

INVERELL SHIRE COUNCIL
NOTICE OF MEETING
CIVIL & ENVIRONMENTAL SERVICES COMMITTEE

3 August 2018

A Civil & Environmental Services Committee Meeting will be held in the Committee Room, Administrative Centre, 144 Otho Street, Inverell on Wednesday, 8 August, 2018 commencing at 9.00 am.

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

P J HENRY PSM

GENERAL MANAGER

A G E N D A

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SECTION D	DESTINATION REPORTS
SECTION E	INFORMATION REPORTS
SECTION F	GENERAL BUSINESS
SECTION H	CONFIDENTIAL MATTERS (COMMITTEE-OF-THE-WHOLE)

Quick Reference Guide

Below is a legend that is common between the:

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



CIVIL & ENVIRONMENTAL SERVICES COMMITTEE MEETING

Wednesday, 8 August, 2018

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MINUTES OF THE CIVIL & ENVIRONMENTAL SERVICES COMMITTEE MEETING
HELD IN THE COMMITTEE ROOM, 144 OTHO STREET, INVERELL ON
WEDNESDAY, 11 JULY, 2018, COMMENCING AT 9.00 AM.

PRESENT: Crs D F Baker (Chairperson), S J Berryman and A A Michael (Acting Mayor).

Also in attendance: Crs C M Dight and P A King.

Paul Henry (General Manager), Brett McInnes (Director Civil and Environmental Services), Scott Norman (Director Corporate and Economic Services) and Justin Pay (Manager Civil Engineering).

SECTION A

APOLOGIES:

Apologies were received from Crs P J Harmon, M J Peters and J N McCosker for personal reasons.

RESOLVED (Michael/Berryman) that the apologies from Crs P J Harmon, M J Peters and J N McCosker be noted.

1. CONFIRMATION OF MINUTES

RESOLVED (Michael/Berryman) that the Minutes of the Civil and Environmental Services Committee Meeting held on 13 June, 2018, 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

The following interests were declared:

Cr King declared a conflict of interest in Section D, Destination Reports, Item 11, "Erosion on Private Property in Inverell Township and Elsmore Common". The nature of the interest relates to Cr King's son having an interest in property at 77 Auburn Vale Road.

3. PUBLIC FORUM S13.5.6/11

Nil

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

SECTION B
ADVOCACY REPORTS

Cr Michael Cr Michael attended the First Aid course offered as part of a free youth initiative hosted by Inverell Shire Council. He reported the course was a success and those who attended gained valuable skills.

Cr Baker Cr Baker attended the Masonic Debutante Ball on behalf of the Mayor.

SECTION D
DESTINATION REPORTS

TSO-A 1. ROAD CLOSURE - EAT DRINK NEW ENGLAND S28.23.1/11

RESOLVED (Berryman/Michael) that the Committee recommends to Council that Council approve Eat Drink New England's request for closure of Evans Street between Otho and Campbell Streets between the hours of 12 Noon on Friday, 9 November 2018 and 5pm Saturday, 10 November 2018.

MCE-A 2. SPECIAL PROJECTS ROADS INFRASTRUCTURE FUNDING ALLOCATION S28.16.7

RESOLVED (Michael/Berryman) that the Committee recommends to Council that the Special Projects Roads Infrastructure funding of \$611,460 be allocated to Gravel Resheeting and drainage maintenance on Kings Plains Road.

MCE-A 3. ROAD TRAIN ACCESS REQUEST – BINGARA ROAD S28.15.3/08

RESOLVED (Michael/Berryman) that the Committee recommends to Council that the current RAV application for a permit for a Modern A – Double Road Train <36.5m on Bingara Road be declined.

The Committee noted the applicant made approaches to adjoining Councils which have been refused.

MCE-A 4. B – DOUBLE ACCESS REQUEST – STANNIFER AND OLD MILL ROADS S28.15.3/08

RESOLVED (Berryman/Michael) that the Committee recommends to Council that Council decline the current RAV application for a permit for B-double access on Stannifer and Old Mill Roads.

MCE-A 5. ROAD TRAIN ACCESS REQUEST – RING STREET AND BYRON STREET S28.15.3/08

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

- i) The applicant be refused at this time, pending the outcome of a trial;*
- ii) That a one day permit be approved for a trial of the route to be conducted;*
- iii) That all cost associated with the trial be borne by the applicant; and*
- iv) A report on the outcome of the trial is reported back to a future committee meeting.*

DCES-A 6. SELF HELP POLICY REVIEW S4.14.1/01 + S4.14.3/02

RESOLVED (Berryman/Michael) that the Committee recommend to Council that the amended Self-Help (Contributions) – Works Carried Out Ahead of Priority Policy be adopted as presented.

DP-A 7. DA-64/2018 – SINGLE DWELLING USE – 700 OLD BUNDARRA ROAD, INVERELL – VARIATION TO MINIMUM LOT SIZE DEVELOPMENT STANDARD DA-64/2018

RESOLVED (Berryman/Michael) that the Committee recommend to Council, subject to concurrence being received from the NSW Department of Planning and Environment, DA-64/2018 be approved subject to the following conditions:

- i) Inverell Shire Council issues its consent, subject to conditions stated*

hereunder, in accordance with Section 80A of the Environmental Planning and Assessment Act 1979.

Consent is granted for a single dwelling use only on Lot 186 DP 753638.

- ii) *The following matters are not conditions of consent, but will require consideration in the design of any proposed dwelling:*
- *A separate application is to be approved for the actual construction of a dwelling.*
 - *Any new dwelling is to comply with the provisions of Planning for Bush Fire Protection 2006.*
 - *Approval is required under Sec. 68 of the Local Government Act 1993 for the installation and operation of an onsite sewage management system.*
 - *No native vegetation should be removed as a result of the construction of a dwelling without the approval of Council.*
 - *The external colours of the dwelling should be sympathetic with the surrounding rural landscape.*

S375A Record of Voting	Councillors For:	Councillors Against:
Cr S J Berryman	✓	
Cr A A Michael	✓	
Cr D F Baker	✓	

DCES-A 8. INVERELL HIGH SCHOOL TRAFFIC MANAGEMENT S30.11.3

RESOLVED (Berryman/Michael) that the Committee recommend to Council that Council implement the following short term measures:

- i) *The No Stopping signs adjacent to each intersection around the school be erected at a distance of no less than 15m from the intersection kerb line at intersections about the school perimeter;*
- ii) *Some of the long term angle parking in Brae Street in front of the school be converted to short term parallel parking for student drop-off and pick-up. This should at least be implemented in the section of Brae Street across the school frontage to the north-east of the pedestrian crossing; and*
- iii) *That the remaining long term angle parking in Brae Street in front of the school be remarked to achieve the maximum number of parking spaces.*

MCE-A 9. MODERN ROAD TRAIN ACCESS – BRUXNER WAY S28.15.3/08

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

- i) *Council fund the installation of risk mitigation signage at two locations on Bruxner Way; and*
- ii) *Once the above risk mitigation measures are completed the entire length of the Bruxner Way in Inverell Shire be approved for Modern Road Train Access.*

MCE-A 10. EROSION ON PRIVATE PROPERTY IN INVERELL TOWNSHIP AND ELSMORE COMMON S6.8.5/11 + S28.16.3

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

- i) Council apply for any available grant funding opportunities for works to mitigate each erosion issue;
- ii) If grant funding is not forthcoming during 2018/2019, Council commit to funding the stabilisation and rehabilitation of erosion at the 76 Froude Street and 77 Auburn Vale Road sites, at a cost of \$102,000;
- iii) The works be completed over a 2 year program;
- iv) The funding sources be the Urban Drainage Rehabilitation and Rural Drainage votes respectively, and;

The order for completion of works be as follows:
 - 1. Site 1 at 76 Froude St
 - 2. Site 2 at 77 Auburn Vale Rd
- v) Prior to undertaking any works on site 1 or 2, Council obtain a formal release from the property owners, absolving them from any further maintenance responsibilities; and
- vi) Council not fund works at 95 Elsmore Common Road, but continues to apply for grant funding for remediation works at the site on behalf of the owner.

SECTION E INFORMATION REPORTS

- 1. WATER NSW 20 YEAR INFRASTRUCTURE OPTIONS STUDY S32.8.2
- 2. 2016-2017 & 2017-2018 GRAVEL RESHEETING PROGRAMS S28.21.1/11
- 3. WORKS UPDATE S28.21.1/11

RESOLVED (Berryman/Michael) That the items contained in the Information Reports to the Civil & Environmental Services Committee Meeting held on Wednesday, 11 July, 2018, be received and noted.

DCES-A WATER NSW 20 YEAR INFRASTRUCTURE OPTIONS STUDY S32.8.2

That the Committee recommend to Council that Council promote the raising of Pindari Dam full supply level by 5m to increase the storage capacity from 312 GL to 450 GL as identified in the Water NSW 20 Year Infrastructure Options Study for Rural Valleys in NSW and that support for the option be sought from the Border Regional Organisation of Councils.

SECTION G GOVERNANCE REPORTS

AC-N 1. GOVERNANCE - PERFORMANCE REPORTING ON ROAD MAINTENANCE COUNCIL CONTRACTS S1.2.3/12

RESOLVED (Michael/Berryman) that the information be received and noted.

SECTION F GENERAL BUSINESS

Cr Dight The North Star Road is in urgent need of maintenance S28.10.SR9

Mr Justin Pay (Manager Civil Engineering) informed the meeting the road was inspected Tuesday, 10 July and is in urgent need of

attention and that maintenance has been scheduled in the very near future.

There being no further business, the meeting closed at 9.55 am.

CR D F BAKER

CHAIRPERSON

TO CIVIL & ENVIRONMENTAL SERVICES COMMITTEE MEETING 08/08/2018

ITEM NO:	1.	FILE NO: S28.21.1/11
DESTINATION 5:	The communities are served by sustainable services and infrastructure	S
SUBJECT:	GRAVEL RESHEET PROGRAM 2018/19	
PREPARED BY:	Justin Pay, Manager Civil Engineering	

SUMMARY:

Funding allocations have been determined for the 2018/19 Gravel Resheeting Program. This report details the breakdown of this funding and identifies which roads gravel resheeting is proposed.

COMMENTARY:

The 2018/19 Gravel Resheeting Program is scheduled to commence in October 2018. The current period of dry weather may however delay the program.

Council's recurrent funding allocation for gravel resheeting is approximately \$1M (approximate average from 2010 to 2014). The previous three (3) years programs have been significantly higher than this level due to additional funding from Council's Fit for the Future Program, with the average budget allocation over this period being \$1,586,000. The budgeted allocation for the 2018/19 program is \$1,105,580.

The funding source for the program is as follows:

i)	R2R Program	\$373,000
ii)	Financial Assistance Grand (ACRD)	\$655,080
iii)	Revenue	<u>\$77,500</u>

Total \$1,105,580

The funding has been allocated on a priority basis, as determined by Council's Asset Management System. A detailed investigation into unsealed road gravel depths was undertaken in 2014. This investigation was a part of condition assessment by an independent contractor, in accordance with recognised asset management standards. Council's asset management staff continue scheduled unsealed road inspections to ensure the asset register has up to date condition data. Along with this information other factors also considered when developing the program include customer requests and areas known to be prone to issues during inclement weather. Proposed segments were then inspected to verify their current condition and priority and adjustments to the program were made where required.

There is potential for sections of the unsealed road network to experience increased deformation due to extreme weather events or changes in usage patterns throughout the year. As such, a portion of the budgeted funds will remain unallocated and will be used for reactionary resheeting. These unallocated funds also provide Council flexibility and enable resheeting works to be undertaken on any road segment that may become a priority through the course of the year. The

unallocated funds are also able to be utilised to supplement any self help proposal consistent with Council's policy.

