



Inverell Shire Council



IRLX site manager Steven O'Brien, Member for New England Barnaby Joyce, Inverell Mayor Paul Harmon and Councillor Paul King touring planned developments for the Saleyards in Inverell.

Business Paper Ordinary Meeting of Council Wednesday 26 September, 2018

INVERELL SHIRE COUNCIL

NOTICE OF ORDINARY MEETING OF COUNCIL

21 September 2018

An Ordinary Meeting of Council will be held in the Council Chambers, Administrative Centre, 144 Otho Street, Inverell on Wednesday, 26 September, 2018, commencing at **3pm**.

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

P J HENRY PSM

GENERAL MANAGER

A G E N D A

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

12PM	CITIZENSHIP CEREMONY
2PM	AFTERNOON TEA
3PM	REPRESENTATIVES OF THE INVERELL CLONTARF ACADEMY TO ADDRESS COUNCIL
3.15PM	DON SMITH, NSW DEPARTMENT OF JUSTICE TO ADDRESS COUNCIL ON NEW SENTENCING GUIDELINES

Quick Reference Guide

Below is a legend that is common between the:

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





MEETING CALENDAR

October 2017 – September 2018

Ordinary Meetings:

Time: 3.00 pm

Venue: Council Chambers

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

Major Committee Meetings:

Civil and Environmental Services - 9.00 am

Economic and Community Sustainability - 10.30 am

Venue: Committee Room




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

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

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

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

OCTOBER 2018

SUN	MON	TUE	WED	THU	FRI	SAT
	<i>Labour Day</i> 1.	 Youth First Aid Training 2.	 Youth First Aid Training 3.	4.	5.	Dye Hard Colour Run 6.
Sapphire City Markets 7.	8.	9.	9am - Civil & Environmental Meeting 10.30am - Economic & Community Sustainability Meeting 10.	11.	12.	 13.
14.	15.	16.	17.	18.	Sapphire City Festival 19.	Sapphire City Festival 20.
Sapphire City Markets Sapphire City Festival 21.	Sapphire City Festival 22.	Sapphire City Festival 23.	3pm – Ordinary Meeting of Council Sapphire City Festival 24.	Sapphire City Festival 25.	Sapphire City Festival 26.	Sapphire City Festival 27.
Sapphire City Festival Grandparents Day 28.	29.	30.	31.			

 Council office closed

Table of Contents

SECTION/PAGE

Complying Development Certificates Approved during August 2018	E	4
Construction Certificates Approved for August 2018	E	3
Development Consents and Refusals during August 2018	E	6
Election of Deputy Mayor		9
Election of Mayor		1
General and Special Purpose Financial Reports 2017/2018	G	1
Mobile Phone Black Spot Program	D	1
Notice of Business – Personnel Matter	B	1
Notice of Business – Personnel Matter	B	2
Notice of Business – Personnel Matter	H	1
Notice of Business – Personnel Matter	H	2
Ordinance Activities Report for August 2018	E	9
Questions Without Notice – September 2018	E	2
Request for Assistance – Salami Festival 2018	D	2
Septic Tank Approvals for August 2018	E	8
Shared Pedestrian / Cycle Pathway - Gilgai to Inverell	E	10
Strategic Tasks – ‘Sign Off’ – September 2018	E	1
Summary of Building Construction for August 2018	E	5
Tingha Caravan Park	D	7
Variation to Development Standards Approved during August 2018	E	8
White Ribbon Accreditation	E	11

MINUTES OF THE ORDINARY MEETING OF INVERELL SHIRE COUNCIL HELD IN THE COUNCIL CHAMBERS, ADMINISTRATIVE CENTRE, 144 OTHO STREET, INVERELL ON WEDNESDAY, 22 AUGUST 2018, COMMENCING AT 3 PM.

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

Acting General Manager (Brett McInnes), Director Corporate & Economic Services (Scott Norman) and Manager Civil Engineering (Justin Pay).

SECTION A

APOLOGIES S13.6.9/11

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

93/18 RESOLVED (McCosker/Baker) *that the apology from Cr Peters due to his absence for business reasons be accepted, and that leave of absence be granted.*

CONFIRMATION OF MINUTES S13.5.2/11

94/18 RESOLVED (King/Baker) *that the Minutes of the Ordinary Meeting of Council held on 25 July, 2018, as circulated to members, be confirmed as a true and correct record of that meeting.*

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

There were no interests declared.

PUBLIC FORUM S13.5.6/11

At this juncture, the time being 3.05 pm, the Mayor welcomed the members of the public and opened the Public Forum Session by inviting members of the public to speak:

Kevin Dunn and Sandy McNaughton; National Transport Museum

Kevin Dunn presented a concept for a Cultural and Exhibition Centre to be built behind the National Transport Museum, facing the Macintyre River. What is proposed is an all of community facility and he pointed out that there was currently no venue in town of that size. It was suggested that it would cater for existing functions that are limited by the venue, be a wet weather alternative for outdoor events and attract new events to the area.

A concept drawing was circulated. The proposed building is 10,000 square metres and is built on piers, it would be 2 and a half times the size of the existing Transport Museum and would include a stage, a climate controlled area for delicate museum displays, and could possibly house the community radio station. The National Transport Museum Committee is seeking Council's support for the concept and formal support for seeking funding via grant applications.

Beth Camilleri (Inverell Equestrian Council) – Inverell Equestrian Complex

The Inverell Equestrian Council is seeking help to develop equestrian stables at their grounds in Cameron Street. Their objective is to have 30 stables with power and water connected for overnight accommodation for horses. The lack of overnight stabling is

seen as a real restriction to attracting horse events to the region.

It was noted that there are stables at the race course; but these cannot be used by general public due to quarantine health risks and Jockey Club rules. There are also stables at the show grounds, but these are too far away for any competitor at the Inverell Equestrian grounds to use.

The Equestrian Council has been fund raising and will continue to do so; however they specifically requested Council's assistance with acquiring funding for construction of stables to further the growth of the equestrian sports in the area.

Frank Fleming: Inverell VRA

The Inverell Volunteer Rescue Association (VRA) are seeking to raise \$150,000 for the purchase and custom fitting of a new rescue truck.

To date, the Inverell community and service clubs have helped to raise approximately \$50,000 towards the campaign and while this effort is greatly appreciated, a considerable amount of money is still required. The VRA is therefore seeking Council's assistance in applying for grant funding.

At this juncture, the time being 3.23pm, the Public Forum Session closed and Council resumed the balance of the Agenda.

SECTION B ADVOCACY REPORTS

Cr Berryman LGNSW Planning Lunch: Transport in Regional Areas

Cr Berryman attended the LGNSW Planning Lunch: Transport in Regional Areas where the importance of efficient roads and rail freight to support regional economies was discussed. Cr Baker and Cr Dight also attended. Key discussion points were:

- The release of the Future Transport Strategy 2056 and the Regional NSW Services & Infrastructure Plan. These documents have identified trends, issues, services and infrastructure needs which will shape both passenger and freight transport in regional NSW. Modelling and research has indicated a significant increase in the freight tasks, predicted to be up 50% in the next 20 years with a 12% increase in rural areas. It also indicated a need to improve road safety on rural roads. The pressure to allow restricted access vehicles on council's roads is expected to increase and councils are encouraged to approve these where possible. The new portal for approving access should make administration easier.
- The upcoming freight and ports strategy confirm Port Botany as the Port of focus for the NSW Government.
- The commencement of the Inland Rail Project was discussed, Funding has been provided for works in NSW with an expected completion date of 2025. On completion it is expected the Inland Rail Project will halt the increase in heavy vehicle numbers on the road network.

Cr King Local History Space at the Library

Cr King attended the opening of the new Local History Space at the

- Cr Baker Library. He also attended Motor Mania at the Pioneer Village which was well run and well attended.
AGM of the Inverell Equestrian Council
- Cr Baker attended the AGM of the Inverell Equestrian Council. Their focus for the coming year will be the development of a stable complex.
- Cr Dight Border Regional Organisation of Councils (BROC)
- Cr Dight attended the Border Regional Organisation of Councils (BROC) which was held in Goondiwindi on 10 August, 2018. A detailed report is included in the Advocacy section of the business paper for Council to consider. Cr Berryman also attended.
- Cr McCosker Extended access for restricted vehicles on the Shires Road Network
- Cr McCosker met with Keri Brown from Inverell Freighters. Inverell is becoming a large receival centre for numerous goods; one of which is wool. Mr Brown would like extended access for restricted vehicles on the Shire's Road Network.
- Cr Michael Attendance at functions representing the Mayor
- Cr Michael attended several functions representing the Mayor;
- The Student representative Council Induction at Inverell High School.
 - The second Computer Building Class at the Dust Jacket. This was aimed at youth and was well attended.
 - A Meeting of the Cultural Group which was also well attended. Arts North West presented at the meeting.
- Cr Harmon Clontarf
- Cr Harmon met with the management from Clontarf, a program run for Indigenous Boys at the Inverell High School.
- Cr Harmon Inverell Chamber of Commerce
- Cr Harmon attended the presentation by guest speaker Mr Michael Crossland at the RSM Club. The presentation was organised by the Inverell Chamber of Commerce and was considered an inspirational and well received event.
- Cr Harmon Inverell Library
- Cr Harmon officially opened the reconfiguration of the Inverell Library for the Inverell Family History Group. The Group now has more space and Library staff have assisted in cataloguing their collection.

1. MAYORAL MINUTE: ANNUAL PERFORMANCE REVIEW – GENERAL MANAGER S22.19.1 & 2763

95/18 RESOLVED (Harmon/Baker) that:

The matter be referred to closed Council for consideration as:

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

GM-A 2. BORDER REGIONAL ORGANISATION OF COUNCILS – AUGUST MEETING S14.10.1

96/18 RESOLVED (Dight/Berryman) that Inverell Shire Council writes a letter of support for the promotion and development of additional water storage in the Border Rivers catchment area to NSW Water in response to their information report and seek additional information from the organisation on the reality of the proposal.

**SECTION C
COMMITTEE REPORTS**

CSO-P 1. CIVIL & ENVIRONMENTAL SERVICES COMMITTEE MEETING MINUTES – 8 AUGUST 2018 S4.11.16/10

97/18 RESOLVED (Baker/Berryman) that:

- i) *the Minutes of the Civil & Environmental Services Committee Meeting held on Wednesday, 8 August, 2018, be received and noted; and*
- ii) *the following recommendation of the Civil & Environmental Services Committee be adopted by Council:*

1. GRAVEL RESHEET PROGRAM 2018/19 S28.21.1/11

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.*

2. BITUMEN RESURFACING PROGRAM 2018/19 S28.21.1/11

That:

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

3. HERITAGE STRATEGY 2018-2021, ANNUAL HERITAGE REPORTING AND HERITAGE ADVISORY SERVICE UPDATE S18.8.3

That:

- i) *the Inverell Shire Council Heritage Strategy 2018-2021 be adopted; and*
- ii) *the 2017/2018 annual reporting and funding acquittals to the NSW Office and Environment and Heritage be noted.*

4. PROPOSED LOADING ZONE BRISSETT LANE S28.27.2

That:

- i) *Council accede to the request 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.*
- ii) *the loading zone operate between 10am to 3pm Monday to Friday.*

5. FIRE SAFETY REPORTS S7.11.2/11

That Council formalise the agreed fire safety upgrades and commence the process of issuing Fire Safety Orders at each premises to address the identified fire safety deficiencies.

CSO-P

2. ECONOMIC & COMMUNITY SUSTAINABILITY COMMITTEE MEETING MINUTES – 8 AUGUST 2018 S4.11.17/10

98/18 RESOLVED (Watts/Dight) *that:*

- i) *the Minutes of the Economic & Community Sustainability Committee Meeting held on Wednesday, 8 August, 2018, be received and noted; and*
- ii) *the following recommendations of the Economic & Community Sustainability Committee be adopted by Council:*

1. REQUEST TO LICENCE LAND – WESLEY SIMS S5.10.65

That:

- i) *Council enter into a Licence Agreement with Wesley Sims for Unformed Road on Arrawatta Road, Oakwood, for a five (5) year period with a further five (5) year option;*
- ii) *the Licence fee be \$400 per annum (GST Inclusive) with a 3% increase per annum; and*
- iii) *the Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

2. REQUEST TO LICENCE LAND – KATHRYN TAIT S5.10.65

That:

- i) *Council enter into a Licence Agreement with Kathryn Tait for Part Unformed Road, adjacent to Lot 101, DP 750068, Inverell, for a five (5) year period with a further five (5) year option;*
- ii) *the Licence fee be \$122.48 per annum (GST Inclusive) with a 3% increase per annum; and*
- iii) *the Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

3. DRAFT CULTURAL AND ARTS STRATEGY BRIEF S15.8.81

That:

- i) *the Draft Consultancy Brief be amended to included an additional purpose for the Strategy, that being "to encourage and facilitate the development of future new cultural activities and projects";*
- ii) *the Draft Consultancy Brief (as amended) be adopted;*
- iii) *Council seeks Expressions of Interest (EOIs) from consultants during September and early October, with submissions closing on Friday, 12 October, 2018;*
- iv) *Cr Michael be nominated to serve on the selection panel which assesses the EOI submissions.*

4. REQUEST FOR REDUCTION ON WATER ACCOUNT S32.10.1/11

That Council issue an amended account of \$162.06 for the last quarter based on the average consumption of accounts prior to the leak and write off \$971.02.

5. NATIONAL TRANSPORT MUSEUM – LEASE ARRANGEMENTS S5.10.145

That:

- i) *the 50% reduction of the Licence Fee for the use of the National Transport Museum premises at 69 Rifle Range Road, Inverell be extended for a further 2 years commencing 1 July 2018; and*
- ii) *Council request regular periodic financial updates and forecasts from the National Transport Museum.*

DCES

3. AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES – 1 AUGUST 2018 S4.11.21

99/18 RESOLVED (Dight/Baker) *that:*

- i) *the Minutes of the Audit, Risk and Improvement Committee Meeting held on the 1 August 2018, be received and noted; and*
- ii) *The following recommendations of the Audit, Risk and Improvement Committee be adopted by Council:*

1. AUDIT NSW PERFORMANCE AUDITS SERVICE DELIVERY

That:

- i) *reporting for selected services and associated key performance indicators (KPI) should be developed from the existing operational plan. Selection should be based on whether the KPI provides meaningful, useful information about service outcomes and if the required information is at hand.*
- ii) *financial measures of efficiency for the selected services to be included in the reporting where the information is readily available and meaningful.*
- iii) *this reporting on the delivery of services to be included in the 2018 Annual Report with achievements aligned with strategic goals.*

2. FURTHER DEVELOPMENT OF THE RISK FRAMEWORK

That Council conduct a workshop in February 2019 to allow Councillors to consider the Draft Risk Framework.

3. OTHER BUSINESS

That the New England Joint Organisation be asked if they are willing to assist with the provision of Internal Audit Services on a regional basis.

**SECTION D
DESTINATION REPORTS**

CSO-P 1. GRAMAN WAR MEMORIAL HALL COMMITTEE S5.13.8

100/18 RESOLVED (Michael/Baker) *That:*

- i) *the information be received and noted; and*
- ii) *the following persons be authorised as office bearers of the Graman War Memorial Hall Committee:*

*President: Lois Reardon
Secretary: Annie Nicolle
Treasurer: Jodie Ceely*

DECS 2. ARMISTICE DAY CENTENARY EVENT S26.3.3/11

101/18 RESOLVED (Baker/Watts) *that a one off donation of \$6,000 be made towards the costs of holding the Armistice Day Centenary Event.*

MIPR 3. REQUEST FOR ASSISTANCE – EAT DRINK LIVE NEW ENGLAND S12.22.1/11

102/18 RESOLVED (King/Baker) *that:*

- i) *on this occasion Council accede to the request for a contribution of \$4,000 towards the cost of a Celebrity Chef for Eat Drink Live New England event.*
- ii) *this being conditional on Council being acknowledged as a sponsor of the event and the Council logo is displayed at the Celebrity Chef presentation.*

DCES 4. CHANGES TO THE NATURAL DISASTER RELIEF AND RECOVERY ARRANGEMENTS (NDRRA) S15.8.16

103/18 RESOLVED (Michael/Watts) that the Office of Emergency Management be advised that Council will remain in the existing cost sharing system (Option 1) for Disaster Recovery Funding.

- TTP 5. OFFICE OF ENVIRONMENT AND HERITAGE, HERITAGE ACTIVATION GRANT PROGRAM S15.8.8

104/18 RESOLVED (Watts/Berryman) that a letter of appreciation be extended to the NSW Minister for Heritage, including acknowledgement of the importance of the Heritage Near Me funding stream and seeking the funding be continued.

