolworths' car park. Advice received to date indicates that this will be the only collection point in the Shire.

SECTION F
GENERAL BUSINESS

Boxing Day Races

The following information was provided following the conclusion of the meeting.

- Mid Strength alcohol to be served to the public, members bar full strength
- Free entry to the races between 11:30am and 1pm, no pass outs. If patrons leave the premise after 1pm, they will have to pay to get back in.
- Security Company working the races will be Barwon Security
- Wrist bands for proof of age
- Sin & Tonic playing straight after the races finish to about 9pm

Leanne Brown from the Jockey Club indicated that she is happy to take on suggestions from liquor accord members or answer any questions re: upcoming race days.

Only a limited number of premises will be open Boxing Day. Opening hours will be varied.

Christmas

Licensees are on notice that the licensing coordinator will be conducting additional visits over the Festive Season.

NSW Police Re-engineering

Barwon Local Area Command no longer exists. This has been replaced by the New England Region which will cover from Moree to the border. The commander will be in Armidale.

The Inverell Station is currently operating at under strength. A number of vacant positions are currently being advertised.

Alert

Licensees were alerted to be mindful as there is currently a crew targeting rural properties and small villages within the region. The Bundarra Gold Club, Kingstown Store and Tingha General Store have been hit. Cash, alcohol, cars and cigarettes have been stolen. They

are most active in the early hours of the morning.

EXA-A Code of Conduct

Licensees were provided with a copy of the Code of Conduct following the last meeting and were requested to provide feedback.

Licensees were generally comfortable with the Code of Conduct. It was confirmed that the 'Lock Out' time is 12 midnight and that there is no exceptions. This is the agreed position of the Accord.

The Secretary to send out a reminder.

RESOLVED (Smith/Pianko) that the Committee recommend to Council that the Code of Conduct be amended to reflect that the law now stipulates that an 11pm restriction on takeaway liquor sales now applies across NSW.

Preservation of Crime Scenes on Licensed Premises

Laminated copies of 'Procedures to be Followed' were distributed. Printable versions previously emailed to all licensed premises.

NEXT MEETING

The next meeting of the Inverell Liquor Consultative Committee will be held at a venue to be confirmed on Tuesday, 13 February, 2018 commencing at 10 am.

There being no further business, the meeting closed at 11am.

TIM PALMER
CHAIRPERSON

RECOMMENDATION:

That

- i. the Minutes of the Inverell Liquor Consultative Committee Meeting held on Tuesday, 28 November, 2017, be received and noted; and*
- ii. the Code of Conduct be amended to reflect that the law now stipulates that an 11pm restriction on takeaway liquor sales now applies across NSW.*

TO ORDINARY MEETING OF COUNCIL 20/12/2017

ITEM NO:	1.	FILE NO: S7.11.2/11
DESTINATION 3:	An environment that is protected and sustained	E
SUBJECT:	FIRE AND RESCUE NSW – FIRE SAFETY REPORTS	
PREPARED BY:	Jade McIlwain, Building Surveyor	

SUMMARY:

On 6 December 2017, Council received fire safety inspection reports from Fire and Rescue NSW for six (6) buildings located in Inverell.

In accordance with Section 121ZD (2) (a) of the *Environmental Planning and Assessment Act 1979*, the fire safety inspection reports will be tabled during the December Ordinary Meeting of Council.

Councillors are requested to note the fire safety inspections reports and recommend a more detailed report on the matter to be prepared for consideration at the February 2018 Civil and Environmental Services Committee and subsequent Council meeting.

COMMENTARY:

Fire and Rescue NSW carried out fire safety inspections between 11 April 2017 and 13 April 2017 on six (6) hotel buildings within Inverell, located at:

- 1-7 Byron Street, Inverell;
- 81-91 Byron Street, Inverell;
- 123 Byron Street, Inverell;
- 254-260 Byron Street, Inverell;
- 33-39 Byron Street, Inverell; and
- 61-67 Otho Street, Inverell.

Under the *Environmental Planning and Assessment Act 1979* (EP&A Act), Fire and Rescue NSW has the power to carry out inspections of certain buildings to determine if the building has adequate provision for fire safety and/or is compliant with legislation.

When Fire and Rescue NSW carries out fire safety inspections, a report and any recommendations must be provided to the Council. Section 121ZD (2) (a) of the *EP&A Act 1979* requires that these reports be tabled at the next meeting of Council.

On 6 December 2017, copies of the fire safety inspection reports were provided to Council. These inspection reports will be tabled at the December 2017 Ordinary Meeting of Council.

At the time of inspections Fire and Rescue NSW elected not to issue any Orders. Instead, they have referred their recommendations to Council as the regulatory authority to determine what action it proposes to take.

Council is required to determine whether or not to exercise its powers to issue Order No 6 or 8 under section 121B of the *EP&A Act*. Essentially, Order 6 requires a person to do certain specified things to improve fire safety and Order 8 requires a person to cease conducting an activity on

premises (such as shared accommodation) where that activity constitutes, or is likely to constitute, a life-threatening hazard or a threat to public health or public safety.

This determination may be made at the next meeting of the Council (February 2018) held after the initial tabling of the Fire and Rescue NSW reports.

Once Council has tabled and considered the inspection reports and made a determination, it must give notice of any determination in relation to the report and recommendations in accordance with Section 121 ZD (4) of the *Environmental Planning and Assessment Act 1979* to the Commissioner of New South Wales Fire Brigades.

It is recommended that:

- Council note the fire safety inspection reports from Fire and Rescue NSW tabled at the December 2017 Ordinary Meeting of Council;
- Council defer its decision on whether to exercise its powers to issue Order No 6 or 8 under section 121B of the *EP&A Act* until the February 2018 Ordinary Meeting of Council; and
- A more detailed report on this matter be prepared for consideration at the February 2018 Civil and Environmental Services Committee.

Council's Building Surveyor will undertake follow-up inspections of the subject buildings prior to preparing a report for the February 2018 meeting.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

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

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

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

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

The inspection and reporting process for fire safety inspection reports must be undertaken in accordance with the provisions of the *Environmental Planning and Assessment Act 1979*.

RECOMMENDATION:

That:

- Council note the fire safety inspection reports from Fire and Rescue NSW tabled at the December 2017 Ordinary Meeting of Council;*
- Council defer its decision on whether to exercise its powers to issue Order No 6 or 8 under section 121B of the EP&A Act until the February 2018 Ordinary Meeting of Council; and*

iii) A more detailed report on this matter be prepared for consideration at the February 2018 Civil and Environmental Services Committee.

ITEM NO:	2.	FILE NO: S4.11.21
DESTINATION 1:	A recognised leader in a broader context	R
SUBJECT:	INTERNAL AUDIT AND RISK (IA & R) COMMITTEE - CHARTER	
PREPARED BY:	Paul Henry, General Manager	

SUMMARY:

A new charter for the IA & R Committee has been prepared in order to achieve 'alignment' with the OLG Guidelines. Council is requested to consider this document and determine the highlighted matters.

COMMENTARY:

At the November, 2017 Council Meeting, Council resolved to align the IA & R Committee's Charter with the OLG's guidelines for the Internal Audit Function. This report requests Council to:

- a) Adopt a proposed charter (attached to this report),
- b) Determine the 'new' membership of the IA & R Committee,
- c) Determine the remuneration of the independent members, and
- d) Determine how to undertake the recruitment of the independent directors.

1. IA & R Charter

The guidelines issued by the OLG state that the key strategies for establishing an internal audit function are:

- Establish an audit committee, with a majority of members who are external (independent) to council
- Set up an independent reporting structure for internal audit (i.e report functionally to the audit committee and administratively to the General Manager) and define its functions and responsibilities with an internal audit charter
- Adopt and comply with professional internal auditing standards
- Recruit and retain capable staff
- Establish and communicate a clear internal audit vision and strategy
- Demonstrate the value of internal audit
- Understand council, management and community stakeholder needs
- Focus on risk
- Review internal controls

- Educate management on risks and controls
- Continuously improve the quality of internal audit services.

These strategies are reflected in the attached Charter, which is put forward for adoption by Council. This charter is an appendix in the guidelines. Refer to **Appendix 1 (D8-D12)**.

It will be noted that Clause 3 of the Charter deals with the 'Composition and Tenure' of the Committee, this aspect is dealt with separately in this report.

2. Composition

a) Members (Voting)

Extract from Guidelines: The guideline states that the structure and membership of an audit committee will depend on the size of the Council. Membership should have a majority of independent members, and the Mayor should not be a member. Good practice in governance is that Council staff should not be members of the Committee. The 'Chair' should be an independent member.

A suggested structure for a smaller Council is:

- One (1) Councillor (excluding the Mayor)
- Two (2) Independents – at least one with financial expertise

A suggested structure for a bigger Council should be:

- One (1) or two (2) Councillors (excluding the Mayor)
- Two (2) or three (3) Independents – at least one with financial experience and/or one with financial, legal or business expertise.

Suggestion

That the following Clause 3.1 be inserted into the Charter as it is considered that Inverell Shire Council would be a "smaller" Council in the terms of the guidelines:

3.1 Members (Voting)

- One (1) Councillor (excluding the Mayor)
- Two (2) independent external members (one member shall be appointed as chairperson of the Committee by Council).

b) Members (non-voting)

Extract from Guidelines: The guideline suggests that staff involved in the financial function of Council, such as the 'internal auditor' and chief financial officer, should be invited to attend all meetings of the Committee.

To preserve the independence of the Audit Committee, the General Manager should not be a voting member of the Audit Committee. While Section 376 of the Local Government Act prevents the General Manager from being excluded from any meeting of Council or a meeting of a Council Committee, there is no automatic entitlement to be a voting member of an Audit Committee.

Suggestion

That the following Clause 3.2 and Clause 3.3. be inserted into the Charter as it is suggested that in order to diminish the suggestion that the General Manager would usually influence the deliberations of the Committee, that he not be an "automatic attendee", but only attend when his presence would assist the Committee:

3.2 Attendees (non-voting)

- General Manager (if the officer wishes to exercise that right)
- Director of Corporate and Economic Services
- Manager of Financial Services

3.3 Invitees (non-voting for specific items)

- Representative of the External Auditor
- Other staff members by invitation of the Committee

4. Other Matters

The issues of remuneration, recruitment and working co-operatively were canvassed briefly during the 'IA & R debate' at the November Ordinary Meeting. To provide background for Councillors, on these issues, information was sought from adjoining Councils and OLG.

Councils in the New England Group of Councils provided the following information:

Table 1 – NEGOC Internal Audit Committee

	Armidale Regional	Glen Innes Severn	Gwydir	Moree Plains	Tenterfield
Committee Established	Yes	No	Yes	Yes	Yes
No. of Independent Members	2	-	1 *	2 **	1 ***
Remuneration (per meeting)	\$400 (C) \$330 (M)	-	Expenses	\$500	Nil
Interest in Joint Committee Membership	No	No	Yes	Yes	No
Interest in Joint Audits	Consider	Yes	Yes	No	Yes
* A staff member from sister city Willoughby Council ** Positions not filled *** A staff member from a Queensland Council					

The OLG is currently preparing a discussion paper on an implementation framework for the Audit Risk and Improvement Committees required to be in place sometime in 2021. This discussion paper will be released some time in 2018. Therefore, at this point in time there is no guidance available on the remuneration / recruitment issues.

The opportunity to work co-operatively with other Councils in this Region to conduct audits of risk areas, will possibly arise after the 'new' IA & R Committee is in place and that Committee has determined the risk areas(s) it wishes to audit. If the risk areas to be audited at Inverell are similar to the risk areas requiring audit by the IA & R Committee of other Councils, there is potential for co-operation.

Due to the inability to attract applicants for the position on the Moree Plains Shire Council Committee, the opportunity to appoint the same independent members exists if Council wishes to explore this option. If local recruitment of members for the Inverell Shire IA & R Committee is undertaken it may be problematical in attracting someone interested in serving on both the Inverell and Moree Committees.

If this form of recruitment is favoured, it would be reasonable to expect the remuneration levels of the members to be the same for the Inverell and Moree Plains Committees.

Council is now requested to determine:

- a) Is a per meeting fee to be paid to the independent members? If so, what amount?
- b) How does Council wish to recruit the independent members of the IA & R Committee?
Local advertising?

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

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

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

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

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

No budget allocation has been provided in the 2017-2018 budget for remunerations fees of independent members or any internal audit functions.

LEGAL IMPLICATIONS:

Nil.

RECOMMENDATION:

That:

1. *Council adopt the Internal Audit and Risk Committee Charter, shown at Appendix 1.*
2. *That the following clauses be added to the Charter:*

The Committee will consist of:

Clause 3.1 Members (voting)

- *One (1) Councillor (excluding the Mayor)*
- *Two (2) independent external members (one member shall be appointed as chairperson of the Committee by Council).*

Clause 3.2 Attendees (non-voting)

- *General Manager (if the officer wishes to exercise that right)*

- *Director of Corporate and Economic Services*
- *Manager of Financial Services*

Clause 3.3 Invitees (non-voting)

- *Representative of the External Auditor*
 - *Other staff members by invitation of the Committee*
3. *The level of remuneration for the Independent Members of the Committee be determined by Council.*
 4. *The method of recruitment of the independent members of the Committee be determined by Council.*

APPENDIX 1

Appendix 2 - Sample Audit Committee Charter

AUDIT COMMITTEE CHARTER

1. Objective

The objective of the Audit Committee (Committee) is to provide independent assurance and assistance to the NAME OF COUNCIL on risk management, control, governance, and external accountability responsibilities.

2. Authority

The Council authorises the Committee, within the scope of its role and responsibilities, to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information).
- Discuss any matters with the external auditor or other external parties (subject to confidentiality considerations).
- Request the attendance of any employee or councillor at Committee meetings.
- Obtain external legal or other professional advice considered necessary to meet its responsibilities.

3. Composition and Tenure

The Committee will consist of:

3.1 Members (voting)

- Councillor
- Independent external member (not a member of the Council).
- Independent external member (not a member of the Council to be the chairperson).

3.2 Attendee (non-voting)

- General Manager
- Head of Internal Audit
- Chief Financial Officer

3.3 Invitees (non-voting) for specific Agenda items

- Representatives of the external auditor.
- Other officers may attend by invitation as requested by the Committee.

The independent external member will be appointed for the term of council, after which they will be eligible for extension or re-appointment following a formal review of their performance.

The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of NAME OF COUNCIL. At least one member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

4. Role and Responsibilities

The Committee has no executive powers, except those expressly provided by the Council.

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act.

The responsibilities of the Committee may be revised or expanded by the Council from time to time. The Committee's responsibilities are:

4.1 Risk Management

- Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud.
- Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;
- Review the impact of the risk management framework on its control environment and insurance arrangements; and
- Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

4.2 Control Framework

- Review whether management has adequate internal controls in place, including over external parties such as contractors and advisors;
- Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated;
- Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with;
- Review whether appropriate policies and procedures are in place for the management and exercise of delegations; and
- Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

4.3 External Accountability

- Satisfy itself the annual financial reports comply with applicable Australian Accounting Standards and supported by appropriate management sign-off on the statements and the adequacy of internal controls.
- Review the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments.
- To consider contentious financial reporting matters in conjunction with council's management and external auditors.
- Review the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements.
- Satisfy itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations.
- Satisfy itself there is a performance management framework linked to organisational objectives and outcomes.