In previous years the estimates utilised whilst developing the resheeting program were based on an average resheet cost per kilometre. For the 2018/19 program an estimate has been provided for each individual road, therefore the unit rate per kilometre differs from road to road. The purpose for the change in method is to more accurately estimate for gravel and water haulage distances, two (2) major contributing factors to the cost of the program. The overall estimated cost per kilometre for the 2018/19 program is \$17,830 which is 15% higher than the average rate achieved last financial year. This increase is due to the lack of local availability of suitable gravel, leading to increased gravel haulage and gravel processing costs.

Upward of 45,000 cubic metres of gravel will be utilised during the completion of the program. This gravel will be sourced from Council's various gravel pits. The winning and stockpiling of the gravel by bulldozer will be undertaken predominately by contractors. A request for quotation process will be undertaken and contracts awarded for winning and stockpiling of material. All contractors that have the appropriate machinery listed with Council will be given the opportunity to provide a quotation to undertake the works. The contracts will be awarded based on the quantities required to complete the program as listed in Appendix 1, (D4).

Composite works crews will complete the resheeting program, comprising both Council staff and contractors. The program will be scheduled around other priority programs such as the Bitumen Resurfacing and Sealed Road Rehabilitation Programs. The program is expected to be completed by June 2019.

A detailed list of each road identified for gravel resheeting during 2018/19 is contained in Appendix 1, (D4) for the Committee's information.

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:

Recommendation is as per the adopted budget.

LEGAL IMPLICATIONS:

Nil

RECOMMENDATION:

That the Committee recommend to Council that:

- i) the 2018/19 Gravel Resheeting Program as presented be adopted; and*
- ii) The adopted program be placed on Council's web page for the information of the community.*

APPENDIX 1

2018-2019 Gravel Resheeting Program					
Road No.	Road Name	Length (m)	Area (m2)	Classification	Estimated Reseal Cost
SR246	ELSMORE ROAD	1,760	14,080	Rural Arterial	\$38,290
SR60	NULLAMANNA RD	13,300	79,800	Rural Arterial	\$248,150
SR106	GUNNEE RD	5,800	29,000	Rural Access	\$102,860
SR 166	RESERVE CREEK RD	4,044	18,198	Rural Access	\$73,200
SR 24	MT HALLAM ROAD	15,800	79,000	Rural Access	\$275,628
SR 25	BALTIMORE LOOP ROAD	16,300	65,200	Rural Access	\$276,708
SR 27	ATHOLWOOD ROAD	2,300	10,350	Rural Access	\$42,591
	Unallocated				\$48,153
	Totals	59,304	295,628		\$1,105,580

ITEM NO:	2.	FILE NO: S28.21.1/11
DESTINATION 5:	The communities are served by sustainable services and infrastructure	S
SUBJECT:	BITUMEN RESURFACING PROGRAM 2018/19	
PREPARED BY:	Justin Pay, Manager Civil Engineering	

SUMMARY:

Funding allocations have been determined for the 2018/19 Bitumen Resurfacing Program. This report details the breakdown of this funding and which road resurfacing works will be undertaken.

COMMENTARY:

The 2018/19 Bitumen Resurfacing Program is scheduled to commence in November 2018. Council's recurrent funding allocation for bitumen resurfacing is approximately \$1.1M (approximate average from 2010 to 2014). The previous three (3) years programs have been significantly higher than this level due to additional funding from Council's "Fit for the Future" Road Map, with an average expenditure of approximately \$2M per year over this period.

The funding allocation for 2018/19 program is \$2,006,099. The funding source for the program is as follows:

i)	Financial Assistance Grant (ACRD)	\$842,389
ii)	Revenue Funded Programs	\$148,593
iii)	Regional Roads Block Grant	\$435,630
iv)	Roads and Maritime Services (SH12 Works)	\$579,487
Total		\$2,006,099

The \$2,006,099 budget allocation for the 2018/19 program is again significantly higher than Council's recurrent funding level. This is due to significant works on the Gwydir highway (State Government Funded) and under expended funds from the previous year's program, as noted in the report to the May 2018 Committee meeting.

The funding has been allocated on a priority basis, as determined by Council's Asset Management System. A detailed investigation into the sealed road network was undertaken in 2014, which included a condition assessment by an independent contractor, in accordance with recognised asset management standards. The information collected includes data on cracking, roughness, rutting, edge break and local surface defects, among others. Council's asset staff and maintenance overseers continually inspect and assess the sealed road network to ensure that service levels are being met. The results of these inspections are recorded in Council's asset management system and are considered when formulating capital expenditure and maintenance works programs.

This information was then assessed, along with consideration of the age of existing seal, to determine the condition of the bitumen surface. This information was then tested in the field by

Council's experienced Bitumen Resurfacing staff and the final program determined. Heavy patching has commenced and will be undertaken on any included segments with excessive defects, such as potholes, roughness and rutting. This ensures longevity of the new sealed surface, whilst improving the ride quality of the road. Council staff have commenced these works on the regional road network with further works to be completed on Inverell Urban streets prior to commencement of the reseal program.

A detailed list of each road identified for bitumen resurfacing during 2018/19 is contained in Appendix 2 (D7 – D8) for the committee's information.

The program includes extensive works on the following roads and given locations:

- Yetman Road, various segments between Inverell and Wallangra.
- Wallangra Road, between 15km – 22km from Ashford.
- Kings Plains Road, various segments between Orchard Place and Swanbrook Bridge.

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:

Recommendation is as per the adopted delivery program.

LEGAL IMPLICATIONS:

Nil

RECOMMENDATION:

That the Committee recommend to Council that:

- The 2018/19 Bitumen Resurfacing Program as presented be adopted; and*
- The adopted program be placed on Council's webpage for the information of the community.*

APPENDIX 2

<h2 style="text-align: center;">2018-2019 Bitumen Resurfacing Program</h2>					
Road No.	Road Name	Length (m)	Area (m ²)	Classification	Estimated Reseal Cost
HW12	Gwydir Hwy	14701	139973	STATE HWY	\$579,487
MR187	Yetman Road	28085	179657	RURAL REGIONAL	\$744,794
SR036	Wallangra Road	5720	34320	RURAL ARTERIAL	\$129,386
SR234	Kings Plains Road	5926	35875	RURAL ARTERIAL	\$135,246
SR287	Clancys Drive	463	2315	RURAL ACCESS	\$8,727
IU039	Caloola Drive	305	1952	URBAN MINOR	\$7,808
IU050	Clive Street	187	1066	URBAN ACCESS	\$4,262
IU167	Rosslyn Street	257	2339	URBAN ARTERIAL	\$9,354
IU186	Tulare Crescent	165	1551	URBAN MINOR	\$6,204
IU065	East Street	220	2024	URBAN MINOR	\$8,096
IU073	Evans Street	874	8974	URBAN COLLECTOR	\$35,896
IU077	George Street	595	5534	URBAN ACCESS	\$22,134
IU083	Granville Street	660	6116	URBAN MINOR	\$24,465
IU097	Howard Street	224	1190	URBAN MINOR	\$4,760
IU114	Leonard Street	293	2666	URBAN MINOR	\$10,665
IU120	Macintyre Street	254	2388	URBAN ARTERIAL	\$9,550
IU123	Mawson Street	239	2175	URBAN MINOR	\$8,699
IU130	Mitchell Crescent	65	299	URBAN MINOR	\$1,196
IU148	Oswald Terrace	285	1425	URBAN MINOR	\$5,700
IU149	Otho Lane	396	1736	URBAN MINOR	\$6,945
IU181	Swanbrook Road	2531	20825	URBAN ARTERIAL	\$78,509
IU178	Sunnyside Place	200	1840	URBAN MINOR	\$7,360
IU199	William Street	369	3469	URBAN MINOR	\$13,874
IU202	Wood Street	659	6993	URBAN ACCESS	\$27,970

IU103	Killeen Street	866	6928	URBAN COLLECTOR	\$27,712
IU108	Kuna Avenue	87	818	URBAN ACCESS	\$3,271
IU118	Little Street	105	525	URBAN MINOR	\$2,100
IU106	Kingfisher Drive	390	2379	URBAN MINOR	\$9,516
IU188	Urabatta Street	485	4511	URBAN ACCESS	\$18,042
Road No.	Road Name	L (m)	Area (m2)	Classification	Estimated Reseal Cost
AU220	Frome Street	586	3204	URBAN MINOR	\$14,834
AU217	Duff Street	445	2425	URBAN COLLECTOR	\$11,227
AU216	Dudley Street	589	3005	URBAN MINOR	\$13,912
AU219	Frazer Street	310	1860	URBAN MINOR	\$8,611
AU227	Martyn Street	250	1250	URBAN ACCESS	\$5,787
	TOTALS	67786	493607		\$2,006,099

ITEM NO:	3.	FILE NO: S18.8.3
DESTINATION 3:	An environment that is protected and sustained	E
SUBJECT:	HERITAGE STRATEGY 2018-2021, ANNUAL HERITAGE REPORTING AND HERITAGE ADVISORY SERVICE UPDATE	
PREPARED BY:	Elise Short, Trainee Town Planner	

SUMMARY:

As part of funding agreements between Inverell Shire Council and the NSW Office of Environment and Heritage a three (3) year heritage strategy must be in place for the Local Government area and annual funding reports are to be acquitted by 15 May each year.

The purpose of this report is for:

1. the Committee to consider and endorse the Inverell Shire Council Heritage Strategy for 2018-2021;
2. the Committee to note the annual heritage reports for 2017-2018; and
3. the Committee to be informed of the general duties and progress made in respect of local heritage by Council's heritage advisor and support staff.

COMMENTARY:**Inverell Shire Council Heritage Strategy 2018-2021**

Under the NSW Heritage Grants Local Government Heritage Management Program, Council is required to prepare, adopt and implement a three (3) year Heritage Strategy. Council's current strategy was adopted by Council on 19 March, 2013. This strategy was for the period 2013-2016. Council's Heritage Advisor, Mitch McKay, prepared a strategy for 2017-2020; however, advice was received from the NSW Office of Environment and Heritage (OEH) that they were preparing new strategy guidelines and to hold off any strategies in the interim. As such, Council staff and Heritage Advisor continued to deal with heritage matters in accordance with the endorsed 2013-2016 strategy.

Following recent discussions with OEH they advised that there was no forthcoming date for the new strategy guidelines and that Council could prepare and endorse their own strategy. As such, using the existing strategy as a guide, the Inverell Shire Council Heritage Strategy for 2018-2021 has been updated, finalised and is provided for the Committee's consideration (Appendix 3, D12 – D20).

The purpose of this document is to identify the strategies Council will employ to guide heritage management for the years 2018-2021. The nine (9) strategies identified are:

- Establish a heritage committee to deal with heritage matters;
- Identify heritage items and maintain a list of them in the local environmental plan;
- Appoint a heritage advisor to assist Council, the community and owners of listed heritage items;
- Manage local heritage in a positive manner;
- Introduce a local heritage fund to provide small grants to encourage local heritage projects;
- Run a main street program;
- Present educational and promotional programs;

- Set a good example to the community by properly managing places owned or operated by Council; and
- Promote sustainable development as a tool for heritage conservation.

Each of the above strategies has a number of recommended 'Actions', which are practical and achievable methods of conserving the heritage significance of the Shire.

Annual Heritage Reports for 2017-2018

Council benefits from two (2) ongoing heritage grants from the Office of Environment and Heritage, being a Heritage Advisors Grant and a Local Government Places Grant. Part of each funding agreement is that annual acquittal reports are submitted by 15 May each year.

The funding secured for the 2017/2018 and 2018/2019 years is on a \$1 for \$1 basis. This means that for every \$1 Council spends \$1 will be reimbursed by OEH. The Heritage Advisors Grant from OEH is \$7,500 (ex GST) and \$8,000 (ex GST) under the Local Government Places Grant.