- GM 6. INVERELL VOLUNTEER RESCUE ASSOCIATION - REQUEST FOR ASSISTANCE S12.22.1/11

105/18 RESOLVED (Michael/King) that Inverell Shire Council support the Inverell Volunteer Rescue Association in their efforts to secure grant funding for the purchase and custom fit out of a new rescue truck.

- EXA 7. REQUEST FOR AMENDMENT TO LICENCE AGREEMENT – SAPPHIRE SOLAR FARM PTY LTD S5.10.159

106/18 RESOLVED (Baker/Dight) that:

- a) The request by Sapphire Solar Farm P/L to amend the existing Licence Agreement over the following roads be noted:
 - i) Unformed Road 1 – approximately 860 metre long, located off Waterloo Road approximately 6 kilometres from the Woodstock Road intersection;
 - ii) Unformed Road 2 – approximately 860 metre long, located off Waterloo Road approximately 6 kilometres from the Woodstock Road intersection; and
 - iii) Unformed Road 3 – approximately 1.3 kilometre long, located off Western Feeder approximately 200 metres from Waterloo Road intersection.
- b) The amendment of the permitted use for the closed road reserves be approved;
- c) The proposed agreement be amended to permit Council (Grantor) to review and amend the Licence Fee in the event that the Sapphire Wind Farm Community Fund ceases to operate.

SUPPLEMENTARY SECTION D DESTINATION REPORTS

107/18 RESOLVED (Baker/Dight) that the Supplementary Destination Reports to the Ordinary Meeting of Council held on Wednesday, 22 August, 2018, be considered.

- DCES 1. PUBLIC ART PROPOSAL - ALBURY STREET, ASHFORD

108/18 RESOLVED (Dight/Baker) that

- i) Council accede to the Ashford Business Council request to permit the Mural Artist to complete the public artworks in Albury Street, specifically painting the further 5 tree surrounds and completing the mural on the bus shelter at the front of the Rural Transaction Centre.

- ii) *Permission is granted on the understanding that any further public art undertaken by the Mural Artist will follow due process and approval will be sought from the Ashford Business Council and the Inverell Shire Council.*

SECTION E INFORMATION REPORTS

1. STRATEGIC TASKS – ‘SIGN OFF’ – AUGUST 2018 S4.13.2
2. GILGAI SPEED ZONE REVIEW S30.9.5
3. DROUGHT ASSISTANCE IN INVERELL LGA S3.16.16
4. CONSTRUCTION CERTIFICATES APPROVED FOR JULY 2018 S7.2.4/11
5. COMPLYING DEVELOPMENT CERTIFICATES APPROVED DURING JULY 2018 S7.2.4/11
6. SUMMARY OF BUILDING CONSTRUCTION FOR JULY 2018 S7.2.4/11
7. DEVELOPMENT CONSENTS AND REFUSALS DURING JULY 2018 S18.10.2/11
8. VARIATION TO DEVELOPMENT STANDARDS APPROVED DURING JULY 2018 S18.10.2/11
9. SEPTIC TANK APPROVALS FOR JULY 2018 S29.19.1
10. ORDINANCE ACTIVITIES REPORT FOR JULY 2018 S18.10.1
11. ROAD TRAIN ACCESS WIDTHS – MR 134 BINGARA ROAD S28.15.3/08
12. INVERELL REGIONAL LIVESTOCK EXCHANGE UPGRADE S15.8.81

SUPPLEMENTARY SECTION E INFORMATION REPORTS

13. DROUGHT ASSISTANCE IN INVERELL LGA (ADDENDUM) S3.16.16

109/18 RESOLVED (Berryman/Watts) *that the items contained in the Information Reports to the Ordinary Meeting of Council held on Wednesday, 22 August, 2018, be received and noted.*

SECTION F QUESTIONS WITHOUT NOTICE

QWN/ORD 28 /18 Copeton Dam S32.12.2
Cr Watts

Enquired as to the current level of Copeton Dam and if there was any likelihood of having to impose tighter control over the use of water.

Acting General Manager (Brett McInnes) replied that Copeton Dam is currently at approximately 24% capacity and there was no foreseeable need for water restrictions.

DCES **QWN/ORD 29/18** Report on Drought Assistance S3.16.16

Cr Dight commented that the report on the available drought assistance provided a concise reference and requested the table that provides the details be included in Council's next Newsletter.

MCE	QWN/ORD	30/18	<u>Temporary Traffic Management Arrangements for Drought Relief</u>
	Justin Pay		Transport S28.15.3 + S3.16.16

The Mayor noted the dire circumstances associated with the current drought and ruled the matter to be of great urgency.

Mr Pay advised he has received pre-emptive approaches from RMS in regards to the possible temporary movement of type A Road Trains east of the Jardine Road Intersection on the State Highway (HW2) network. The RMS were seeking Council's support to provide the necessary risk management measures such as traffic control to facilitate such movements on a temporary basis.

Mr Pay indicated he had received approaches from two transport operators seeking to move conventional A Combination Road Trains from the west to the saleyards to deliver feed. It was noted that Council was likely to receive a number of similar requests given the current conditions and the applicants would be seeking a timely response. Mr Pay indicated as a temporary solution, Council had the ability to approve such requests where appropriate risk management measures could be put in place.

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

At 4.15pm, the Chairperson offered the opportunity to members of the public to make representations as to whether any part of the Council Meeting should not be considered in Closed Council. There was no response.

CLOSED COUNCIL REPORTS

113/18 RESOLVED (Michael/King) that Council proceed into Closed Council to discuss the matters referred to it, for the reasons stated in the motions of referral.

Upon resuming Open Council at 4.35pm, the Chair verbally reported that the Council had met in Closed Council, with the Press, Public and Staff excluded, and had resolved to recommend to Council the following:

- EXA 1. MAYORAL MINUTE: ANNUAL PERFORMANCE REVIEW – GENERAL MANAGER S22.19.1 & 2763

That Council:

- i) Note the report of the General Manager Performance Appraisal Committee;*
- ii) Note the finding of the Committee on the General Manager's Annual Performance Review for the period ending 30 June 2018, in particular the Committee's summary assessment:*
- iii) The Committee has noted a Better than Satisfactory standard. Whilst this view was formed having regard to the criteria contained in the Performance Agreement, the paramount achievement was the completion of the Delivery Program well in advance of the due date. The General Manager is extremely professional in all his undertakings. His ability to work with Council and individual Councillors is to be applauded. He displays a passion for excellence in Council's achievements and takes obvious pride in the organisation and our communities. The Committee congratulates the General Manager and looks forward to continuing the relationship.*
- iv) Note that the Committee has agreed on a Performance Agreement for 2018/19; and*
- v) The General Manager be offered a new five-year Contract of Employment, including a documented separation process.*

ADOPTION OF RECOMMENDATIONS

114/18 RESOLVED (Watts/Baker) that the recommendations of Closed Council be adopted.

There being no further business, the meeting closed at 4.37pm.

CR P J HARMON

CHAIRPERSON

ORDINARY MEETING OF COUNCIL 26/09/2018

ITEM NO:	1.	FILE NO: S13.7.2
DESTINATION 1:	A recognised leader in a broader context	R
SUBJECT:	ELECTION OF MAYOR	
PREPARED BY:	Paul Henry, General Manager	

SUMMARY:

In accordance with Section 230 of the *Local Government Act, 1993*, the term of office of the Mayor expires at the date of this meeting. Council is now requested to conduct an election for the position of Mayor.

COMMENTARY:

In accordance with Section 230 of the *Local Government Act, 1993*, a Mayor elected by the Councillors holds the office of Mayor for two (2) years. The current term of the Mayor expires today and Councillors are requested to participate in the election of a Mayor for the next 2 years.

A. PROCEDURES

Schedule 7 of *Local Government (General) Regulation 2005*, prescribes procedures to be followed for the election of the Mayor. A summary of these provisions is as follows:

i) Returning Officer

The General Manager (or a person appointed by the General Manager) is the Returning Officer.

ii) Nomination

Nominations shall be in writing. A nomination must be signed by two (2) or more Councillors (one (1) of whom may be the nominee). This nomination is not valid unless the nominee has indicated consent to the nomination in writing.

The nomination must be delivered or sent to the Returning Officer prior to the meeting.

A nomination form for the position of Mayor has been sent to Councillors, under separate cover, for use, should you wish to arrange a nomination for the position of Mayor.

As Returning Officer, I now invite nominations for the position of Mayor for a two (2) year period.

iii) Election

If only one (1) Councillor is nominated, the Returning Officer will declare that Councillor is elected as Mayor for the ensuing term.

ORDINARY MEETING OF COUNCIL 26/09/2018

If more than one (1) Councillor is nominated, Council must determine by resolution, the method of election from the following choices:

- a) Ordinary Ballot (ie a secret ballot);
- b) Preferential Ballot (ie place 1, 2, 3 etc against nominated candidates); or
- c) Open Voting (ie by show of hands).

Council will note that in previous elections, the method of election chosen by Council for the election of a Mayor was by Ordinary Ballot.

In the event that there is a tie in the vote for determining the method of voting, the current Mayor may use their casting vote to determine the method of voting.

iv) Methods of Voting – Explained

a) Ordinary Ballot

This method is a secret ballot.

A valid vote under this method is recorded by a Councillor placing an (X) against the name of the candidate of the Councillor's choice.

Where there are only two (2) candidates, the Returning Officer shall declare elected the candidate who receives the highest number of votes.

Where there are three (3) or more candidates, the candidate who receives the lowest number of votes is excluded and a further vote is taken in respect of the remaining candidates. This methodology is continued until there are only two (2) candidates remaining, and on the final vote the General Manager shall declare elected that candidate who received the higher number of votes.

b) Preferential Ballot

Members vote for ALL candidates in order of preference by using the figures "1", "2", "3" etc. and normal preferential counting takes place until one (1) candidate has an absolute majority, whereupon he/she shall be declared by the General Manager to be elected.

In this regard "absolute majority" means more than one (1) half of the number of formal ballot papers.

c) Open Voting

This is the most transparent method of voting.

Councillors are asked to raise their hand when called upon to show their support for a Mayoral candidate.

v) Voting Process

The following processes will be utilised for the various methods of voting:

a) Ordinary Ballot (secret ballot)

The returning officer will advise the meeting of the method of voting and explains the process.

It has been resolved that the method for voting for the position of mayor will be by ordinary ballot, in other words by placing an "X" against the candidate of the councillor's choice.

ORDINARY MEETING OF COUNCIL 26/09/2018

The returning officer announces the names of the candidates for mayor and writes each name on a slip of paper and deposits it in a barrel.

The returning officer requests that a staff member shakes the barrel and advises that the order in which the names will appear on the ballot paper will be determined by a draw out of the barrel, i.e. first name out of the barrel is written first on the ballot papers and so on.

The returning officer writes the names on one set of the ballot papers and initials the front of each ballot paper.

A staff member distributes the ballot papers and collects them into the ballot box when completed and gives it to the returning officer who counts the votes and records them on the tally sheet.

Three or more candidates

The returning officer announces the results of the first round of voting. The candidate with the lowest number of votes is excluded.

In the event that the **lowest number of votes are tied**, the returning officer advises the meeting of the following process:

In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded.

The Returning Officer will show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows it to the meeting.

I declare that [name of candidate] is excluded.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

The returning officer writes the names of the remaining candidates on a further set of the ballot papers and initials the front of each ballot paper.

The staff member distributes ballot papers listing the remaining candidates and collects them into the ballot box when completed and gives it to the returning officer who again counts the votes and records them on the tally sheet and announces the results.

The process continues until two candidates remain, where a final vote takes place.

Two Candidates

The voting process is undertaken in the manner mentioned above. The Returning Officer announces the result.

ORDINARY MEETING OF COUNCIL 26/09/2018

[Name of candidate] has the higher number of votes and I declare that [name of candidate] is elected as mayor for the ensuing two years.

In the event of a **tied vote** between the two remaining candidates, the returning officer makes the following statement and announces the process.

The votes are tied between [name of candidate 1] and [name of candidate 2] having received [number] votes each, and, in accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be declared as mayor.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests that a staff member shakes the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

I declare that [name of candidate] is elected as mayor for the ensuing two years.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

b) Preferential ballot

The returning officer explains the process.

It has been resolved that the method for voting for the position of mayor will be by preferential ballot, i.e. placing 1, 2 and so on against the candidate of the councillor's choice in order of preference for all candidates.

The returning officer announces the names of the candidates for mayor and writes each candidate's name on a slip of paper and deposits it in a barrel.

The returning officer requests that a staff member shakes the barrel and advises that the order in which the names will appear on the ballot paper will be determined by a draw out of the barrel, i.e. first name out of the barrel is written first on the ballot papers and so on.

The returning officer writes the names on the ballot papers and initials the front of each ballot paper. This method of voting requires only one set of ballot papers.

A staff member distributes the ballot papers and collects them when completed and gives them to the returning officer who counts the first preference votes and records them on the tally sheet.

ORDINARY MEETING OF COUNCIL 26/09/2018

If a candidate has an absolute majority of first preference votes (more than half), the returning officer declares the outcome.

[Name of candidate], having an absolute majority of first preference votes, is elected as mayor for the ensuing two years.

If no candidate has the absolute majority of first preference votes, the returning officer excludes the candidate with the lowest number of first preference votes.

[Name of candidate], having the lowest number of first preference votes, is excluded.

The preferences from the excluded candidate are distributed. This process continues until one candidate has received an absolute majority of votes, at which time the returning officer announces the result.

[Name of candidate], having an absolute majority of votes, is elected as mayor for the ensuing two years.

In the event of a **tied vote** where there are only two candidates remaining in the election, the returning officer explains the process.

The votes are tied between [name of candidate 1] and [name of candidate 2] having received [number] votes each, and, in accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be declared as mayor.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel. The returning officer then draws a name out of the barrel and shows the meeting.

I declare that [name of candidate] is elected as mayor for the ensuing two years.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

In the event that the **lowest number of votes are tied** and where there are three or more candidates remaining in the election, the returning officer advises the meeting of the process.

In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and

ORDINARY MEETING OF COUNCIL 26/09/2018

place them in the barrel. Please note that the candidate whose name is drawn out will be excluded and their preferences distributed.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests that a staff member shakes the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

I declare that [name of candidate] is excluded and any votes cast for them will be distributed by preference.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

c) Open Voting (show of hands)

Open voting is the most transparent method of voting. It is also the least bureaucratic method and reflects normal council voting methods.

The returning officer will advise the meeting of the method of voting and explains the process.

It has been resolved that the method of voting for the position of mayor will be by show of hands.

Each councillor is entitled to vote for only one candidate in each round of voting.

I will now write each candidate's name on a slip of paper and deposit it in a barrel. The first name out of the barrel will be written first on the tally sheet, with second name out being written second on the tally sheet, etc.

When all candidates' names have been written on the tally sheet, the returning officer announces the names of the candidates and, commencing with the first candidate, states the following:

Would those councillors voting for [name of candidate] please raise your hand.

The returning officer records the number of votes for each successive candidate on the tally sheet and announces the number of votes received for each candidate.

The minute taker records the vote of each councillor.

The returning officer should check with the minute taker that each councillor has voted. If a councillor has not voted it should be confirmed that they are abstaining (an informal vote).

ORDINARY MEETING OF COUNCIL 26/09/2018

Two candidates

If there are only two candidates for the position of mayor and the voting is higher for one candidate than another (number of formal votes recorded on the tally sheet), the returning officer then announces the result.

[Name of candidate] has the higher number of formal votes and as a result I declare that [name of candidate] is elected as mayor for the ensuing two years.

In the event of a **tied vote**, the returning officer will advise the meeting of the following process.

In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be declared as mayor.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

I declare that [name of candidate] is elected as mayor for the ensuing two years.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

Three or more candidates

If there are three or more candidates, the candidate with the lowest number of votes for the position of mayor is excluded.

[Name of candidate], having the lowest number of votes, is excluded.

The voting continues as above until there are only two candidates remaining (see voting for **two candidates** above).

In the event that the **lowest number of votes are tied**, the returning officer advises the meeting of the following process:

In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded.

ORDINARY MEETING OF COUNCIL 26/09/2018

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows it to the meeting.

I declare that [name of candidate] is excluded.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

B. RELEVANT INFORMATION

Information relevant to the position of Mayor is detailed below:

- The Mayor receives the following annual fees:
 1. Councillor Fee \$11,860.00
 2. Mayoral Fee \$25,880.00
- The following facilities are provided to the Mayor:
 1. A mobile phone/PDA, and basic computer for Council use only;
 2. Civic and private use of a motor vehicle with the private use component to be reimbursed to Council at the Senior Executive Service NSW State Government rate as determined each April by the Remuneration Panel.

C. NOMINATION PAPERS AND VOTING MATERIAL

By convention, previous Councils have resolved to destroy the nomination forms and voting papers associated with the election of the Mayor.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND MANAGEMENT PLAN:

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

Term Achievement: (R.07.1) Council's operating culture is flexible, efficient, integrated and aligned to Council's strategic objectives and program delivery.