4.4 Legislative Compliance

- Determine whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements.
- Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

4.5 Internal Audit

- Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.
- Review the internal audit coverage and Internal Audit Plan, ensure the plan has considered the Risk Management Plan, and approve the plan.
- Consider the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan.
- Review all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices.
- Monitor the implementation of internal audit recommendations by management.
- Periodically review the Internal Audit Charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place.
- Periodically review the performance of Internal Audit.

4.6 External Audit

- Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit, and provide feedback on the external audit services provided.
- Review all external plans and reports in respect of planned or completed external audits, and monitor the implementation of audit recommendations by management.
- Consider significant issues raised in relevant external audit reports and better practice guides, and ensure appropriate action is taken.

4.7 Responsibilities of Members

Members of the Committee are expected to:

- Understand the relevant legislative and regulatory requirements appropriate to NAME OF COUNCIL.
- Contribute the time needed to study and understand the papers provided.
- Apply good analytical skills, objectivity and good judgment.
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

5. Reporting

At the first Committee meeting after 30 June each year, Internal Audit will provide a performance report of:

- The performance of Internal Audit for the financial year as measured against agreed key performance indicators.
- The approved Internal Audit Plan of work for the previous financial year showing the current status of each audit.

The Committee may, at any time, consider any other matter it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the Chair of the Committee.

The Committee will report regularly, and at least annually, to the governing body of council on the management of risk and internal controls.

6. Administrative arrangements

6.1 Meetings

The Committee will meet at least four times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.

The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings.

A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Audit Committee Charter.

6.2 Attendance at Meetings and Quorums

A quorum will consist of a majority of Committee members, including at least one independent member. Meetings can be held in person, by telephone or by video conference.

The Head of Internal Audit will be invited to attend each meeting unless requested not to do so by the Chair of the Committee. The Committee may also request the Chief Finance Officer or any other employees to participate for certain agenda items, as well as the external auditor.

The General Manager may attend each meeting but will permit the Committee to meet separately with each of the Head of Internal Audit and the External Auditor in the absence of management on at least one occasion per year.

6.3 Secretariat

The Committee has appointed the Head of Internal Audit to be responsible for ensuring that the Committee has adequate secretariat support. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be approved by the Chair and circulated to each member within three weeks of the meeting being held.

6.4 Conflict of Interests

Councillors, council staff and members of council committees must comply with the applicable provisions of Council's code of conduct in carrying out the functions as council officials. It is the personal responsibility of council officials to comply with the standards in the code of conduct and regularly review their personal circumstances with this in mind.

Committee members must declare any conflict of interests at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

6.5 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

6.6 Assessment Arrangements

The Chair of the Committee will initiate a review of the performance of the Committee at least once every two years. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.

6.7 Review of Audit Committee Charter

At least once every two years the Audit Committee will review this Audit Committee Charter.

The Audit Committee will approve any changes to this Audit Committee Charter.

Approved: Audit Committee Meeting Date:

ITEM NO:	3.	FILE NO: S12.8.9/04
DESTINATION 5:	The communities are served by sustainable services and infrastructure	S
SUBJECT:	SALE OF LAND FOR UNPAID RATES (LISTING)	
PREPARED BY:	Emma Murphy, Rates Clerk	

SUMMARY:

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

COMMENTARY:

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

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

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

Grounds for closing part of meeting to be specified

- (1) *The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.*
- (2) *The grounds must specify the following:*
 - (a) *the relevant provision of section 10A (2),*
 - (b) *the matter that is to be discussed during the closed part of the meeting,*
 - (c) *the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*

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

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

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

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND MANAGEMENT PLAN:

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

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

Operational Objective:

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

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

RECOMMENDATION:

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

- i) the report includes information concerning 'the personal hardship of any resident or ratepayer', (Section 10A(2)(b) of the Local Government Act, 1993),*
- ii) all reports are 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.*

ITEM NO:	4.	FILE NO: S3.15.16
DESTINATION 2:	A community that is healthy, educated and sustainable	C
SUBJECT:	RECOGNITION OF LOCAL CITIZEN (LISTING)	
PREPARED BY:	Paul Henry, General Manager	

SUMMARY:

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

COMMENTARY:

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

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

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

Grounds for closing part of meeting to be specified

- (1) *The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.*
- (2) *The grounds must specify the following:*
 - (a) *the relevant provision of section 10A (2),*
 - (b) *the matter that is to be discussed during the closed part of the meeting,*
 - (c) *the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*

Having regard for the requirements stated in s.10D of the Act Councillors should note that the matter listed for discussion in Closed Committee includes personal information of a local citizen.

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

- a) Personnel matters concerning particular individuals (other than councillors), and
- b) On balance, the public interest in preserving the confidentiality of the matter outweighs the public interest in openness and transparency in Council decision-making by discussing the matter in open meeting.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

Strategy: C.09 Create a strong sense of community identity.

Term Achievement: C.09.02 Council is actively supportive of community groups achieving their objectives.

Operational Objective: C.09.02.01 To support and assist community groups in achieving their community objectives.

POLICY IMPLICATIONS:

Any determination should take into consideration Council's existing Civic Recognition Award Policy.

CHIEF FINANCIAL OFFICERS COMMENT:

Nil.

LEGAL IMPLICATIONS:

Nil.

RECOMMENDATION:

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

- i) the report includes information that is personnel matters concerning particular individuals (other than councillors), (Section 10A(2)(a) 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.*

ITEM NO:	5.	FILE NO: S30.9.1
DESTINATION 5:	The communities are served by sustainable services and infrastructure	S
SUBJECT:	B-DOUBLE ACCESS OLIVER STREET INVERELL	
PREPARED BY:	Justin Pay, Manager Civil Engineering	

SUMMARY:

An anomaly has been identified in Council's approved B-Double network. The section of Oliver Street, between Mansfield and Wood Streets is currently not approved for B-Double access. This section of road has been assessed in accordance with Council's policy and Council is requested to approve this route for B-Double access.

COMMENTARY:

In 2014 Council resolved to approve B-Double access in Oliver Street between Mansfield and Lawrence Streets. The section of Oliver Street between Wood and Arthur Streets had previously been approved. The current situation has a "missing link" in Oliver Street, a map is attached in Appendix 2 (D18) showing the current approvals. This missing link is a result of an oversight during the assessment process in 2014. The area in question has been assessed in accordance with Council policy and found to be suitable for B-Double access. A copy of the assessment is included in Appendix 3 (D19 - D25) for the information of Council.

Council is requested to approve B-Double access for Oliver Street, between Mansfield and Wood Streets.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

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

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

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

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

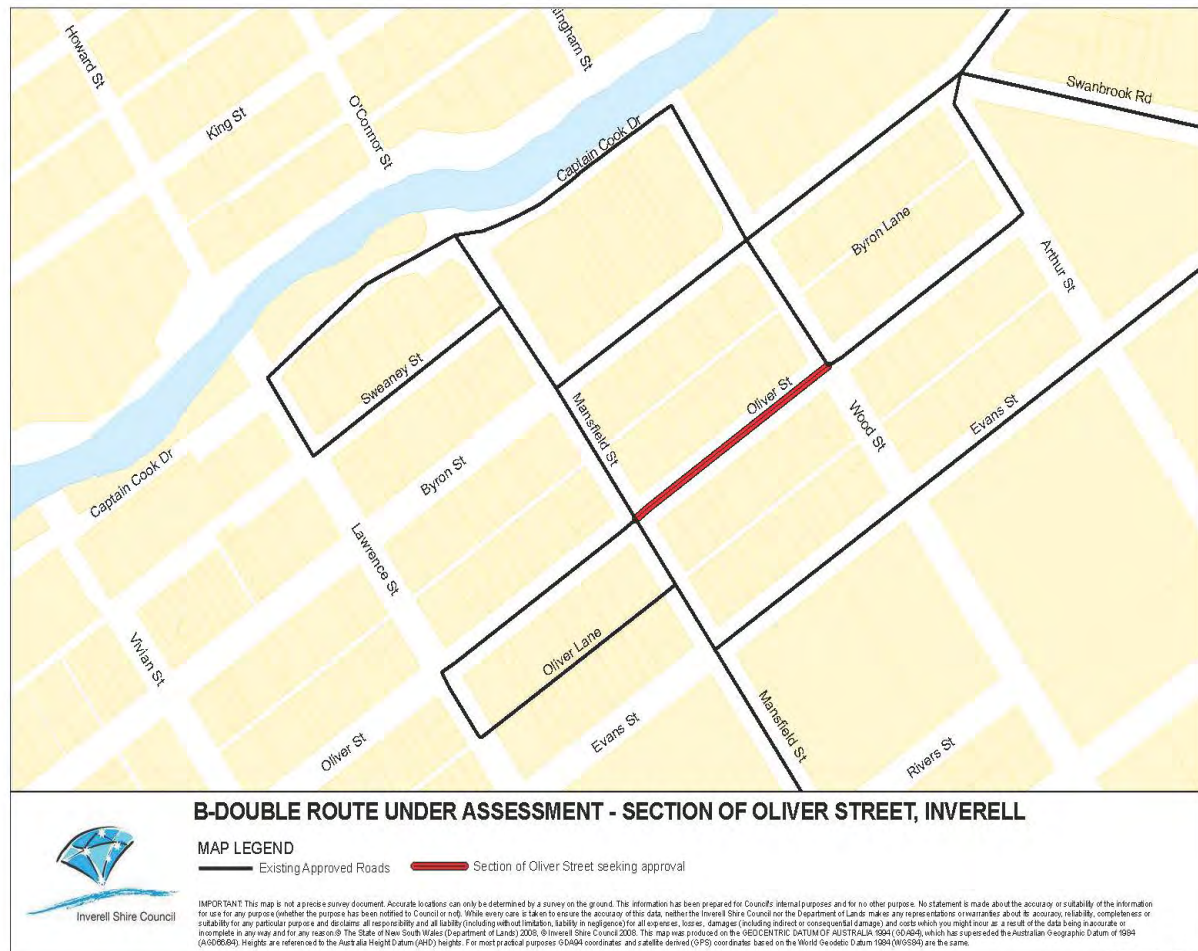
Nil.

LEGAL IMPLICATIONS:

Nil.

RECOMMENDATION:

That Council approve B-Double access for Oliver Street, between Mansfield and Wood Streets and this section of road be gazetted as a B-Double route.

APPENDIX 2

APPENDIX 3

Section 3: Route assessment summary report

3.1 Cover Sheet

Vehicle configuration:	B-DOUBLE
Route:	OLIVER STREET
Origin Address:	__MANSFIELD STREET__

Destination Address:	__WOOD STREET__

A completed application form showing route details is attached.

This is to certify that the investigation levels have been duly considered, checklist has been completed and comments provided as appropriate.

My assessment of the inspected route against the guide is that the route is:

Suitable

Person responsible for the route assessment:

Signature:

Name:

JUSTIN PAY

Qualification

ENGINEERING OFFICER

Position:

MANAGER CIVIL ENGINEERING

Organisation

INVERELL SHIRE COUNCIL

Date:

11/12/2017

3.2 Route Assessment summary check list

Separate working papers are to contain the detailed assessment that supports this summary check list.

Road Name and Section:		OLIVER STREET MANSFIELD STREET TO WOOD STREET		
Ref	Assessment characteristic	Data	Comment / information	
2.1.1	General			
	Length of route (km)	0.24KM		
	Road Class Hierarchy (State Roads)		LOCAL	
	Traffic Volumes (AADT)	1217		
	% Volume of commercial vehicles	17		
	Volume by types of freight vehicles:			
	• Semi-trailers	<1%		
	• B-doubles			
	• Road Trains			
	• AB and B-triple combinations			
	• Other			
Ref	Assessment characteristic	Pass	Investigate	Comment / information
2.2	Legal/regulatory			
2.2.1	Vehicle			
	Check the proposed vehicle against the regulations:	X		
	Actual legal class and configuration	X		
	Comparable vehicle			
2.2.2	Zoning of land			
	Evidence provided that access complies with planning approvals	X		
2.3	Road safety issues			
2.3.1	At terminals			
2.3.1(a)	Road access within terminals	X		
	Evidence provided to confirm suitability within terminals	X		

Ref	Assessment characteristic	Pass	Investigate	Comment / information
2.3.1(b)	Road access into or from terminals	X		
	Entry and exit complies	X		
2.3.2	Road safety assessment			
	Road Crash Investigation Report Review of desk-top analysis of the road crash history over the previous 5 years.	X		5 X CRASHES SINCE JUNE 2011 (ALL CROSS TRAFFIC/DRY/DAYLIGHT & NOT INVOLVING HEAVY VEHICLES)
	Where required, road safety audit report	N/A		
	• Speed zones	N/A		
	• School speed zones	N/A		
	• Truck and bus zone	N/A		
2.3.3	Road alignment			
	Is there a comparable vehicle using this route?	N/A		
	Low speed turns at intersections, roundabouts, traffic management devices	X		
	Curve geometry at road speed	X		
2.3.4	Road width (cross-section)			
2.3.4(a)	Rural roads			
	For unsealed sections: • Carriageway width (W)	N/A		
	For sealed sections: • Sealed surface width (SSW) • Sealed lane width (SLW) • Carriageway width (W)	N/A		
2.3.4(b)	Urban roads			
	For sealed sections: • Sealed lane width (SLW) • Adjacent lane (SLW)	X		
2.3.5	Structure width (including bridge width)			
	Structure width	N/A		
	Width ratio ≤ 1.25	N/A		

Ref	Assessment characteristic	Pass	Investigate	Comment / information
2.3.6	Intersections			
2.3.6(a)	Low speed turns			
	Roadside structures	X		
2.3.6(b)	Intersections and turn bays			
	Safe intersections sight distance (SISD)	X		
	Adequate road length for storage	X		
2.3.6(c)	Approach visibility (stopping sight distance)			
	Stopping Sight Distance (SSD)	X		
2.3.7	Overtaking opportunities			
	Overtaking opportunities meet the requirements for the route.	N/A		
2.3.8	Traffic facilities			
2.3.8(a)	Signs, lines and markings	X		
	Signposting	X		
2.3.8(b)	Crash barriers and clear zones	N/A		
2.3.8(c)	Traffic signals			
	Minimum green time (Note locations where adjustment is required)	N/A		
2.3.9	Traffic interaction with other users			
	School bus route has bus stop areas off the road where the bus can safely stop.	X		
	Tourist route	X		
	Pedestrians and cyclists	X		
	Other drivers familiar with RAV	X		
2.3.10	Local conditions			
	Other local conditions (describe)	N/A		

Ref	Assessment characteristic	Pass	Investigate	Comment / information
2.4	Rail-road safety			
2.4.1	Grade Separated Crossings	N/A		
2.4.2	Railway crossings			
2.4.2(a)	Sight distance	N/A		
2.4.2(b)	Alignment and width	N/A		
2.4.2(c)	Queuing on railway crossings at or near intersections	N/A		
2.4.2(d)	Short stacking	N/A		
	Concurrence from rail infrastructure manager	N/A		
2.5	Work, health and safety			
2.5.1	Decoupling operation	X		
2.5.2	Driver breaks	X		
2.6	Amenity and environment issues			
2.6.1	Existing approved land-use			
2.6.1(a)	Community amenity	X		
2.6.1(b)	Noise and vibration			
	Road noise: Road surface irregularity	X		
	Engine and brake noise: Grade > 5% (potential for engine brake noise)	X		
2.6.1(c)	Air quality	X		
2.6.1(d)	Vulnerable or endangered flora or fauna	X		
2.6.2	Traffic-generating development			
	Associated with DA	N/A		

Ref	Assessment characteristic	Pass	Investigate	Comment / information
2.7	Infrastructure loading			
2.7.2	Bridge structure			
	All bridges & culverts structurally capable	N/A		
2.7.3	Pavement structure			
2.7.3(a)	General and concessional mass			
	Wear relative to 6 axle semi-trailer Pavement condition	X		
2.7.3(b)	Higher mass limits (HML) on axles groups			
	Pavement condition	X		
2.7.4	Floodways and causeways	N/A		
2.8	Property damage (public infrastructure or property)			
2.8.1	Low clearance structures and plant			
2.8.1(a)	Structure clearance	X		
2.8.1(b)	Overhead cable clearance	X		
2.8.2	Tree clearance	X		
2.9	Other significant issues			
	Other issues not covered in the assessment (describe)	N/A		

Risk Management Approach:

	Yes	No
Risk management analysis required to resolve issues		X
Attach the risk management analysis at the end of this summary		

Access Conditions:

Other issues:

	Yes	No
Is a review of the route scheduled?		X

3.3 Engineering determination report

Vehicle type	B-DOUBLE	HML Vehicle	N
Asset Manager	ISC		
Route	From: OLIVER STREET FROM MANSFIELD STREET To: WOOD STREET		
		Yes	No
List of all structures, their assessments and sign-off by structural engineer is attached			X
•			
•			
•			
•			
•			
•			
All structures can support the proposed vehicle		N/A	

Person responsible for the engineering determination:

Signature:

Name: JUSTIN PAY

Position: MANAGER CIVIL ENGINEERING

Organisation: ISC

Date: 11/12/2017

ITEM NO:	6.	FILE NO: S32.15.14
DESTINATION 5:	The communities are served by sustainable services and infrastructure	S
SUBJECT:	YETMAN TOWN WATER SUPPLY PRESSURE	
PREPARED BY:	Michael Bryant, Manager Environmental Engineering	

SUMMARY:

The purpose of this report is for Council to consider the investigation into reported low water pressure in the Yetman town water supply.