The Local Government Places Grant partly funds Council's annual Local Heritage Assistance Fund. The Fund for 2017/2018 totalled \$36,000 (incl. GST), comprising \$8,000 in OEH funding, \$8,000 of Council's matching funding and \$20,000 of additional heritage conservation budget following Council's resolution on 10 February 2016. The full fund was expended, and the OEH grant funding amount of \$8,000 claimed. A copy of the 2017-18 Local Heritage Places: Acquittal is attached as Appendix 4 (D21 – D31).

In operating the Heritage Advisor service, Council expended \$16,890 (ex GST) during 2017/2018. Again, the full grant from OEH was claimed and a copy of the 2017-18 Local Government Heritage Advisors: Acquittal is attached as Appendix 5 (D32 – D37).

The committee is also advised that Council was reimbursed in full for both grant acquittals at the beginning of June 2018.

Local Heritage Update

Council's local heritage management and heritage advisory service encompass a broad range of tasks, responsibilities and opportunities. Since November, 2012, Mitch McKay has served Council as the Heritage Advisor on a one day a month basis. Mr McKay's general services to Council and the community include heritage advice for application assessments, preliminary development advice, colour selection, attending site meetings and inspections and playing an integral role in implementation of Council's annual Local Heritage Assistance Fund. In the past Mr McKay has also provided local heritage information seminar sessions.

Mr McKay provides a brief report to Council staff at the end of each visit to document the day's activities and outcomes. Although Mr McKay only visits once a month, Council's planning staff are available to deal with heritage matters and enquiries, in consultation with Mr McKay, where required. A good working relationship has been developed between Council and local heritage owners due to Mr McKay's approachability and ability to work with local organisations, particularly the Inverell District Family History Group.

Today it is also intended that Mr McKay will give a general overview of his work with Council over the last 12 months.

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: To facilitate the protection and rehabilitation of significant examples of the built environment.

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

RECOMMENDATION:

That the Committee recommend to Council that:

- i) Standing orders be suspended to allow Heritage Advisor, Mr Mitch McKay the opportunity to address the Committee;*
- ii) The Inverell Shire Council Heritage Strategy 2018-2021 be adopted; and*
- iii) The 2017/2018 annual reporting and funding acquittals to the NSW Office and Environment and Heritage be noted.*

APPENDIX 3



Heritage Strategy 2018-2021



Inverell Shire Council



Mitch McKay
Heritage Consultant

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June 2018

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1. Introduction

This Strategy has been prepared to meet the requirements of the NSW Heritage Branch of the NSW Department of Planning three (3) year funding agreement to support local government heritage management in NSW.

Inverell Shire is situated in the New England North West region of New South Wales and covers an area of 8,606 square kilometres. Some of the towns, villages or localities within the Shire include Inverell, Ashford, Bannockburn, Bonshaw, Bukkulla, Delungra, Elsmore, Gilgai, Graman, Kings Plains, Mt. Russell, Wallangra and Yetman.

Inverell Shire has a growing population which stands at 16,936. In 2016, Inverell was named one of the fastest growing inland communities in New South Wales. Due to its location, Inverell is a commercial hub which services an estimated 60,000 people, with a catchment stretching as far as southern Queensland.

The district is in a fertile agricultural region which produces a wide range of crops, including wheat, barley, oats, sorghum, wine grapes and maize. There are also some mining activities with tin, sapphires, zircons and diamonds (mainly industrial) being found. Inverell is known as the 'Sapphire City' because of the sapphires that are found throughout the local district which contribute to a major part of Australia's sapphire production.

Inverell Shire Council aims to:

Provide regional leadership and professional advice in conserving and managing our heritage for future generations and promote Inverell as a cultural tourism destination.

The purpose of this document is to identify the strategies Inverell Shire Council will employ to guide heritage management for the financial years 2018 - 2021.

The nine (9) recommendations of the Heritage Branch publication Recommendations for Local Council Heritage Management have been reviewed and utilised in the preparation of this heritage strategy.

2. The Strategy

2.1 Establish a heritage committee to deal with heritage matters

Aim

- *To increase community participation, awareness and appreciation of Inverell Shire's heritage and promote its conservation and maintenance.*

Actions

The Inverell Shire does not have a Heritage Committee and Council does not plan to establish a committee in the foreseeable future. To meet the aims, however, the following actions will be undertaken:

- *Ensure Heritage Advisor has opportunity to address Council/community on any significant issues arising relevant to heritage and at least at time of annual report preparation.*
- *Inclusion of Heritage Strategy Annual Report highlights in Council Annual report.*
- *Ensure any new proposed listings or proposals for significant works to places of heritage significance are the subject of broad community consultation processes, including dialogue with owners.*
- *Issue media releases as necessary on relevant issues/topics.*
- *Establish local heritage consultants and services and suppliers directory.*

2.2 Identify heritage items and list them in the local environmental plan

Aim

- *To increase knowledge and provide proactive management of heritage in the Inverell Shire.*
- *To identify and protect all buildings and places within the Inverell Shire that are considered to be of heritage significance.*

Actions

- *Maintain and update the State Heritage Inventory Database as new items of heritage significance are discovered and as new information becomes available for existing items.*
- *Provide assistance to the NSW Heritage Branch in the identification and listing of state significant buildings/places within the Inverell Shire.*
- *Review existing Development Control Plans and provide input into new Development Control Plans.*

- *Prepare Statements of significance for all heritage items.*
- *Pursue owners of items of heritage interest not as yet listed, on the basis of securing a listing.*
- *Arrange for the Heritage Items Schedule to be separately entered when available on line and make accessible on the Council's web site.*
- *Seek dedicated Council budget to assist with listing review outlined above.*

2.3 Appoint a heritage advisor to assist Council, the community and owners of listed heritage items

Aim

- *To increase community participation and proactive heritage and urban design management in the Inverell Shire.*
- *To provide advice and policies to assess applications within the Inverell Shire.*

Actions

- *Continue to offer a Heritage Advisory Service to the Inverell Shire.*
- *Continue to seek the input of Council's Heritage Advisor in the assessment of applications likely to impact on the heritage significance of buildings and places.*
- *Continue to provide input and advice for pre DA meetings.*
- *Continue to provide advice for design of new development in a heritage context.*
- *Continue to provide input into the review of Council policies and standards relating to heritage management and urban design.*
- *Continue to utilise the Heritage Advisory Service in developing opportunities for owners to take advantage of available Heritage Incentive grants.*
- *Provide assistance with the preparation of related planning and development documents to assist Council staff in the preparation of heritage related documentation.*
- *Continue to ensure that heritage strategies are identified for all Council owned heritage properties.*

2.4 Manage local heritage in a positive manner

Aims

- *To provide proactive heritage and urban design management within the Inverell Shire.*
- *To promote the conservation and maintenance of Inverell Shire's heritage.*
- *To ensure owners of heritage items or properties within conservation areas are not discriminated against those properties which are not.*
- *To provide policies and plans appropriate to the assessment of applications within conservations areas or which relate to places of heritage significance.*

Actions

- *Continue to offer a Heritage Advisory Service to the Inverell Shire.*
- *Continue to offer a Local Heritage Assistance Fund to encourage owners to undertake conservation and maintenance works.*
- *Continue to seek the input of Council's Heritage Advisor in the assessment of applications likely to impact on the heritage significance of buildings or places.*
- *Continue to review Council's development standards relating to heritage management and urban design.*
- *Encourage Council and community participation on Heritage matters with adjoining Councils.*
- *Encourage adaptive re-use of buildings in both public and private properties throughout the Shire.*

2.5 Continue a local heritage fund to provide small grants to encourage local heritage projects

Aim

- *To increase community participation and proactive conservation and management of heritage within the Inverell Shire.*
- *To increase community participation in the management and conservation of heritage places and Conservation Areas.*

Actions

- *Continue to offer a Local Heritage Assistance Fund to encourage owners to undertake conservation and maintenance works.*

- *Ensure that there is a section on the Council's web site to promote the Local Heritage Assistance Fund.*
- *Promote the fund launch and the completion of projects yearly in local newspaper and social media.*

2.6 Run a main street program

Aim

- *To encourage Council, owners and the community to actively participate in attractive and well managed heritage main streets.*
- *To undertake a Main Street study.*

Action

Although Council has not adopted a Main Street program a Town Centre Renewal Plan has been established. The plan seeks to rejuvenate the town centre of Inverell. The strategy primarily focuses on enhancing an attractive town centre that people want to visit more frequently and stay for longer periods of time – allowing businesses greater opportunity.

The Plan also seeks to deal with the problems associated with existing Plane trees that had been inappropriately planted in concrete pipes. This will involve suitable replacement plantings on the street edges and signature specimen plantings in an at-grade centre median. The Pin Oak trees in the centre median are horticulturally engineered to provide a desirous canopy cover that is elevated so as not to impact vehicular traffic. It is also important to note the centre median is at the same level as the road and can be driven on.

The first stage of the programme commenced in 2018 and has been well received by the community.

The Inverell Local Environmental Plan 2012 includes a Heritage Conservation Zone over the CBD which will encourage positive heritage outcomes within the Town Centre Renewal Plan.

- *Encourage more acceptance by owners of heritage items to the verandah revival program for the Inverell Town Centre.*

2.7 Present educational and promotional programs

Aims

- *To raise community awareness and appreciation through education on heritage related issues and management within the Inverell Shire.*
- *To promote cultural heritage and assist heritage related organisations with development opportunities where possible.*

Actions

- *Liaise with the Council's Manager Tourism and Marketing to promote heritage interests and events eg. Australian Heritage Festival.*
- *Support Council's Manager Tourism and Marketing in his endeavours to promote and identify new opportunities for cultural heritage tourism eg. through the ongoing promotion of heritage sites and tours.*
- *Support Council's Manager Tourism and Marketing to seek funding opportunities to promote the Inverell Shire as a cultural heritage tourism destination.*
- *Prepare text and historical information for interpretive signs and an updated heritage walks brochure for the Inverell Town Centre.*
- *Promote the Local Heritage Assistance Fund publicly, including "good news" stories.*
- *Promote heritage through the local press and possible radio interviews.*
- *Identify sites where interpretative signage could be beneficial.*
- *Identify opportunities to Council staff to attend relevant training courses including those promoted by the Heritage Branch.*
- *Prepare a database on heritage items and places of historical significance accessible to the public, which is to be accessed through Council's website.*
- *Continue to provide relevant heritage information to Council's web pages to assist in a greater appreciation of local history, in development matters or in guiding visitors to the Inverell District.*
- *Identify opportunities to develop heritage walking brochures for areas outside the Inverell Town Centre.*

2.8 Set a good example to the community by properly managing places owned or operated by Council

Aims

- *To increase community participation and proactive conservation and management of heritage within the Inverell Shire.*

- *To ensure that Council's Asset Register identifies all heritage issues and that there are appropriate plans to conserve those properties into the future.*

Actions

- *Assemble a data base of Council owned and managed heritage assets, and collate a baseline status of the significance and condition, to further establish future management strategies for the assets. This is dependant upon recurrent budgeting/funding.*
- *Establish overall policies and management controls for maintenance and conservation of listed cemeteries.*
- *Consider preparing a simple plan of management for Council managed historic cemeteries covering broad aspects of care and conservation.*

2.9 Promote sustainable development as a tool for heritage conservation

Aim

- *To encourage proactive heritage and sustainable development within the Inverell Shire.*

Actions

- *Continue to promote the Burra Charter principles of doing as much as is necessary but as little as possible in intervening in heritage fabric.*
- *Encourage adaptive reuse of heritage buildings to ensure the ongoing sustainable use and maintenance of these buildings.*
- *Promote and encourage appropriate installation of solar panels on buildings within heritage conservation areas and on heritage items.*

APPENDIX 4

Local Heritage Places Grants 2017-18 to 2018-19
2017-18 Local Heritage Places: Acquittal
Application LGP2017053 From Inverell Shire Council

2017-18 Local Heritage Places: Small Heritage Grants Program
Acquittal

** indicates a required field*

Summary Report

- | | |
|---|--|
| 1. Applicant | Anthony Alliston, Inverell Shire Council |
| 2. Project title | Inverell Shire Council Local Heritage Places Grant
<small>This question is read only.</small> |
| 3. How many heritage items were assisted as a result of your project * | 9
<small>Must be a number.</small> |

Individual Project Details

PLEASE NOTE: In previous years we have requested that you complete a final report document and upload it with your Final SmartyGrants acquittal. So that we can report on the information held in those reports, we ask that the information is detailed in this acquittal form instead.

