

**INVERELL SHIRE COUNCIL**

**NOTICE OF CIVIL & ENVIRONMENTAL SERVICES COMMITTEE MEETING**

6 March, 2015

A Civil & Environmental Services Committee Meeting will be held in the Committee Room, Administrative Centre, 144 Otho Street, Inverell on Wednesday, 11 March, 2015, commencing at 8.30 am.

Your attendance at this Civil & Environmental Services Committee Meeting would be appreciated.

**P J HENRY PSM**

**GENERAL MANAGER**

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**A G E N D A**

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<b>SECTION A</b>	<b>APOLOGIES CONFIRMATION OF MINUTES DISCLOSURE OF CONFLICT OF INTERESTS/PECUNIARY AND NON-PECUNIARY INTERESTS PUBLIC FORUM</b>
<b>SECTION B</b>	<b>ADVOCACY REPORTS</b>
<b>SECTION C</b>	<b>COMMITTEE REPORTS</b>
<b>SECTION D</b>	<b>DESTINATION REPORTS</b>
<b>SECTION E</b>	<b>INFORMATION REPORTS</b>
<b>SECTION F</b>	<b>GENERAL BUSINESS</b>
<b>SECTION G</b>	<b>CONFIDENTIAL MATTERS (COMMITTEE-OF-THE-WHOLE)</b>

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## Quick Reference Guide

Below is a legend that is common between the:

- Inverell Shire Council Strategic Plan
- Inverell Shire Council Delivery Plan
- Inverell Shire Council Management Plan.

Destinations	Icon	Code
<p><b>1. A recognised leader in a broader context.</b></p> <p>Giving priority to the recognition of the Shire as a vital component of the New England North West Region through Regional Leadership.</p>		R
<p><b>2. A community that is healthy, educated and sustained.</b></p> <p>Giving priority to the Shire as a sustainable and equitable place that promotes health, well being, life long learning and lifestyle diversity.</p>		C
<p><b>3. An environment that is protected and sustained.</b></p> <p>Giving priority to sustainable agriculture, the protection and conservation of rivers, waterways bio diversity and the built environment.</p>		E
<p><b>4. A strong local economy.</b></p> <p>Giving priority to economic and employment growth and the attraction of visitors.</p>		B
<p><b>5. The Communities are served by sustainable services and infrastructure.</b></p> <p>Giving priority to the provision of community focused services and the maintenance, enhancement and upgrade of infrastructure.</p>		S

# CIVIL & ENVIRONMENTAL SERVICES COMMITTEE MEETING

Wednesday, 11 March, 2015

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MINUTES OF THE CIVIL & ENVIRONMENTAL SERVICES COMMITTEE MEETING  
HELD IN THE COMMITTEE ROOM, 144 OTHO STREET, INVERELL ON  
WEDNESDAY, 11 FEBRUARY, 2015, COMMENCING AT 8.30 AM.

PRESENT: Cr H N Castledine (Chairperson), Crs A A Michael, B C Johnston,  
P J Harmon and D C Jones.

Also in attendance: Crs J A Watts, D F Baker and P J Girle.

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

APOLOGIES:

There were no apologies received.

SECTION A

1. CONFIRMATION OF MINUTES

*RESOLVED (Harmon/Michael) that the Minutes of the Civil and Environmental  
Services Committee Meeting held on 12 November, 2014, as circulated to members,  
be confirmed as a true and correct record of that meeting.*

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

There were no interests declared.

3. PUBLIC FORUM S13.5.6

There were no members of the public present to speak.

SECTION B  
ADVOCACY REPORTS

Cr Harmon Sapphire City Festival

Cr Harmon advised of a recent meeting of the Sapphire City  
Festival Committee. This was the first meeting of the 2015  
Committee with all previous officers returning to positions. Cr  
Harmon noted that Ann Clydsdale and Peter Caddey are  
joint secretary's and that the Committee are considering a  
Halloween Themed festival to be held on 31 October, 2015.

Cr Harmon Myall Creek Memorial Committee

Cr Harmon advised that he and Paul Henry attended a  
meeting of the Myall Creek Memorial Committee. The  
Committee are considering a major development, inclusive of  
a building, at the Myall Creek Memorial Site; one that has  
stand alone historical significance. The Committee are  
seeking 'in principle support' from Council and are seeking to  
apply for grant funding collaboratively with Inverell and  
Gwydir Shire Council's for their proposed development.

Cr Harmon

Fit for the Future Program

Cr Harmon advised of his and Paul Henry's attendance at the recent Meeting held by Guyra Council which was also attended by Council Representatives from Tenterfield, Glen Innes, Armidale, Wyallda and Uralla. Guyra Shire Council had invited consultants for the purpose of exploring options to support Guyra's FFF Roadmap. Their proposal was for a Super Council involving the amalgamation of all the Council's that had been invited to the meeting.