COMMENTARY:

At the September 2017 Civil & Environmental Services Committee Meeting Cr Dight requested that a report be prepared on low water pressure in the Yetman town water supply.

The current Yetman water supply was constructed in the mid 1960's and comprises two (2) equipped bores, an adjacent standpipe type reservoir, and approximately 3.7 km of 100mm asbestos cement reticulation mains. The water is chlorinated before entering the 0.59ML reservoir for distribution to consumers. Appendix 4 (D28) aerial image shows the location of the Yetman water supply infrastructure including a section of water main due for replacement.

The reservoir has a Top Water Level 21m above floor level (equivalent to the ground level around Yetman) and set to operate in the range of 21 m to 19.5m above ground level.

The water supply system has been designed to the NSW Public Works water supply standard to provide a peak instantaneous demand of 0.15 L/s at the property boundary at a residual pressure head of 12m.

Recent pressure and flow testing would indicate that the water supply operates at the NSW Public Works design criteria.

The existing old asbestos cement water mains are nearing the end of their useful life and will be replaced going forward as part of Council's water main replacement program.

Options to Increase Water Pressure / Flow

Listed below are three (3) options to increase water flow and residual pressure in the reticulation system.

1) Construct a New Elevated Reservoir

This could be achieved by constructing a higher reservoir at the existing site, or on elevated land located further away from Yetman. Constructing a new higher reservoir at the current site would be very expensive. As Yetman is adjacent the Macintyre River there is no higher land within a cost effective distance to construct an elevated reservoir.

2) Install Pressure Pumps

This would involve installing a bank of pressure pumps at the outlet of the reservoir to maintain a constant set pressure in the reticulation system. The cost to install would be in the order of \$100,000 and the annual running cost would be around \$5,000. If there is an interruption to the

electricity supply the system would function as it does now. It should be noted that as the existing water mains are of a low pressure class and approaching the end of their useful life, the pressure in the system could not be increased until all reticulation mains are replaced with higher pressure grade pipes.

3) Improve Flow to Reduce Pressure Loss

At present all the water mains in Yetman are 100mm diameter and during periods of higher demand the properties furthest away from the reservoir (southern end of Yetman) are more likely to experience a drop in pressure and flow. During 2018 approximately 680m of 100mm diameter main is to be replaced along the western side of Warialda Street between Dight Street and River Street. It is proposed that the main be replaced with a larger 150mm diameter main to improve flow and residual pressure during periods of peak demand at an additional cost of approximately \$30 per metre to increase the size of the main, totalling \$20,400. In total the water main replacement cost would be \$120,000.

It would be difficult and expensive to increase the pressure in the Yetman water supply above the 21m static head provided by the existing reservoir. The option of increasing the replacement water main size from 100mm diameter to 150mm would improve the flow and residual pressure particularly in the more remote parts of Yetman during periods of high demand.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

Strategy: S.13 Provide communities with quality potable water supply, effective drainage and sewerage systems.

Term Achievement: S.13.01 Council has developed and implemented a sustainable Integrated Water Management Strategy compliant with Government Best-Practices and legislation.

Operational Objective: S.13.01.01 To provide and maintain an adequate water supply and related service to the community, based on a responsible view of water as a commodity and as a scarce natural resource.

POLICY IMPLICATIONS:

NIL

CHIEF FINANCIAL OFFICERS COMMENT:

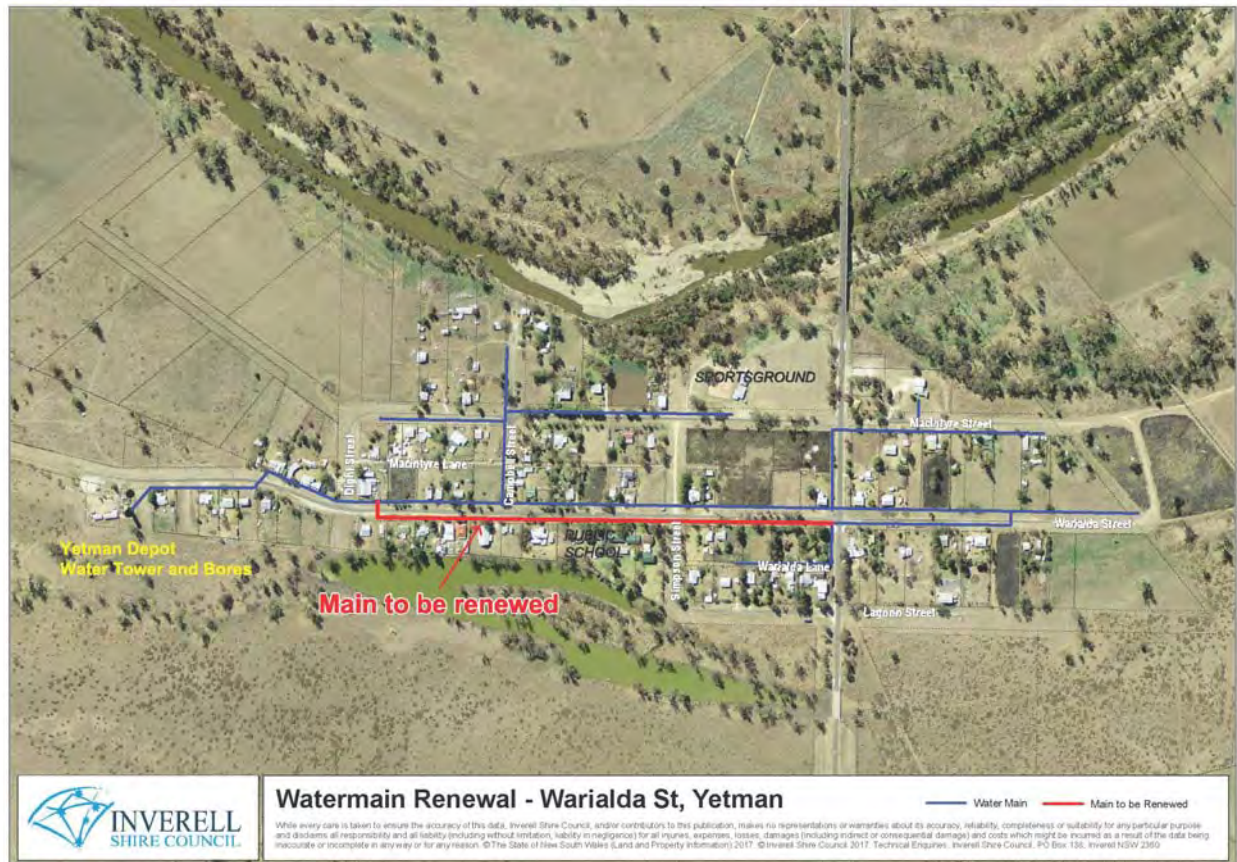
Water fund could provide sufficient capital funding for this project without impacting on the long term integrity of the water fund.

LEGAL IMPLICATIONS:

NIL

RECOMMENDATION:

That the report be noted, and that the section of 100mm diameter water main scheduled for renewal in Warialda Street between Dight Street and River Street be replaced with a 150mm diameter main to improve flow and residual pressure.

APPENDIX 4

ITEM NO:	7.	FILE NO: s18.6.63
DESTINATION 5:	The communities are served by sustainable services and infrastructure	S
SUBJECT:	INVERELL PUBLIC OPEN SPACE STRATEGY	
PREPARED BY:	Anthony Alliston, Manager Development Services	

SUMMARY:

This report has been initiated by the completion of the community consultation phase associated with the preparation of the Inverell Public Open Space Strategy.

Council is being asked to endorse the Inverell Public Open Space Strategy subject to the identified amendments contained within this report.

COMMENTARY:**Introduction**

Inverell Shire Council owns and manages a diverse range of public parks and reserves in numerous locations across the Shire. These parks and reserves contribute to a positive rural life-style and help to attract visitors to Inverell, which is a growing regional centre. Ensuring Inverell Shire's open space network is preserved and enhanced for current and future residents is an important role of Council.

For many years Council has been contending with requests from various community organisations, user-groups and individuals in respect to the use, management and upgrade of Inverell's public open spaces. As the Township of Inverell has been the primary source of representations it was resolved to prepare an "Open Space Strategy" for Inverell. Council could also utilise a similar methodology to develop strategies for the rest of the Shire's parks and reserves.

Once adopted, the Public Open Space Strategy will be used as a guidance document for pursuing future grant funding opportunities and to inform Council's Delivery Plan.

Public Exhibition

On the 28 June 2017, after completion of the first four (4) stages of the Communications Strategy, Council endorsed the Draft Inverell Public Open Space Strategy to be placed on public exhibition in accordance with Stage five (5) of the Public Open Space Communications Strategy. A copy of the Communications Strategy is included as Appendix 5 (D36).

In accordance with Council's resolution and the endorsed Communications Strategy the Draft Inverell Open Space Strategy was placed on Public Exhibition from Tuesday 3 October 2017 until close of business on Friday 10 November 2017.

The following was undertaken:

- Media Release;
- Provision of a fact-sheet and feed-back form;
- Static displays at both Council administration building and the Library;
- Notifications on Council's web-site and Facebook page;
- Newspaper advertising in the Inverell Times;

- Radio advertisements on both GEM FM and 2NZ;
- Correspondence to key stakeholders and user-groups; and
- An information session hosted by ROSS Planning for “drop-in” meetings at Council offices.

A copy of the exhibited Draft Inverell Public Open Space Strategy has been provided to Councillors under separate cover.

Submissions

At the close of the exhibition period Council had received one (1) feed-back form and two (2) written submissions. Copies of the submissions and the feed-back form have been circulated to Councillors under separate cover.

In particular it should be noted that no one from the public attended the “drop-in” session hosted by ROSS Planning at the Council Chambers between 9:00am and 4:00pm on Wednesday 1 November 2017.

The following is an outline of the issues raised and commentary in respect to the submissions:

1. *The suggestion that a number of factors including the incorporation of Tingha into the Shire, the Inverell Pedestrian Access and Mobility Plan (PAMP) and the impacts of “holiday influx” be included as factors affecting the future demand of open space in Inverell.*

In respect to the incorporation of Tingha into the Inverell Shire, this matter is not a given nor has it been finalised. Should Tingha be incorporated into Inverell Shire in the future then the Inverell Public Open Space Strategy can be updated to reflect Tingha's inclusion.

Council adopted the Pedestrian Access and Mobility Plan (PAMP) and Bike Plan in September 2012. The PAMP and Bike Plan have been developed in consideration of specific user analysis and is based on growing community needs. The PAMP and Bike Plan is scheduled for review in the near future. It is recommended that the Inverell Public Open Space Strategy include a reference that it should be read in conjunction with, and any future actions take into consideration, the PAMP and Bike Plan.

It is acknowledged that the impacts of “holiday influx” may influence future demand of open space in Inverell. The Strategy can include commentary to this effect.

2. *Consideration of grassy mounds for both passive and active recreation in selected parks.*

The use of grassy mounds in selected parks for both passive and active recreation is supported. The construction of grassy mounds in selected parks would be relatively inexpensive, and with the right design would not be a maintenance burden on Council. It is recommended that the draft Inverell Public Open Space Strategy include reference to the development of grassy mounds in selected parks subject to further investigation.

3. *The draft Inverell Public Open Space Strategy (Strategy) maintains that Inverell's total population does not warrant the demand for regional quality open space. The submission maker contends that Inverell is a regional hub and that facilities approaching “regional standard” could be at least considered aspirational.*

It is acknowledged that Inverell is a growing regional hub and draws from outlying centres for purposes such as retail and trade. However, it is not expected that the development of a regional level open space area would necessarily be a key attractant for visitors from outside of the Shire. While the proposed upgrades and embellishments included in the Strategy for town recreation facilities (particularly those along the river) would be enjoyed by both locals and visitors, it would be hard to justify, from a resource and regional demand perspective, developing a regional scale park similar to the recently developed regional park in Tamworth.

4. *Consideration should be given for live music at Varley Oval.*

There is nothing at present to preclude the promotion and use of Varley Oval for live music. The Strategy can include reference to the future use of Varley Oval for live music.

5. *Supports the development of a Masterplan for Victoria Park.*

This comment is noted.

6. *In relation to Sinclair Park, consideration should be given to enhancing its appearance, providing more large shade trees, a grassy mound (viewing spot for the Grafton-Inverell Classic), constructing the “missing” 2 pathways leading to the Bicentennial Memorial entrances, upgrading the hexagonal picnic shelter, painting to complement the “Facets” roundabout sculpture, upgrade/relocate toilets and generally improving the experience for short stop visitation. Consider installing lighting, signage and a town/region map.*

These concepts for Sinclair Park are considered to be appropriate given their nature and the location of the park in a gate-way location to Inverell’s CBD and located on the Gwydir Highway. It is recommended that the initiatives for Sinclair Park be reflected in the Strategy.

7. *Supports the recommendations for May Street Lookout Park, especially a “loop” connecting Howard Street footbridge, Brae Street and the Gwydir Highway.*

These comments are noted.

8. *Disagrees that the Public Garden and Recreation space (pp. 28 Strategy) adds no value to the open space network. Consideration to its value as a drainage and stormwater corridor, link to Ross Hill Reserve and wildlife corridor should be given.*

It is agreed that the Public Gardens Recreation space does have value as a drainage and wildlife corridor as well as providing a link to Ross Hill Reserve. The commentary in the Strategy can be amended to better reflect the attributes of this space.