Operational Objective:

While the election of a Mayor is a statutory requirement, Council's strategic plan makes the following comment on the objectives and program of the role of the Mayor:

"The Mayor is a vital conduit between this organisation and the community and therefore actively promotes Local Government as an effective, responsible and responsive form of government".

POLICY IMPLICATIONS:

Nil.

ORDINARY MEETING OF COUNCIL 26/09/2018

CHIEF FINANCIAL OFFICERS COMMENT:

The abovementioned Councillor and Mayoral fees are provided for in the annual operating budget.

LEGAL IMPLICATIONS:

The election of a Mayor is to be conducted as prescribed in *Schedule 7* of the Local Government (General) Regulation 2005.

RECOMMENDATION:

That:

- i) In the event that more than one candidate has been nominated for the position of Mayor the method of election for Mayor be determined by Council; and*
- ii) the nomination forms and ballot papers used in the election be destroyed following the declaration of the result.*

ITEM NO:	2.	FILE NO: S13.7.2
DESTINATION 1:	A recognised leader in a broader context	R
SUBJECT:	ELECTION OF DEPUTY MAYOR	
PREPARED BY:	Paul Henry, General Manager	

SUMMARY:

In accordance with *Section 231* of the *Local Government Act, 1993*, Council may elect a person from among their number to be the Deputy Mayor. Council is requested to determine if a Deputy Mayor is to be elected and also determine the term of office for this position ie one (1) year or two (2) years. Should Council resolve to elect a person from among their number to be the Deputy Mayor, then Council is requested to conduct an election for the position.

COMMENTARY:

The Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of Mayor.

The provisions of *Schedule 7* of the *Local Government (General) Regulation 2005*, also apply to the election of Deputy Mayor.

A nomination for this position must be in writing and delivered or sent to the returning officer prior to the meeting.

ORDINARY MEETING OF COUNCIL 26/09/2018

A nomination form for the position of Deputy Mayor has been included in the material sent to you for this meeting, should you wish to arrange nomination for the position of Deputy Mayor.

In previous years the election method utilised for the Deputy Mayoral position was the Ordinary Ballot method.

Information relevant to the position of Deputy Mayor is as follows:

- The period of Office for the Deputy Mayor as resolved by Council on 28 September, 2016 is two (2) years,
- The Deputy Mayor receives no fees other than the Councillor fee (\$11,860.00), unless Council determines that a fee is to be paid. If Council determines that a fee is to be paid, the amount is funded from the Mayoral fee, effectively reducing the amount paid to the Mayor. In previous years, Council has not paid a Deputy Mayor's fee.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND MANAGEMENT PLAN:

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

Unlike the election of the Mayor, the election of a Deputy Mayor is not a legal requirement however, the Deputy Mayor may exercise any function of the Mayor at the request of the Mayor, or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of the Mayor. The Deputy Mayor is part of a leadership team that would have carriage for this strategic goal.

Term Achievement: (R.07.1) Council's operating culture is flexible, efficient, integrated and aligned to Council's strategic objectives and program delivery.

Operational Objective: The Deputy Mayor assists in undertaking activities that seek to achieve the following operational objective.

"To actively promote Local Government as an effective, responsible and responsive form of Government".

POLICY IMPLICATIONS:

Nil.

CHIEF FINANCIAL OFFICERS COMMENT:

The above mentioned Councillor and Mayoral fees are provided for in the annual operating budget.

LEGAL IMPLICATIONS:

The election of a Deputy Mayor is to be conducted as prescribed in *Schedule 7* of the Local Government (General) Regulation 2005.

RECOMMENDATION:

That:

- Council determine if there shall be a Deputy Mayoral position on Council,*
- If so, determine the term of office for this position,*

ORDINARY MEETING OF COUNCIL 26/09/2018

- | | |
|------|--|
| iii) | <i>If so, the election for Deputy Mayor be carried out by the same method of voting as used for the election of the Mayor, and</i> |
| iv) | <i>the nomination forms and ballot papers used in the election be destroyed following the declaration of the result.</i> |

TO ORDINARY MEETING OF COUNCIL 26/09/2018

ITEM NO:	1.	FILE NO: S13.5.3
SUBJECT:	NOTICE OF BUSINESS – PERSONNEL MATTER	
SUBMITTED BY:	Cr Mal Peters	

SUMMARY:

A number of questions have been asked relating to an employee of Council.

Council is being asked to refer the matter to Committee of the Whole for consideration.

COMMENTARY:

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

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

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

Grounds for closing part of meeting to be specified

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

Having regard for the requirements stated in s.10D of the Act, Councillors should note that the matter listed for discussion in closed Council asks a number question relating to an employee of Council.

The recommendation that this item of business be considered in closed Council specifically relies upon section 10A(2)(a):

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

RECOMMENDATION:

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

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

ITEM NO:	2.	FILE NO: S13.5.3
SUBJECT:	NOTICE OF BUSINESS – PERSONNEL MATTER	
SUBMITTED BY:	Cr Neil McCosker	

SUMMARY:

A number of questions have been asked relating to an employee of Council.

Council is being asked to refer the matter to Committee of the Whole for consideration.

COMMENTARY:

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

- (a) *Personnel matters concerning particular individuals (other than councillors.)*
- (b) *The personal hardship of any resident or ratepayer.*
- (c) *Information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.*
- (d) *Commercial information of a confidential nature that would, if disclosed:*
 - (i) *prejudice the commercial position of the person who supplied it, or*
 - (ii) *confer a commercial advantage on a competitor of the council, or*
 - (iii) *reveal a trade secret.*
- (e) *Information that would, if disclosed, prejudice the maintenance of law.*
- (f) *Matters affecting the security of the council, councillors, council staff or council property.*

- (g) Advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege.
- (h) Information concerning the nature and location of a place or an item of Aboriginal significance on community land.

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

Grounds for closing part of meeting to be specified

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

Having regard for the requirements stated in s.10D of the Act, Councillors should note that the matter listed for discussion in closed Council asks a number question relating to an employee of Council.

The recommendation that this item of business be considered in closed Council specifically relies upon section 10A(2)(a):

- c) Personnel matters concerning particular individuals (other than Councillors); and
- d) on balance, the public interest in preserving the confidentiality of this matter outweighs the public interest in openness and transparency in Council decision-making by discussing the matter in open meeting.

RECOMMENDATION:

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

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

TO ORDINARY MEETING OF COUNCIL 26/09/2018

ITEM NO:	1.	FILE NO: S4.11.16/10
DESTINATION 2 DESTINATION 3 DESTINATION 5:	A Community that is healthy, educated and sustained. An environment that is protected and sustained. The Communities are served by sustainable services and infrastructure.	CES
SUBJECT:	CIVIL & ENVIRONMENTAL SERVICES COMMITTEE MEETING MINUTES – 12 SEPTEMBER 2018	
PREPARED BY:	Kristy Paton, Corporate Support Officer - Publishing	

SUMMARY:

Meeting held on Wednesday, 12 September, 2018.

For the consideration of Council.

COMMENTARY:

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

PRESENT: Cr D F Baker (Chairperson), Crs A A Michael (Acting Mayor), M J.Peters and J N McCosker.

Also in attendance: Crs J A Watts, 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), Justin Pay (Manager Civil Engineering) and Anthony Alliston (Manager Development Services).

SECTION A**APOLOGIES:**

Apologies were received from Crs P J Harmon and S J Berryman both of whom could not attend due to personal reasons.

RESOLVED (Michael/McCosker) that the apologies from Crs P J Harmon and S J Berryman be noted.

1. **CONFIRMATION OF MINUTES**

RESOLVED (Peters/Michael) that the Minutes of the Civil and Environmental Services Committee Meeting held on 8 August, 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**

There were no interests declared.

3. PUBLIC FORUM S13.5.6/11

At this juncture, the time being 9.04 am, the Chair welcomed the members of the public and opened the Public Forum Session by inviting members of the public to speak:

Greg Bannerman
Inverell Boys Club

Seeking support for new Gymnasium

Greg Bannerman from Inverell Boys Club (also known as Inverell Gymnastics) addressed the Committee seeking support to build a new gymnasium on the Council controlled reserve adjacent to the Inverell Rugby Club House. The current gymnasium was built in 1897 and has seen multiple different uses before it became the property of the Inverell Boys Club. The club has outgrown the building and can not accept any more registered gymnastic members because of a lack of space. They also have to strip the building of furniture and equipment to gain enough space to hold events; this will soon become more problematic as the building work on the adjoining land will block the rear access they have previously used.

The Club is a volunteer based incorporated association and has no paid employees. They are seeking Council support for an application to the Lands Department to sight the new building on the Recreation Reserve. A concept design was presented with an estimated cost of construction of \$500,000, for which the Club seek grant funding. The Club owns the current building which they would sell to assist to fund the new building, although bridging finance would be required. They have the support of the Rugby Club who would like to share the facility, and the nearby schools. Macintyre High School already uses the current facility. There is also interest from early childhood facilities to run Kindy Gym Programs.

Tim Newberry
Inverell East Rotary
Club

Support for an observation deck in May Park Inverell.

Tim Newberry from Inverell East Rotary Club addressed the Committee seeking support for the Club to construct an observation deck in May Park Inverell.

Mr Newberry thanked Council for their previous support.

The Club is seeking Council's consent to construct the viewing platform in the Park. They have received a quote of \$22,000 (materials and labour) and have committed \$10,000 from Club funds towards the project. They have also made application to the District 9650 Rotary Club Foundation for financial assistance. They would appreciate Council's assistance with identifying and making an application to any appropriate grant funding opportunities.

At this juncture, the time being 9.20 am, the Public Forum Session closed and the Committee resumed the balance of the Agenda.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

SECTION B
ADVOCACY REPORTS

Cr Michael Homework Centre at the Linking Together Centre

Cr Michael attended, on behalf of the Mayor, the Opening of the Homework Centre at the Linking Together Centre.

Cr Michael Modern Day Conflict Commemoration Service

Cr Michael attended, on behalf of the Mayor, the Modern Day Conflict Commemoration Service. It was held 8 September 2018 and was organised by the Returned and Services League of Australia Inverell Sub Branch.

Cr Michael Gum Flat Movie Night

Cr Michael attended the Gum Flat Movie Night, which was a great success and the Rock Climbing Wall was particularly popular.

Cr Michael Regional Bank Community Partnerships Presentation

Cr Michael attended the Regional Bank Community Partnerships presentation where \$71K was distributed to local Community Groups.

SECTION D
DESTINATION REPORTS

1. ROAD TRAIN ACCESS - RING STREET AND BYRON STREET - TRIAL OUTCOME S28.15.3/08

RESOLVED (Michael/Peters) that the Committee recommend to Council that Council approve the permit application for A – Double Modern Road Train (Type 1) access to the section of the route between the Ring Street Roundabout, along Ring Street to the land adjacent to the Silos complex, under the condition that permission is granted from the land owner for access to the site.

2. REQUEST FOR ROAD TRAIN ACCESS - YETMAN ROAD S28.15.3/08

RESOLVED (McCosker/Peters) that the Committee note their support for the General Manager to exercise his delegated authority to issue a temporary conditional permit for A - Double Road Train (Type 1) access to Yetman Road, between Inverell Saleyards and Oakwood to Stewarts Grain Trading, subject to the identified conditions.

3. MAY STREET PARK - OBSERVATION DECK S21.8.41

RESOLVED (Peters/McCosker) that the Committee recommend to Council that:

- i) Council approve the concept of constructing an observation deck in the park, and*
- ii) Council seek funding opportunities for the residual of the construction costs, using the Club's financial commitment as 'seed funding'.*

4. GRAVEL AVAILABILITY - IMPACTS ON WORKS PROGRAM S28.26.2

RESOLVED (Peters/McCosker) that the Committee recommend to Council that:

- i) The standard gravel royalty rate for natural ridge gravels be increased to \$3 (exc. GST) per cubic metre;*

- ii) *Existing gravel pit owners be advised of the increase; and*
- iii) *The new royalty rate be appropriately promoted in an attempt to attract new gravel sources.*

**SECTION E
INFORMATION REPORTS**

1. PROJECT CONTROL GROUP MEETING MINUTES 22 AUGUST 2018 – MICHELL LANE S28.11.2 + S28.7.18/60
2. PROJECT CONTROL GROUP MEETING MINUTES 22 AUGUST 2018 - WOOD STREET GILGAI DRAINAGE UPGRADE STAGE 3 S28.11.2 + S28.7.18/43
3. NSW CATTLE UNDERPASS SCHEME S14.18.6/11
4. MAINTENANCE GRADING 2017/2018 S14.18.6/11
5. WORKS UPDATE S28.21.1/11
6. NSW PLANNING AND ENVIRONMENT - POPULATION PROJECTIONS 2018 S14.16.9
7. PROJECT CONTROL GROUP MEETING MINUTES 14 AUGUST 2018 –OTHO STREET – (BYRON TO EVANS STREET) TCRP S28.11.2 & S28.7.18/56

RESOLVED (Michael/Peters) that the items contained in the Information Reports to the Civil & Environmental Services Committee Meeting held on Wednesday, 12 September, 2018, be received and noted.

**SECTION F
GENERAL BUSINESS**

Cr McCosker Council Kerb Side Pickup Program

Cr McCosker asked if a Council kerb side pickup program could be reconsidered.

The Director Civil and Environmental Services replied that Council currently has “free to dump days” at the Landfill and an Electrical and White Goods Collection Service run in conjunction with the Service Clubs.

The issue of a possible kerb side collection program will be considered by the Waste Management Sunset Committee and a recommendation will be made to Council.

Cr Peters Freight Strategy

Cr Peters enquired as to the progress of the Freight Strategy.

The Director Civil and Environmental Services replied that RMS would like to participate but is not willing to contribute funding. The Brief is partially prepared and amendments are being made in response to feedback received. RMS has provided a list of suitable consultants to seek quotes from and it is expected tender documents will go out in the next 4 weeks.

Cr Dight North Star – Yetman Road Intersection

Cr Dight requested a watching brief on the North Star – Yetman Road Intersection and in particular to ensure sufficient room to turn large trucks south without crossing onto the wrong side of the road.

This was noted by the Director Civil & Environmental Services.

Cr Peters Bruxner Highway between Seereys Creeks and Western Shire Boundary

Cr Peters brought to the Committee's attention the surface and in particular the bridge approaches on the Bruxner Highway between Seereys Creeks and Western Shire Boundary are in need of attention.

This was noted by the Director Civil & Environmental Services.

Mr Paul Henry (General Manager) Proposed Tingha Boundary Realignment

The General Manager briefed Councilors on the progress of the proposed Tingha boundary Realignment. The matter is with the Minister for Local Government. She can refer the matter to the CEO of the Office of Local Government or the Local Government Boundary Commission; this decision will impact the amount of time it takes to receive a decision.

Council staff have met with Armidale Regional Council Staff and held preliminary discussions in relation to the matter.

There being no further business, the meeting closed at 9.50 am.

RECOMMENDATION:

That:

- i) *the Minutes of the Civil & Environmental Services Committee Meeting held on Wednesday, 12 September, 2018, be received and noted; and*
- ii) *the following recommendation of the Civil & Environmental Services Committee be considered by Council:*

1. ROAD TRAIN ACCESS - RING STREET AND BYRON STREET - TRIAL OUTCOME S28.15.3/08

That Council approve the permit application for A – Double Modern Road Train (Type 1) access to the section of the route between the Ring Street Roundabout, along Ring Street to the land adjacent to the Silos complex, under the condition that permission is granted from the land owner for access to the site.

2. REQUEST FOR ROAD TRAIN ACCESS - YETMAN ROAD S28.15.3/08

That the Committee note their support for the General Manager to exercise his delegated authority to issue a temporary conditional permit for A - Double Road Train (Type 1) access to Yetman Road, between Inverell Saleyards and Oakwood to Stewarts Grain Trading, subject to the identified conditions.

3. MAY STREET PARK - OBSERVATION DECK S21.8.41

That:

- i) *Council approve the concept of constructing an observation deck in the park, and*
- ii) *Council seek funding opportunities for the residual of the construction costs, using*

the Club's financial commitment as 'seed funding'.

4. GRAVEL AVAILABILITY - IMPACTS ON WORKS PROGRAM S28.26.2

That:

- i) *The standard gravel royalty rate for natural ridge gravels be increased to \$3 (exc. GST) per cubic metre;*
- ii) *Existing gravel pit owners be advised of the increase; and*
- iii) *The new royalty rate be appropriately promoted in an attempt to attract new gravel sources*

ITEM NO:	2.	FILE NO: S4.11.17/10
DESTINATION 1 DESTINATION 4:	A recognised leader in a broader context. A strong economy.	RB
SUBJECT:	ECONOMIC & COMMUNITY SUSTAINABILITY COMMITTEE MEETING MINUTES – 12 SEPTEMBER 2018	
PREPARED BY:	Kristy Paton, Corporate Support Officer - Publishing	

SUMMARY:

Meeting held on Wednesday, 12 September, 2018.