Cr Jones

Men's Probus Club – Inverell

Cr Jones advised he attended the Men's Probus Club Meeting to explain NBN Co.

Cr Michael

Australia Day – Ashford

Cr Michael advised he attended the Ashford Australia Day Celebrations as the Council Representative.

Cr Castledine

Australia Day – Inverell

Cr Castledine advised he attended the Inverell Australia Day Celebrations as the Council Representative.

Cr Johnston

Thank you

Cr Johnston passed on his thanks to Council and staff for their well wishes following his recent injury.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

SECTION D  
DESTINATION REPORTS

1. NORTH WEST WEIGHT OF LOADS - MEMORANDUM OF AGREEMENT S28.11.1

MCE-A *RESOLVED (Michael/Johnston) that the Committee recommend to Council that the 2015-2020 North West Weight of Loads Inter-Council Memorandum of Agreement be executed under the Common Seal of Council.*

2. SHIRE ENTRY SIGN TEXAS ROAD - CONCEPT DESIGNS S28.9.19

MCE-A *RESOLVED (Harmon/Johnston) that the Committee recommend to Council that 'Option 2' be accepted with suggested font change.*

3. INVERELL CRITERIUM S28.27.1/08

GM-A *RESOLVED (Harmon/Jones) that the Committee recommend to Council that:*

- i) Council approve the temporary road closure of the block bounded by Byron, Lawrence, Sweaney and Vivian Streets between 2pm and 5pm on Saturday, 21 March, 2015 to facilitate the Inverell Cycle 'n' Tri Club Criterium; and*
- ii) the applicants be responsible for the costs associated with the closure consistent with Council's adopted fee schedule.*

SECTION E  
INFORMATION REPORTS

1. ASHFORD WATER TREATMENT PLANT PCG MEETING MINUTES –  
27 NOVEMBER 2014 S5.9.12
2. ASHFORD WATER TREATMENT PLANT PCG MEETING MINUTES –  
13 JANUARY 2015 S5.9.12
3. STREET LIGHT UPGRADE S15.8.44/04
4. 2014/2015 BITUMEN RESURFACING PROGRAM S28.21.1
5. WORKS UPDATE S28.21.1
6. STORM EVENT - JANUARY 2015 S28.21.1
7. RESIDENT CORRESPONDENCE REGARDING LANDSCAPING OPTIONS  
FOR OTHO AND BYRON STREETS S30.11.4

*RESOLVED (Harmon/Michael) that the items contained in the Information Reports to the Civil & Environmental Services Committee Meeting held on Wednesday, 11 February, 2015, be received and noted.*

Cr Michael requested that staff be congratulated for the budget savings made in relation to Section E, Item 4 – ‘2014/2015 Bitumen Resurfacing Program’.

SECTION F  
GENERAL BUSINESS

Cr Harmon Local Development

Cr Harmon advised that he has had discussions with Developers Australia Wide and that the feedback about Inverell Shire Council was extremely positive. There was a common theme amongst the Developers that Inverell Shire Council staff were extremely helpful with providing a high level of service throughout the development process. Cr Harmon wished to congratulate Council staff on the level of service they provide.

Cr Michael Nullamanna Road

It was noted that the issues raised by Mr Goddard regarding Nullamanna Road have been resolved.

Cr Castledine Delungra Road

The concerns expressed by Mr Tim Lloyd in respect of the Delungra Road were noted.

Cr Baker War Memorial

Cr Baker commented on the War Memorial at the Inverell Memorial Pool.

Manager Development Services, Anthony Alliston advised the Committee of the program of works and the source of funding.

Cr Baker            Library 75<sup>th</sup> Anniversary

Cr Baker advised the Committee of the Library's up coming 75<sup>th</sup> Anniversary celebration.

Cr Johnston       CBD Upgrade

Cr Johnston questioned when the next stage of the CBD Upgrade would commence.

Director Civil and Environmental Services, Brett McInnes advised of the program schedule that is annual budget based.

MDS-A       Cr Girle            Property Inspections and Certification                                S7.9.3

Cr Girle raised a matter regarding the level of inspections and certification of properties in respect of fire safety. The Director Civil and Environmental Services, Brett McInnes explained how Certificates, at time of purchase, are issued by Council. Mr McInnes advised that Council states whether or not an order will be served within a fixed period to rectify matters associated with a building. Manager Development Services, Anthony Alliston will hold further discussions with Cr Girle to ascertain details of the issue in question.

CSOP-A       Cr Jones            Electronic Business Papers                                S13.5.4/08

Cr Jones questioned whether the appendices could accompany the report as opposed to being at the end of the section now that the business papers are electronic.

At this juncture, the time being 10.07am, Director Civil and Environmental Services, Brett McInnes left the meeting.