9. *In respect to Kingfisher Drive Public Reserve it is suggested to maintain a pedestrian/cycling linkage and emergency vehicle access to the undeveloped space to the southwest, should residential subdivision proceed in the future. This will also facilitate convenient and safe access for future residents to the Lake Inverell shared pathway.*

It is agreed that should Council investigate the sale of this reserve a pedestrian/cycling linkage and emergency vehicle access to the undeveloped space to the southwest should also be investigated. The Strategy can be amended to reflect this initiative.

10. *Supports the establishment of a modified link between Platypus Rest and John Northey Lookout. Suggests consideration could be given to eventual establishment of a shared pathway adjacent the river, (South of Clive and Victoria Streets) linking to thoroughfares such as Moore Street, Brewery Street and any future drainage reserves between these and Lake Inverell Drive to create a safer alternative access to Lake Inverell. The Glen Innes Rd “shared pathway” from Clive Street east to Lake Inverell Drive is unsuitable, especially for child cyclists.*

The investigation of a shared pathway adjacent to the river south of Clive and Victoria Street is a matter best explored through the PAMP and Bike Plan, which is due for review in the near future.

11. *At Lake Inverell it is suggested the creation of a “loop” walking and cycling track rather than a “there and back” experience. The submission maker also suggests an artificial waterfall, removal of woody weeds as well as the consideration of occasional events such as kayak races and the provision of a terraced mowable area for spectators.*

The initiatives suggested are supported and identified in Council’s 2017-2021 Delivery Plan. The Strategy can also include these initiatives.

12. *For Cunningham Place Park it is suggested that 25% of the park could be retained for natural open space with the existing mature eucalypts as the core element.*

If Council investigates the sale of this Park, consideration can be given to retaining up to 25% of the park as natural open space.

13. *In respect to the commercial use of public open space it is agreed that a "fee for use" policy be developed.*

Noted. The Strategy provides commentary on commercial use of open space, suggest guiding principles for use and recommends developing a policy.

14. *Suggests planning for open air youth concerts and the creation of an outdoor performing arts space.*

There is currently nothing precluding planning and promotion of open air youth concerts. The Campbell Park amphitheatre seating, embellishments and design have generally been designed for this purpose inclusive of an outdoor performing arts space.

15. *The suggestion to consider a Sport and Recreation Officer in the draft Strategy needs to be matched and balanced by considering funding the appointment of an Arts Officer/Coordinator for Inverell.*

The Strategy is focussed on Inverell's public open space network incorporating passive and active recreation. Separate to the Strategy Inverell Shire Council are currently looking at opportunities to develop a Cultural and Arts Strategic Plan. It is recommended that the matter of an Arts Officer/Coordinator be dealt with outside the Strategy.

16. *More toilet facilities, especially along walkways.*

The Strategy does not preclude the development of future additional toilet facilities which would be determined considering the public needs and demand as well as considering budget considerations.

17. *Parks and garden spaces to incorporate environmental education by having maps or tree plaques.*

Council has commenced this concept through a partnership at Northey Park with the Inverell Rotary Club as well as a partnership at Ross Hill Reserve with Landcare. Both of these sites are considered to be conducive to environmental education outcomes. Specifically, Ross Hill Reserve has been identified in the Strategy for the development of outdoor classroom facilities.

18. *More Bushland spaces, easily assessable, with educational facilities administered by local indigenous people.*

This concept is currently under development at Ross Hill Reserve. Council received grant funding to develop the site with educational facilities, as well as to improve accessibility and community awareness.

19. *The suggestion that Brooks Oval and Ross Street Reserve may be developed into Inverell Botanic/Chinese Gardens.*

The concept of a Botanic Garden in Inverell is a massive undertaking and more than likely would be considered as an individual project in its own right. Determining the scale and location of such a project is not contained within the scope of the Strategy. There would appear to be limited demand for such an undertaking at this point in time as well as considerable questions regarding the economic sustainability of such a venture.

20. *The installation of an image/statue or plaque honouring Brigadier A.L. Varley could be installed somewhere at Varley Oval.*

This initiative is supported and can be incorporated into the Strategy recommendations for Varley Oval.

21. More river access for fishing.

Council has recently completed a two (2) year project under the "Fish Habitat Action Grant" along the MacIntyre River from Clive Street to Ring Street. The project has focussed on the removal of invasive woody weeds to enhance aesthetics, improve access to the river for anglers and recreationists and to improve fish habitat. This work to improve river health, and access is continuing and Council are eligible to apply for the "Fish Habitat Action Grant" in 2018.

22. A supervised mini putting area for children and seniors.

Such an activity is likely to be the domain of the private sector. Adequate opportunity exists for the development of such a proposal should an interested party wish to pursue.

Enclosed Dog Exercise Area

Councillors will recall a report to the Civil and Environmental Services Committee on the 8 November 2017 in respect to the investigation of a proposal for an enclosed dog exercise area. The Committee and Council resolved to defer the decision in respect to the provision of an enclosed dog exercise area until the final consideration of Council's Open Space Strategy.

In this respect further consultation with ROSS Planning has been undertaken in the context of Council's report to the Civil and Environmental Services Committee on the 8 November 2017 and the Draft Inverell Public Open Space Strategy.

In reviewing Council's report and the attributes of the suggested locations it is also the opinion of ROSS Planning that Lions Park and Recreation Reserve (near the Skate park and BMX track) would be the most suitable location for an enclosed dog exercise area. It is therefore recommended that the Draft Inverell Public Open Space Strategy reference an enclosed dog exercise area at Lions Park and Recreation Reserve.

Recommended Amendments to the Draft Inverell Public Open Space Strategy

Further to the discussion above the following is a summary of the suggested amendments to the Draft Inverell Public Open Space Strategy.

- **PAMP and Bike Plan** – The Inverell Public Open Space Strategy (Strategy) include a reference that it should be read in conjunction with the PAMP and Bike Plan.
- **Holiday Influx** - The Strategy include commentary that the impacts of "holiday influx" may influence future demand of open space in Inverell.
- **Grassy Mounds** - The Strategy reference the further investigation of the development of grassy mounds in selected parks.
- **Varley Oval** - The Strategy include reference to the future use of Varley Oval for live music.
- **Sinclair Park** – Inclusion of the following initiatives:
 - large shade trees;
 - a grassy mound (viewing spot for the Grafton-Inverell Classic);
 - constructing the "missing" 2 pathways leading to the Bicentennial Memorial entrances;
 - upgrading the hexagonal picnic shelter;
 - a painting to complement the "Facets" roundabout sculpture;
 - upgrade toilets;
 - generally improving the experience for short stop visitation; and
 - installing lighting, signage and a town/region map.

- **Public Gardens Recreation** – Amend the Strategy to reflect this space as having value as a drainage and wildlife corridor and a link to Ross Hill Reserve.
- **King Fisher Drive Public Reserve** – Amend the Strategy to the affect that should Council investigate the sale of this reserve a pedestrian/cycling linkage and emergency vehicle access to the undeveloped space be provided to the southwest.
- **Lake Inverell** – The Strategy include reference to the creation of a “loop” walking and cycling track, the development of an artificial waterfall, removal of woody weeds and consideration of occasional events such as kayak races and the provision of a terraced area for spectators.
- **Cunningham Place Park** – Amend the Strategy so that if Council investigates the sale of this Park, consideration can be given to retaining up to 25% of the park as natural open space.
- **Varley Oval** – Include in recommendations of Strategy the initiative to install an image/statue or plaque honouring Brigadier A.L Varley.
- **Enclosed Dog Exercise Area** – Include reference to the future provision of an enclosed dog exercise area at Lions Park and Recreation Reserve.
- **Miscellaneous** – any spelling and typographical errors (if any) found during the final reviews and updating population data for Inverell.

CONCLUSION:

The Draft Inverell Public Open Space Strategy has now been completed in accordance with the endorsed Inverell Public Open Space Strategy Brief.

The Public Open Space Strategy will provide Council with an overarching frame-work to direct public open space planning and management in a co-ordinated, sustainable and more effective manner. It will also assist the community in understanding the current intentions, and in some cases, what the future intentions are for each park or reserve in the study area.

Once adopted the Public Open Space Strategy could be used as a guidance document for pursuing future grant funding opportunities.

In accordance with Stage six (6) of the Inverell Public Open Space “Communications Strategy” the Council is being asked to endorse the Inverell Public Open Space Strategy subject to the identified amendments contained within this report.

It also must be noted that implementation of any of the initiatives contained within the Inverell Public Open Space Strategy will be the subject of future budget considerations.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

Strategy: S.05 Attractive and vibrant town centres, local centres and community meeting places are provided.

Term Achievement: S.05.01 Local centres, community facilities and prominent meeting places are increasingly valued and recognised by the community as a focus of their village and feature of the Shire.

Operational Objective: S.05.01.01 Engage the Shire's communities in identifying and creating community places that are valued and used.

POLICY IMPLICATIONS:**CHIEF FINANCIAL OFFICERS COMMENT:**

As noted in the report any implementation of any initiatives contained within the strategy will be subject to future budget considerations.

LEGAL IMPLICATIONS:

Nil

RECOMMENDATION:

That Council:

- a) Endorse the Inverell Public Open Space Strategy subject to the identified amendments and that the implementation of any initiatives contained within the Strategy be the subject of future budget considerations; and*
- b) Utilise the adopted Inverell Public Open Space Strategy as a guidance document for pursuing future grant funding opportunities.*

APPENDIX 5

Communications Strategy Inverell Shire Council Public Open Space Strategy 2015

Stage One – Communication Initiation (Inverell Shire Council)

- ☐ Media Release
- ☐ Newspaper advertising – Inverell Times
- ☐ Web-site and facebook notifications
- ☐ Identification of stakeholders and stakeholder groups
- ☐ Correspondence to "key" stakeholders identified for targeted consultation (Stage Two)

Stage Two - Targeted Consultation (ROSS Planning)**Internal**

- ☐ Council officer workshop (sporting facilities, park and reserves, strategic planning, asset management, water and drainage, traffic management etc)
- ☐ Parks operation staff workshop
- ☐ Individual staff interviews as required

External

- ☐ Sports Council workshop
- ☐ User group interviews (notified via phone calls)
 - interviews with key representatives from user groups
 - largely held on-site
- ☐ Simple community on-line survey (link on Council's website and facebook page)
 - survey monkey
 - simple tick-and-flick
 - what do you like / what do you wish you had type questions

Stage Three – Issues Paper (ROSS Planning & Inverell Shire Council)

- ☐ Review of Draft Issues Paper by Council staff
- ☐ Distribution of Draft Issues Paper to Councillors for comment prior to finalisation

Stage Four - Draft Open Space Strategy (ROSS Planning & Inverell Shire Council)

- ☐ Presentation and workshop with Councillors and key Council staff
- ☐ Draft Strategy finalised and presented for endorsement (by Council) prior to exhibition

Stage Five – Exhibition of Draft Open Space Strategy (ROSS Planning & Inverell Shire Council)

- ☐ Exhibition period – Minimum 4 weeks
- ☐ Media release
- ☐ Fact sheet
- ☐ Newspaper advertising - Inverell Times
- ☐ Radio advertising
- ☐ Web-site and facebook
- ☐ Correspondence to "key" stakeholders and user groups
- ☐ Static displays – Council offices and library
- ☐ Information session at Council chambers (min 1 Day) for "drop-in" meetings (Inverell Shire Council Staff)
- ☐ Opportunity for direct contact with ROSS Planning staff

Stage Six – Finalisation of Draft Open Space Strategy (Inverell Shire Council)

- ☐ Report to Council for finalisation and adoption of Open Space Strategy

**ROSS Planning will provide Council's Manager Development Services with regular progress updates for the duration of the project.*



ITEM NO:	8.	FILE NO: S13.6.11
DESTINATION 1:	A recognised leader in a broader context	R
SUBJECT:	PROPOSED COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT GUIDELINES	
PREPARED BY:	Paul Henry, General Manager	

SUMMARY:

The Office of Local Government (OLG) is consulting with councils and other stakeholders on the proposed Councillor Induction and Professional Development Guidelines (Guidelines). Council is being asked to consider the draft guidelines.

COMMENTARY:

Amendments made to the *Local Government Act 1993* (the Act) in August last year by the *Local Government Amendment (Governance and Planning) Act 2016* saw the inclusion in the prescribed role of councillors under section 232 a responsibility “to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor”.

In support of this responsibility, the amendments allow regulations to be made for induction and other professional development for mayors and councillors. The proposed regulations are described in Appendix 6 (D39).

OLG has prepared the Guidelines to assist councils to develop and deliver induction and ongoing professional development activities for their mayor and councillors in compliance with the proposed regulations. These will be issued under section 23A of the Act.

Under the Guidelines, councils’ induction and professional development programs are to consist of three elements:

- *Pre-election candidate sessions* – these are to ensure prospective candidates are aware of what will be expected of them if elected (these are not mandatory but are encouraged).
- *Induction program* – this aims to equip mayors and councillors with the information they need to perform their role effectively over the first few months and has a particular focus on building positive, collaborative relationships between councillors and with staff.
- *Professional development program* – this is to be developed in consultation with all councillors and delivered over the term of the council to build the skills, knowledge and personal attributes necessary to be an effective mayor or councillor.

Councils will be required to report to the council on the induction and ongoing professional development activities offered to the mayor and each councillor and whether they participated in them and to make this information publicly available on their websites.

A copy of the Consultation Draft on the proposed Councillor Induction and Professional Development Guidelines has been emailed to Councillors with the business paper. Alternatively the link to the consultation draft can be found on the OLG website www.olg.nsw.gov.au under ‘Related Downloads’.

The OLG is inviting submissions from councils and other stakeholders on the consultation draft of the Councillor Induction and Professional Development Guidelines. Submissions can be made by email to olg@olg.nsw.gov.au. Submissions close by COB **Friday 16 March, 2018**.

Councillors are requested to raise, at this meeting, any matter contained in the draft document, that they wish to have included in a submission to the OLG.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

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

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

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

POLICY IMPLICATIONS:

Nil.

CHIEF FINANCIAL OFFICERS COMMENT:

Nil.

LEGAL IMPLICATIONS:

Nil.

RECOMMENDATION:

A matter for Council.

**Proposed Amendments to the Local Government (General) Regulation 2005
Councillor Induction and Professional Development Programs**

- The general manager is to ensure an induction program is delivered for newly elected and returning councillors and a specialised supplementary induction program for the mayor within six months of their election.
- The general manager is to ensure an ongoing professional development program is delivered for the mayor and each councillor over the term of the council for the purposes of assisting them to acquire and maintain the knowledge and skills necessary to perform their roles.
- The content of the ongoing professional development program to be delivered to the mayor and councillors is to be determined in consultation with the mayor and each councillor and is to have regard to the specific knowledge and skills required by the mayor, each individual councillor and the governing body as a whole to perform their roles.
- Mayors and councillors must make all reasonable efforts to participate in the activities offered to them as part of an induction or ongoing professional development program.
- The general manager is to report to the first council meeting held following the completion of the delivery of the induction program identifying the activities offered to the mayor and each councillor as part of the induction program, and whether or not the mayor and each councillor participated in the activities offered to them.
- The general manager is to report to the first council meeting held following 30 June in each year identifying the ongoing professional development activities offered to the mayor and each councillor in the year to 30 June as part of the professional development program, and whether or not the mayor and each councillor participated in the activities offered to them under the program.
- The general manager is to ensure these reports are published on the council's website.
- The Chief Executive of the Office of Local Government may, at the request of a general manager, exempt the council from the requirement to publish details of induction and ongoing professional development activities offered to the mayor or an individual councillor where he or she is satisfied that there are exceptional circumstances.