IMPORTANT: Each individual project can be added as a separate section. To add another project, click the 'add more' button in the bottom right corner of the section.

- | | |
|---|--|
| a. Small Heritage Grant Applicant Name | Mr Peter Duff |
| b. Heritage Item Address | 80 Otho St
Inverell NSW 2360 Australia |
| c. Small Heritage Grant Project Description | Repaint part of façade due to weathering of paint. Project to improve street appeal in heritage conservation area. |
| f. Amount paid by Small Heritage Grant applicant toward the project | \$745.00
<small>Must be a dollar amount.
IMPORTANT: This amount includes any other funding awarded to the project and any in-kind contributions</small> |
| g. Amount paid by council to the applicant for the Small Heritage Grants project | \$740.00
<small>Must be a dollar amount.
IMPORTANT: this is the total amount paid to the Small Heritage Grant applicant BEFORE the reimbursement of funding by OEH.</small> |
| h. Total Project Cost | \$1,485.00
<small>This number/amount is calculated.
NB: This is the sum of f) and g)</small> |

Local Heritage Places Grants 2017-18 to 2018-19
2017-18 Local Heritage Places: Acquittal
Application LGP2017053 From Inverell Shire Council

i. Attach a photo a 'before project' image of the item

Filename: 1718-16 80 Otho St - Before.jpg
 File size: 268.9 kB

j. Attach a photo 'after project' image of the item

Filename: 1718-16 80 Otho St - After.JPG
 File size: 5.5 MB

PLEASE NOTE: In previous years we have requested that you complete a final report document and upload it with your Final SmartyGrants acquittal. So that we can report on the information held in those reports, we ask that the information is detailed in this acquittal form instead.

IMPORTANT: Each individual project can be added as a separate section. To add another project, click the 'add more' button in the bottom right corner of the section.

a. Small Heritage Grant Applicant Name

Mrs Glenda Smith

b. Heritage Item Address

81 Byron St
 Inverell NSW 2360 Australia

c. Small Heritage Grant Project Description

Repainting above the awning at the Australian Hotel due to weathering of paint. Project to improve street appeal in heritage conservation area.

f. Amount paid by Small Heritage Grant applicant toward the project

\$11,288.00
 Must be a dollar amount.
 IMPORTANT: This amount includes any other funding awarded to the project and any in-kind contributions

g. Amount paid by council to the applicant for the Small Heritage Grants project

\$5,705.00
 Must be a dollar amount.
 IMPORTANT: this is the total amount paid to the Small Heritage Grant applicant BEFORE the reimbursement of funding by OEH.

h. Total Project Cost

\$16,993.00
 This number/amount is calculated.
 NB: This is the sum of f) and g)

i. Attach a photo a 'before project' image of the item

Filename: 1718-6 Australian Hotel - Before.JPG
 File size: 54.0 kB

j. Attach a photo 'after project' image of the item

Filename: 1718-6 Australian Hotel - After.JPG
 File size: 3.9 MB

PLEASE NOTE: In previous years we have requested that you complete a final report document and upload it with your Final SmartyGrants acquittal. So that we can report

Local Heritage Places Grants 2017-18 to 2018-19

2017-18 Local Heritage Places: Acquittal

Application LGP2017053 From Inverell Shire Council

on the information held in those reports, we ask that the information is detailed in this acquittal form instead.

IMPORTANT: Each individual project can be added as a separate section. To add another project, click the 'add more' button in the bottom right corner of the section.

a. Small Heritage Grant Applicant Name	Mr Digby McNeil
b. Heritage Item Address	67 Vivian St Inverell NSW 2360 Australia
c. Small Heritage Grant Project Description	Complete urgent drainage repairs to prevent further damage to the building as part of maintenance works following recent purchase
f. Amount paid by Small Heritage Grant applicant toward the project	\$9,075.00 <small>Must be a dollar amount. IMPORTANT: This amount includes any other funding awarded to the project and any in-kind contributions</small>
g. Amount paid by council to the applicant for the Small Heritage Grants project	\$5,000.00 <small>Must be a dollar amount. IMPORTANT: this is the total amount paid to the Small Heritage Grant applicant BEFORE the reimbursement of funding by OEH.</small>
h. Total Project Cost	\$14,075.00 <small>This number/amount is calculated. NB: This is the sum of f) and g)</small>
i. Attach a photo a 'before project' image of the item	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Filename: 1718-8 Egan House, 67 Vivian Street - Before (1).PNG File size: 592.8 kB </div> <div style="border: 1px solid black; padding: 2px;"> Filename: 1718-8 Egan House, 67 Vivian Street - Before (2).PNG File size: 604.8 kB </div>
j. Attach a photo 'after project' image of the item	<div style="border: 1px solid black; padding: 2px;"> Filename: 1718-8 Egan House, 67 Vivian Street - After.JPG File size: 3.4 MB </div>

PLEASE NOTE: In previous years we have requested that you complete a final report document and upload it with your Final SmartyGrants acquittal. So that we can report on the information held in those reports, we ask that the information is detailed in this acquittal form instead.

IMPORTANT: Each individual project can be added as a separate section. To add another project, click the 'add more' button in the bottom right corner of the section.

Local Heritage Places Grants 2017-18 to 2018-19
2017-18 Local Heritage Places: Acquittal
Application LGP2017053 From Inverell Shire Council

a. Small Heritage Grant Applicant Name	Inverell Boys Club
b. Heritage Item Address	47 Vivian St Inverell NSW 2360 Australia
c. Small Heritage Grant Project Description	Repairs to ceiling at Inverell Boys Club to provide safety, amenity and weatherproofing in upstairs room.
f. Amount paid by Small Heritage Grant applicant toward the project	\$1,589.40 Must be a dollar amount. IMPORTANT: This amount includes any other funding awarded to the project and any in-kind contributions
g. Amount paid by council to the applicant for the Small Heritage Grants project	\$1,000.00 Must be a dollar amount. IMPORTANT: this is the total amount paid to the Small Heritage Grant applicant BEFORE the reimbursement of funding by OEH.
h. Total Project Cost	\$2,589.40 This number/amount is calculated. NB: This is the sum of f) and g)
i. Attach a photo a 'before project' image of the item	Filename: 1718-12 Boys Club, 47 Vivian St - Before.JPG File size: 31.5 kB
j. Attach a photo 'after project' image of the item	Filename: 1718-12 Boys Club, 47 Vivian St - After.JPG File size: 4.7 MB
<p>PLEASE NOTE: In previous years we have requested that you complete a final report document and upload it with your Final SmartyGrants acquittal. So that we can report on the information held in those reports, we ask that the information is detailed in this acquittal form instead.</p> <p>IMPORTANT: Each individual project can be added as a separate section. To add another project, click the 'add more' button in the bottom right corner of the section.</p>	
a. Small Heritage Grant Applicant Name	Ms Andrea Horwood
b. Heritage Item Address	56 Otho St Inverell NSW 2360 Australia
c. Small Heritage Grant Project Description	Undertake waterproofing work to prevent water entering building and any further damage occurring to building.
f. Amount paid by Small Heritage Grant applicant toward the project	\$3,544.00 Must be a dollar amount.

Local Heritage Places Grants 2017-18 to 2018-19

2017-18 Local Heritage Places: Acquittal

Application LGP2017053 From Inverell Shire Council

IMPORTANT: This amount includes any other funding awarded to the project and any in-kind contributions

g. Amount paid by council to the applicant for the Small Heritage Grants project

\$2,011.00

Must be a dollar amount.

IMPORTANT: this is the total amount paid to the Small Heritage Grant applicant BEFORE the reimbursement of funding by OEH.

h. Total Project Cost

\$5,555.00

This number/amount is calculated.

NB: This is the sum of f) and g)

i. Attach a photo a 'before project' image of the item

Filename: 1718-15 56 Otho Street - Before (1).JPG

File size: 71.9 kB

Filename: 1718-15 56 Otho Street - Before (2).JPG

File size: 43.7 kB

j. Attach a photo 'after project' image of the item

Filename: 1718-15 56 Otho Street - After (1).JPG

File size: 3.0 MB

Filename: 1718-15 56 Otho Street - After (2).JPG

File size: 356.5 kB

PLEASE NOTE: In previous years we have requested that you complete a final report document and upload it with your Final SmartyGrants acquittal. So that we can report on the information held in those reports, we ask that the information is detailed in this acquittal form instead.

IMPORTANT: Each individual project can be added as a separate section. To add another project, click the 'add more' button in the bottom right corner of the section.

a. Small Heritage Grant Applicant Name

Mr Digby McNeil

b. Heritage Item Address

69 Vivian St
Inverell NSW 2360 Australia

c. Small Heritage Grant Project Description

Complete urgent repairs to front verandah due to footings moved and timbers water damaged.

Note: The final work was not completed due to ground settling and requiring some of the footings to be redone. All materials are ready to go and Council is working closely with the applicant to ensure that the project is fully completed. This did not impact on the ability to reimburse from the fund.

f. Amount paid by Small Heritage Grant applicant toward the project

\$15,426.00

Must be a dollar amount.

IMPORTANT: This amount includes any other funding awarded to the project and any in-kind contributions

Local Heritage Places Grants 2017-18 to 2018-19

2017-18 Local Heritage Places: Acquittal

Application LGP2017053 From Inverell Shire Council

g. Amount paid by council to the applicant for the Small Heritage Grants project

\$15,000.00
 Must be a dollar amount.
 IMPORTANT: this is the total amount paid to the Small Heritage Grant applicant BEFORE the reimbursement of funding by OEH.

h. Total Project Cost

\$30,426.00
 This number/amount is calculated.
 NB: This is the sum of f) and g)

i. Attach a photo a 'before project' image of the item

Filename: 1718-9 Former Convent, 69 Vivian St - Before (1).PNG
 File size: 603.3 kB

Filename: 1718-9 Former Convent, 69 Vivian St - Before (2).PNG
 File size: 640.4 kB

j. Attach a photo 'after project' image of the item

Filename: 1718-9 Former Convent, 69 Vivian St - After (1).JPG
 File size: 66.7 kB

Filename: 1718-9 Former Convent, 69 Vivian St - After (2).JPG
 File size: 60.6 kB

Filename: 1718-9 Former Convent, 69 Vivian St - After (3).JPG
 File size: 7.1 MB

PLEASE NOTE: In previous years we have requested that you complete a final report document and upload it with your Final SmartyGrants acquittal. So that we can report on the information held in those reports, we ask that the information is detailed in this acquittal form instead.
 IMPORTANT: Each individual project can be added as a separate section. To add another project, click the 'add more' button in the bottom right corner of the section.

a. Small Heritage Grant Applicant Name

Mr Chris Wellard

b. Heritage Item Address

53 Henderson St
 Inverell New South Wales 2360 Australia

c. Small Heritage Grant Project Description

Replace guttering/downpipes and repair cracking in render to continue drainage improvement works and repair damage to front façade from movement.

f. Amount paid by Small Heritage Grant applicant toward the project

\$545.00
 Must be a dollar amount.
 IMPORTANT: This amount includes any other funding awarded to the project and any in-kind contributions

Local Heritage Places Grants 2017-18 to 2018-19
2017-18 Local Heritage Places: Acquittal
Application LGP2017053 From Inverell Shire Council

g. Amount paid by council to the applicant for the Small Heritage Grants project

\$545.00
 Must be a dollar amount.
 IMPORTANT: this is the total amount paid to the Small Heritage Grant applicant BEFORE the reimbursement of funding by OEH.

h. Total Project Cost

\$1,090.00
 This number/amount is calculated.
 NB: This is the sum of f) and g)

i. Attach a photo a 'before project' image of the item

Filename: 1718-14 53 Henderson St - Before (1).JPG
 File size: 28.7 kB

Filename: 1718-14 53 Henderson St - Before (2).JPG
 File size: 17.6 kB

j. Attach a photo 'after project' image of the item

Filename: 1718-14 53 Henderson St - After (1).jpg
 File size: 60.6 kB

Filename: 1718-14 53 Henderson St - After (2).jpg
 File size: 53.8 kB

PLEASE NOTE: In previous years we have requested that you complete a final report document and upload it with your Final SmartyGrants acquittal. So that we can report on the information held in those reports, we ask that the information is detailed in this acquittal form instead.