General            Elsmore Common Road  
Manager

Residents have approached Council regarding issues associated with the existing gate on the road.

The General Manager informed the Committee that the *Roads Act, 1993* allows for a gate to be erected on a public road based on consent of the roads authority. The Elsmore Common Trustees are responsible for the gate.

The General Manager has indicated to the residents that Council is prepared to be a part of the solution to the issue. Council will work with the residents and the Trust to resolve the issues raised.

At this juncture, the time being 10.11am, Director Civil and Environmental Services, Brett McInnes returned to the meeting.

There being no further business, the meeting closed at 10.14am.

CR H N CASTLEDINE

CHAIRPERSON

**TO CIVIL & ENVIRONMENTAL SERVICES COMMITTEE MEETING 11/03/2015**

<b>ITEM NO:</b>	1.	<b>FILE NO:</b> S18.6.63
<b>DESTINATION 5:</b>	The communities are served by sustainable services and infrastructure	<b>S</b>
<b>SUBJECT:</b>	<b>EXPRESSIONS OF INTEREST INVERELL PUBLIC OPEN SPACE STRATEGY (LISTING)</b>	
<b>PREPARED BY:</b>	Anthony Alliston, Manager Development Services	

**SUMMARY:**

This report has been initiated as a result of Council's resolution on 24 September, 2014 to endorse the draft Inverell Open Space Strategy brief and seek expressions of interest from suitably qualified and experienced companies for the preparation and completion of a Public Open Space Strategy for Inverell. The Committee is requested to consider a confidential report in this matter.

**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 information provided by the applicants which is considered to be commercially sensitive.

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

- a) Commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it, 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:** S.07 Provide accessible and usable recreation facilities and services meet the needs of the community.

**Term Achievement:** S.07.01 Recreational and leisure facilities and services that meet community needs and are maintained to promote optimal utilisation.

**Operational Objective:** S.07.01.01 Facilitate joint use of the Shire's recreation and leisure facilities, sporting and open space facilities including co-location of programs.

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

**TO CIVIL & ENVIRONMENTAL SERVICES COMMITTEE MEETING 11/03/2015**

<b>ITEM NO:</b>	1.	<b>FILE NO:</b> S5.9.12
<b>DESTINATION 5:</b>	The communities are served by sustainable services and infrastructure	<b>S</b>
<b>SUBJECT:</b>	<b>ASHFORD WATER TREATMENT PLANT PCG MEETING MINUTES – 17 FEBRUARY 2015</b>	
<b>PREPARED BY:</b>	Hayley Nichols, Corporate Support Officer - Publishing	

**SUMMARY:**

Meeting held on Tuesday, 17 February, 2015.

**COMMENTARY:**

MINUTES OF THE ASHFORD WATER TREATMENT PLANT PROJECT CONTROL GROUP MEETING HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 144 OTHO STREET, INVERELL ON TUESDAY, 17 FEBRUARY, 2015 COMMENCING AT 10.00AM.

PRESENT: Cr Phil Girdle (Chairman), Graham Bendeich (Manager Environmental Engineering), Brett McInnes (Director Civil & Environmental Services), Tony Turner (Water and Sewer Coordinator), Anthony Alliston (Manager Development Services) and Darrell Hughes (Operations Coordinator).

APOLOGIES:

Paul Pay (Manager Financial Services) and Mark Bryant (Environmental Engineering Technical Officer).

CONFIRMATION OF MINUTES

*RESOLVED (Turner/Hughes) that the Minutes of the Ashford Water Treatment Plant Project Control Group Meeting held 13 January, 2015 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.

MATTERS ARISING

Nil.

SECTION D  
DESTINATION REPORTS

1. ASHFORD WATER TREATMENT PLANT PROJECT S32.12.9

*RESOLVED (McInnes/Turner) that:*

- i) *the information be received and noted; and*
- ii) *the Ashford Water Treatment Plant PCG endorse the payment to Water Treatment Australia Pty Ltd of \$142,298.73 (incl GST) for Progress Claim No 8 (January 2015).*

SECTION F  
QUESTIONS WITHOUT NOTICE

Director Civil and Environmental Services, Mr Brett McInnes and Environmental Works regarding the level of service being provided under their Project Management engagement.

NEXT MEETING

The next meeting will be held on a date to be advised.

There being no further business, the meeting closed at 10.15am.

<b>ITEM NO:</b>	2.	<b>FILE NO:</b> S15.8.48
<b>DESTINATION 5:</b>	The communities are served by sustainable services and infrastructure	<b>S</b>
<b>SUBJECT:</b>	<b>BRUXNER WAY BRIDGES</b>	
<b>PREPARED BY:</b>	Paul Henry, General Manager	

**SUMMARY:**

Mr Adam Marshall MP, Member for Northern Tablelands has announced \$112,025 in State Government funding for Inverell Shire Council to undertake a structural assessment of bridges and culverts along the Bruxner Way.