ITEM NO:	9.	FILE NO: S14.11.2
DESTINATION 1:	A recognised leader in a broader context	R
SUBJECT:	ESTABLISHMENT OF JOINT ORGANISATIONS OF COUNCILS	
PREPARED BY:	Paul Henry, General Manager	

SUMMARY:

The State Government will soon introduce the 'Local Government Amendment (Regional Joint Organisations) Bill 2017' into Parliament. Council is requested to determine if it wishes to be part of a Joint Organisation of Councils that will be established under the Act when it is passed.

COMMENTARY:

The State Government has announced its intention to introduce new laws to allow Councils in regional NSW to voluntarily create Joint Organisations of Councils in 2018.

1. Background

The Joint Organisation of Councils concept was a key component of the planned reform of Local Government's governance arrangements announced in 2015. The Government established a number of pilot projects throughout the state to 'test drive' the concept and these trials informed the final version of the Bill.

When the concept was introduced by the Office of Local Government, several Councils in the New England area established the 'New England Group of Councils' to trial the guidelines issued for establishing a Joint Organisation of Councils. The group was comprised of Armidale Regional Council, Glen Innes Severn Council, Inverell Shire Council and Uralla Shire Council. As the group continued to operate, Tenterfield, Gwydir and Moree Plains Councils joined the group.

The objectives of the New England Group are:

- (a) Facilitate Regional Strategic Planning;
- (b) Participate in Intergovernmental Collaboration;
- (c) Engage in Regional Advocacy;
- (d) Facilitate the exchange of knowledge between members; and
- (e) Collaborate on improved delivery of services.

The most recent meeting of the Group was held in Inverell on Friday 24 November, 2017. The provisions of the Bill, proposed by the Government, were discussed at this meeting. There was a consensus amongst the group that the group should continue as if it will be this forum at which the State Government will seek to engage directly with Councils.

2. The Provisions of the Bill

The Government views JO's as a vehicle for strengthening regional co-ordination between Councils and State Agencies, and improved delivery of services through strategic planning, collaboration and shared advocacy.

This item of legislation allows for Councils to voluntarily join new joint organisations (JO's).

The Bill establishes the following framework for the establishment of JO's:

- Council must resolve to be a member of a JO;
- Membership of a JO will be by proclamation of the Governor of NSW (Note: A proclamation by the Governor is required for termination of membership);
- The footprint of the JO must be wholly within a State Government strategic growth planning region (Note: Inverell Shire is located within the New England/North West Region Map - refer attached as Appendix 7 - Table 1). Inverell may only join with Councils in this area if it wishes to be a member of a JO. A list of Councils in the New England North West planning region is attached as Appendix 7 – Table 2);
- JO's will be established as a 'body corporate' (The dictionary in the LG Act does not provide a definition, however this term means that a JO is a legal entity with its own rights and responsibilities);
- The functions of a JO will be:
 - a) to establish strategic regional priorities for the joint organisation area and to establish strategies and plans for delivering those strategic regional priorities,
 - b) to provide regional leadership for the joint organisation area and to be an advocate for strategic regional priorities,
 - c) to identify and take up opportunities for inter-governmental co-operation on matters relating to the joint organisation area.
- A JO may deliver services on behalf of member Councils;
- The Mayors of member Councils shall be members of the JO Board;
- Various administrative procedures for the JO, such as number of meetings, the role of the Executive Officer.

3. The Area of a New England JO

If Council wishes to form a JO, it can also nominate the other Councils it recognises as 'natural members' of their JO.

The current membership of the New England Group of Councils is Armidale Regional, Glen Innes Severn, Inverell, Uralla, Tenterfield, Gwydir and Moree Plains Shire Councils. It is suggested that this should be the membership of the New England JO.

4. Support for the Establishment of a JO

The State Government has allocated \$3.3M funding to meet the establishment costs of a JO. The specific amount that will be provided to each JO is not known at this stage, however it is expected to be in the vicinity of \$300K.

This support is a 'one-off' payment.

However, it has become clear during the testing of the concept in the five (5) pilot areas that State Agencies will be utilising the JO as the vehicle to engage with Local Government. Perhaps there is an argument that could be developed for the State Government to make an ongoing financial commitment to meeting a portion of JO administrative costs, given that they will be utilising the JO for their purposes.

It is suggested that support for an ongoing contribution from the State Government be sought from the other members of the New England Group of Councils.

5. Actions Required of Council

The OLG has advised that a specific form of Council resolution is required to initiate the process to establish a JO in its area.

Once a resolution is made by Inverell Shire Council, the Minister must wait 28 days before recommending the establishment of a particular JO to the governor. This period will allow all Councils nominated by Inverell to be part of the New England JO to pass similar resolutions.

The OLG's suggested form of resolution is:

'In accordance with Part 7 of Chapter 12 of the Local Government Act 1993 (Act), the Inverell Shire Council resolves:

- 1. That the council inform the Minister for Local Government of the Council's endorsement of the Minister recommending to the Governor the establishment of a Joint Organisation in accordance with this resolution,*
- 2. To approve the inclusion of the Council's area in the Joint Organisation's area,*
- 3. That the Joint Organisation be established to cover the Council's area and any one or more of the following council areas:*
 - a. Armidale Regional*
 - b. Glen Innes*
 - c. Gwydir*
 - d. Moree Plains*
 - e. Tenterfield*
 - f. Uralla*
- 4. That before 28 February 2018, the General Manager provide the Minister with a copy of this resolution including the date on which Council made this resolution,*
- 5. That, on the expiry of a period of 28 days from the making of this resolution, the General Manager inform the Minister that this resolution has not been rescinded.*

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

Strategy: R.08 Council leads the community by influencing and participating in policy development to the benefit of the Shire through partnerships and alliances with government, regional interests, shire groups and communities.

Term Achievement: R.08.01 A targeted program of advocacy and policy discussion is being conducted with the active cooperation of others benefiting interests around social, environmental, economic and infrastructure priorities.

Operational Objective: R.08.01.01 To facilitate intergovernmental relations to ensure maximum cooperation between the Council and the Federal and State Governments to achieve the optimum support for the Inverell Shire

POLICY IMPLICATIONS:

Nil.

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil.

RECOMMENDATION:

A matter for Council.

APPENDIX 7

NSW planning regions



Table 1



Table 2

New England North West

Moree Plains Shire Council	Narrabri Shire Council	Gunnedah Shire Council	Liverpool Plains Shire Council
Gwydir Shire Council	Tamworth Regional Council	Inverell Shire Council	Uralla Shire Council
Tenterfield Shire Council	Glen Innes Severn Shire Council	Armidale Regional Council	Walcha Council

ITEM NO:	10.	FILE NO: S14.18.6/09
DESTINATION 1:	A recognised leader in a broader context	R
SUBJECT:	DRAFT MEETING CODE OF PRACTICE	
PREPARED BY:	Paul Henry, General Manager	

SUMMARY:

The Office of Local Government (OLG), in consultation with councils, has prepared a consultation draft of the proposed Model Meeting Code. The OLG is inviting submissions from councils and other stakeholders on the consultation draft of the Model Meeting Code. Council is being asked to consider the draft document.

COMMENTARY:

Amendments made to the *Local Government Act 1993* (the Act) in August last year by the *Local Government Amendment (Governance and Planning) Act 2016* provide for a model code of meeting practice (Model Meeting Code) to be prescribed by regulation.

The Office of Local Government (OLG), in consultation with councils, has prepared a consultation draft of the proposed Model Meeting Code. Once this is finalised, it will replace the meeting rules currently prescribed in the Local Government (General) Regulation 2005 (the Regulation).

Once the Model Meeting Code is finalised, councils will be given a period of 6 months in which to adopt a code of meeting practice based on the Model Meeting Code.

Essentially the Model Meeting Code has two elements:

- 1 Mandatory provisions (indicated in black font) that reflect the existing meetings provisions of the Act and adapt those currently contained in the Regulation. The existing meetings provisions of the Regulation have been updated and supplemented to reflect contemporary meetings practice by councils and to address ambiguities and areas of confusion in the existing provisions based on feedback from councils.

The amendments to the mandatory provisions of the code do not alter the intent of Council's existing meeting code, except in one particular area.

This one new mandatory clause that has been added could have a significant impact on the conduct of Council and Committee Meetings.

Councillors attention is drawn to clauses 5.18 to 5.20 'Webcastings of Meeting'. These clauses do not indicate if the webcast is to be audio/visual or audio only, or live or delayed.

I will have estimates of costs for providing equipment able to provide an audio/visual recording of meetings.

- 2 Non-mandatory provisions (indicated in red font) that cover areas of meetings practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions will also operate to set a benchmark based on what OLG sees as being best practice for the relevant area of practice.

Councillors attention is drawn to the following non-mandatory matters, which may be of interest:

Clause 3.13 to 3.15 – Procedures for treating notices of motion

Clause 3.34 to 3.39 – Conducting pre-meeting briefings

Clause 4.1 to 4.23 – Establishing a public forum prior to Council meetings. These provisions are similar to the rules governing Council's existing public forum

Clause 10.9 – Process for dealing with motions requiring expenditure of funds

Clause 11.10 and Cl, 20.23 – Voting record to be included in minutes of Council and Committee Meetings

Clause 13 – Proposal to allow dealing with items in the business paper by exception

Clause 18 – Setting a time limit for the conduct of Council and Committee meetings

The OLG states that the Model Meeting Code has been designed to achieve a range of outcomes, namely:

- promoting, as the principal object of meetings, the making of decisions by the governing bodies of councils that are in the best interests of the council and the community as a whole
- promoting more accessible, orderly, effective and efficient meetings and to provide councils with the tools to achieve these outcomes
- prescribing principles to inform the way in which meetings are conducted and to prescribe meeting rules that are consistent with these principles
- codifying areas of common practice across councils in a way that is clear, efficient, leads to better informed and more effective decision making and that is consistent with the requirements of the Act

A copy of the consultation draft of the Model Meeting Code has been emailed to Councillors as a separate document. The consultation draft of the Model Meeting Code can also be accessed on OLG's website at www.olg.nsw.gov.au

The OLG welcomes feedback from councils on whether any of the proposed non-mandatory provisions should be mandated. If there is a sufficient body of support for these from councils, these may be made mandatory in the final version of the Model Meeting Code.

OLG is inviting submissions from councils and other stakeholders on the consultation draft of the Model Meeting Code. Councillors are invited to highlight any issues (and their preferred treatment) at today's meeting for consideration by Council.

Submissions close Friday 16 March, 2018.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

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

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

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

POLICY IMPLICATIONS:

Nil.

CHIEF FINANCIAL OFFICERS COMMENT:

Nil.

LEGAL IMPLICATIONS:

Nil.

RECOMMENDATION:

A matter for Council

ITEM NO:	11.	FILE NO: S21.8.9
DESTINATION 2:	A community that is healthy, educated and sustainable	C
SUBJECT:	NAMING OF OVAL - CAMERON PARK	
PREPARED BY:	Paul Henry, General Manager	

SUMMARY:

Council is requested to name an Oval at Cameron Park, the 'Bert Lowrey Oval'.

COMMENTARY:

The Inverell Cricket Association has written to Council noting that the two cricket ovals at Cameron Park are not named. The Association requests Council to name Oval No. 1 (oval furthest from the Racecourse) the 'Bert Lowrey Oval'.

The Association has not provided a biography of Mr Lowrey to support their request but have stated that Mr Lowrey had a 60 year involvement with the Association. The Association has sought the concurrence of the Sports Council for their request.

The Sports Council supports the approach of the Association.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

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

Term Achievement: C.07.02 The Shire's recreational areas and facilities are contemporary and conducive to the communities wellbeing.

Operational Objective: C.07.02.01 Contribute to the physical well being of the community through the provision of active recreation areas.

POLICY IMPLICATIONS:

Nil.

CHIEF FINANCIAL OFFICERS COMMENT:

Nil.

LEGAL IMPLICATIONS:

Nil.

RECOMMENDATION:

A matter for Council.

ITEM NO:	12.	FILE NO: S30.8.1
DESTINATION 5:	The communities are served by sustainable services and infrastructure	S
SUBJECT:	CONSIDERATION OF THE LOCAL TRAFFIC COMMITTEE RECOMMENDATIONS	
PREPARED BY:	Justin Pay, Manager Civil Engineering	

SUMMARY:

The following report contains recommendations from the meeting of the Local Traffic Committee (LTC) held on 16 November 2017. Council is requested to consider the advice from the LTC prior to exercising any delegation from the Roads and Maritime Services (RMS) in respect of traffic control facilities and prescribed traffic control devices.

The LTC assessment is related only to the technical matters consistent with RMS policies, guidelines and standards. Other relevant matters for consideration have also been detailed in this report. Council is requested to consider the advice of the LTC and other relevant matters in making a final determination.

It should be noted that the Police representative (Snr Constable H Roberts) was not present at the meeting. The views of the Police and RTA are required before any advice can be returned to Council. The Police representative was contacted following the meeting and he concurs with the recommendations made.

COMMENTARY:

1. NO PARKING RESTRICTIONS – RING STREET INVERELL

SUMMARY: It is proposed to remove the parking restrictions adjacent to the party hire business premises located at 76 Ring Street, Inverell.

LOCAL TRAFFIC COMMITTEE RECOMMENDATION (Voting unanimous support)

That the Traffic Committee recommends to Council that the “no parking” restrictions adjacent to the party hire business premises located at 76 Ring Street, Inverell be removed.

OFFICERS COMMENTARY:

A request from business owner in Ring Street, current restriction is impacting business. A historical search of Council records was undertaken to determine how the No Parking Zone came into effect, however no information was found regarding the matter.

2. NO STOPPING RESTRICTIONS – CAPTAIN COOK DRIVE, INVERELL

SUMMARY: Proposed parking restrictions in areas with insufficient width for passing traffic.

LOCAL TRAFFIC COMMITTEE RECOMMENDATION (Voting unanimous support)

That the Traffic Committee recommend to Council that a “No Stopping” area be created along the eastern edge of Captain Cook Drive, Inverell between Big W and Woolworths.

OFFICERS COMMENTARY:

Safety concerns raised by local Police led to this recommendation.

3. CREATE ONE WAY LANE – ROSSLYN LANE

SUMMARY: Issue relating to traffic queuing on highway waiting to enter lane. Significant number of near misses have resulted.

LOCAL TRAFFIC COMMITTEE RECOMMENDATION (Voting unanimous support)

That the Traffic Committee recommend to Council that Rosslyn Lane be converted to a One Way Street, with access from Urabatta Street and egress onto Gwydir Highway.

OFFICERS COMMENTARY:

Safety concerns raised by local Police led to this recommendation.

4. ADDITIONAL DISABLED PARKING SPACE – INVERELL PUBLIC SCHOOL

SUMMARY: It is proposed to provide an additional disabled parking space due to increased demand.

LOCAL TRAFFIC COMMITTEE RECOMMENDATION (Voting unanimous support)

That the Traffic Committee recommend to Council that an additional disabled parking space be provided in Henderson Street adjacent to Inverell Public School.

OFFICERS COMMENTARY:

Request from school due to increased demand.

5. PROVISION OF LOADING ZONES INVERELL CBD

SUMMARY: Creation of loading zones in CBD, as per Council Resolution.