For the consideration of Council.

COMMENTARY:

**MINUTES OF THE ECONOMIC & COMMUNITY SUSTAINABILITY COMMITTEE
MEETING HELD IN THE COMMITTEE ROOM, INVERELL SHIRE COUNCIL, 144
OTHO STREET, INVERELL ON WEDNESDAY, 12 SEPTEMBER, 2018,
COMMENCING AT 10.30AM.**

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

Also in attendance: Crs D F Baker and J N McCosker.

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

SECTION A

APOLOGIES:

An apology was received from Cr P J Harmon who could not attend due to personal reasons.

An apology was received from Cr Michael who was not in attendance at the start of

meeting due to attending to other Council Business; he did plan to join the meeting as soon as possible.

RESOLVED (King/Dight) that the apology from Crs P J Harmon and A A Michael be noted.

1. CONFIRMATION OF MINUTES

RESOLVED (Dight/King) that the Minutes of the Economic and Community Sustainability Committee Meeting held on 8 August, 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

There were no interests declared.

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

SECTION B
ADVOCACY REPORTS

Cr King Homework Centre at the Linking Together Centre

Cr King attended the Opening of the Homework Centre at the Linking Together Centre.

Cr King Cr King attended the R U OK Morning at Campbell Park.

Cr Dight Ashford Central School Sesquicentenary (150th) Celebrations

Cr Dight attended, on behalf of the Mayor, the Ashford Central School Sesquicentenary (150th) Celebrations.

Cr Dight LGNSW Planning Lunch

Cr Dight informed the Committee that following the LGNSW Planning Lunch: Transport in Regional Areas, she had a follow up conversation with the ARTC Regional Manager who had assured her there were definite project plans to extend the Inland Rail through to Port of Brisbane.

SECTION D
DESTINATION REPORTS

1. REQUEST TO LICENCE LAND – STUART PRESS S5.10.65

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

- i) Council enter into a Licence Agreement with Stuart Press for Part Lot 1 DP 1165164, Wallangra Road, Ashford, for a five (5) year period with a further five (5) year option;*
- ii) the Licence fee be \$100 per annum (GST Inclusive) with a 3% increase per annum; and*
- iii) the Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

2. INVERELL RSM SMALL BORE RIFLE CLUB S5.10.103

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

- i) Council advise the Inverell RSM Small Bore Rifle Club that there are no known current funding programs that are likely to be able to assist with the construction of the proposed wall at their range.*
- ii) Council will notify the Club should any such funding opportunities be identified.*

3. REQUEST FOR ASSISTANCE – WYOMING ROUND-UP 2018 S8.12.3/11 + S12.22.1/11

RESOLVED (Dight/King) that the Committee recommend to Council that Council donate \$200 to the Wyoming Round Up 2018 in line with the adopted policy.

At 10.45am Cr Michael joined the meeting.

4. REQUEST FOR ASSISTANCE – SALAMI FESTIVAL 2018 S8.12.3/11 + S12.22.1/11

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

- i) Inform 2 Rivers as organisers of the Ashford Salami Festival that Council recognises the value of this popular community event.*
- ii) Request 2 Rivers for further details about the budget for the event.*
- iii) Request a report be presented to Council giving options on how Council may assist.*

5. NATIONAL TRANSPORT MUSEUM – CULTURAL AND EXHIBITION CENTRE S5.10.145

RESOLVED (Dight/King) that the Committee recommend to Council that Council respond to the National Transport Museum Management Committee that the concept has merit however Council would not be in a position to respond without additional details. This could include concept plans, estimated capital budgeted and a projected operating budget.

6. INCREASE IN LIBRARY FUNDING S15.8.12/11

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

- i) Welcome the announcement of the NSW Government on 24 August 2018 of its intention to provide a \$60M funding package for NSW public libraries for the quadrennial period 2019-20 to 2022-23.*
- ii) Support the ongoing “Renew Our Libraries” initiative to secure the pledged funding, clarify the funding components and liaise with the government regarding the funding model.*
- iii) Support “Renew Our Libraries” to work with the Government to develop a sustainable future funding model with a view to guaranteeing an appropriate level of ongoing and indexed state funding.*

7. UPGRADE OF INVERELL REGIONAL LIVESTOCK EXCHANGE S15.8.81

RESOLVED (King/Michael) that the Committee recommend to Council that Council delegate to the General Manager the authority to negotiate the terms and execute under seal an agreement between Council and Regional Infrastructure Pty Ltd to deliver the upgrade of the Inverell Regional Livestock Exchange as supported by the Australian Governments Building Better Regions Fund.

**SUPPLEMENTARY SECTION D
DESTINATION REPORTS**

RESOLVED (King/Dight) that the Supplementary Report "Amenities building – Terry Barnes Oval" be considered by the Committee.

8. AMENITIES BUILDING - 'TERRY BARNES' OVAL S21.7.3

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

- i) the amenities building at the 'Terry Barnes' Oval at Yetman are open to the public from 8am and locked at 6pm each day for a trial period of 6 months;*
- ii) the current contract cleaner be approached to do the extra cleaning on a "per clean" basis; and*
- iii) the cost for the additional vote is charged to the Yetman Village Development Vote.*

**SECTION E
INFORMATION REPORTS**

1. "DON'T BE A STATISTIC" DRIVER SAFETY AWARENESS DAY S6.8.9

RESOLVED (Michael/Dight) that the items contained in the Information Reports to the Economic & Community Sustainability Committee Meeting held on Wednesday, 12 September, 2018, be received and noted.

**SECTION G
GOVERNANCE REPORTS**

1. GOVERNANCE - MONTHLY INVESTMENT REPORT S12.12.2/11

RESOLVED (Dight/King) that:

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

There being no further business, the meeting closed at 10.40am.

RECOMMENDATION:

That:

- i) the Minutes of the Economic & Community Sustainability Committee Meeting held on Wednesday, 12 September, be received and noted; and*
- ii) the following recommendations of the Economic & Community Sustainability Committee be considered by Council:*

1. REQUEST TO LICENCE LAND – STUART PRESS S5.10.65

That:

- i) *Council enter into a Licence Agreement with Stuart Press for Part Lot 1 DP 1165164, Wallangra Road, Ashford, for a five (5) year period with a further five (5) year option;*
- ii) *the Licence fee be \$100 per annum (GST Inclusive) with a 3% increase per annum; and*
- iii) *the Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

2. INVERELL RSM SMALL BORE RIFLE CLUB S5.10.103

That:

- i) *Council advise the Inverell RSM Small Bore Rifle Club that there are no known current funding programs that are likely to be able to assist with the construction of the proposed wall at their range.*
- ii) *Council will notify the Club should any such funding opportunities be identified.*

3. REQUEST FOR ASSISTANCE – WYOMING ROUND-UP 2018 S8.12.3/11 + S12.22.1/11

That Council donate \$200 to the Wyoming Round Up 2018 in line with the adopted policy.

4. REQUEST FOR ASSISTANCE – SALAMI FESTIVAL 2018 S8.12.3/11 + S12.22.1/11

That Council:

- i) *Inform 2 Rivers as organisers of the Ashford Salami Festival that Council recognises the value of this popular community event.*
- ii) *Request 2 Rivers for further details about the budget for the event.*
- iii) *Request a report be presented to Council giving options on how Council may assist.*

5. NATIONAL TRANSPORT MUSEUM – CULTURAL AND EXHIBITION CENTRE S5.10.145

That Council respond to the National Transport Museum Management Committee that the concept has merit however Council would not be in a position to respond without additional details. This could include concept plans, estimated capital budgeted and a projected operating budget.

6. INCREASE IN LIBRARY FUNDING S15.8.12/11

That Council:

- i) *Welcome the announcement of the NSW Government on 24 August 2018 of its intention to provide a \$60M funding package for NSW public libraries for the quadrennial period 2019-20 to 2022-23.*

ii) *Support the ongoing "Renew Our Libraries" initiative to secure the pledged funding, clarify the funding components and liaise with the government regarding the funding model.*

iii) *Support "Renew Our Libraries" to work with the Government to develop a sustainable future funding model with a view to guaranteeing an appropriate level of ongoing and indexed state funding.*

7. UPGRADE OF INVERELL REGIONAL LIVESTOCK EXCHANGE S15.8.81

That Council delegate to the General Manager the authority to negotiate the terms and execute under seal an agreement between Council and Regional Infrastructure Pty Ltd to deliver the upgrade of the Inverell Regional Livestock Exchange as supported by the Australian Governments Building Better Regions Fund.

8. AMENITIES BUILDING - 'TERRY BARNES' OVAL S21.7.3

That:

i) *the amenities building at the 'Terry Barnes' Oval at Yetman are open to the public from 8am and locked at 6pm each day for a trial period of 6 months;*

ii) *the current contract cleaner be approached to do the extra cleaning on a "per clean" basis; and*

iii) *the cost for the additional vote is charged to the Yetman Village Development Vote.*

TO ORDINARY MEETING OF COUNCIL 26/09/2018

ITEM NO:	1.	FILE NO: S10.12.2/11
DESTINATION 1:	A recognised leader in a broader context	R
SUBJECT:	MOBILE PHONE BLACK SPOT PROGRAM	
PREPARED BY:	Paul Henry, General Manager	

SUMMARY:

The community is invited to identify 'black spots' in the mobile phone coverage network. The Federal Government will then invite mobile phone carriers to bid for the servicing of these black spots.

COMMENTARY:

The Federal Government has established the Mobile Black Spot Program (MBSP) to improve mobile phone coverage. Soon the 4th round of funding from this program will be released.

To prepare for the tender process associated with this release of funds, the Government has invited the community to nominate 'black spots' in the mobile phone network. Any 'black spot' submitted will be placed on the National Mobile Black Spot Database and the government will then select locations to be advertised for carriers to build base stations to service the selected areas.

The 'priority locations' in the 4th round will be those locations that provide strong economic or social benefits, service schools, hospitals or emergency facilities or seasonal demand due to tourism.

a) Identified Black Spots

Council will recall that at the July 2018 Ordinary Meeting, a priority list of mobile phone black spots within the Shire was prepared. The priority was:

1. *New tower on Fig Tree Hill Site;*
2. *Co-location of infrastructure on White Rock Mountain Tower;*
3. *Co-location of infrastructure on Gilgai Tower;*
4. *New Tower on Gragin Mountain Site;*
5. *New Tower at Graman;*
6. *New Tower at Bukkulla;*
7. *New Tower at Bonshaw (Hetherington's Site); and*
8. *New Tower at the "Pines Site"*

These sites will be nominated to the database.

b) Council Support

During the nomination process, nominators are requested to advise if there is any support (financial or 'in kind' support) to encourage telecommunication carriers to bid for a particular site to overcome an identified Black Spot.

Council will recall that in previous rounds of the MBSP, financial support was offered for each nominated site in an effort to encourage carriers to submit a tender for these sites. The support offered was:

'A maximum of \$20K contribution per site, for the construction of an access road to a tower site'.

Is Council prepared to offer this form of assistance for any tower nominated for funding in Round 4?

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

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

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

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

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

RECOMMENDATION:

That:

- a) *The submission of the priority list of towers to address mobile black spots be noted; and*
- b) *Council determine if any support is to be provided to encourage carriers to submit a tender for any site in Inverell Shire Council.*

ITEM NO:	2.	FILE NO: S8.12.3/11 + S12.22.1/11
DESTINATION 2:	A community that is healthy, educated and sustainable	C
SUBJECT:	REQUEST FOR ASSISTANCE – SALAMI FESTIVAL 2018	
PREPARED BY:	Fiona Adams, Manager Integrated Planning & Reporting	

SUMMARY:

Council has received a request from Ms Lorraine Riggs, Managing Director of 2 Rivers Pty Limited, who hosts the annual Ashford Salami Festival. Ms Riggs asks for Council financial assistance for the festival to be held on Saturday, 13 October, 2018. The request was discussed at the Economic and Community Sustainability Committee meeting held Wednesday 12 September, 2018. At that meeting, Councillors raised a number of questions and sought further detail from event organisers, which is provided below.

COMMENTARY:

Council has received a request from 2 Rivers Pty Ltd, seeking a financial contribution to the 2018 Salami Festival. In their request (Appendix 1, D5-D6), Ms Riggs states that in spite of Ashford experiencing hardship due to the drought, 2 Rivers will proceed with the event on Saturday 13 October, 2018.

This year's event is the fourth time Salami Festival has been held in Ashford and 2 Rivers expects more than 3,000 people to attend.

Council contribution:

Ms Riggs proposes Council contributes \$3,000 to assist with event hosting costs and marketing expenses. Ms Riggs states this would cover the cost of event banners, flyers, printing, design, radio and print media advertising.

2 Rivers are also working with independent Aboriginal filmmaker Tim Leha, to develop a promotional video of the event and potentially Ashford in general. Some of the Council contribution would go towards production of the video, which will have a lifespan of around 5 years.

Budget breakdown:

Ms Riggs states the event costs approximately \$21,000 each year and provides the following 2018 budget break down:

Item	Description	Budget \$
Marketing	Banners, flyers, printing, graphic design	3000
Advertising	Macintyre Gazette	100
	GEM FM	550
Entertainment	On stage performers including Kim Guest, Breanna Krauss, Long Time Coming, Gino de Bortoli, Mossy and Boys, children's entertainment	2900
Sound & lighting technician		1000
PA System		500
Noah's Pig Races		3300
Fireworks		2500
Security		2500
Venue hire – Ashford Showground		700
Contractors	Build and pack up crew	500
Salami competitions		1750
WHS expenses		500
Equipment hire	Generators	600
Promotional activities		200
Consumables	Eg. stationery, minor equipment for displays	719
Photographer		500
TOTAL \$		21,319

In addition to the above figures, Ms Riggs estimates event coordination costs associated with the festival are approximately \$17,500 per year. This is an 'in-kind' contribution 2 Rivers Pty Limited make to the festival each year, which includes costs associated with event management and coordination.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

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

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

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

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICER'S COMMENT:

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

Council's Ashford Village Development fund has an original budget vote of \$7,180, with a further revote of \$13,860, if approved by Council this month and this proposal would align with the scope of the fund.

LEGAL IMPLICATIONS:

Nil

RECOMMENDATION:

A matter for Council.

APPENDIX 1



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

Via email: council@inverell.nsw.gov.au

Dear Mr Henry,

I am pleased to inform you that the fourth annual Ashford Salami Festival will be held in Ashford on 13 October 2018, we again hope you can join us in celebrating the rich cultural history of Ashford during this full day festival.

In our 4th year, the festival is an event that has forged a strong reputation for providing high quality engaging opportunities for the community of the Northern tablelands and also draws visitors from interstate and throughout NSW. We expect 2018 to attract more than 3,000 people.

Salami festival provides an opportunity for the small local community groups to raise much needed funds through different initiatives including the operation of the bar, canteen, manning entry gates, the pig races and other activities. The event sees groups raise more than \$5,000.00 from the day's activities which has assisted the local groups in buying equipment, uniforms, training for volunteers and subsidised membership fees for the youth. The influx of visitors creates a hive of activity and cash injection into local businesses, who benefit from raised sales over the weekend.

For the small community of Ashford, the festival enriches the arts landscape and provides opportunities for local community groups to fundraise, engage with performing arts and also provides a platform for professional development.

The event creates a strong sense of community identity while supporting the economic, social and emotional wellbeing of our community.

Ashford has been really knocked about by this drought, as a result we are not in a position to ask many of our regular local farmers to sponsor the event again this year when the circumstances are so dire and there is no view for reprieve. We did consider cancelling this year but many of the farmers and community members have said they want it to go ahead more than ever to lift the spirits and provide an avenue for people to get off farm for the day and enjoy everything the festival has to offer. We are working overtime now to raise the funds we need to ensure we deliver an excellent festival once again that continues to provide great outcomes for our community.

p: 02 6725 4023 | e: admin@2rivers.com.au
a: 37 Albury Street, Ashford NSW 2361
w: www.2rivers.com.au | f: 2riversptyltd
abn: 16 600 735 911

Based on previous years, the cost for the activities planned for the event will come to almost \$21,000, and we are endeavouring to meet these expenses through a number of avenues.

We write to seek financial support of \$3,000 from your office to aid in the delivery of this amazing event which will help to cover marketing costs so we can promote this amazing event even wider and gain maximum participation.

Not only do we invite you to attend we would also like to invite you to be a judge in 1 category of the Salami Competition.

Please do not hesitate to contact me on 0267 254 023 for further information.

Regards,

A handwritten signature in black ink, appearing to read 'Lorryne Riggs', with a stylized flourish at the end.