IMPORTANT: Each individual project can be added as a separate section. To add another project, click the 'add more' button in the bottom right corner of the section.

a. Small Heritage Grant Applicant Name

The Inverell Club

b. Heritage Item Address

1-3 Evans St
 Inverell NSW 2360 Australia

c. Small Heritage Grant Project Description

Replace gutters and downpipes to prevent further water damage to the verandah.

f. Amount paid by Small Heritage Grant applicant toward the project

\$1,243.92
 Must be a dollar amount.
 IMPORTANT: This amount includes any other funding awarded to the project and any in-kind contributions

g. Amount paid by council to the applicant for the Small Heritage Grants project

\$999.00
 Must be a dollar amount.
 IMPORTANT: this is the total amount paid to the Small Heritage Grant applicant BEFORE the reimbursement of funding by OEH.

h. Total Project Cost

\$2,242.92
 This number/amount is calculated.
 NB: This is the sum of f) and g)

Local Heritage Places Grants 2017-18 to 2018-19
2017-18 Local Heritage Places: Acquittal
Application LGP2017053 From Inverell Shire Council

i. Attach a photo a 'before project' image of the item

Filename: 1718-2 Inverell Club, 1-3 Evans St - Before (1).JPG
 File size: 77.1 kB

Filename: 1718-2 Inverell Club, 1-3 Evans St - Before (2).JPG
 File size: 44.5 kB

j. Attach a photo 'after project' image of the item

Filename: 1718-2 Inverell Club, 1-3 Evans St - After (1).JPG
 File size: 5.6 MB

Filename: 1718-2 Inverell Club, 1-3 Evans St - After (2).JPG
 File size: 4.0 MB

PLEASE NOTE: In previous years we have requested that you complete a final report document and upload it with your Final SmartyGrants acquittal. So that we can report on the information held in those reports, we ask that the information is detailed in this acquittal form instead.

IMPORTANT: Each individual project can be added as a separate section. To add another project, click the 'add more' button in the bottom right corner of the section.

a. Small Heritage Grant Applicant Name

Mrs Wendy Cracknell

b. Heritage Item Address

61-67 Otho St
 Inverell NSW 2360 Australia

c. Small Heritage Grant Project Description

Safety and improvement works in foyer by repairing the stairway and continue improvement works to the Oxford Hotel foyer through painting and repairs.

f. Amount paid by Small Heritage Grant applicant toward the project

\$5,558.76
 Must be a dollar amount.
 IMPORTANT: This amount includes any other funding awarded to the project and any in-kind contributions

g. Amount paid by council to the applicant for the Small Heritage Grants project

\$5,000.00
 Must be a dollar amount.
 IMPORTANT: this is the total amount paid to the Small Heritage Grant applicant BEFORE the reimbursement of funding by OEH.

h. Total Project Cost

\$10,558.76
 This number/amount is calculated.
 NB: This is the sum of f) and g)

i. Attach a photo a 'before project' image of the item

Filename: 1718-7 Oxford Hotel, 61-67 Otho St - Before (1).PNG
 File size: 182.4 kB

Local Heritage Places Grants 2017-18 to 2018-19

2017-18 Local Heritage Places: Acquittal

Application LGP2017053 From Inverell Shire Council

j. Attach a photo 'after project' image of the item

Filename: 1718-7 Oxford Hotel, 61-67 Otho St - Before (2).PNG
 File size: 218.6 kB

Filename: 1718-7 Oxford Hotel, 61-67 Otho St - After (1).jpg
 File size: 1.3 MB

Filename: 1718-7 Oxford Hotel, 61-67 Otho St - After (2).JPG
 File size: 4.2 MB

2017-18 Summary of Expenditure on Small Heritage Grants Program by Council

4. Maximum Local Heritage Places grant approved by OEH for 2017-18 (ex GST) *

\$8,000.00
 Must be a dollar amount.

5. Funding formula approved by OEH for 2017-18 *

\$1 for \$1

IMPORTANT INFORMATION ABOUT Q.6 & 7

The amounts listed in the questions below have been automatically calculated based on the answers provided in the individual projects section at f and g.

- the amount at Q.6 is the total expenditure by Council on all of Small Grants Projects for the 2017-18 financial year. Please note that some of this amount will be reimbursed by OEH depending on the funding formula and the funding amount listed in your funding agreement for 17-18.
- the amount at Q.7 is the total expenditure by recipients of the Small Grants program. This amount includes any in-kind contributions and/or funding from other sources that have been received by the applicant for the project.

6. Total Council contribution for 2017-18 before OEH grant reimbursement (ex GST)

\$36,000.00
 This number/amount is calculated.

7. Total recipient contribution to projects

\$49,015.08
 This number/amount is calculated.
 i.e. this is the total SUM of all contributions made by the Small Heritage Grants Program recipients

Local Heritage Places Grants 2017-18 to 2018-19
2017-18 Local Heritage Places: Acquittal
Application LGP2017053 From Inverell Shire Council

IMPORTANT: PLEASE READ BEFORE COMPLETING Q.8 & 9:

This amount must be based on the funding formula and the maximum funding amount approved for 17-18 listed in your funding agreement.

For example: If council has a funding formula of \$1:\$1 divide the 'total council contribution' at Q.6 by 2 = the claimable amount (ex GST) by council at Q.8

Q. 9 has been automatically calculated and is based on difference between the answers provided at Q. 6 and Q.8.

8. Total amount being claimed from OEH (ex GST) *

\$8,000.00
Must be a dollar amount.

9. Total Council contribution after OEH grant reimbursement (ex GST)

\$28,000.00
This number/amount is calculated.

10. Attach Tax Invoice to OEH (exclusive of GST) *

Filename: 1. Heritage Grants Tax Invoice - Local Places Grant.pdf

File size: 276.6 kB

IMPORTANT: OEH does not pay GST to local councils. Please do not include GST in your invoice.

11. Attach Statutory Declaration Confirming Expenditure *

Filename: 2. Inverell Shire Council Local Places Grant - 2017-2018 - Statutory declaration.pdf
File size: 78.6 kB

Click on the the following link to download a [Statutory Declaration](#) template

Evaluation

12. Do you have any comments on the delivery or impact of your small grants program?

The local places grant is well received in the community and the OEH portion assists Council to continue its work to support local heritage owners and promote heritage conservation and appreciation.

Must be no more than 250 words.

13. Do you have any other comments on the OEH Local Heritage Places funding stream, its outcomes and value?

Must be no more than 250 words.
Does it help to improve the maintenance of local heritage items?
How could the funding stream be improved?

14. Please upload any additional information or images (if any)

No files have been uploaded
This may be a summary of all projects funded or additional comment

Local Heritage Places Grants 2017-18 to 2018-19 2017-18 Local Heritage Places: Acquittal Application LGP2017053 From Inverell Shire Council

Permission to use Photographs, Images and/or Written Material

Feedback, images, photographs and information provided in your report for the funded activities may be used:

- for reporting, monitoring and evaluation of the NSW Heritage Grants program
- in publicity, presentations or newsletters relating to the project and the NSW Heritage Grants program
- on the [OEH website](#)

To ensure the correct acknowledgements occur if your feedback, images, photographs or information is provided please complete and upload the relevant [Permission Forms](#) in the section below.

Permission forms are available on the [OEH website](#)

Please Note: The collection of information from this online report by OEH complies with the [Privacy and Personal Information Protection Act 1998](#) (NSW), which regulates the collection, storage, quality, use and disclosure of [personal information](#).

15. Attach a 'Permission to use photographs or images' form *No files have been uploaded*

16. Attach a 'Permission to use written material' form *No files have been uploaded*

For assistance email heritage.grants@environment.nsw.gov.au or phone (02) 9873 8577

Acknowledgement

** indicates a required field*

I confirm that I am an authorised representative of the grant applicant/recipient and that the information is true and correct to the best of my knowledge *

☒ Yes

FOR ASSISTANCE:

Please contact Heritage Grants on (02) 9873 8577 or heritage.grants@environment.nsw.gov.au

APPENDIX 5

Local Government Heritage Advisors 2017-18 to 2018-19
2017-18 Local Government Heritage Advisors: Acquittal
Application LGA2017054 From Inverell Shire Council

2017-18 Report and Payment Claim

*** indicates a required field**

Applicant

This question is read only.

Project Title

Inverell Shire Council Heritage Advisor Service

This question is read only.

What are the expected outcomes of the project?

Continue to provide the exemplary services that Council has received in the past.

This question is read only.

Describe three things you want the project to achieve in terms of benefits for participants and/or others (200 words recommended)

Changes to Council's Financial and/or Contact Details

1. Have any of your financial or contact detail changes since you accepted the grant? *

- ☐ Yes
☒ No

Changes to Heritage Advisor

3. Has your Heritage Advisor changed since you applied for funding in late 2016

- ☐ Yes
☒ No

Grant Claim

IMPORTANT: OEH does not pay GST to Local NSW Councils. The figures provided at Q.5 to Q.8 must **exclude** GST.

Funding approved for the 2017-18 and 2018-19 financial years will be acquitted separately. Unacquitted funding from 2017-18 will not be available in 2018-19 without the expressed approval of OEH.

5. Maximum Local Government Heritage Advisors grant approved (ex GST) for 2017-18 *

\$7,500.00
 Must be a dollar amount.

6. Funding formula approved *

\$1 for \$1
 (OEH : grant recipient)

Local Government Heritage Advisors 2017-18 to 2018-19 2017-18 Local Government Heritage Advisors: Acquittal Application LGA2017054 From Inverell Shire Council

7. Total Council expenditure on the Heritage Advisor service in 2017-18 (including an estimate for June) (ex GST) *

\$16,890.00

IMPORTANT INFORMATION WHEN ANSWERING Q.8:

The figure provided at Q.8 must take into account the funding formula and the maximum amount approved as outlined in your funding agreement.

FOR EXAMPLE: If you have a funding formula of \$1:\$1 divide total expenditure (Q.7) by 2. If this is equal to or less than the maximum grant approved, you can claim that amount.

8. Amount being claimed for 2017-18 (ex GST) *

\$7,500.00

9. Attach a summary of invoices received from your Heritage Advisor (or individual invoices)

Filename: 1. Inverell Shire Council Heritage Advisor - 2017-2018 - Summary of Invoices.pdf
 File size: 190.4 kB

10. Attach a signed statutory declaration on expenditure incurred *

Filename: 2. Inverell Shire Council Heritage Advisor - 2017-2018 - Statutory declaration.pdf
 File size: 78.1 kB

Click on the [OEH website](#) to download Statutory Declaration.

11. Attach Tax Invoice to OEH *

Filename: 3. Heritage Grants Tax Invoice - Heritage Advisor.pdf
 File size: 276.7 kB

IMPORTANT: INVOICE MUST EXCLUDE GST

Grant Outcomes

* indicates a required field

A reporting requirement of the Local Government Heritage Advisor stream is that council prepare, adopt and implement a heritage strategy.