LOCAL TRAFFIC COMMITTEE RECOMMENDATION (Voting unanimous support)

That the Traffic Committee recommend to Council that:

- i. That Loading Zones operational from 10am to 3pm, Monday to Friday be established in the four locations nominated in the Inverell CBD.
- ii. That a one direction north-west traffic flow be established over the unnamed lane off Byron Street situated between the Premier Store and the General Merchant.
- iii. That a No Parking restriction be placed outside the designated loading zone in the unnamed lane referred to in point ii) above.

OFFICERS COMMENTARY:

Recommendation as per previous Council Resolution.

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 Local Traffic Committee recommend to Council that:

1. NO PARKING RESTRICTIONS – RING STREET INVERELL

The “no parking” restrictions adjacent to the party hire business premises located at 76 Ring Street, Inverell be removed.

2. NO STOPPING RESTRICTIONS – CAPTAIN COOK DRIVE, INVERELL

A “no stopping” area be created along the eastern edge of Captain Cook Drive, Inverell between Big W and Woolworths.

3. CREATE ONE WAY LANE – ROSSLYN LANE

Rosslyn Lane be converted to a One Way Street, with access from Urabatta Street and egress onto Gwydir Highway.

4. ADDITIONAL DISABLED PARKING SPACE – INVERELL PUBLIC SCHOOL

An additional disabled parking space be provided in Henderson Street adjacent to Inverell Public School.

5. PROVISION OF LOADING ZONES INVERELL CBD

- i. That Loading Zones operational from 10 am to 3 pm, Monday to Friday be established in the four locations nominated in the Inverell CBD.*
- ii. That a one direction north-west traffic flow be established over the unnamed lane off Byron Street situated between the Premier Store and the General Merchant.*
- iii. That a No Parking restriction be placed outside the designated loading zone in the unnamed lane referred to in point ii) above.*

ITEM NO:	13.	FILE NO: S5. 10.13
DESTINATION 5:	The communities are served by sustainable services and infrastructure.	S
SUBJECT:	EXPIRING LICENCE AGREEMENT – MR ROBIN PONTON, RIFLE RANGE ROAD	
PREPARED BY:	Julie Nicholson, Corporate Support Officer - Publishing	

SUMMARY:

The Licence Agreement between Council and Mr Robin Ponton is due to expire on 13 December, 2017. The Committee is requested to consider offering Mr Ponton a new Agreement.

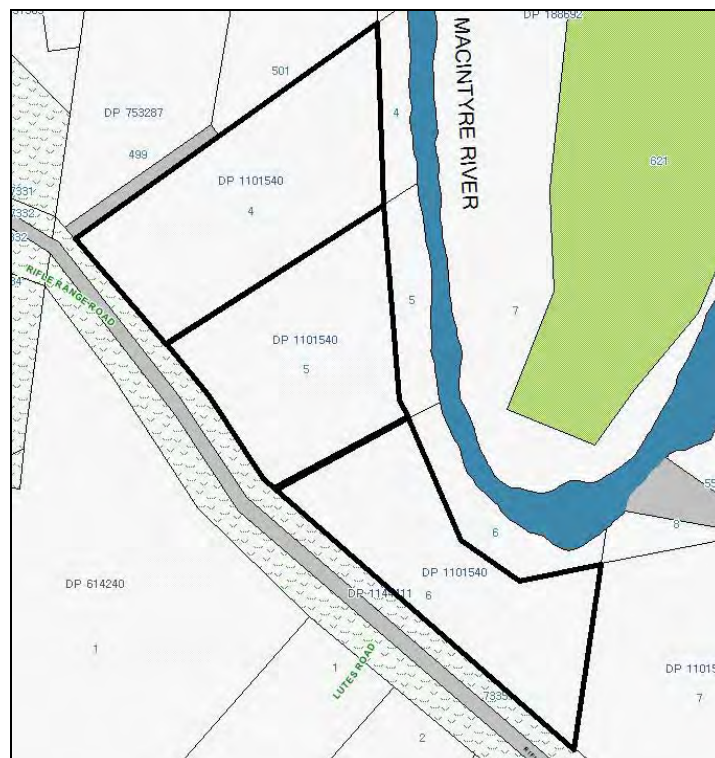
COMMENTARY:

The Licence Agreement between Council and Mr Robin Ponton for Part Lots 4, 5 & 6, DP1101540 Lake Inverell Reserve, Rifle Range Road, Inverell expires on 13 December, 2017. The authorised use of the land is for the purpose of grazing stock. Land Area is 34.2 hectares.

An inspection of the area confirms use is in accordance with the Licence Agreement. It is noted that the above mentioned land has been licenced to Mr Ponton since 2005.

It is also noted that the licence is issued subject to the licensee providing Public Liability Insurance for \$10M.

Council is asked to consider offering Mr Ponton a new Agreement under the same terms and conditions for a three (3) year term with a further three (3) year option and the licence fee be increased to \$705.87 per annum in accordance with CPI and subject to further CPI increases.



RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND MANAGEMENT PLAN:

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

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

Operational Objective:

Management Plan – SC.03 Property Development, “To maintain a suitable portfolio of land for development and sale at a fair market price”.

POLICY IMPLICATIONS:

Nil.

CHIEF FINANCIAL OFFICERS COMMENT:

Nil.

LEGAL IMPLICATIONS:

Nil.

RECOMMENDATION:

That:

- i) Council renew the agreement with Mr Ponton for Part Lots 4, 5 & 6, DP1101540 Lake Inverell Reserve, Rifle Range Road;*
- ii) The licence agreement be for a further three (3) year term with a three (3) option under the same terms and conditions;*
- iii) The licence Agreement fee amount of \$705.87 including GST per annum be applied and be subject to CPI increases; and*
- iv) The Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

ITEM NO:	14.	FILE NO: S5.10.33
DESTINATION 5:	The communities are served by sustainable services and infrastructure.	S
SUBJECT:	REQUEST TO LICENCE LAND – MR DAVID JERRARD, WYNDHAM STREET	
PREPARED BY:	Julie Nicholson, Corporate Support Officer - Publishing	

SUMMARY:

Council has received an Expression of Interest from Mr David Jerrard to Licence a parcel of Council land on Wyndham Street, Inverell.

COMMENTARY:

Council has received an Expression of Interest from Mr David Jerrard, requesting to take up a Licence Agreement on Part Lot 1, DP 124236, Wyndham Street Inverell. Land Area is 4.4 hectares.

It is suggested that the licence be for a three (3) year term with a further three (3) year option, with a one (1) month termination clause and that the licence fee be \$344.44 per annum, subject to CPI increases.

It is also noted that the licence is issued subject to the licensee providing Public Liability Insurance for \$10M.

It is noted that the above mentioned land has been licenced previously to Mr Douglas McLachlan for the purpose of grazing. The Licence Agreement expires on 14 December 2017.



RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND MANAGEMENT PLAN:

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

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

Operational Objective:

Management Plan – SC.03 Property Development, “To maintain a suitable portfolio of land for development and sale at a fair market price”.

POLICY IMPLICATIONS:

Nil.

CHIEF FINANCIAL OFFICERS COMMENT:

Nil.

LEGAL IMPLICATIONS:

Nil.

RECOMMENDATION:

That:

- i) Council enter into a licence agreement with Mr David Jerrard for Part Lot 1, DP 124236, Wyndham Street Inverell;*
- ii) The licence agreement be for a three (3) year term, with a further three (3) year option;*
- iii) The licence Agreement fee amount of \$344.44 including GST per annum be applied and be subject to CPI increases; and*
- iv) The Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

ITEM NO:	15.	FILE NO: S5. 10.113
DESTINATION 5:	The communities are served by sustainable services and infrastructure.	S
SUBJECT:	EXPIRING LICENCE AGREEMENT – MR IAN FARNSWORTH AND MRS DELMA FARNSWORTH, TAYLOR AVENUE	
PREPARED BY:	Julie Nicholson, Corporate Support Officer - Publishing	

SUMMARY:

The Licence Agreement between Council and Mr Ian Farnsworth and Mrs Delma Farnsworth is due to expire on 31 December, 2017. The Committee is requested to consider offering Mr and Mrs Farnsworth a new Agreement.

COMMENTARY:

The Licence Agreement between Council and Mr I Farnsworth and Mrs D Farnsworth for Lot 2, DP 1040205, Taylor Avenue, Inverell expires on 31 December, 2017. The authorised use of the land is for the purpose of grazing stock. Land Area is 3729 square metres.

An inspection of the area confirms use is in accordance with the Licence Agreement.

It is noted that the licences are issued subject to the licensee providing Public Liability Insurance for \$10M.

Council is asked to consider offering Mr I Farnsworth and Mrs D Farnsworth a new Agreement under the same terms and conditions for a two (2) year period with a two (2) year option and the licence fee be increased to \$30.00 per annum in accordance with CPI and subject to further CPI increases. The fee increase represents the cost of administering the lease.



RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND MANAGEMENT PLAN:

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

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

Operational Objective: To maintain a suitable portfolio of land for development and sale at a fair market price.

POLICY IMPLICATIONS:

Nil.

CHIEF FINANCIAL OFFICERS COMMENT:

Nil.

LEGAL IMPLICATIONS:

Nil.

RECOMMENDATION:

That:

- i) Council renew the agreement with Mr I Farnsworth and Mrs D Farnsworth for Lot 2, DP 1040205, Taylor Avenue, Inverell;*
- ii) The licence agreement be for a further (2) year term with a further two (2) year option under the same terms and conditions;*
- iii) The Licence fee amount of \$30.00 including GST per annum be applied and be subject to CPI increases; and*
- iv) The Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

ITEM NO:	16.	FILE NO: S5.4.7
DESTINATION 5:	The communities are served by sustainable services and infrastructure.	S
SUBJECT:	REQUEST TO LICENCE PREMISES – MR GEORGE HUNT, YETMAN GENERAL STORE - SUPPLY AND SALE OF FUEL	
PREPARED BY:	Julie Nicholson, Corporate Support Officer - Publishing	

SUMMARY:

Council has received confirmation that the Yetman General Store (located at 40 Warialda Street, Yetman (Lot 1, DP 335538)) has been sold to Mr George Hunt. Council is being asked to consider entering into a licence agreement with the new owner for the fuel facility located adjacent to the store.

COMMENTARY:

In 2011, following the closure of the only fuel facility in Yetman, Inverell Shire Council responded by installing a facility adjacent to the General Store. Council entered into a licence agreement with the owners of the Store, David and Janet Kent, to operate the fuel facility. The Store has been sold to Mr George Hunt and settlement will occur at the end of January 2018.

Council is asked to consider offering Mr George Hunt a new Agreement under the same terms and conditions for a five (5) year term with a further five (5) year option and the licence fee remain at a peppercorn rental.

It is noted that the licence is issued subject to the licensee providing Public Liability Insurance for \$10M.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND MANAGEMENT PLAN:

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

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

Operational Objective:

Management Plan – SC.03 Property Development, “To maintain a suitable portfolio of land for development and sale at a fair market price”.

POLICY IMPLICATIONS:

Nil.

CHIEF FINANCIAL OFFICERS COMMENT:

Nil.

LEGAL IMPLICATIONS:

Nil.

RECOMMENDATION:

That:

- i) Council enter into a licence agreement with Mr George Hunt for the supply and sale of fuel at the Yetman General Store located at 40 Warialda Street, Yetman (Lot 1, DP335538);*
- ii) The Licence Agreement be for a (5) year term with a further five (5) year option under the same terms and conditions;*
- iii) The Licence fee be a peppercorn rental;*
- iv) The Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

TO ORDINARY MEETING OF COUNCIL 20/12/2017

ITEM NO:	1.	FILE NO: S13.5.6/10
DESTINATION 2:	A community that is healthy, educated and sustainable	C
SUBJECT:	FRIENDLY FACES HELPING HANDS FOUNDATION	
PREPARED BY:	Paul Henry, General Manager	

SUMMARY:

Kelly Foran, founder and CEO of the Friendly Faces Helping Hands Foundation will be addressing Council during the public forum session of today's meeting.

COMMENTARY:

The Friendly Faces Helping Hands Foundation links people from rural and regional Australia via a website to major hospitals, health facilities and resources within cities.

In the six (6) years since the Foundation's inception over 60,000 people have been assisted by sourcing information on the Friendly Faces Helping Hands website or by phoning their hotline.

From firsthand experience Kelly knows the frailty of life and of overwhelming challenges faced when country people become ill or injured. By speaking at today's meeting, Kelly seeks to raise awareness of the Friendly Faces Helping Hands Foundation.

ITEM NO:	2.	FILE NO: S28.21.1/10
DESTINATION 5:	The communities are served by sustainable services and infrastructure.	S
SUBJECT:	WORKS UPDATE	
PREPARED BY:	Justin Pay, Manager Civil Engineering	

SUMMARY:

This report is intended to keep Council updated on the capital works and maintenance programs.

COMMENTARY:**2017-2018 Resealing Program**

Council engaged the services of a spray sealing contractor to carry out a full service contract for the 2017-2018 resealing program due to the fact that Council had a larger than normal works program

this financial year. NSW Spray Seal (NSWSS) were awarded the contract earlier on in the year to carry out Council's Resealing Program.

Sealing works commenced on Monday 30 October 2017 with the Urban Streets Program and continued for 4 weeks completing the Bonshaw Village Streets, State Highway, Regional Roads and Rural Roads as well as the final seals on Construction Projects completed over the previous months. The program concluded on Monday 27 November 2017.

Final costs are still yet to be determined, however the program was completed as planned with some additional roads sealed whilst undertaking the program. As per standard practice a full report regarding the outcome of the resealing program will be presented to Council in the new year.

MR 187 "Cucumber Creek" Pavement Widening and Rehabilitation

This project involves widening and rehabilitation of the section of Yetman Road north of Cucumber Creek, including upgrades to a number of significant drainage structures. Currently \$2.1M is allocated to the project from multiple sources. The project will be completed in stages with the exact length to be rehabilitated dependant on final design. It is anticipated the total extent of works will be between 4 and 5kms.

Works are currently underway for a 700 metre section, chainage 62.5km to 63.2km north of Inverell. This is the first stage of a multi stage project. The culvert upgrades and sub-base layer for this stage has been completed with the base layer currently under construction. Pavement works are expected to be completed this week with a primer seal programmed for Monday 18 December 2017. The project site will be made safe for the Christmas period with crews returning to site early January 2018 to continue on with the remaining stages.



MR 187 Yetman Road Stage 1 - construction of base layer

SR 218 Old Stannifer Road Bitumen Seal Extension

This project involves significant vegetation clearing, table drainage works, pavement widening and overlay and bitumen sealing a section of Old Stannifer Road from the end of the existing bitumen for approximately one kilometre (1.72km to 2.88km east of Bundarra Road, Gilgai). Currently \$395,281 is allocated to this project.

Works are underway with the drainage and sub-base layer completed late November 2017. The base material has been hauled to site and formed on the road. Given the demand for stabilising plant on the Cucumber Creek job, final preparation of the base layer cannot be completed to enable sealing prior to Christmas. Council is not able to source bitumen after the 18 December 2017. Crews will return to site on 8 January 2018 and complete the base layer construction. A primer seal is planned for early January 2018.



SR 218 Old Stannifer Road - construction of base layer

Maintenance Grading

Maintenance grading works were undertaken on the following roads during November 2017.