Lorryne Riggs

Managing Director

ITEM NO:	3.	FILE NO: S5.19.1
DESTINATION 1:	A recognised leader in a broader context	R
SUBJECT:	TINGHA CARAVAN PARK	
PREPARED BY:	Paul Henry, General Manager	

SUMMARY:

Crown Lands renews its request for Council to accept 'Land Manager' status for the Tingha Caravan Park. Council determination of this request is sought.

COMMENTARY:

In June, 2017 Council received a request from the Crown Lands Office to be appointed 'Land Manager' for the Crown Reserve, that upon which is constructed the Tingha Caravan Park. This request was made as there was a need to appoint new trustees for the Reserve. It was known that Inverell Shire Council had resolved to seek a boundary adjustment with Armidale Regional Council and the result achieved with Copeton Northern Foreshores was noted.

In response, Council resolved as follows:

'Council meet with the Department of Industry and Lands to scope the issues associated with the Tingha Gems Caravan Park, and a report be provided back to Council'.

A renewed request for Council to accept 'Land Manager' status for the Tingha Caravan Park Reserve has been made by Crown Lands. The renewed approach has been made as both Councils have now agreed to the adjustment of boundaries for the two (2) councils and the possibility that this boundary adjustment could occur in the near future.

The following information has been provided by the Crown Lands Office, as an update to the information supplied with the initial request:

1. Upgrades to park in last 12 months:
 - Commercial Coin Operated Washing Machine purchased October 2017 @ \$2800.00
 - Replaced meter boxes and upgraded existing electrics to include safety switches and modern power points \$8030 - August 2017
 - Wired and installed two new meter boxes containing 4 x 15 amp outlets and safety switches
 - Installed underground submains from private poles
 - Amenities Block - Replacement of Hot water system with Thermann Commercial LPG Gas Continuous Flow Hot water Systems - February 2018
2. Upgrades to Caretakers Cottage:
 - Installed vinyl floor covering to existing kitchen lounge and office area - Dec 2017
 - Installed new carpet on new foam underlay to the 2 x bedrooms
 - New tiles on bathroom floor - Dec 2017
 - New shower screen fitted

3. New mower purchased 2016 - John Deere Z Track zero turn mower (Serviced Oct 2017)

The appointment of Inverell Shire Council as 'Land Manager' for this Reserve will take some time to process as the consent of Armidale Regional Council is requested prior to any action being taken. The appointment may, or may not, be effected by the time the boundary adjustment is completed.

An inspection of the Caravan Park has been arranged in order to gauge the condition of the structures, equipment and operating systems. An examination of the income/expenditure statements is being undertaken. Feedback on these issues will be provided to Council prior to today's meeting.

Council is requested to determine if it is prepared to consent to the process of appointing Inverell Shire Council as 'Land Manager' being commenced now.

If Council supports the commencement of the process, it is suggested that all accumulated funds arising out of the operation of the Caravan Park must be transferred to Council.

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND OPERATIONAL PLAN:

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

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

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

POLICY IMPLICATIONS:

Nil.

CHIEF FINANCIAL OFFICERS COMMENT:

Nil.

LEGAL IMPLICATIONS:

Nil.

RECOMMENDATION:

A matter for Council.

TO ORDINARY MEETING OF COUNCIL 26/09/2018

ITEM NO:	1.	FILE NO: S4.13.2
DESTINATION 1:	A recognised leader in a broader context	R
SUBJECT:	STRATEGIC TASKS – ‘SIGN OFF’ – SEPTEMBER 2018	
PREPARED BY:	Paul Henry, General Manager	

SUMMARY:

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

COMMENTARY:

The September, 2018 tasks required to be undertaken are detailed below. Any of these tasks may be added to as Council becomes familiar with this new initiative.

Date	Compliance Requirement	Achieved/Not Achieved	Comments
31 September 2018	Roads and Bridges Data Return due (Grants Commission).	Achieved	Return submitted 12 September 2018
30 September 2018	Councils who held elections in Sept 17 to adopt a Policy on payment of expenses and provisions of facilities for Mayors & Councillors. 9S.252(1).		N/A
30 September 2018	Councils who held elections in Sept 17 to re-determine organization structure (s.333), review delegations (s.380), review Code of Conduct (s.440(7)).		N/A
30 September 2018	Councils who held elections in Sept 17, all local policies concerning approvals and orders (exc. those made since 2017 election) will be automatically revoked 12 months after the declaration of the poll for the 2017 election (s.165(4)).		N/A
30 September 2018	Lodge completed pecuniary Interest returns for Councillors and designated persons. (s.449	Achieved	Report prepared for consideration at next Ordinary meeting.

	(3)). General Manager table returns at next council meeting. (s.450A).		
--	--	--	--

I confirm that the performance criteria as set out in the criteria for scheduled tasks have been met for the month of September, 2018. I confirm the accuracy and completeness of the information provided above, in that to the best of my knowledge and understanding, all material information has been herein disclosed.

P J HENRY PSM

GENERAL MANAGER

ITEM NO:	2.	FILE NO: S13.5.5/11
DESTINATION 1:	A recognised leader in a broader context	R
SUBJECT:	QUESTIONS WITHOUT NOTICE – SEPTEMBER 2018	
PREPARED BY:	Kristy Paton, Corporate Support Office - Publishing	

SUMMARY:

The following details the Questions without Notice items raised at the Ordinary Meeting held 22 August, 2018.

Council is requested to note the actions taken to date.

COMMENTARY:

BP/REF: ITEM NO:	SUBJECT and FILE REFERENCE:	COMMENTS:
QWN/ORD 28 /18 Cr Watts	<u>Copeton Dam</u> Enquired as to the current level of Copeton Dam and if there was any likelihood of having to impose tighter control over the use of water.	Acting General Manager (Brett McInnes) replied that Copeton Dam is currently at approximately 24% capacity and there was no foreseeable need for water restrictions.
QWN/ORD 29/18 Cr Dight	<u>Drought Assistance</u> Cr Dight commented that the report on the available drought assistance provided a concise reference and requested the table that provides the details be included in Council's next Newsletter.	The Director Corporate and Economic Service (Scott Norman) undertook to arrange this.
QWN/ORD 30/18 Justin Pay	<u>Temporary Traffic Management Arrangements for Drought Relief Transport</u>	Authority delegated to General Manager on a temporary basis to determine applications associated with the transport of stock feed on

	Manager for Civil Engineering, Mr Justin Pay advised that he had received several enquires seeking urgent responses regarding the movement of stockfeed through the Shire on larger vehicle combinations. Mr Pay sought to bring forward business in relation to this matter.	higher productivity vehicles across the Shire road network.
--	---	---

ITEM NO:	3.	FILE NO: S7.2.4/11
DESTINATION 3:	An environment that is protected and sustained.	E
SUBJECT:	CONSTRUCTION CERTIFICATES APPROVED FOR AUGUST 2018	
PREPARED BY:	Emma Case, Administration Officer	

SUMMARY:

The following details the Construction Certificates approved by Council for August 2018.

INFORMATION:

<u>Construction Certificate Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CC-68/2018	Mr Christopher Charles Farrugia	15 Zircon Street, INVERELL 2360	Carport	4,825
CC-69/2018	Mr Phillip Loxton Wyndham and Mrs Winsome Doris Wyndham	100 Bannockburn Road, INVERELL 2360	Carport	2,000
CC-71/2018	Mr Raymond George Mozzell	9 McBrides Lane, INVERELL 2360	New Shed	12,000
CC-73/2018	Inverell East Bowling Club Limited	35 Glen Innes Road, INVERELL 2360	Alterations to outdoor enclosure	15,000
CC-75/2018	Ms June Dianne Ehsman and Mr Eugene Paul Ehsman	42 Harland Street, INVERELL 2360	Additions to dwelling	60,000
Monthly estimated value of Approvals: August 2018			5	93,825

SUMMARY:

The following details the Amended Construction Certificates approved by Council for August 2018.

INFORMATION:

Nil

SUMMARY:

The following details the Construction Certificates approved by Private Certifier for August 2018.

INFORMATION:

Nil

AMENDED CONSTRUCTION CERTIFICATES**SUMMARY:**

The following details the Amended Construction Certificates approved by Private Certifier for August 2018.

INFORMATION:

Nil

ITEM NO:	4.	FILE NO: S7.2.4/11
DESTINATION 3:	An environment that is protected and sustained.	E
SUBJECT:	COMPLYING DEVELOPMENT CERTIFICATES APPROVED DURING AUGUST 2018	
PREPARED BY:	Emma Case, Administration Officer	

SUMMARY:

The following details the Complying Development Certificates approved by Council during August 2018.

INFORMATION:

<u>Complying Development Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CD-18/2018	Mr Brad Jason House	353 Fernhill Road, INVERELL 2360	New Dwelling	310,000
CD-19/2018	MB & CM Jorgensen Pty Ltd	40 Talbragar Close, INVERELL 2360	Construct New Dwelling	370,000

Monthly estimated value of Approvals: August 2018	2	680,000
--	----------	----------------

AMENDED COMPLYING DEVELOPMENT CERTIFICATES

SUMMARY:

The following details the Amended Complying Development Certificates approved by Council for August 2018.

INFORMATION:

Nil

SUMMARY:

The following details the Complying Development Certificates approved by Private Certifier for August 2018.

INFORMATION:

Nil

SUMMARY:

The following details the Amended Complying Development Certificates approved by Private Certifier for August 2018.

INFORMATION:

Nil

ITEM NO:	5.	FILE NO: S7.2.4/11
DESTINATION 3:	An environment that is protected and sustained.	E
SUBJECT:	SUMMARY OF BUILDING CONSTRUCTION FOR AUGUST 2018	
PREPARED BY:	Emma Case, Administration Officer	

SUMMARY:

The following report summarises the Building Construction for the Inverell Shire in August 2018.

INFORMATION:

Total Building Construction for Inverell Shire for August 2018:

<u>Type of Consent</u>	<u>Number</u>	<u>\$ Amount</u>
Construction Certificates – Council Approved	5	93,825

Construction Certificates – Private Certifier	0	Nil
Complying Development – Council Approved	2	680,000
Complying Development – Private Certifier	0	Nil
Totals	7	773,825

Estimated Value of Approvals issued in the financial ytd in:	2018/2019 (19)	\$2,144,830
	2017/2018 (21)	\$3,275,838

ITEM NO:	6.	FILE NO: S18.10.2/11
DESTINATION 3:	An environment that is protected and sustained	E
SUBJECT:	DEVELOPMENT CONSENTS AND REFUSALS DURING AUGUST 2018	
PREPARED BY:	Emma Case, Administration Officer	

SUMMARY:

The following details the Development Consents and Refusals during August 2018.

INFORMATION:

APPROVALS

<u>Development Application Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Development</u>	<u>\$ Amount</u>
DA-38/2018	Mr Benjamin John Hawthorne	50 Lewin Street, INVERELL 2360	Construct double story duplex	690,000
DA-64/2018	Ms Kay Lavina Wotherspoon	700 Old Bundarra Road, INVERELL 2360	Single Dwelling Use Only	Nil
DA-68/2018	Inverell Showground Trust	10 Tingha Road, INVERELL 2360	Construct skillion	8,000
DA-82/2018	McMahon Structural	11 Vincent Place, INVERELL 2360	Construct new dwelling and shed	372,000
DA-86/2018	Mr Christopher Charles Farrugia	15 Zircon Street, INVERELL 2360	Carport	4,825
DA-87/2018	Mr Phillip Loxton Wyndham and Mrs Winsome	100 Bannockburn Road, INVERELL 2360	Carport	2,000

	Doris Wyndham			
DA-88/2018	Mr Mark Alan Rainger and Mrs Jillian Gaye Rainger	28 King Street, INVERELL 2360	Alterations/Additions to Dwelling	388,000
DA-89/2018	Mr John David Williams	53 Vivian Street, INVERELL 2360	New Commercial Building	400,000
DA-90/2018	Inverell RSM Smallbore Rifle Club	6375 Gwydir Highway, INVERELL 2360	Construct Walls Either Side of Smallbore Rifle Range	40,000
DA-91/2018	Mr Raymond George Mozzell	McBrides Lane, Inverell	New Shed	12,000
DA-93/2018	Ashford Memorial Bowling Club	24 Duff Street, ASHFORD 2361	Installation of Manufactured Home for Short Term Accommodation	24,000
DA-94/2018	Mr Shane Gerard O'Brien	54 Gordon Street, INVERELL 2360	Use of Garage, Outdoor Entertainment Area and Bedroom	Nil
DA-95/2018	Inverell East Bowling Club Limited	35 Glen Innes Road, INVERELL 2360	Alterations to outdoor enclosure	15,000
Monthly estimated value of Approvals: August 2018			13	1,955,825

DEVELOPMENT AMENDMENTS

<u>Development Application Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Development</u>	<u>\$ Amount</u>
DA-26/2017/A	Mr Mark John Warrener	6-8 Anderson Street, INVERELL 2360	Modification to DA-26/2017 - Delete Condition No. 15	Nil
Monthly estimated value of Approvals: August 2018			1	Nil

REFUSALS

Nil

ITEM NO:	7.	FILE NO: S18.10.2/11
DESTINATION 3:	An environment that is protected and sustained	E
SUBJECT:	VARIATION TO DEVELOPMENT STANDARDS APPROVED DURING AUGUST 2018	
PREPARED BY:	Anthony Alliston, Manager Development Services	

SUMMARY:

As part of the monitoring and reporting requirements established by the NSW Department of Planning, a report of all variations approved under delegation in accordance with Clause 4.6 of *the Inverell Local Environmental Plan 2012* must be provided to a full council meeting.

The following details the variations to development standards approved during August 2018.

INFORMATION:

<u>Development Application Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Development</u>	<u>\$ Amount</u>
DA-64/2018	Ms Kay Lavina Wotherspoon	700 Old Bundarra Road, INVERELL 2360	Single Dwelling Use Only	Nil
Monthly estimated value of Approvals: August 2018			1	Nil

ITEM NO:	8.	FILE NO: S29.19.1
DESTINATION 3:	An environment that is protected and sustained	E
SUBJECT:	SEPTIC TANK APPROVALS FOR AUGUST 2018	
PREPARED BY:	Emma Case, Administration Officer	

SUMMARY:

The following details the Septic Tank approvals for August 2018.

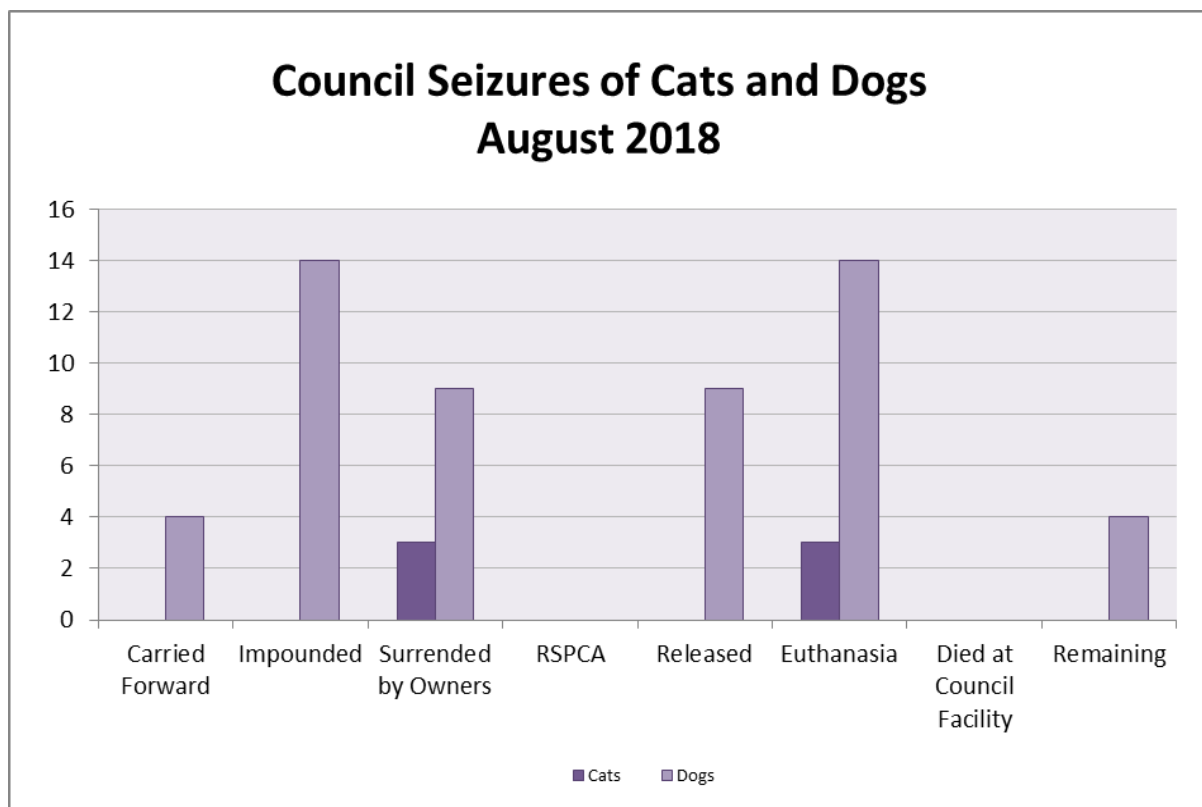
INFORMATION:

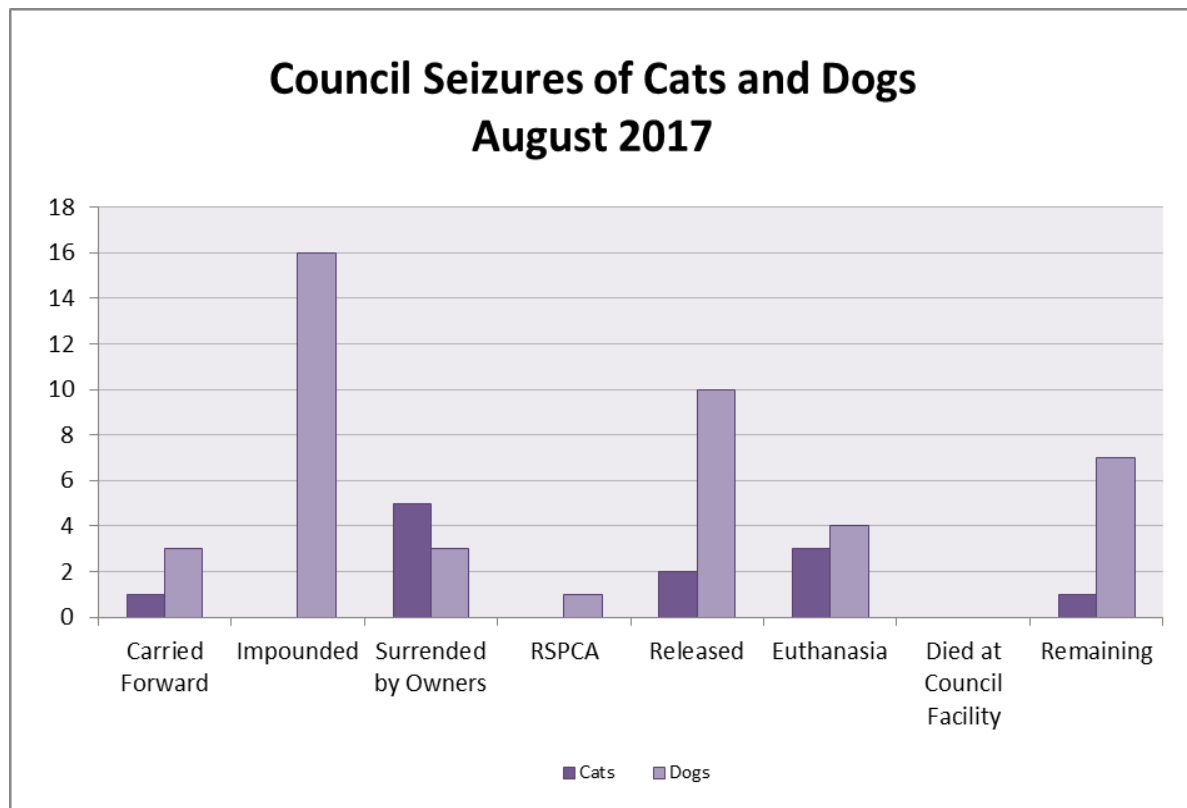
<u>Septic Application Number</u>	<u>Applicant</u>	<u>Property</u>
S-19/2018	MB & CM Jorgenson Pty Ltd	40 Talbragar Close, INVERELL 2360

ITEM NO:	9.	FILE NO: S18.10.1
DESTINATION 3:	An environment that is protected and sustained	E
SUBJECT:	ORDINANCE ACTIVITIES REPORT FOR AUGUST 2018	
PREPARED BY:	Emma Case, Administration Officer	

SUMMARY:

The following details the number of various Ordinance activities carried out during August 2018, in comparison to the same month in 2017.

INFORMATION:**COMPLIANCE****Inverell Shire Council Pound Monthly Report August 2018****Inverell Shire Council Pound Monthly Report August 2017**



ITEM NO:	10.	FILE NO: S30.11.1
DESTINATION 5:	The communities are served by sustainable services and infrastructure	S
SUBJECT:	SHARED PEDESTRIAN / CYCLE PATHWAY - GILGAI TO INVERELL	
PREPARED BY:	Paul Henry, General Manager	

SUMMARY:

The purpose of the report is to provide an update on work carried out to date on this possible project.

COMMENTARY:

There currently exists a 'natural surface' pathway from the Pioneer Village to the Mountain Bike Track. This pathway is currently suitable for use by persons using a mountain bike. This route has been scoped to determine if it is suitable to provide a 'higher level of service'.

As part of this scoping study a 'walkover' was undertaken by Aboriginal Cultural Site Services. This report indicated that there exists a number of 'Aboriginal artefacts'.

The existence of the artefacts would require the engagement of a qualified archaeologist to undertake a Cultural Heritage Assessment of the site. This study would highlight issues that would need to be addressed during the next stage of the investigation.

ITEM NO:	11.	FILE NO: S3.16.25
DESTINATION 1:	A recognised leader in a broader context	R
SUBJECT:	WHITE RIBBON ACCREDITATION	
PREPARED BY:	Paul Henry, General Manager	

SUMMARY:

The purpose of this report is to inform Council that Council has been issued White Ribbon Workplace accreditation.

COMMENTARY:

In August, 2018 White Ribbon Australia issued 'White Ribbon Workplace' accreditation to Inverell Shire Council.

This accreditation process was undertaken as part of Council's commitment to being recognised as a 'White Ribbon Community'. Over the past 18 months a White Ribbon Assessor conducted a range of audit procedures on leadership, resource allocation, organisation communication, HR policies and training to determine if the workplace met White Ribbon's 'safe and respectful' standards.

A copy of the Assessor's report is attached (Appendix 1, E12 – E25).

The suggestions from the Assessor will now be worked through.

RECOMMENDATION:

That the items contained in the Information Reports to the Ordinary Meeting of Council held on Wednesday, 26 September, 2018, be received and noted.

APPENDIX 1**Assessor Report: Inverell Shire Council**

Assessment Date: July 2018

Accreditation Outcome: Inverell Shire Council has successfully fulfilled the requirements to achieve White Ribbon Workplace Accreditation.

Standard One: Leadership and Commitment

Criterion 1.1 Leadership Commitment	Criterion 1.2 Commitment of Resources	Criterion 1.3 Internal Communication	Criterion 1.4 External Communication	Criterion 1.5 Collaboration	Criterion 1.6 Involvement in White Ribbon Campaign
Achieved	Achieved	Mostly achieved	Achieved	Achieved	Achieved

Overall Standard Rating: Achieved

Comments: Inverell Shire Council (ISC) has shown considerable commitment and leadership towards the White Ribbon principles. The Mayor and other Councillors have publicly shown their support for the cause by speaking at events such as the ISC-organised Inverell White Ribbon March, the Black and White Charity Ball, and the launch of the Break the Silence schools program. Inverell Shire Council has become the first White Ribbon Community Pilot Project, which demonstrates both leadership and commitment, not just within the council itself but throughout the broader community. There has been a significant dedication of time allocated to the project, through the Executive Manager of Corporate and Community Services and the Human Resources Officer. This, along with manager training, survey completion, staff participation at White Ribbon events, and making provisions for paid leave for women experiencing violence as well as access to an EAP provider shows a considerable commitment of resources. Senior staff and Councillors speaking out against violence against women, along with newspaper articles, social media posts, posters and signage through town and public events all demonstrate the significant effort put towards external communication and involvement in the White Ribbon Campaign.

ISC has developed a White Ribbon Communications Matrix which lists the various types of internal communication vehicles and their intended audience. Expanding this to include time-bound measurable indicators, and ensure each aspect of the criterion is covered, will help ensure internal communications are effective, and the the internal communications criterion is fully achieved. ISC has also collaborated heavily with a range of stakeholders including local and state government and local DFV service providers in developing the Community Pilot Project. The next step is to ensure these relationships are used, not just for the benefit of the broader community, but also to ensure staff know how to access services or refer colleagues to them as required.

Standard Two: Prevention of Violence against Women

Criterion 2.1 Policies, Procedures and Documentation	Criterion 2.2 Communication of Policies and Procedures	Criterion 2.3 Manager/ Supervisor Training	Criterion 2.4 Staff Training	Criterion 2.5 Risk Assessment	Criterion 2.6 Expectations of Contractors
Achieved	Mostly achieved	Achieved	Achieved	Achieved	Achieved

Overall Standard Rating: Achieved

Comments: Inverell Shire Council has undertaken the necessary steps to help prevent violence against women in their organisation. They have reviewed and updated existing policies, and developed a Domestic and Family Violence Employee Support Policy which includes up to 10 days paid leave and flexible working conditions for women experiencing violence. They have procured suitable training for managers and supervisors in the form of an eLearning package. All managers and supervisors have completed the training, and it has also been offered to general staff. ISC has included specific reference to violence against women in their contractor handbook, which is to be signed by each contractor.

ISC has developed site specific risk assessments consisting of a Violence in the Workplace Risk Audit Checklist, a Domestic and Family Violence Workplace Safety Plan and a Workplace Safety Checklist. The Risk Audit was implemented for various council buildings. The audit for the Inverell Library highlighted a series of issues to be addressed. Intranet notes show that measures are being taken actioned in the 2018/2019 financial year to address these.

One area for improvement is the communication of policies throughout the organisation. The results of the follow up survey suggest a third of respondents are still unaware of any relevant policies and a similar amount are not aware of ISC's commitment to addressing violence against women. Upgrading the existing Communications Matrix to a formally endorsed Communications Strategy that pinpoints these gaps and how to address them, may help to ensure all staff are aware of their rights and responsibilities regarding this issue.

Standard Three: Response to Violence against Women

Criterion 3.1 Response to Victims	Criterion 3.2 Response to Perpetrators	Criterion 3.3 Evaluation and Continuous Improvement
Achieved	Mostly achieved	Achieved

Overall Standard Rating: Achieved

Comments: Inverell Shire Council has demonstrated their ability to respond to violence against women. They have put in place appropriate policies and procedures in order to respond to victims and perpetrators in the event of violence. However, there also needs to be an explicit procedure ensuring criminal matters relating to violence against women are referred to police. There is a provision for EAP and some evidence that employees are encouraged to make use of this. ISC has strong partnerships with local DFV service providers and has trained a male and female HR staff members in

how to respond to colleagues experiencing violence. There is also a culture of continuous improvement, where policies are regularly updated to reflect changing cultural norms as well as changes in state and federal policies. ISC has begun a Continuous Improvement Plan, based on the results of the Follow-Up Survey. This could form the basis of a time-bound action plan with scope for evaluating the next stages.

Assessment Summary	<p>Inverell Shire Council has demonstrated their leadership, commitment and ability to prevent and respond to violence against women. This can be seen through the council's leaders and senior staff publicly showing their support at various events such as the ISC-organised Inverell White Ribbon March, the Black and White Charity Ball, and the launch of the Break the Silence schools program.</p> <p>Inverell, led by the local council has become the first White Ribbon Community Pilot Project, which demonstrates both leadership and commitment, not just within the council itself but throughout the broader community. This has required a commitment of resources, and significant collaboration with a wide range of stakeholders. This initiative has been promoted at the above-mentioned events, along with newspaper articles, social media posts, posters and signage through town. This demonstrates the significant effort put towards publicly promoting the White Ribbon message.</p> <p>Inverell Shire Council has implemented a series of measures to help prevent violence against women in their organisation. They have adopted a Domestic and Family Violence Employee Support Policy which includes up to 10 days paid leave and flexible working conditions for women experiencing violence, as well as access to an EAP provider. They have procured suitable training for managers and supervisors in the form of an eLearning package. ISC has included specific reference to violence against women in their contractor handbook, which is to be signed by each contractor. They have also developed site specific risk assessments, to ascertain where to direct resources, to ensure each workplace is safe.</p> <p>Through a range of actions, Inverell Shire Council has demonstrated their ability to respond to violence against women. They have adopted various policies and procedures to be able to respond to victims and perpetrators in the event of violence. There is a provision for EAP and evidence that employees are encouraged to make use of this. ISC has strong partnerships with local DFV service providers and has trained a male and female HR staff members in how to respond to staff experiencing violence. Overall, Inverell Shire Council has made a concerted effort to ensure their organisation can prevent and respond to female staff experiencing violence with care and practical support. In addition they have shown great leadership in bringing together key stakeholders in the town to become the first ever White Ribbon Community Pilot Project.</p>
---------------------------	--

Recommended Next Steps	<p>To further enhance the great work being done in Inverell, a number of measures are recommended. These include:</p> <ol style="list-style-type: none"> 1. Increasing awareness amongst staff of policies and other initiatives to address violence against women. Given the results of the Follow-Up Survey, whereby a third of respondents were not aware of relevant policies nor believed ISC was committed to addressing violence against women, internal communications need to be improved. Although there is a Communications Matrix, it is recommended that this is either expanded, or a formal Communications Strategy be developed, highlighting the gaps, including measures to address the gaps, and time-bound measurable indicators to evaluate the efficacy of the various methods. 2. Capitalising on the great collaborative efforts undertaken to bring about the White Ribbon Community Pilot Project Team, it is recommended some of the relevant service providers be invited to talk to staff about the support available to
-------------------------------	---

	<p>women experiencing violence, and how it can be accessed.</p> <ol style="list-style-type: none"> 3. Encouraging staff to undertake the training on offer. For ISC to consider making it mandatory, or at least have a target for a percentage of general staff to complete the training. 4. Creating a specific procedure to ensure that all criminal allegations of violence against women are referred to the police. 5. Broadening and deepening the Continuous Improvement Plan, to incorporate ongoing self-reflexive measures and ensure that steps taken to address gaps are followed up and evaluated.
--	---

Details

Standard One: Leadership and Commitment

Criterion 1.1 Leadership Commitment <p>The organisation's leadership is committed to developing an organisational culture that demonstrates a zero tolerance of violence against women.</p>	
White Ribbon Assessor rating	Achieved
Assessment of Criterion implementation including gaps	<p>Inverell Shire Council has clearly demonstrated its commitment to the White Ribbon principles at a leadership level. There are numerous pieces of evidence that support this:</p> <ul style="list-style-type: none"> • Local newspaper articles celebrating Inverell Shire Council's leadership in the zero tolerance to the violence against women campaign, in particular becoming the first ever White Ribbon Community. This was publicly announced on 5 May 2018 at the annual Black and White Charity Ball. • Inverell Shire Council Mayor, Councillors, and key staff participated in the Inverell White Ribbon March. The Mayor and General Manager made a public address at the march of ISC's commitment and leadership in collaborating with the community to prevent violence against women. • The Executive Manager for Corporate and Community Services is a White Ribbon Ambassador. • The General Manager has sent emails stating his support of the accreditation process and emailed all managers and supervisors reminding them of the importance of undertaking training in order to recognise, respond and support staff experiencing violence. • ISC senior personnel have conducted White Ribbon Introduction meetings to various sections including to 60 staff at the Works Depot. • The Statement of Commitment is displayed in the public area of ISC's Administration building located between the Board and Committee Room to remind Councillors and senior management of ISC's commitment. • ISC leaders are also promoting the uptake of ten local schools in joining the Break the Silence program. The Deputy Mayor gave the opening address at Break the Silence, where he highlighted ISC's commitment to preventing violence against women. Evidence of this includes an article in the Inverell Times.