OEH is currently reviewing the requirements for future heritage strategies.

12. Do you have a heritage strategy which

☐ Yes
☒ No

Local Government Heritage Advisors 2017-18 to 2018-19
2017-18 Local Government Heritage Advisors: Acquittal
Application LGA2017054 From Inverell Shire Council

includes the 2017-18 year?

☐ Other:

13. Did the Heritage Advisor undertake any strategic projects this year?

- ☒ Yes
☐ No

14. If yes, what were they?

Revitalisation of the heritage walk document.

Heritage

15. Approximately how many development applications did the Heritage Advisor provide input into?

1
 Must be a number.

16. What other activities if any did the Heritage Advisor undertake?

Site visits (16), consultation and advice to the community (23), preliminary development advice (2), historical information gathering on heritage items and potential items, assisting in the administration of the local places grant, developing a heritage tradespersons list, assisting with private owner grant applications (6), and providing letters of support for grant applications (6).
 ie heritage advice to the community or owners of heritage owners, administering a small heritage grants program, conducting training. Provide numbers if possible

17. How many hours on average did your Heritage Advisor work per month? *

10
 Please indicate the average number of hours worked per month

18. Provide feedback on your satisfaction with the services provided by the Heritage Advisor *

Council is very satisfied with the service and professionalism of our heritage advisor. He deals with Council and the community in a way that ensures sound and proactive heritage outcomes are achieved. Also, even though he is only contracted for one day visit per month he is contactable and makes himself readily available in the interim. The ongoing collaboration with the Inverell District Family History Group is also a testament to his commitment to building and strengthening relationships with the community around the promotion, conservation and appreciation of heritage.

To be completed by Council staff where possible. Were the expected activities delivered? Is the Heritage Advisor available to provide specialist advice as needed? Are they able to provide appropriate technical advice and/or input into strategic plans? Are assessments of development applications to heritage items completed in an appropriate timeframe? Does the heritage

Local Government Heritage Advisors 2017-18 to 2018-19
2017-18 Local Government Heritage Advisors: Acquittal
Application LGA2017054 From Inverell Shire Council

advisor have the skill set that reflects the heritage values in your area?

19. Is enough funding provided to manage heritage in the council area? If not, please explain why not *

For Council to achieve the projects it wishes to undertake to improve heritage, we rely on preparing grant funding applications of which the success of these applications is paramount to achieve these projects (such as the revitalisation of the heritage walk and new interpretive signage - current application pending).

The funding allocated to the heritage advisor service provides Council with an opportunity to offset part of the costs of this service; however, increasing this funding could provide Council with the opportunity to increase the availability of the heritage advisor to Council and the community. For example, increasing the single monthly visit arrangement to twice monthly.

Council's main area of concern is the historical information required to improve the heritage inventory sheets. The ongoing work of Council's heritage advisor is helping collate this information however budgetary constraints impede being able to progress this past fact gathering. Additional funding targeted to improving the historical information in these sheets would be of great assistance to Council.

Please consider all funding sources including internal budgets and external grants

20. Do you have any other comments on the work undertaken by your Heritage Advisor and its broader outcomes to the community?

Must be no more than 250 words.
 This may relate to achievements, problems encountered in delivery of the project etc

21. Do you have any other comments on the Local Government Heritage Advisors funding stream, its outcomes and value?

Must be no more than 250 words.
 Does it help to improve professional heritage advice through Local Councils? Did it allow council to employ a Heritage Advisor for more hours than it would have otherwise? How could the funding stream be improved?

Council's Heritage Information

22. Is the State Heritage Inventory Information for heritage items on the LEP complete and up to date? *

- ☐ Yes
☒ No

23. If not, when do you expect to update the LEP?

Ongoing - See question 19 answer.
 Include details of any barriers that may be delaying the update

Local Government Heritage Advisors 2017-18 to 2018-19 2017-18 Local Government Heritage Advisors: Acquittal Application LGA2017054 From Inverell Shire Council

24. When was the most recent Heritage Study prepared? *

2006

Year of adoption

25. How are heritage items and conservation areas managed in your planning instruments? *

- ☒ heritage provisions in LEP
- ☒ heritage guidelines or controls in DCP
- ☐ stand alone heritage DCP
- ☐ Other:

Select all that are relevant

26. How many Aboriginal places are listed on your LEP?

0

Must be a number.

27. How many archaeological sites are listed on your LEP?

0

Must be a number.

28. Does council have a heritage committee? *

- ☐ Yes
- ☒ No

29. Does council have Local Regional Tourism Strategy? *

- ☐ Yes
- ☒ No

30. Does council have a Main Street Study completed? *

- ☐ Yes
- ☒ No

Acknowledgement

* indicates a required field

28. I declare that all information provided in this report is true and correct to the best of my knowledge and that I am an authorised representative of the applicant. *

☒ Yes

For assistance email heritage.grants@environment.nsw.gov.au or phone (02) 9873 8577

Local Government Heritage Advisors 2017-18 to 2018-19
2017-18 Local Government Heritage Advisors: Acquittal
Application LGA2017054 From Inverell Shire Council

ITEM NO:	4.	FILE NO: S28.27.2
DESTINATION 5:	The communities are served by sustainable services and infrastructure	S
SUBJECT:	PROPOSED LOADING ZONE BRISSETT LANE	
PREPARED BY:	Brett McInnes, Director Civil & Environmental Services	

SUMMARY:

This report has been initiated by a submission from a business proprietor adjoining a proposed loading zone in Brissett Lane. The submission maker is proposing an alternate nearby location for the loading zone. The Committee is being requested to make a determination regarding the proposal.

COMMENTARY:

In response to representations from transport operators and after extensive consideration, Council in December 2017 resolved to establish four (4) dedicated loading zones in the Inverell town centre.

Two (2) of those loading zones situated in Vivian Street and the laneway adjacent to the General Merchant (off Byron Street) have since been established.

The recent town centre renewal works in Otho Street have provided an opportunity for courier vehicles to undertake short stay parking on the centre median. Council and local police have been monitoring this use and the matter was recently discussed at a Local Traffic Committee Meeting. This option for the smaller courier vehicles appears to be working well and will continue to be monitored. Accordingly, at this point in time it is not proposed to implement the dedicated loading zone in Otho Street.

In notifying nearby businesses of Council's resolution regarding loading zones and the intention to implement such, concern was raised by the proprietors of the Telstra Store in Byron Street regarding the proposed loading zone in Brissett Lane. The Director Civil & Environmental Services and Mayor subsequently met with the proprietors on 19 June, 2018 to further discuss the issue and rationale behind the decision. Council has since received a representation from the business proprietors raising concerns with the proposed location of the loading zone and suggesting an alternate location in lieu. The concerns raised are consistent with those reported to the Civil and Environmental Services Committee at their meeting on the 13 September 2017 in response to the initial consultation process. A copy of the submission received by Council is included in Appendix 6 (D40 – D41).

The Committee will recall the intent in providing dedicated loading zones in the town centre was to cater for courier vans and other delivery vehicles typically less than 6 metres in length. In determining locations for loading zones Council was mindful of trying to strike a balance between the need to provide for freight deliveries to the commercial sector and the demand for on street parking in the CBD. The loading zone proposed for Brissett Lane is to utilise an existing parking space located closest to the Byron Street end of the lane. The space is adjacent to a staff access point to the Telstra Store and the ground floor entrance to Taylor Byrne Valuers (who currently occupy first floor office space above the Telstra Store). The location of the loading zone does not

obstruct access to either premise. Appendix 7 (D42 –D43) contains photographs of the subject location.

The submission makes reference to Council previously not acceding to converting the existing paved footpath at the Byron Street end of the laneway to a dedicated loading zone. This paved footpath provides pedestrian access to the side entry to the building which currently serves the Taylor Byrne office. Development consent issued in 2010 for alterations and additions to the Telstra Store building required the path to be maintained and protected with a continuation of perimeter bollards. Council's Manager Civil Engineering previously made the following comments regarding the paved footpath:

The paved footpath and bollards act to delineate and provide protection for pedestrians accessing the side entrance to the building. The lane is not highly trafficked but there is poor sight distance for vehicles/pedestrians operating in the area. Removing the bollards would reduce pedestrian safety in the area. Another potential safety issue with converting the currently paved area into parking is the conflict with pedestrians whilst a vehicle is reversing out of the space.

Should the decision be made to convert the existing footpath to a vehicular parking area it would be necessary to upgrade the existing pavement to handle the load and reinstate a suitable hardstand surface. The estimated cost for this is \$7,800.

The suggestion has been made in the submission, to convert the existing rear to kerb space in Byron Street adjacent to Brissett Lane (fronting the Telstra Store) to a loading zone in lieu of the nominated location in Brissett Lane. It is also requested that the loading zone operate between 11am and 2pm to coincide with peak parking periods and not the 10am to 3pm period of other loading zones in the town centre. The submission suggests this only need be a temporary arrangement should the town centre renewal treatment take place in Byron Street. Appendix 8 (D44) contains a plan showing the location of the loading zone suggested in lieu.

Should Council accede to the request to relocate the proposed loading zone it would be necessary to gain the concurrence of the Local Traffic Committee. There is not considered to be any technical issues that would prevent the proposal.

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:

A matter for the Committee.

APPENDIX 6



Telstra Licensed Shop Inverell
 138 Byron St
 Inverell NSW 2360
 Tel (02) 6722 3366
 Fax (02) 6722 3322

10th July 2018

Hi Brett

Thank you for coming to see us on site recently to discuss the intended Loading Zone decided on by the Traffic Committee and the Council with little regard to our Business needs.

The points I wish to note for the record are as follows in relation to the chosen position for a loading zone in Brissett Lane.

1. This is the only park used in the proximity to the shop which we ourselves use to perform our business activity.
2. The entrance we chose to park in is to keep clear our exit which is an emergency Exit.
3. We also ensure that in poor weather and in emergency we have a vehicle to access.
4. We also consider the safety of our staff exiting safely not into the path of a reversing van with poor visibility in to a small area park.
5. In this position we would unload the vehicle at 8-9am and then have to remember to move the vehicle at 10am so 3-4 vans can utilise the park over a 5 hour period. Then remember to bring the car back after 3pm to ensure the staff exit safely. This costs our business at least half an hour per day.
6. The Pantec vehicles will not fit in the park and they will continue to block the lane as they do now for 15minutes at a time and this doesn't cause any problem to anyone that I am aware of. Why cannot the other vehicles block the laneway for the time they need to unload?

We suggested that the green posts be removed and therefore giving a solution to ALL vehicles unloading including the Pantec trucks...

The reason given that the Green posts could not be removed and the walkway area used was because;

- any **FUTURE tenant** may want that walkway to remain....
- **3-4 vehicles needing a designated space to unload for 5 hours**
(Unclear where that leaves our Business needs in the hierarchy of importance????? Please respond...)

There are 15-20 people employed in our business and as you know we don't use the main Streets to park.

We believe it's important to protect our entry/exit which otherwise will become more dangerous.

Our business would prefer to use the end park in Byron Street near the laneway entrance and for a lesser time.

I have spoken with Julie Ellis from the main Transport organisation in town and she has quoted the main time there is an issue of possibly no parks available is between 11am and 2pm as a minimum time that most deliver. We request that the proposed location be changed and the time reduced so that the public can also utilise parking as well as delivery trucks. When the street is upgraded the same as Otho Street I request that this be noted to be reversed to give customers the chance to park at the front of our shop again to assist all businesses in the street.

I trust you can understand our position a little clearer as previously presented by Councillor Michael and Councillor Baker and stated to Michael Frost.

Thanks Brett

Regards Wendy








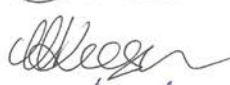


And the team at Telstra Store as below ..