**COMMENTARY:**

On Thursday, 26 February, 2015, Member for Northern Tablelands Adam Marshall announced \$112,025 in State Government funding for Inverell Shire Council to undertake a structural assessment of 14 bridges and 149 culverts along the Bruxner Way.

The analysis, funded through the Government's new *Fixing Country Roads Program*, will allow this important freight route to be opened up for heavy vehicle access, improve the freight transport efficiency in the region, saving hundreds of kilometres in extra trips, increase road safety and ultimately reduce costs for local primary producers.

Mr Marshall has commended Inverell Shire Council for wanting to open up this route for Higher Mass Limits (HML) use and is very pleased that Council will now have the funds to undertake the required analysis.

As Councillor's would be aware, the Bruxner Way within Inverell Shire is not currently open for Higher Productivity Vehicle usage at Higher Mass Limits. The major constraint for the approval of the route for HML is the required assessment of Council's bridge and culvert structures.

The funding will enable Council to engage a contractor to structurally analyse the 14 bridges and 149 culverts structures along the Bruxner Way.

If the results of the analysis prove positive, Council will then be in a position to make formal approaches to open up the route for Higher Productivity Vehicle usage at Higher Mass Limits.

It is estimated that the productivity gains will be significant, with an estimated 2,000 movements per year avoiding 200 kilometres of travel between Goondiwindi and Tenterfield.

<b>ITEM NO:</b>	3.	<b>FILE NO:</b> S28.21.1
<b>DESTINATION 5:</b>	The communities are served by sustainable services and infrastructure.	<b>S</b>
<b>SUBJECT:</b>	<b>WORKS UPDATE</b>	
<b>PREPARED BY:</b>	Justin Pay, Manager Civil Engineering	

#### **SUMMARY:**

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

#### **COMMENTARY:**

##### **Cameron Park Upgrade**

Work is continuing on the Cameron Park Upgrade Project. The irrigation system is now fully installed and operational. Concrete cricket pitches and the associated approaches are also now complete. Grass was planted on the 24 and 25 of February, 2015 and is growing well. All other ancillary works are programmed for completion in March.

##### **Ashford Medical Centre – Civil Works**

This project involves the construction of a car park, loading ramp and footpaths at the new Ashford Medical Centre. Kerb and gutter will be constructed in the car park and also in Jubilee Street. Work commenced on this project in February, 2015 and is planned for completion in March.

##### **Killeen Street - Swanbrook Road Intersection Upgrade**

This project involves construction of kerb and gutter, underground drainage, sewer main, footpath and pavement construction. The sewer main extension began in late 2014; works crews are now on site undertaking the remainder of the project.

### **Ashford Road “Karoola” Reconstruction – Stage One**

This project is one (1) of two (2) rural road construction projects under the Regional Roads Repair Program (RRRP) for the 2014/2015 financial year. The project involves vertical and horizontal realignment and rehabilitation of the “three sisters” section of Ashford Road near the intersection of Karoola Road. Extensive drainage works are required due to the large quantities of cut and fill associated with the project. The project will be staged due to the large scope and in order to fit with RRRP funding limits. Stage two (2) is proposed to be undertaken next financial year. Drainage works are completed and pavement construction is well underway. Stage one (1) is programmed for completion in March.

### **Maintenance Grading**

Maintenance grading works were undertaken on the following roads during February, 2015:

SR 54	Emmaville Road	28.01km
SR 58	Rocky Creek Road	32.92km
SR 10	Tarwoona Road	14.17km
SR 16	Keetah Road	23.34km
SR 180	Pollocks Lane	3.60km
SR 179	Kiora Lane	1.80km
SR 177	Blyths Lane	6.00km
SR 174	Abbots Lane	4.80km
SR 218	Old Stannifer Road	2.70km
SR 164	Heywood Road	10.30km
SR 172	Ewens Road	1.80km
SR 171	Strattons Lane	4.0km
SR 165	Pretoria Park Road	1.60km
	<b>Total</b>	<b>135.04 km</b>

### **Gravel Resheeting Program**

The 2014/2015 Gravel resheeting program re-commenced in the Northern area of the Shire in February, 2015 and will continue over the coming months. Resheeting was undertaken on the following roads:

SR 59	Graman Road	5.21km
	<b>Total</b>	<b>5.21km</b>

### **Gravel Patching**

No gravel patching works occurred during February, 2015.

### **Other Maintenance Activities**

Council's State, Regional and Local Roads, Urban and Village Street maintenance activities are continuing as required. Town maintenance will continue as required.

### **RECOMMENDATION:**

*That the items contained in the Information Reports to the Civil & Environmental Services Committee Meeting held on Wednesday, 11 March, 2015, be received and noted.*