Criterion 1.2 Commitment of Resources Commitment is demonstrated by having dedicated resources assigned to: <ul style="list-style-type: none"> • implement the Program • manage the organisation's policies against violence • monitor ongoing compliance to the Program Standards and Criteria following accreditation and take action as necessary. 	
White Ribbon Assessor rating	Achieved
Assessment of Criterion implementation including gaps	<p>Inverell Shire Council has demonstrated its commitment of resources to the White Ribbon program in various ways:</p> <ul style="list-style-type: none"> • All managers and supervisors have completed three elearning modules in order to be able to recognise, respond to and support staff experiencing violence. • Forty-four percent of staff completed the White Ribbon Australia Baseline Survey and 32% completed the Follow-up Survey. To enable this, a White Ribbon Survey Kiosk was set up at Council's Main Works Depot so the survey could be completed in work time. • Council's Executive Manager for Corporate and Community Service (EMCCS) is a White Ribbon Ambassador and has completed various relevant accredited courses: CHCDFV001: Recognise and Respond to Domestic and Family Violence; AVERT training; and QPR Suicide training. • The Position Descriptions for The EMCCS (who is the project lead for both the White Ribbon Workplace accreditation and the White Ribbon Community Pilot Program), and the Human Resources Officer (who is a White Ribbon Advocate) have White Ribbon tasks included in their duties. Some of these tasks include reviewing Council's recruitment process, employee and management policies and procedures. • Monthly meeting minutes of the White Ribbon Community Pilot Project demonstrate involvement and action of key staff members, as ISC hosted the meetings, as well as other key stakeholders including NSW Police, NSW Health, Rural and Outreach Services and so on. • Council has budget line items to fund the foreseen ongoing White Ribbon Workplace Accreditation Program and to support ISC's Domestic and Family Violence Employee Support Policy, which includes up to 10 days paid leave for permanent staff experiencing violence to attend relevant appointments. <p>This shows both current and ongoing commitment of resources to the program.</p>

Criterion 1.3 Internal Communication There is an internal communication strategy which continually promotes respectful relationships and zero tolerance of violence against women as a social norm and lets employees know that victims of violence will be supported.	
White Ribbon Assessor rating	Mostly achieved

<p>Assessment of Criterion implementation including gaps</p>	<p>Inverell Shire Council has a communication matrix that includes a range of internal and external communication methods, some of which are outlined below. While the matrix includes frequency of communication, it does not include specific timeframes, nor indicators for measuring efficacy of the various communication vehicles. Inclusions of these in the matrix may help to determine whether the methods used are in fact working. At present, evidence from the follow-up survey suggests that there is still room for improvement in this area.</p> <p>Some examples of internal communication regarding the White Ribbon Program include: an official Memorandum asking staff to complete the White Ribbon Baseline, and later Follow-Up Surveys; signed attendance sheets showing over 70 staff members attended the various White Ribbon introduction sessions; posters framed and displayed in all Council staff lunchrooms; and workplace inductions including information regarding the White Ribbon Workplace Accreditation Program. In addition, ISC has also designed Inverell-specific posters both for the workplace and for the community with violence against women messages. The posters are changed a minimum of four times a year to keep the message fresh. Despite the email requesting messages to be added to payslips, the payslips provided in the evidence did not show any White Ribbon (nor VAW) messages.</p> <p>Two of the requirements for this criterion are communicating where staff can find key policies and procedures relating to violence against women, and the organisation's policies regarding its response to perpetrators. Although the policies are available on the intranet, there is no evidence that their adoption has been explicitly communicated to existing staff. The fact that 33% of respondents to the follow-up survey did not know of any policies relating to violence against women suggests more work needs to be done here. This is corroborated by the response to Q14 on the survey showing that 30% were not sure or did not believe that ISC has shown a commitment to addressing violence against women, and that 20% were still not familiar with White Ribbon.</p> <p>Another requirement of the criterion is to include contact information for support services, and messages of encouragement for staff to seek support. While EAP support was offered after a known incident, greater highlighting of support available may help to show staff ISC's commitment. Thus it is recommended that the Communication Matrix be revised, to include measurable indicators, and methods to address the existing gaps in internal communication, to ensure the messages are being received.</p>
--	--

Criterion 1.4 External Communication The organisation's public face is consistent with promoting respectful relationships between women and men.	
White Ribbon Assessor rating	Achieved
Assessment of Criterion implementation including gaps	<p>The Inverell Shire Council has publicly demonstrated their zero tolerance to any form of violence, especially against women and children. The Mayor, Deputy Mayor, Councillors and the General Manager have spoken at various events, such as the annual Inverell White Ribbon Day Anti-Violence March and the Charity Black and White Ball, where they announced Inverell would become the first White Ribbon community.</p> <p>In addition, all ISC emails have the White Ribbon logo and workplace statement included in the electronic signature. The high-traffic ISC website has the White Ribbon logo and statement, as well as information and links, all of which are forms of external communication and contribute to the achievement of this criterion.</p> <p>Other examples of external communication include media releases, speeches and participation at domestic and family violence related events. ISC have also installed framed posters in the CBD Public toilets and 'White Ribbon Community' signage at entry points into Inverell.</p> <p>All Councillors have been provided with White Ribbon enamel pins, to externally demonstrate their support for the White Ribbon cause as they work toward becoming an accredited workplace. On the 5 May 2018, White Ribbon Australia officially recognised Inverell as Australia's first White Ribbon Community. This has been publicly communicated through newspaper and website articles, Facebook posts, and Twitter tweets. All of the above demonstrate the organisation's public face is consistent with promoting respectful relationships between women and men.</p>

Criterion 1.5 Collaboration The organisation has developed relationships with expert organisations that can assist in supporting staff and the organisation in the prevention of violence against women and in responding appropriately when violence occurs.	
White Ribbon Assessor rating	Achieved
Assessment of Criterion implementation including gaps	<p>As leaders of the White Ribbon Community Pilot project, Inverell Shire Council has established important collaborative relationships with numerous stakeholders to prevent and respond to violence against women in the community. These stakeholders include local service providers, state and local government agencies and non-government agencies. This level of collaboration is commendable and a step towards cultural change for the residents of Inverell. Nevertheless, the criterion is about both prevention and support: support to ensure partnerships and referral pathways are created to assist any ISC employees who may be experiencing violence against women.</p> <p>ISC has an EAP program that is open to all staff. There is evidence - an email from Human Resources - that a library staff member was encouraged to make use of the</p>

	<p>EAP program, after experiencing a disturbing incident while on duty. The staff member declined. ISC could further support staff by inviting the EAP provider to a staff meeting or similar event to reduce barriers or stigmas that may exist in accessing support from a psychologist.</p> <p>ISC could also make use of the some of their existing partnerships with local service providers to create clear procedures for support and referral for any staff experiencing violence. Moving forward it would be beneficial for staff to have greater awareness of the existing support services and how to access them when necessary.</p>
--	--

Criterion 1.6 Involvement in the White Ribbon Campaign	
<p>The organisation actively:</p> <ul style="list-style-type: none"> • encourages all staff to become involved in the White Ribbon Campaign • encourages staff to become White Ribbon Ambassadors or Advocates. 	
White Ribbon Assessor rating	Achieved
Assessment of Criterion implementation including gaps	<p>As leaders of the White Ribbon Community Pilot project, Inverell Shire Council has been a champion of the White Ribbon Campaign. They have also met with large employers in the Inverell area promoting White Ribbon and raising awareness on how individuals and organisations can be involved in White Ribbon Campaigns.</p> <p>Inverell Shire Council has demonstrated their encouragement of staff to be involved in the White Ribbon Campaign. ISC has two White Ribbon Ambassadors amongst their senior staff. These ambassadors have presented to the Inverell Chamber of Commerce and Industry at various meetings, including their AGM.</p> <p>The White Ribbon logo and workplace statement is part of all Council staff email signatures. As part of the November 2017 anti-violence march in Inverell, Council designed and produced White Ribbon Community "Selfie Frames" to be used during the march to increase the coverage of White Ribbon's message through social media.</p> <p>These actions clearly demonstrate achievement of this criterion.</p>

Standard Two: Prevention of Violence against Women

<p>Criterion 2.1 Policies, Procedures and Documentation</p> <p>The organisation's policies, procedures and documentation promote gender equality and underpin its commitment to prevent violence against women.</p> <p>The organisation has statements of intent and policies that:</p> <ul style="list-style-type: none"> • clearly state the organisation has a zero tolerance for violence • visibly demonstrate the organisation's commitment to preventing violence against women • outline the organisation's commitment to recognising and responding to violence in women's lives, whether it occurs inside or outside the workplace. <p>There is an organisational Code of Conduct that applies to all staff, or there is a visible organisational statement of commitment to a violence free workplace.</p>	
White Ribbon Assessor rating	Achieved
Assessment of Criterion implementation including gaps	<p>Inverell Shire Council has a suite of policies that demonstrate their zero tolerance to violence stance. These include:</p> <ul style="list-style-type: none"> • Domestic and Family Violence Employee Support Policy. • Code of Conduct, • Computer Network and Internet Access Policy, • Bullying and Harassment Policy and • Equal Opportunity Policy. <p>The NSW Local Government Award 2017 now includes leave for victims of family and domestic violence (Section 21: Leave Provisions, item L, Special leave). The Code of Conduct, Section 3.1 (General Conduct) and Section 3.6 (Harassment and Discrimination) clearly states that intimidation, sexual harassment, verbal abuse and discrimination are not acceptable and that disciplinary action will be taken where policy is breached.</p> <p>The IT policies have been reviewed to include a specific reference to violence against women: 'Violence - including Violence Against Women (VAW). Users must not use email in any manner that constitutes any form of violence, especially against women such as, but not limited to, intimidation, slander, harassment, bullying, abusive and derogatory comments, threats of violence and inappropriate or offensive material. Emails of this nature may result in severe disciplinary action as well as substantial civil and criminal penalties under State and Federal laws.' This is an excellent example of ISC updating policy in order to prevent violence against women.</p> <p>ISC has adopted a Domestic and Family Violence Employee Support Policy that allows up to 10 days paid leave for staff that are experiencing any form of domestic or family violence. It also allows for flexible working arrangements and alternative phone numbers to help ensure safety and reduce harassment. This demonstrates the organisation's commitment to responding to violence.</p>

<p>Criterion 2.2 Communication of Policies and Procedures</p> <p>Procedures and entitlements are clearly defined and communicated across the organisation in a timely and efficient manner.</p>

White Ribbon Assessor rating	Mostly achieved
Assessment of Criterion implementation including gaps	<p>Inverell Shire Council has made considerable efforts to update policies to reflect their zero tolerance stance, including developing a specific Domestic and Family Violence Employee Support Policy. While this should be commended, it is also important that these policies are explicitly and repeatedly communicated. The evidence shows there has been some efforts toward this, but that more needs to be done to ensure all staff are aware of their existence.</p> <p>The evidence provided shows the policies' availability on the intranet, TRIM, and that new inductions include the Domestic and Family Violence Policy on their reading list. There is also evidence that White Ribbon posters and related information are displayed in various places around the council chambers, which raises awareness of the issue, but not necessarily of policies. Similarly, evidence provided shows many staff attended a White Ribbon Introduction session, which is great for raising awareness of the issue. However, the Powerpoint presentation provided does not mention ISC's existing or planned policies relating to violence against women. This is unfortunate as 33% of respondents to the follow-up survey were not aware of the existence of ISC's policies relating to violence against women in their workplace. For the achievement of this criterion, it is critical that staff are aware of the relevant policies that exist and how to access them.</p> <p>A communications strategy with measurable indicators may address this issue. Options could include: emails highlighting the policies earmarked with compulsory replies, or policies circulated around the office and signed off when read. It is also imperative that non-office workers, who have less access to email and intranet, are made aware of these policies. It is noted there were almost 60 signatures from the Works Depot for the White Ribbon Introduction presentation. A follow-up presentation highlighting the new policies and what they consist of could be one way to ensure awareness is far-reaching.</p>

Criterion 2.3 Manager/Supervisor Training	
<p>Supervisors, managers and key contacts receive expert training in preventing, recognising and responding to violence.</p> <p>Training can be given in the form of e learning or face to face workshops. The content should capture information from experts in the subject matter.</p>	
White Ribbon Assessor rating	Achieved
Assessment of Criterion implementation including gaps	<p>Inverell Shire Council has demonstrated that managers and supervisors have engaged in suitable training as per the requirements of this criterion. The Council enrolled in the Equal Opportunity Commission of South Australia's Preventing Violence Against Women e-learning package, which is recognised as expert training by the White Ribbon Workplace Accreditation Program. The training consists of three modules which are:</p> <ul style="list-style-type: none"> • Course 1: Understanding men's violence against women, • Course 2: Preventing men's violence against women, and • Course 3: Preventing and responding to violence against women in the workplace <p>All Managers and Supervisors were enrolled on the 25 September 2017 with all training completed by the 18 May 2018, which is demonstrated by a report extract.</p>

	It is noted there are future plans to undertake Bystander Training. This would be an excellent way to broaden and deepen the understanding and practical application of bringing about cultural change relating to violence against women.
--	--

Criterion 2.4 Staff Training The organisation provides expert training across the workforce on prevention of violence against women. Training can be given in the form of e learning or face to face workshops. The content should capture information from experts in the subject matter.	
White Ribbon Assessor rating	Achieved
Assessment of Criterion implementation including gaps	<p>The White Ribbon Australia eLearning has been offered to all staff. Evidence shows one email and one memorandum from the General Manager to all staff offering this eLearning. Both state clearly it is voluntary.</p> <p>As the White Ribbon eLearning package does not cover all elements required, staff were also offered an additional three eLearning courses , provided through Equal Opportunity Commission South Australia that constitute the "Preventing Violence Against Women" eLearning Package. They are;</p> <ul style="list-style-type: none"> • Course 1: Understanding men's violence against women, • Course 2: Preventing men's violence against women, and • Course 3: Preventing and responding to violence against women in the workplace <p>No evidence is provided as to how many (non-managerial) staff have completed the training to date. Although the training is not compulsory for achievement of this criterion, the criterion states "White Ribbon strongly encourages this is made mandatory." Therefore, moving forward ISC might consider stronger encouragement of staff to undertake the course, perhaps making it mandatory in line with Inverell Shire Council's White Ribbon Pilot Community status.</p>

Criterion 2.5 Risk Assessment A risk assessment about violence in the workplace is undertaken and a plan to address risks is developed and implemented.	
White Ribbon Assessor rating	Achieved
Assessment of Criterion implementation including gaps	<p>Inverell Shire Council have implemented a number of measures to assess risk through a gendered lens. As part of Inverell Shire Council's Work Health and Safety, a site specific risk assessment (SSRA) and Violence in the Workplace Risk Audit Checklist have been implemented. The Risk Audit Checklist includes items such as: '...policies that address violence both within and external to the organisation'. There is also a letter from the General Manager responding to the United Services Union, acknowledging the potential risk of violence against women occurring both internally</p>

	<p>and externally, and outlining the policy measures implemented to date. These risk assessments and audits include vulnerable areas within the workplace, travel to and from work, and duties undertaken off-site.</p> <p>Three completed Risk Audits have been provided, from the Administration Building; the Visitor Information Centre, and the Library. These audits show that most identified risks are being mitigated. Nevertheless, some key risks were not. Upon request, ISC has pledged to address these issues, providing new notes from the intranet system to demonstrate this pledge. However, it is not clear how the audit triggers an action for risks that are not addressed at the time of the audit. Developing a risk matrix with time-bound risk-minimising actions, would clearly demonstrate how the implementation of the SSRA and the Risk Audit is being followed through and consistently complying with this White Ribbon principle.</p> <p>Other evidence provided is ISC's DFV Workplace Safety Plan and DFV Workplace checklist. ISC has measures in place to address the risk of violence against women through workplace practices, policies, and procedures. An example of this is the Electronic Mail Policy which, in section 3, specifically mentions violence against women, stating: "Users must not use email in any manner that constitutes any form of violence, especially against women".</p>
--	---

Criterion 2.6 Expectations of Contractors Contractors are required to acknowledge and uphold zero tolerance policies.	
White Ribbon Assessor rating	Achieved
Assessment of Criterion implementation including gaps	<p>Inverell Shire Council has a Contractor Work Health and Safety (WHS) Handbook that clearly outlines ISC's WHS expectations of engaged contractors. It includes a clause on violence demonstrating ISC's zero tolerance in the workplace and support and promotion of White Ribbon initiatives to end men's violence against women. It states that any breaches of this will result in instant removal from ISC's works. This handbook is signed by all contractors, so they are bound by these policies.</p> <p>This demonstrates ISC's achievement of this criterion.</p>

Standard Three: Response to Violence against Women

Criterion 3.1 Response to Victims When an issue of violence is identified, women are: supported to ensure their safety; provided with flexible work arrangements where needed; and referred to counselling and other support services.	
White Ribbon Assessor rating	Achieved

Assessment of Criterion implementation including gaps	<p>Inverell Shire Council has undertaken suitable measures to show they are capable of responding to violence against women should it be identified. They have adopted a Domestic and Family Violence (DFV) Employee Support Policy. This allows for up to 10 days paid leave to attend appointments related to DFV. The policy also includes flexible work arrangements. This is in line with the NSW Local Government (State) Award 2017 which addresses leave for victims of family and domestic violence in section L: Special Leave.</p> <p>In addition, a Domestic and Family Workplace Safety Checklist and a Domestic and Family Violence Workplace Safety Plan have been developed and adopted to ensure the safety of the employee experiencing violence. There is also access to the EAP provider. To offer appropriate support, ISC will ensure that there is a female and male trained in the HR area, in dealing with staff who have experienced or who are experiencing domestic and family violence. These measures satisfy the requirements of this criterion.</p> <p>However, as per the Risk Audit Checklist, it is important to remember that violence can occur both <i>inside</i> and outside the workplace. Therefore, when training HR personnel and implementing safety plans, it is imperative that this possibility and its ramifications be taken into account.</p>
---	---