Wendy Wilks Licensee

Telstra Store Inverell | 138 Byron Street Inverell NSW 2360

P 02 67 223366 | M 0428 426 684 | E wendy@fbteam.com.au

	Fullams. 
	J. McLachlan
	R. Gallagher
	CRRH
	M. Molnar
	D. Molnar
	J. Daley

APPENDIX 7





APPENDIX 8



ITEM NO:	5.	FILE NO: S7.11.2/11
DESTINATION 3:	An environment that is protected and sustained	E
SUBJECT:	FIRE SAFETY REPORTS - LISTING	
PREPARED BY:	Jade McIlwain, Building Surveyor	

SUMMARY:

Since December 2017 Council have been investigating fire safety matters at six (6) premises in Inverell. The purpose of this report is to provide the Committee with the outcome of the investigations in Closed Committee.

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: 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:

RECOMMENDATION:

That the Report in relation to the Fire Safety Reports be considered Closed Committee as:

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

TO CIVIL & ENVIRONMENTAL SERVICES COMMITTEE MEETING 08/08/2018

ITEM NO:	1.	FILE NO: S4.2.1
DESTINATION 2:	A community that is healthy, educated and sustainable	C
SUBJECT:	2017/18 ANNUAL FOOD PREMISES INSPECTION PROGRAM	
PREPARED BY:	Howard Marsden, Health and Building Surveyor	

SUMMARY:

The purpose of this report is to brief Committee Members on the food premises inspections completed in June 2018. The Committee are requested to note this information.

COMMENTARY:**Background**

Council is the Regulatory Authority for the majority of food premises within the Inverell Shire. Accordingly, Council's Health and Building Surveyor (HBS) and Trainee Environmental Health Officer (TEHO) undertake the following work in relation to food safety:

- Undertaking food premises inspections;
- Attending Regional Food Group Meetings;
- Maintaining Council's food premises register;
- Receiving and investigating food complaints;
- Preparing and sending correspondence for food related enquiries, including recalls; and
- Creating and maintaining registers of premises.

In addition to food safety, Council's HBS and TEHO also routinely undertake public health functions in relation to:

- Skin penetration/ Beauty Premises;
- Water-cooling and warm-water systems/Legionella;
- Onsite Sewage Management;
- Water Sampling;
- Swimming Pool Safety; and
- Swimming Pool Health.

2017/2018 Food Premises Inspection Program

Council has recently completed its annual food premises inspection program, including all mandatory reporting to the NSW Food Authority and NSW State Government for the 2017/2018 financial year period.

In previous financial years all food premises inspections were undertaken by a Contractor with Council staff assistance.

Additional staff training in food safety during the 2017/2018 financial year has enabled:

- Council staff to undertake the majority of annual inspections of food premises, being those premises that performed well during the 2016/2017 inspection program; and
- The use of the Council Contractor for higher risk annual food premises inspections and Public Health inspections of Skin Penetration Premises and Public Pools.

Council has 89 fixed food premises (48 high risk, 22 medium risk and 19 low risk premises) and 9 temporary/mobile food premises. During the 2017/2018 financial year the 48 high risk, 22 medium risk and 9 temporary/mobile food premises have been inspected (total of 79 inspections). Due to the nature of the 19 low risk food premises, they only require inspection upon incident or complaint. Overall, Inverell's food premises have performed well, with only a few instances of non-compliance which were quickly rectified upon follow up inspections.

In addition to the annual inspection of food premises, Council's HBS and TEHO undertake numerous inspections throughout the year, including food complaints, development enquiries and random audits.

Conclusion

The 2018/2019 food inspection program is now underway with the first round of inspections to commence shortly. This year the focus will be on education in relation to such matters as egg safety and allergy awareness.

During the past 12 months officers have focused on the improvement of internal public health processes and have increased Council's profile amongst local food businesses. Council staff have instigated a continuous improvement program in relation to its Public Health Function including food safety.

ITEM NO:	2.	FILE NO: S28.21.1/11
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:

MR 187 "Cucumber Creek" Pavement Widening and Rehabilitation

This project involves the 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 the final design and cost. It is anticipated the total extent of works will be between 4 and 5kms. Stage one (1) of the project incorporates a section of Yetman Road from 62.6km to 64.0km north of Inverell, whilst stage two (2) incorporates a section from 64.0km to 66.7km north of Inverell.

Contractors, Ozwide Bridge Rail and Civil have now completed all drainage upgrade works on this project with the widening of the box culvert and concrete overlay completed mid July 2018 with the remaining culvert extensions completed at the end of July 2018. Council's construction crew are

currently working on the Kings Plains Roads where two (2) projects will be completed prior to returning to complete the remaining 1.8km at Wallangra. The completion of the current project will bring the total road rehabilitation on MR187 to 4.5km. A further 700m of rehabilitation adjacent to the recently completed works is planned with the remaining budget allocation.

SR 234 Kings Plains Road Bitumen Extension

This project involves the widening and bitumen sealing of a 1.4km unsealed section of Kings Plains Road including the upgrade of two (2) existing concrete causeway structures, chainage 20.1km to 21.5km east of Inverell.

Work on the causeways were undertaken by a local contractor in early July 2018 and were completed mid July 2018. Council's construction crew commenced pavement works in late July 2018 with the works planned to be completed within 4 weeks.

Drainage and earthworks are complete with sub base construction currently underway for the 1.4km section. Pavement construction works are due to continue until mid to late August 2018 with a primer seal planned for the end of August 2018. This project will see the bitumen extended to the Woodstock Road intersection.



Construction of sub base layer - Kings Plains Road

MR 137 "Airlie Brake" Pavement Widening and Rehabilitation

This project involves the widening and rehabilitation of an 1100 metre section of pavement and the replacement of drainage structures, on Ashford Road at Airlie Brake Lane (chainage 20.7km to 21.8km north of Inverell). The budget allocation for this project is \$510,000, funded from the Regional Roads REPAIR program. The works are scheduled to take 10 weeks to complete.

The project was split into two (2) distinct sections for construction and traffic management purposes. Earthworks for the first 650 metre section of the project were commenced 7 May, 2018, the subgrade of this section was stabilised with hydrated lime to give the pavement extra strength to

carry the traffic loading. The sub-base and base layers of pavement have been hauled and placed for this section.

Earthworks commenced on the remaining 450 metre section on the 11 June 2018, the sub grade of this section was also stabilised with hydrated lime to give the pavement extra strength to carry traffic loading. The sub base has been hauled in and compacted to required levels. The base layer of this section has been hauled in to the required levels. Stabilisation works began on the base layer on 11 July 2018, this continued for seven (7) days.

On 24 July, 2018, sealing works were undertaken by a contractor, there was 10,700 square metres of seal laid. This project is now at practical completion. Line marking will be scheduled at a later date after the seal has settled.

Heavy Patching – MR187 Yetman Road

Council have commenced a significant heavy patching program on Yetman Road. It has been identified that significant bitumen resealing is required on Yetman Road and it is proposed that this resealing work will be undertaken in November 2018, subject to Council's approval. In order for the 28km of proposed bitumen resealing to proceed there are significant areas of road pavement defects that need to be addressed. The heavy patching program comprises approximately 36,500 square metres at an estimated cost of \$875,525. The majority of this work is located between Inverell and Graman. These funds are sourced from the "Fit For the Future" Heavy Patching, block Grant and ACRD Heavy Patching budgets.

Heavy patching works commenced early July 2018 and has been progressing as planned. This work is due to be completed by the end of August 2018.

Drainage Infrastructure Renewal – Puckawidgi Road

This project involves the replacement of seven (7) sets of 450mm storm water pipes across Puckawidgi Road. These assets were recognised through Council's Asset Management System as being at the end of their service life and in need of replacement. This project is being funded from the Roads to Recovery Funding.

Concrete Causeway Renewal – Loxton Road

This project involves the removal and replacement of a causeway on Loxton Road. This asset was recognised on Council's Asset Management System as being at the end of its service life and in need of replacement. This project is being funded from the Roads to Recovery Funding.

Maintenance Grading

The current period of extreme dry weather continues to negatively impact maintenance grading and gravel resheeting works. In many locations in the Shire there are no viable options to source water, in most cases if Council were to draw water it would have a major impact on local graziers.

Maintenance grading works were undertaken on the following roads during July 2018.

Road Number	Road Name	Length Graded (KM)
SR 58	Rocky Creek Road	29.0 km
SR 9	North Star Road	15.0 km
SR 164	Heywood Road	10.3 km
SR 127	Yarrabee Road	4.4 km
SR 113	Wades Lane	3.3 km

SR 112	Burleys Lane	2.9 km
SR 165	Petoria Park	1.6 km
SR 232	Poolbrook Road	5.2 km
SR 231	Pineleigh Road	2.9 km
	TOTAL	74.6 km

Reactive /Spot Grading

Reactive/spot grading works were undertaken on the following roads during July 2018.

Road Number	Road Name	Length Graded (KM)
SR 48	Pocket Road	2 km
	TOTAL	2 km

Gravel Resheeting

Gravel re-sheeting works were undertaken on the following roads during July 2018.

Road Number	Road Name	Length Re-sheeted
SR248	Loves Lane	2.3 km
	TOTAL	2.3 km

Heavy Patching

Heavy Patching Works were undertaken on the following roads during July, 2018.

Road Number	Road Name	Square Metres Patched
MR 137	Ashford Road	525 m ²
MR 187	Yetman Road	27,255 m ²
	TOTAL	27,780 m ²

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: S4.2.1 + S18.6.29
DESTINATION 3:	An environment that is protected and sustained	E
SUBJECT:	PLANNING LEGISLATION UPDATES	
PREPARED BY:	Chris Faley, Development Planner	

SUMMARY:

In July 2018, a number of planning legislation updates commenced operation in NSW.

The purpose of this report is to brief Committee Members on the recent updates and other identified updates which remain deferred until a later date. The Committee is requested to note this information.

COMMENTARY:**Background**

On 1 March, 2018, the *Environmental Planning and Assessment Amendment Act 2017* commenced operation, which made a number of amendments to the *Environmental Planning and Assessment Act 1979* (EP&A Act 1979).

An Information Report was considered at the March 2018 Civil and Environmental Services Committee meeting in relation to the following amendments which commenced 1 March, 2018:

- Implementation of Local Planning Panels;
- Updated numbering of the EP&A Act 1979; and
- Ending transitional arrangements for former Part 3A Major Projects.

From 1 July, 2018, the following additional planning legislation changes commenced:

- Mandatory public notification of certain planning decisions and the reasons for the decisions;
- The introduction of the Low Rise Medium Density Housing Code into *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*; and
- Mandatory reporting of building certification functions to the Building Professionals Board.

A number of further amendments will be implemented at a later date pending further guidance and consultation from the NSW Department of Planning and Environment.

Key Planning Provisions Commencing Operation in July 2018Mandatory Public Notification of Certain Planning Decisions and the Reasons for the Decisions

From the 1 July, 2018, all consent authorities must publicly notify their determinations. For Council this means the determination of:

- An application for development consent; and
- An application for the modification of a development consent (where that application is publicly exhibited).

The mandatory information that must be included within the notification includes:

- The decision;
- The date of the decision;
- The reasons for the decision (having regard to any statutory requirements applying to the decision); and
- How community views were taken into account in making the decision.

The EP&A Act 1979 does not prescribe the exact form for how the above content is to be notified. Whilst the NSW Department of Planning and Environment have provided several examples, there is no single standard and each consent authority can adopt their own method.

After considering the various options, Inverell Shire Council has adopted the following approach, which will comply with the mandatory notification requirements:

- Statement of reasons for determination, including how community views have been taken into account, has been incorporated into Council's existing Notice of Determination template; and
- All Notice of Determinations issued from 1 July 2018 are to be uploaded to Council's website.

This approach is consistent with a number of other local government authorities including the city of Sydney.

Low Rise Medium Density Housing Code

State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (Codes SEPP) specifies the circumstances where certain development types can be undertaken:

- Without Council consent - known as Exempt Development; or
- Via a 'Fast Track' combined planning and building approval process - known as Complying Development.