SR 164 Heywood Road	10.4km
SR 255 Silvermines Road	7.3km
SR 256 Grants Road	4.7km
SR 252 Mclachlans Lane	4.5km
SR 246 Elsmore Road	24.7km
SR 260 Paradise Road	8.2km
SR 102 Mastermans Road	6.8km
SR 105 Glen Esk Road	12.5km
SR 128 Delungra Road	18.0km
SR 74 Goberts Road	15.7km
SR 32 Coalmine Road	9.5km
SR 56 Glen Rock Road	4.8km
SR 91 Gunyan Road	17.8km
SR 28 Goat Rock Road	15.0km
SR 58 Rocky Creek Road	33.0km

Total	192.9km
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Reactive /Spot Grading

No Reactive/spot grading works were undertaken during November 2017.

Gravel Patching

Gravel patching works were undertaken on the following roads during November 2017.

SR 171 Strattons Lane	3000m ²
SR 172 Ewens Road	2000m ²
SR 58 Rocky Creek Road	3000m ²
Total	8000m ²

2017/2018 Gravel Resheeting Program

Gravel re-sheeting works were undertaken on the following roads during November 2017.

SR 59 Graman Road	8.8km
Total	8.8km

Other Maintenance Activities

Council's State, Regional and Local Roads, Urban and Village Street maintenance activities, such as bitumen patching, drainage and shoulder repairs as well as vegetation control, are continuing as required. Town maintenance will continue as programmed.

ITEM NO:	3.	FILE NO: S4.13.2
DESTINATION 1:	A recognised leader in a broader context	R
SUBJECT:	STRATEGIC TASKS – 'SIGN OFF' – DECEMBER 2017	
PREPARED BY:	Paul Henry, General Manager	

SUMMARY:

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

COMMENTARY:

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

Date	Compliance Requirement	Achieved/Not Achieved	Comments
17 November, 2017	Second instalment of 2017/18 Financial	Achieved	

	Assistance Grants.		
17 November, 2017	LIRS claim period open for all projects approved for funding.	Achieved	LIRS claim lodged.
28 November, 2017	Last day for notice for presentation of audited Financial Reports (s.418(2)).	Achieved	Auditor presented Financial Reports at November Ordinary Council Meeting.
30 November, 2017	Second quarter rates instalment due (s.562).	Achieved	
30 November, 2017	Electronic lodgment of Grants Commission General Data Return.	Achieved	Lodged 10/11/2017.
30 November, 2017	Last day for RAO to submit QBRs review to Council (LGGR cl.203(1)).	Achieved	
30 November, 2017	Notify the Minister (via OLG) that Annual Report has been posted on Council's website (s.428) – Must include GIPA and PID annual reporting information.	Achieved	

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

P J HENRY PSM

GENERAL MANAGER

ITEM NO:	4.	FILE NO: S13.5.5/10
DESTINATION 1:	A recognised leader in a broader context	R
SUBJECT:	QUESTIONS WITHOUT NOTICE – NOVEMBER 2017	
PREPARED BY:	Julie Nicholson, Corporate Support Office - Publishing	

SUMMARY:

The following details the Questions without Notice items raised at the Ordinary Meeting held 22 November, 2017.

Council is requested to note the actions taken to date.

COMMENTARY:

BP/REF: ITEM NO:	SUBJECT and FILE REFERENCE:	COMMENTS:
QWN/ORD 29/17 Cr Watts	<u>Audit Report</u> Cr Watts sought confirmation that the Road Component of the Operating Performance Ratio would be spent on roads.	The General Manager confirmed that this would be the case.
QWN/ORD 30/17 Cr Dight	<u>Donations S12.22.1/10</u> i) Council be regularly provided with a running sheet of donation funds spent to date throughout each financial year against the budgeted allocation; and ii) A report be prepared for consideration by the Economic and Community Sustainability Committee on options available to streamline the donations process.	Matter being investigated with report to be provided to February meeting.
QWN/ORD 31/17 Cr McCosker	<u>Visa Debit Card</u> Cr McCosker sought clarification on merchant fees being imposed by Council on Debit Card transactions.	The General Manager confirmed that the merchant fee is due and payable only when the 'credit' option is selected.
QWN/ORD 32/17 Cr McCosker	<u>B Double Access</u> Cr McCosker sought an update in respect of the possible reclassification of Oliver Street to enable B Double Access. The DCES confirmed that this matter is being investigated and a report will be brought back to the Civil and Environmental Services Committee for consideration.	Report will be presented at the December Ordinary Council Meeting.
QWN/ORD 33/17 DCES	<u>Gwydir Highway/Chester Street/Bundarra Road Intersection</u> That: i) Council seek clarification on constraints associated with the \$1.5M Federal Government funding commitment; ii) Council make representations to the Member for Northern Tablelands to seek additional funding to progress the RMS preferred treatment option; and iii) pending the response from the Federal Government in respect of i) above, the General Manager be delegated authority to negotiate on behalf of Council to further the preferred treatment option.	Representations made to the Member of Northern Tablelands.

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

SUMMARY:

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

INFORMATION:

<u>Construction Certificate Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CC-86/2017	Spanline Tamworth	183 Glen Innes Road, Inverell 2360	Carport	7,000
CC-89/2017	Mr Mark Patrick Anthony Hargreaves	7 Wyndham Street, Inverell 2360	Industrial Building	60,000
CC-97/2017	Mr Mark Patrick Anthony Hargreaves	13/47 Mulligan Street, Inverell 2360	Dwelling	160,000
CC-98/2017	Mr Mark Patrick Anthony Hargreaves	5/47 Mulligan Street, Inverell 2360	Dwelling	150,000
CC-99/2017	McMahon Structural	18 Stainfield Drive, Inverell 2360	Dwelling	380,000
CC-103/2017	Mrs Kelly-Maree Geraldine Paul	Bukkulla Road, Ashford 2361	Construct deck and carport off dwelling	46,260
CC-104/2017	Mr Ben Campbell	43 Bennett Street, Inverell 2360	Construct new dwelling and carport	200,000
CC-105/2017	Mr Ben Campbell	41 Bennett Street, Inverell 2360	Construct new dwelling and carport	180,000
CC-106/2017	Mr Luke Charles Holder	365 Fernhill Road, Inverell 2360	Construct new shed	18,000
CC-108/2017	Mr Rodney Scott Robinson	4 Short Street, Inverell 2360	Additions to dwelling	18,500

CC-109/2017	Vinecombe Construction Pty Ltd	21 Medora Street, Inverell 2360	Addition to shed	17,710
CC-111/2017	Mr Nathan Patrick Barnett	144 Roscræ Lane, Inverell 2360	Shed	60,000
CC-113/2017	Mr Garry Peter White	55 Caloola Drive, Inverell 2360	Shed	28,320
Monthly estimated value of Approvals: November 2017			13	1,325,790

SUMMARY:

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

INFORMATION:

Nil

SUMMARY:

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

INFORMATION:

<u>Construction Certificate Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CC-114/2017	Mr William Desmond Macey and Mrs Yvonne Margaret Macey	36 MacIntyre Street, Inverell 2360	Construct new shed	22,500
CC-115/2017	Mr Brett Anthony Tome	315 Ashford Road, Inverell 2360	Dwelling and Shed (Shed Only)	50,000
Monthly estimated value of Approvals: November 2017			2	72,500

AMENDED CONSTRUCTION CERTIFICATES**SUMMARY:**

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

INFORMATION:

Nil

ITEM NO:	6.	FILE NO: S7.2.4/10
DESTINATION 3:	An environment that is protected and sustained.	E
SUBJECT:	COMPLYING DEVELOPMENT CERTIFICATES APPROVED DURING NOVEMBER 2017	
PREPARED BY:	Christy Galbraith, Administration Officer	

SUMMARY:

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

INFORMATION:

<u>Complying Development Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CD-61/2017	Vinecombe Construction Pty Ltd	24 Mulligan Street, Inverell 2360	Alterations to Dwelling	99,000
CD-62/2017	Mr Jason Eric Baker	20 Sapphire Street, Inverell 2360	Install Swimming Pool	4,500
CD-63/2017	Mr Luke Nigel Appleby and Mrs Leanne Maree Appleby	7 Bundanoon Lane, Inverell 2360	New Dwelling	398,000
CD-64/2017	Jorgensen Building	20 Coolibah Drive, Inverell 2360	New Swimming Pool	40,000
CD-67/2017	Decon Building	79 Ely Street, Ashford 2361	New Shed	16,750
Monthly estimated value of Approvals: November 2017			5	558,250

AMENDED COMPLYING DEVELOPMENT CERTIFICATES**SUMMARY:**

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

INFORMATION:

Nil

SUMMARY:

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

INFORMATION:

<u>Complying Development Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CD-66/2017	Buildwise Certification	25 Clancys Drive, Inverell 2360	Construction of new pool	69,182
CD-68/2017	Professional Certification Group	4053 Bundarra Road, Inverell 2360	Construction of swimming pool	19,500
Monthly estimated value of Approvals: November 2017			2	88,682

SUMMARY:

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

INFORMATION:

<u>Complying Development Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CD-45/2017/A	Origin Energy	35 Glen Innes Road, Inverell 2360	Installation of Solar Panels	98,000
Monthly estimated value of Approvals: November 2017			1	98,000

ITEM NO:	7.	FILE NO: S7.2.4/10
DESTINATION 3:	An environment that is protected and sustained.	E
SUBJECT:	SUMMARY OF BUILDING CONSTRUCTION FOR NOVEMBER 2017	
PREPARED BY:	Christy Galbraith, Administration Officer	

SUMMARY:

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

INFORMATION:

Total Building Construction for Inverell Shire for November 2017:

Type of Consent	Number	\$ Amount
Construction Certificates – Council Approved	13	1,325,790
Construction Certificates – Private Certifier	2	72,500
Complying Development – Council Approved	5	558,250
Complying Development – Private Certifier	3	186,682
Totals	23	2,143,222

Estimated Value of Approvals issued in the financial ytd in:	2017/2018 (79)	\$9,115,149
	2016/2017 (95)	\$12,211,797

ITEM NO:	8.	FILE NO: S18.10.2/10
DESTINATION 3:	An environment that is protected and sustained	E
SUBJECT:	DEVELOPMENT CONSENTS AND REFUSALS DURING NOVEMBER 2017	
PREPARED BY:	Christy Galbraith, Administration Officer	

SUMMARY:

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

INFORMATION:

APPROVALS

Development Application Number	Applicant	Property	Development	\$ Amount
DA-101/2017	J I Noad & Co	725 Gragin Road, Delungra 2403	Subdivision	NIL
DA-107/2017	Spanline Tamworth	183 Glen Innes Road, Inverell 2360	Carport	7,000

DA-108/2017	Mr Steven John De Gunst	160-162 Glen Innes Road, Inverell 23630	Multi-dwelling housing	450,000
DA-112/2017	Mr Patrick Anthony Hargreaves	7 Wyndham Street, Inverell 2360	Industrial Building	60,000
DA-115/2017	Mr Neil Morris Eigeland and Mrs Elizabeth Robyn Eigeland	Oakland Lane, Inverell 2360	Dwelling	250,000
DA-120/2017	Decon Building	53 Auburn Vale Road, Inverell 2360	Carport	18,000
DA-121/2017	Mr Patrick Anthony Hargreaves	13/47 Mulligan Street, Inverell 2360	Dwelling	160,000
DA-122/2017	Mr Patrick Anthony Hargreaves	5/47 Mulligan Street, Inverell 2360	Dwelling	150,000
DA-123/2017	McMahon Structural	18 Stainfield Drive, Inverell 2360	Dwelling	380,000
DA-126/2017	Mr Neil Morris Eigeland and Mrs Elizabeth Robyn Eigeland	10 Oakland Lane, Inverell 2360	Shed	10,000
DA-129/2017	Mr Ben Campbell	43 Bennett Street, Inverell 2360	Construct new dwelling and carport	200,000
DA-130/2017	Mr Ben Campbell	41 Bennett Street, Inverell 2360	Construct new dwelling and carport	180,000
DA-131/2017	Mr Luke Charles Holder	365 Fernhill Road, Inverell 2360	Construct new shed	18,000
DA-132/2017	Mr Edmund David Mozzell	13 White Box Place, Inverell 2360	Dwelling	455,000
DA-133/2017	Mr Rodney Scott Robinson and Mrs Paula Maree Robinson	4 Short Street, Inverell 2360	Additions to dwelling	18,500
DA-134/2017	Vinecombe Construction Pty Ltd	21 Medora Street, Inverell 2360	Additions to Shed	17,710

DA-135/2017	Mr Anthony David Roulstone and Ms Hannah Kay Wallis	547 Old Bundarra Road, Inverell 2360	Construct dwelling and shed	278,000
DA-136/2017	Mr Nathan Patrick Barnett	144 Roscrae Lane, Inverell 2360	Shed	60,000
DA-138/2017	Inverell Shire Council	Guyra Road, Gilgai 2360	Extractive Industry	NIL
Monthly estimated value of Approvals: November 2017			19	\$2,712,210.00

DEVELOPMENT AMENDMENTS

Nil

REFUSALS

Nil

ITEM NO:	9.	FILE NO: S29.19.1
DESTINATION 3:	An environment that is protected and sustained	E
SUBJECT:	SEPTIC TANK APPROVALS FOR NOVEMBER 2017	
PREPARED BY:	Christy Galbraith, Administration Officer	

SUMMARY:

The following details the Septic Tank approvals for November 2017.

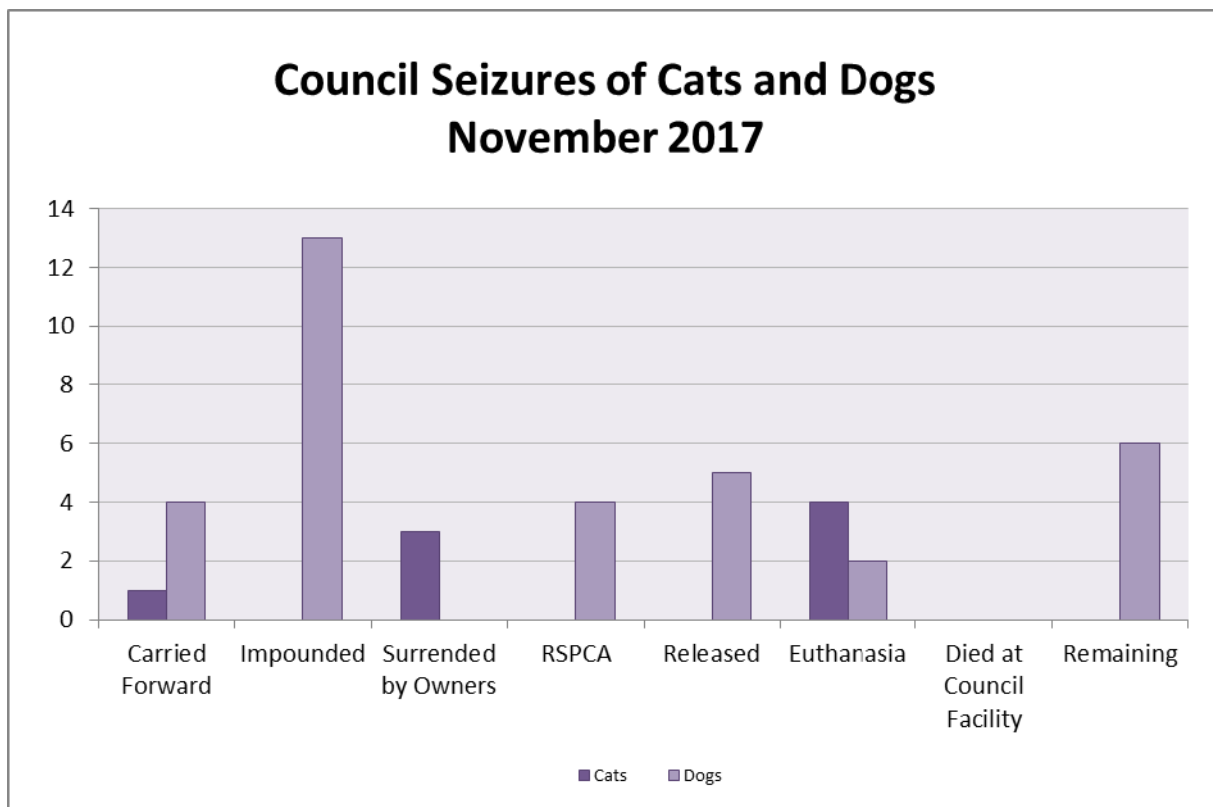
INFORMATION:

Application Number	Applicant	Property
S-13/2016	Mr Geoffery Norman Hugh Johnson	10823 Gwydir Highway, Delungra 2403
S-36/2017	Mr Brett Anthony Tome	315 Ashford Road, Inverell 2360
S-38/2017	Mr Anthony David Roulstone	547 Old Bundarra Road, Inverell 2360
S-40/2017	Mr Luke Nigel Appleby	7 Bundanoon Lane, Inverell 2360

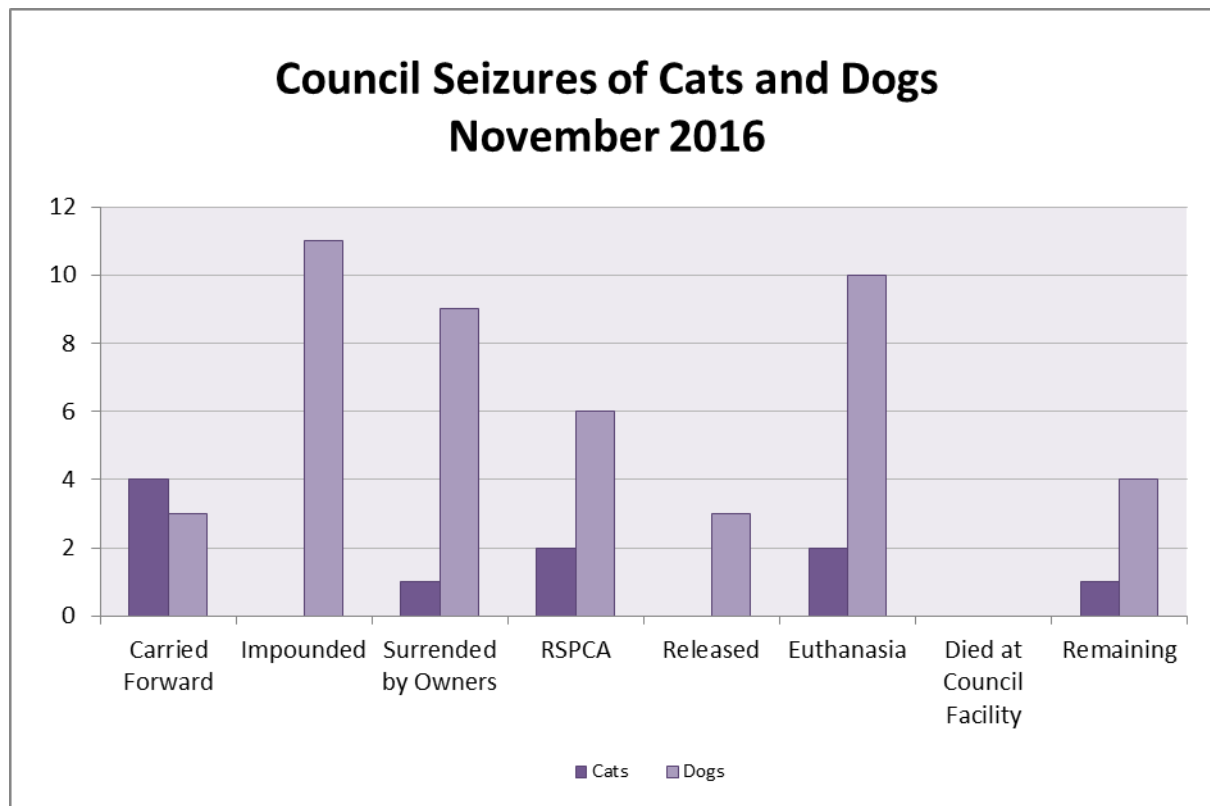
ITEM NO:	10.	FILE NO: S18.10.1
DESTINATION 3:	An environment that is protected and sustained	E
SUBJECT:	ORDINANCE ACTIVITIES REPORT FOR NOVEMBER 2017	
PREPARED BY:	Christy Galbraith, Administration Officer	

SUMMARY:

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

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

Inverell Shire Council Pound Monthly Report November 2016



ITEM NO:	11.	FILE NO: S28.10.IN198
DESTINATION 5:	The communities are served by sustainable services and infrastructure	S
SUBJECT:	TINGHA ROAD DRAINAGE – VICINITY OF PIONEER VILLAGE AND RACECOURSE	
PREPARED BY:	Justin Pay, Manager Civil Engineering	

SUMMARY:

Council's Delivery Plan for 2017-2021 identifies a potential project to create a wetland behind the Racecourse and Cameron Park, as well as improving the stormwater drainage in the low lying area along Tingha Road. Survey and investigation works have commenced to determine the feasibility of this project.

COMMENTARY:

Council's Delivery Plan for 2017-2021 identifies a potential project to create a wetland behind the racecourse and Cameron Park as well as improving the stormwater drainage in the low lying area along Tingha Road. Survey and investigation works have commenced in this area.

Once the survey work is completed, preliminary design and investigation will be undertaken to determine the most appropriate strategy to improve the stormwater drainage in the area. This

investigation will determine if it is feasible to create a wetland in the area behind the Racecourse and Cameron Park.

It is intended that the design solution will also improve the drainage in Macintyre Street and remove the additional ponding of water that resulted from the upgrade of Cameron Park.

Once suitable options are determined, a report will be presented to a future Civil and Environmental Services Committee meeting in order for the committee to determine the most appropriate course of action.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

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

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

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

POLICY IMPLICATIONS:

NIL

CHIEF FINANCIAL OFFICERS COMMENT:

LEGAL IMPLICATIONS:

NIL

RECOMMENDATION:

That the items contained in the Information Reports to the Ordinary Meeting of Council held on Wednesday, 20 December, 2017, be received and noted.

TO ORDINARY MEETING OF COUNCIL 20/12/2017

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

SUMMARY:

To report the balance of investments held as at 30 November, 2017.

COMMENTARY:

Contained within this report are the following items that highlight Council's Investment Portfolio performance for the month to 30 November, 2017 and an update of the investment environment:

- (a) Council's investments as at 30 November, 2017
- (b) Council Investments by Fund as at 30 November, 2017
- (c) Interest – Budgeted vs Actual
- (d) Investment Portfolio Performance
- (e) Investment Commentary
- (f) Certification – Responsible Accounting Officer

A) Council Investments as at 30 November, 2017

Term Deposit Investment Group										
<i>Investment No.</i>	<i>Borrower</i>	<i>FUND</i>	<i>Rating</i>	<i>Risk Rating</i>	<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Current Yield</i>	<i>Principal Value</i>	<i>Current value</i>	<i>Term (days)</i>
17/28	St George Bank	Water	A1+	1	01-Dec-16	01-Dec-17	2.75%	1,000,000	1,000,000	365
17/30	Suncorp Bank	General	A1+	1	14-Dec-16	14-Dec-17	2.75%	1,000,000	1,000,000	365
17/31	National Australia Bank	General	A1+	1	14-Dec-16	14-Dec-17	2.72%	2,000,000	2,000,000	365
17/32	Community Mutual	Water	NR	3	14-Dec-16	14-Dec-17	2.90%	2,000,000	2,000,000	365
17/46	Suncorp Bank	General	A1+	1	27-Apr-17	08-Jan-18	2.58%	1,000,000	1,000,000	256
17/47	Suncorp Bank	General	A1+	1	27-Apr-17	08-Jan-18	2.36%	1,000,000	1,000,000	256
17/34	National Australia Bank	General	A1+	1	09-Jan-17	09-Jan-18	2.70%	1,000,000	1,000,000	365
18/02	Bank West	Sewer	A1+	1	17-Jul-17	17-Jan-18	2.50%	2,000,000	2,000,000	184
17/39	National Australia Bank	General	A1+	1	15-Mar-17	15-Mar-18	2.63%	2,000,000	2,000,000	365
18/20	National Australia Bank	General	A1+	1	27-Nov-17	27-Mar-18	2.46%	2,000,000	2,000,000	120
17/55	CBA	General	A1+	1	16-Jun-17	12-Apr-18	2.59%	1,000,000	1,000,000	300
18/03	St George Bank	General	A1+	1	17-Jul-17	17-Apr-18	2.52%	2,000,000	2,000,000	274
17/45	CBA	General	A1+	1	18-Apr-17	18-Apr-18	2.64%	1,000,000	1,000,000	365
17/53	CBA	General	A1+	1	09-Jun-17	08-Jun-18	2.56%	1,000,000	1,000,000	364
17/54	National Australia Bank	General	A1+	1	14-Jun-17	14-Jun-18	2.53%	1,000,000	1,000,000	365
17/56	Westpac Bank	General	A1+	1	28-Jun-17	28-Jun-18	2.69%	2,000,000	2,000,000	365
17/57	Westpac Bank	Water	A1+	1	28-Jun-17	28-Jun-18	2.69%	1,000,000	1,000,000	365
17/58	Westpac Bank	General	A1+	1	28-Jun-17	28-Jun-18	2.69%	2,000,000	2,000,000	365
18/01	CBA	General	A1+	1	17-Jul-17	17-Jul-18	2.56%	3,000,000	3,000,000	1095
18/19	Bank of Queensland	General	A1	2	27-Nov-17	25-Jul-18	2.55%	1,000,000	1,000,000	240
18/04	CBA	General	A1+	1	01-Sep-17	01-Aug-18	2.50%	1,000,000	1,000,000	334
15/10	Bank of Queensland	General	A1	2	02-Sep-14	03-Sep-18	4.10%	1,000,000	1,000,000	1462
18/05	CBA	General	A1+	1	18-Sep-17	14-Sep-18	2.63%	1,000,000	1,000,000	361
18/06	National Australia Bank	Water	A1+	1	27-Sep-17	27-Sep-18	2.61%	1,000,000	1,000,000	365
18/06	St George Bank	General	A1+	1	02-Oct-17	02-Oct-18	2.62%	1,000,000	1,000,000	365
18/08	St George Bank	General	A1+	1	07-Oct-17	08-Oct-18	2.62%	2,000,000	2,000,000	366
18/09	St George Bank	General	A1+	1	07-Oct-17	08-Oct-18	2.62%	2,000,000	2,000,000	366
18/10	National Australia Bank	General	A1+	1	10-Oct-17	09-Oct-18	2.58%	1,000,000	1,000,000	364
18/11	St George Bank	General	A1+	1	16-Oct-17	16-Oct-18	2.60%	1,000,000	1,000,000	365
18/12	AMP BANK	General	A1	2	27-Nov-17	27-Nov-18	2.60%	2,000,000	2,000,000	365
18/13	AMP BANK	General	A1	2	27-Nov-17	27-Nov-18	2.60%	1,000,000	1,000,000	365
18/14	AMP BANK	Water	A1	2	27-Nov-17	27-Nov-18	2.60%	1,000,000	1,000,000	365
18/15	AMP BANK	General	A1	2	27-Nov-17	27-Nov-18	2.60%	1,000,000	1,000,000	365
18/16	National Australia Bank	Sewer	A1+	1	27-Nov-17	27-Nov-18	2.50%	2,000,000	2,000,000	365
18/17	Bank West	General	A1+	1	27-Nov-17	27-Nov-18	2.55%	2,000,000	2,000,000	365
18/18	Suncorp Bank	General	A1+	1	27-Nov-17	27-Nov-18	2.50%	1,000,000	1,000,000	365
Sub Total - Term Deposit Investment Group								TOTALS	51,000,000	51,000,000

Cash Deposits Accounts Investment Group									
<i>As at Date</i>	<i>Borrower</i>	<i>FUND</i>	<i>Rating</i>	<i>Risk Rating</i>	<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Current Yield</i>	<i>Principal Value</i>	<i>Current value</i>
30/11/17	National Australia Bank (Cash Maximiser)	General	A1+	1			1.75%	1,000,000	1,000,000
Sub Total - Cash Deposits Accounts Investment Group								1,000,000	1,000,000
Floating Rate Notes Investment Group									
<i>As at Date</i>	<i>Borrower</i>	<i>FUND</i>	<i>Rating</i>	<i>Risk Rating</i>	<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Current Yield</i>	<i>Principal Value</i>	<i>Current value</i>
Sub Total - Floating Rate Notes Investment Group								-	-

B) Council Investments by Fund 30 November, 2017

Portfolio by Fund	31/10/2017	30/11/2017
General Fund	42,000,000	42,000,000
Water Fund	6,000,000	6,000,000
Sewer Fund	4,000,000	4,000,000
TOTAL	\$ 52,000,000	\$ 52,000,000

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

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

- Inverell Sewerage Treatment Works \$ 2.0M
- Infrastructure Backlog Program \$ 3.3M
- Waste Infrastructure Program \$ 1.5M
- 2017/2018 Revotes \$13.1M

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

C) Interest – Budgeted verses Actual Result to Date

	Ledger	2017/2018 Budget	Actuals to Date
General Fund	128820	879,000.00	235,451.39
Water Fund	812350	50,000.00	47,491.06
Sewer Fund	906320	70,000.00	25,909.60
TOTAL		\$ 999,000.00	\$ 308,852.05

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

D) Investment Portfolio Performance

Investment Portfolio Return		Benchmarks		
	% pa	RBA Cash Rate	Aus Bond Bank Bill	11am Cash Rate
Benchmark as at 30-11-17		1.50%	1.75%	1.50%
Term Deposits	2.64%			
Cash Deposit Accounts	1.50%			
Floating Rate Notes				
Structured Products*	0.00%			

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

E) Investment Commentary

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

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

Council's Investment Advisor, Andrew Vallner, from CPG Research and Advisory provided the following comments on interest rates and the economy in general:

"At its final meeting of the year, the RBA Board decided to leave the cash rate unchanged, marking the 16th month in a row at the record low of 1.5 per cent. There has not been an official cash rate increase since November 2010.

It comes as CoreLogic data for November showed housing market in a 'cooling off' phase. However, this time, its unlikely there will be cuts to the cash rate. In fact the cash rate yield curve currently indicates that the financial markets expect interest rates to remain on hold until after April 2019.

The RBA central forecast remains for inflation to pick up gradually as the economy strengthens for an eventual rate hike. However, ongoing low inflation, record low wages growth, uncertainty around consumer spending, signs that the housing cycle is slowing and the still strong Australian dollar argue against a rate hike.

The RBA board noted wage growth was going nowhere fast and inflation remained below the target of 2 per cent, household incomes are growing slowly and debt levels are high suggesting that the RBA is no hurry to make any policy changes".

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

F) Certification – Responsible Accounting Officer

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

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND MANAGEMENT PLAN:

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

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

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

POLICY IMPLICATIONS:

Nil.

CHIEF FINANCIAL OFFICERS COMMENT:

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

LEGAL IMPLICATIONS:

Nil.

RECOMMENDATION:

That:

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