The Codes SEPP has been amended to introduce a Low Rise Medium Density Code, which allows the following development to be undertaken as Complying Development:

- 1 or 2 storey attached (side-by-side) dual occupancy development (e.g. traditional duplex) – Example shown in **Figure 1**;
- 1 or 2 storey detached dual occupancy development (i.e. two separate dwellings on the same lot) – Example shown in **Figure 2**;
- Attached dual occupancy development, where 1 dwelling is located above another dwelling – Example shown in **Figure 3**;
- Manor House – A residential flat building containing 3 or 4 dwellings containing two storeys – Example shown in **Figure 4**;
- 1 or 2 storey multi-dwelling housing, being 3 or more attached (side-by-side) dwellings (i.e. terrace housing) – Example shown in **Figure 5**; and
- Ancillary development associated with any of the above.

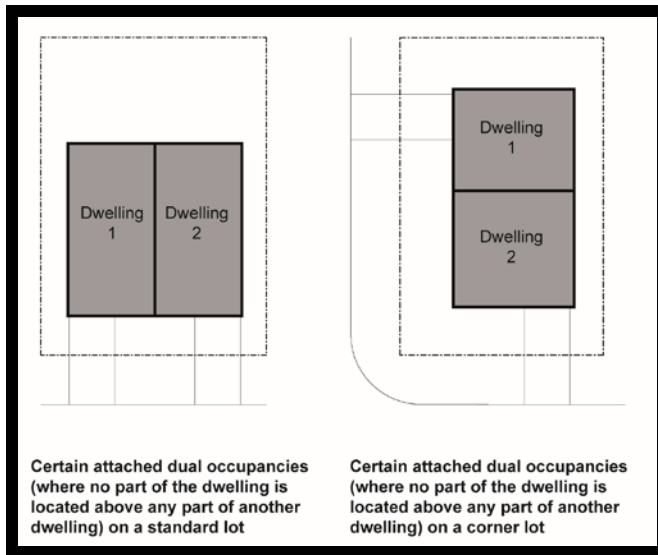


Figure 1

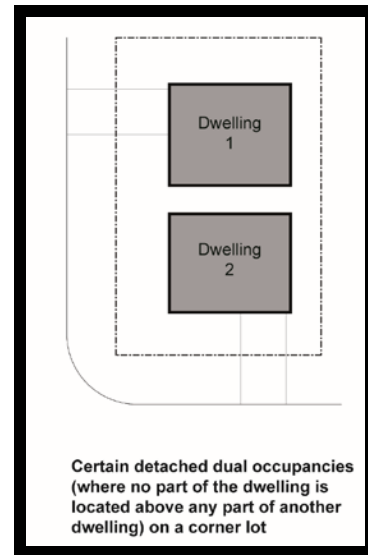


Figure 2

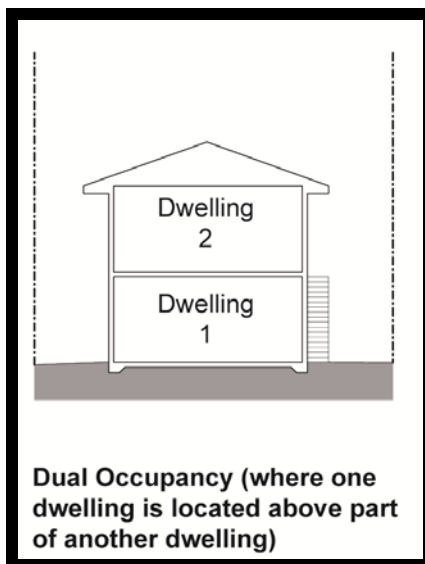


Figure 3

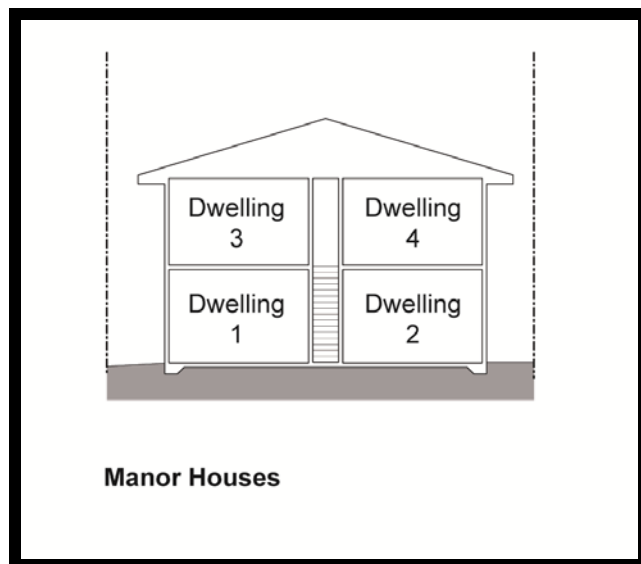


Figure 4

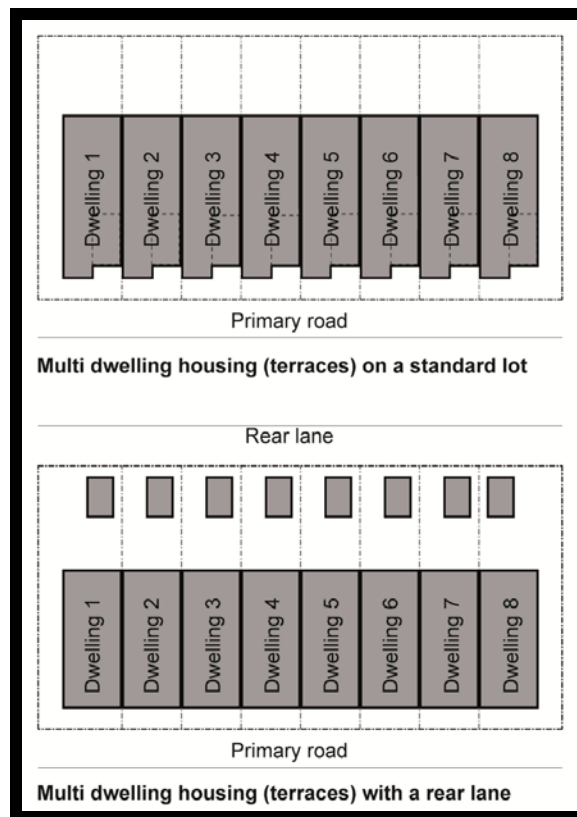


Figure 5

Whilst there is opportunity to undertake the above medium density developments as Complying Development, it must be noted that:

- All dwellings must face a public road. A dwelling constructed behind another dwelling cannot be undertaken as Complying Development (except on a corner lot); and
- There are strict development standards applicable to the development types, including but not limited to setbacks, parking, privacy, articulation and site coverage;

It is noted that 50 Councils across NSW have deferred the Low Rise Medium Density Code until 2019, whilst they pursue Planning Proposals (Local Environmental Plan Amendments) to prohibit medium density development in certain residential zones. Within the Inverell LGA, medium density development can only be undertaken as Complying Development on land zoned:

- R1 General Residential (standard residential lots within the Inverell Township); and
- RU5 Village (Ashford, Delungra, Gilgai, etc.).

Given Council has historically supported medium density development within the R1 General Residential zone and minimal development activity occurs within the RU5 Village zones, it was not considered necessary to defer the new medium density provisions for Inverell.

Currently within the Inverell LGA, there are provisions to use Complying Development for sheds, carports, dwellings, industrial buildings, commercial development and subdivision. Despite these provisions, Complying Development represents less than 15% of total development approvals. Given the relative difficulty in undertaking a shed or dwelling as Complying Development, it is considered unlikely that Council will experience significant demand for low rise medium density development as Complying Development.

Mandatory Reporting to the Building Professionals Board

For all building works, which commence on or after the 1 July, 2018, Council must now undertake mandatory reporting to the Building Professionals Board (BPB).

This includes reporting of the application details (e.g. description of works, estimated cost, floor area, etc.), stakeholder information (e.g. owner, applicant, etc.) and Council's certification functions (e.g. inspections, occupation certificates, etc.).

Unlike other government reporting, which is undertaken at the end of the project or on a yearly basis, the BPB expects data to be reported on a constant "live" basis. The BPB has introduced transitional reporting arrangements whilst Councils across NSW update their software to handle this "live" reporting arrangement.

Once Council's software has been updated, the mandatory reporting will be largely an administrative function and have minimal impact on Council resources.

In the interim, staff are investigating the use of a mobile/tablet app for reporting the certification data to the Building Professionals Board.

Council has not received any funding or assistance to comply with this new impost. Significant amounts of the required data also duplicate current reporting to other agencies such as the ABS and Department of Planning.

Key provisions which are yet to commence

As previously reported in March 2018 to the Civil and Environmental Services Committee, a number of other significant provisions have been introduced into the amended EP&A Act; however, their implementation has been deferred.

The table below shows the proposed amended provisions and estimated commencement timeframe.

<u>Provision</u>	<u>Description</u>	<u>Estimated Commencement</u>
Building and Subdivision Provisions	The changes to the building and subdivision areas will be implemented in stages and will require further consultation, including the development of the building manual, preparation of relevant guidance material and review of the schemes for issuing occupation certificates and subdivision certificates.	1 September 2018
Community Participation Plans	<p>A Community Participation Plan will outline the consultation a Planning Authority (i.e. Council) will undertake for planning functions (Development Application, Planning Proposal, etc.).</p> <p>Schedule 1 of the amended EP&A Act specifies mandatory requirements for community consultation.</p> <p>Until a Community Consultation Plan has been prepared by the Planning Authority, community consultation of planning matters is to be undertaken under those provisions that existed prior to 1 March 2018.</p>	1 July 2019
Local Strategic Planning Statements	<p>The form, structure and length of Local Strategic Planning Statements have not yet been determined.</p> <p>Based on the information sessions recently attended by Development Services staff; at</p>	<p>1 July 2019 – Greater Sydney</p> <p>1 July 2020 – other regions</p>

		this stage, it is understood that a Local Strategic Planning Statement will be a 10-20 page summary of the 20-year vision for land-use in the local area, the special character and values that are to be preserved and how change will be managed into the future.	
Standard Development Plans	Format Control Plans	The NSW Government will establish a standard, online format for DCPs drawing on new model provisions to be prepared by the NSW Department of Planning and Environment.	2020

Standard Format Development Control Plans

The Inverell Shire Council Delivery Plan 2017-2021 contains an Addendum. Project No. 25 of this Addendum is to *Review Council's Development Control Plans*.

In the table above the NSW Government are looking to establish standard online format *Development Control Plans* (DCPs) in 2020. The exact nature of the DCP reforms is unknown and it is expected that the Department of Planning will undertake detailed consultation on DCP reform at a later stage. It is therefore considered that the review of the *Inverell Development Control Plan 2013*, as identified within Council's Delivery Plan, would be best undertaken in 2020 as part of the broader NSW Government DCP reform process.

Since the adoption of the *Inverell Development Control Plan 2013*, there have been minimal negative issues raised by staff or the community in respect of the format or development requirements contained within the document.

Conclusion

Since 1 March, 2018, following the commencement of the new *Environmental Planning and Assessment Act 1979*, the NSW Government remains committed to major reforms to planning legislation in NSW.

To assist Councils with managing the changes and allocating appropriate resources, the NSW Government has staged the implementation of planning legislation amendments. This staged implementation is considered to be appropriate given that the latest legislation updates which commenced in July 2018 are the largest recent changes to directly impact Council's daily operations.

Given the expected reforms over the next two (2) years, it is considered that Council should not embark on any significant local planning reforms, which may be superseded by state-wide changes.

RECOMMENDATION:

That the items contained in the Information Reports to the Civil & Environmental Services Committee Meeting held on Wednesday, 8 August, 2018 be received and noted.