Criterion 3.2 Response to Perpetrators	
<p>When an employee is alleged to have perpetrated violence within the bounds of the workplace, the organisation has clear procedures for referral to the police where the allegation is a criminal matter, and actions to be taken in non criminal matters.</p>	
White Ribbon Assessor rating	Mostly achieved
Assessment of Criterion implementation including gaps	<p>Inverell Shire Council operates under the NSW Local Government Award that includes disciplinary processes and procedures for grievances, disputes, and any breaches to the Code of Conduct. Section 3.6 of the Code of Conduct states that harassment and discrimination must not be made on the grounds of gender. As part of ISC's governance, the Equal Opportunity Policy, Computer and Internet Policy and the Email Policy all advise that violence against women will not be tolerated and that breaches may result in severe disciplinary action as well as civil and criminal penalties according to the relevant State and Federal law.</p> <p>Evidence provided includes the NSW Local Government Act 2017 Section 35 - Grievance and Dispute Procedures, and Section 36 - Disciplinary Procedures, as well as the above mentioned policies. These policies demonstrate the strong foundation for ISC's response to perpetrators. However, for full achievement of this Criterion, there needs to be a specific ISC procedure stating that all criminal allegations relating to violence against women will be referred to the police.</p>

Criterion 3.3 Evaluation and Continuous Improvement Organisational culture and procedures are regularly examined, informing ongoing refinement of the organisation's policies and procedures.	
White Ribbon Assessor rating	Achieved
Assessment of Criterion implementation including gaps	<p>At a broader level, there is evidence to demonstrate that Inverell Shire Council, in accordance with NSW Local Government, regularly examines and reviews its policies, procedures and organisational culture. Examples of this are given below. In terms of continuous improvement of violence against women initiatives, the evidence provided shows a start has been made, but suggests there is still more work to do here.</p> <p>Examples of how ISC examines and refines its organisational culture are as follows:</p> <ul style="list-style-type: none"> • Council's 4 year Term Achievement for 2017-2021 (S.04.01) supports the strategy by its achievement that states "Council's workforce is appropriately planned, skilled, and empowered and Council is recognised as an employer of choice." • Council's annual Operational Objective (S.04.01.01) that supports the Council's term achievement is to ensure Council's , Policies, procedures and practices are developed to make Council a leading employer in the New England region. • As part of the standard Council practice, all Council policies are reviewed annually and as required due to new initiatives, legislative changes and changes in the workplace. <p>Inverell Shire Council has included elements of continuous improvement in future planning as part of White Ribbon accreditation. Examples of this include:</p> <ul style="list-style-type: none"> • Executive Manager Corporate and Community Services responsibilities now include item 11: Monitor and review the ongoing compliance to the White Ribbon Australia Workplace Accreditation Program standards and criteria following accreditation and take action as necessary. • The Human Resources Officer's key responsibilities now include item 20: Assist the Executive Manager Corporate and Community Services in the ongoing compliance with the White Ribbon Australia Workplace Accreditation Program standards and criteria following accreditation through staff inductions and the review of human resources related policies and procedures. <p>As part of this ISC has analysed the White Ribbon survey results and developed a Continuous Improvement Plan for 2019-2021. Some important actions noted include:</p> <ul style="list-style-type: none"> • provision of Bystander Training, and • increased communication of policies (given that 33% of respondents to the follow-up survey said they were not aware of any policies relating to violence against women) <p>It is recommended these be put into a time-bound action plan, to monitor progress, and provide a framework to evaluate implementation. This evaluation will then provide the basis for ongoing continuous improvement.</p>

TO ORDINARY MEETING OF COUNCIL 26/09/2018

ITEM NO:	1.	FILE NO: S12.11.5
DESTINATION 5:	The communities are served by sustainable services and infrastructure	S
SUBJECT:	GENERAL AND SPECIAL PURPOSE FINANCIAL REPORTS 2017/2018	
PREPARED BY:	Paul Pay, Manager Financial Services	

SUMMARY:

The General Purpose and Special Purpose Financial Reports have been finalised by Council staff and submitted for audit. Council is requested to consider the information listed in this report for adoption.

COMMENTARY:**2017/2018 BUDGET**

Council staff have finalised Council's 2017/2018 General Purpose Financial Reports and Special Purpose Financial Reports and submitted them for audit. The primary statements are included in the body of this report; a full set of draft statements including notes and special schedules will be supplied for Councillors information via DROPBOX. Council's auditors will present their findings to Council at the November Council meeting.

A review of Council's cash position at 30 June, 2018, has also been undertaken. This review indicates that all Council funds have again finished with a cash surplus for the 2017/2018 financial year, after the revote of funds in respect of incomplete works and transfers to/from Internally Restricted Assets have been considered.

GENERAL FUND

Council has achieved a cash surplus in its General operations of \$3K after net transfers to/from Internally Restricted Assets and Budget Revotes in respect of incomplete works. This is a very sound result, given the major matters previously reported to the Economic and Community Sustainability Committee Meeting.

WASTE MANAGEMENT:

The Waste Management Fund remains in a sound financial position to complete the implementation of the Waste Management Strategy over the coming years.

Council will be aware of the costs incurred in Council taking over the Waste Collection Services and the works undertaken at the Inverell Waste Depot from 2015 to 2018. The Waste Management Internally Restricted Assets have a balance of \$3.998M including unspent loan funds. Further significant expenditures are planned for 2018/2019 this includes the completion of the closure of rural landfills. It is noted that the Waste Management charges will generate a transfer to the Waste Internally Restricted Asset of \$0.439M in 2018/2019 and following years which will help to offset the large expenditures expected in this area.

PLANT FLEET:

Council's Plant Fleet returned an operating surplus of \$132K on a turnover of \$5.040M after providing for transfers to the Internally Restricted Asset for Plant Replacements. This is a strong result for this Business Unit which continues to be able to maintain a modern Plant Fleet and deliver this Plant Fleet into Council's Works Program at a very competitive cost (lower than private Plant Hire Charges).

Financial Modelling has been undertaken out to 2021/2022 which indicates that the Plant Fleet will continue to be sustainable in the long term.

INTERNALLY RESTRICTED ASSETS:

The transfers to/from Internally Restricted Assets are shown in the Attached "Internally Restricted Assets (Cash) Movements Summary. (Refer to Appendix 1, G7).

Details of the purpose of each restricted asset are shown in the summary.

INVESTMENTS:

Council's General Fund investments continued to record sound, but lower overall returns in 2017/2018 than in previous years. Council's "Unrestricted Current Ratio" for the Combined Fund remained sound despite the lower overall investment returns.

A review of the Financial Statements indicates that the level of cash and investments has remained steady at \$57.174M at 30/06/2017 to \$57.104M at 30/6/18. This, however, does not factor in that Council is holding \$1.53M of unexpended Loan Funds for the Waste Management Strategies and \$155K of unexpended Loan Funds for the Inverell Sewer Treatment Plant Project, advance payment of 2018/2019 Financial Assistance Grants of \$2.9M and significant unexpended grant funds.

This figure will reduce further across the General, Waste, Water and Sewer Funds as the current Large Long Term Capital Projects in progress are completed. This reduction in investments has significant implications for the future interest on Investments Budgets and consequently those components of the Operational Budget (Urban Construction Program and Strategic Capital Infrastructure and Projects Budgets) directly funded from this revenue source on an annual basis. Of the \$57.104M in cash and investments at 30/6/2018 after all restricted funds are removed, only \$2.250M remains as working capital. The following table is a dissection of Council's audited investment portfolio as at 30 June, 2018.

TOTAL AUDITED INVESTMENTS 30 JUNE 2018			\$000
<i>as per Note 6</i>			57,104
LESS EXTERNALLY RESTRICTED ASSETS			
Water Funds	Note 6c		9,217
Sewer Funds	Note 6c		6,640
Unexpended Sewerage Loan Funds			155
Waste Management Funds (Includes Unspent loan funds)			3,997
Grants & Contributions, Bonds & Securities	Note 6c		5,254
Accounts Payable	Note 10a		2,837
Revotes for Works in Progress as at 30 June 2018			5,896
sub-total - Externally Restricted Assets			33,996
LESS INTERNALLY RESTRICTED ASSETS			
Plant Replacement (Funded from Depreciation)			3,638
Building Renewals (Funded from Depreciation)			2,603
Industrial Development (Rifle Range Road subdivision costs)			1,149
Economic Development/Growth Assets (Highway Intersections / and Chester Street Upgrades, Oliver Street, Jardine Road)			4,210
ELE, Workers Compensation, Insurance, Employee Training			2,615
Inverell Pool Redevelopment			2,905
Computer Systems Renewals/Upgrades			1,107
Other (Land, Industrial Dev, SES etc)			2,631
sub-total - Internally Restricted Assets			20,858
LESS PROVISIONS			-
NET CASHFLOW/WORKING CAPITAL			2,250

In respect of Cash flows, it is noted that outstanding rates and charges decreased by 0.15% across the Combined Fund in 2017/2018. This is an excellent result given the tough economic conditions currently being experienced by rural communities. Council's ongoing collection strategies have seen a number of large long term debts being recovered during the first quarter of 2018/2019. This will further reduce our outstanding rates and charges further in 2018/2019. However it is noted that a greater number of ratepayers are paying their rates late with a number of ratepayers now qualifying for sale of land for unpaid rates.

Outstanding debtors for State and Federal Government works due at 30 June, 2018 remains over \$1.840M. This is principally as a result of the revised Government Funding practice of now paying most grants in arrears with Council having to carry the expenditures in the short term.

SUMMARY:

Overall, Council's General Fund continues to perform strongly, however, significant caution needs to be exercised in Council's decisions in respect of service levels, community funding requests and the addition of any new infrastructure or services. While the Special Rate Variation (SRV) does provide for increased general rates revenues, these revenues can only be applied to those works identified in the SRV approval, predominantly being rural roads maintenance and renewal.

WATER FUND:

Council's Water Fund has finished the year with a cash surplus of \$2K after revotes of \$1.988M to 2018/2019 for Renewal Works on mains replacement, pump stations, telemetry upgrades, backflow prevention works and net transfers to Internally Restricted Assets of \$1.44M. This is a sound result for the fund and is in accordance with the Long Term Financial Plan.

The Water Fund returned an "Economic Real Rate of Return" of 1.64%. This is down from 1.84% for 2016/2017, 2.33% for 2015/2016 and up from 0.75% for 2014/2016 and 0.96% for 2013/2014. This small decrease is a result of the 2017 water revaluation process which resulted in a higher carrying value of assets. It is a State Government requirement that the fund obtains a positive return on capital invested/assets.

The Water Fund interest on investment income was substantially above budget due to the unexpended Loan Funds being invested. This income was utilised to offset the Interest on the loan. Water Fund Cash and Investments at 30/6/18 totalled \$9.217M.

Overall the Water Fund maintains a sound financial position as noted by NSW Treasury Corp and the auditors in their recent review of Council.

SEWERAGE FUND:

Council's Sewerage Fund finished the year with a cash surplus of \$2K after a revote of \$3.317M in respect of the Asset Renewal Works at the Inverell Sewerage Treatment Works, Telemetry upgrades, mains relining and pumping stations.

The Sewerage Fund returned an "Economic Real Rate of Return" of 0.09%. This is down from 0.96% for 2016/2017, 0.94% for 2015/2016, 0.76% for 2014/2015, 0.55% for 2013/2014 and 0.50% for 2012/2013. This large decrease is a result of additional expenditure and the 2017 Sewer revaluation process which resulted in a higher carrying value of assets. It is a State Government requirement that the fund obtains a positive return on capital invested/assets.

While the Sewer Fund maintains a sound financial position, increases in the Sewer Fund annual charges will be required in future years to fund the continuing upgrade of the Sewerage System.

The Sewer Fund interest on investment income was substantially above budget due to the unexpended loan funds being invested. This income was utilised to offset the Interest on the loan. Sewer Fund cash and investments at 30/6/2018 totalled \$6.795M. This amount will decrease by \$1.6M with the completion of the Inverell Sewerage Treatment Plant Upgrade.

BUDGET REVOTES:

The attached table (Appendix 2, G8 – G9) represents budget revotes for works in progress but incomplete as at 30 June, 2018, and requiring completion in 2018/2019.

The revotes of \$11.201M are General Fund \$5.896M, Water Fund \$1.988M and Sewer Fund \$3.317M and are funded from revenues received during 2016/2017. The Sewerage Fund works relate to the refurbishment of the Inverell Sewerage Treatment Works. The General Fund works includes \$2.555M for 'Fit for the Future' works as per Council's 'Fit for the Future' Road Map.

A significant quantity of the outstanding General Fund Works for 2017/2018, are now either complete or will be completed in the 2018/2019 Financial Year. The quantum of General Fund budget revotes has decreased significantly and will reduce further in 2018/2019.

FIT FOR THE FUTURE BENCHMARKS:

The attached table (refer to Appendix 3, G10). represents Council's 'Fit for the Future' benchmarks as at 30 June, 2018.

As shown, Council meets all of the FFF benchmarks except the Own Source Revenue Benchmark. The Own Source Revenue Benchmark at 56.1% is still significantly below the >60% FFF requirement. Council has historically struggled to meet this ratio; the approved SRV will improve the underlying position where Council can expect to meet the benchmark much more often than not. However, the ratio will continue to be impacted by the amount of grant funding Council receives in a particular year. Even in the longer term, a year where Council receives significantly above average grant funding, something typically to be welcomed, the Own Source Revenue Ratio may dip below the benchmark 60%.

COMBINED FUND:

This is another sound financial result for Council in all funds. It is imperative that a Council delivers an operating surplus on average, so that it can provide funding for asset renewals and upgrades and remain Fit for the Future.

Overall, Council's other major financial indicators remain sound and a copy of Council's Income Statement, Statement Financial Position, Statement of Changes in Equity and Cashflow statement are included. (Refer to Appendix 4, G11 – G14). A full copy of Council's 2017/2018 Financial Reports has been supplied via DROPBOX.

While, as previously noted Council has only very limited capacity to consider the expansion of its existing Services Levels and Infrastructure, under its current limited revenue base, without negatively impacting the existing Services Levels, capacity does exist in the Waste, Water and Sewerage Funds to undertake new capital works in addition to Asset Renewals. As noted, Council also has the capacity to fully implement its Waste Strategy over the coming years. It is further noted that Council's FFF Roadmap provides for an increase in service levels in the roads area.

It is noted that Council will again comply with the Division of Local Government's audit deadlines. The Auditor will present the full audited reports to Council's November, 2018 meeting.

COUNCIL STATEMENT – FINANCIAL REPORTS:

A council must prepare financial reports for each year, and must refer them for audit, prior to referring to audit Council must adopt an opinion on the general purpose financial report, specifically that the report is prepared in accordance with this Act and the regulations and the requirements of:

- a) the publications issued by the Australian Accounting Standards Board, as in force for the time being, subject to the regulations, and
- b) such other standards as may be prescribed by the regulations.

The principal requirements in addition to the Australian Accounting Standards are:

- The Local Government Code of Accounting Practice and Financial Reporting.
- The Department of Water and Energy Practice Management of Water Supply and Sewerage Guidelines.
- NSW Government Policy Statement '*Application of National Competition Policy to Local Government*'.
- Department of Local Government Guidelines '*Pricing and Costing for Council Businesses: A Guide to Competitive Neutrality*'.

The statements must be signed by the Mayor, one (1) other Councillor, the General Manager and the Responsible Accounting Officer. (Refer to Appendix 5, G15 – G16).

RELATIONSHIP TO STRATEGIC PLAN, DELIVERY PLAN AND MANAGEMENT PLAN:

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

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

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

POLICY IMPLICATIONS:

Nil.

CHIEF FINANCIAL OFFICERS COMMENT:

Council is required to sign-off its Annual Financial Statements and to submit them for Audit.

LEGAL IMPLICATIONS:

These reports ensure compliance with:

- The *Local Government Act 1993*, (as amended) and the Regulations made thereunder.
- The Australian Accounting Standards and professional pronouncements.
- The Local Government Code of Accounting Practice and Financial Reporting.
- The Department of Water and Energy Practice Management of Water Supply and Sewerage Guidelines.
- NSW Government Policy Statement '*Application of National Competition Policy to Local Government*'.
- Department of Local Government Guidelines '*Pricing and Costing for Council Businesses: A Guide to Competitive Neutrality*'.

RECOMMENDATION:

That:

- i) *the transfers to Council's Internally Restricted Assets for the 2017/2018 Financial Year totalling \$6,948,407 and Council's transfers from Internally Restricted Assets for the 2017/2018 Financial Year totalling \$3,276,712 be endorsed;*
- ii) *the attached list of Revotes representing works in progress at 30 June, 2018, be revoted to the 2018/2019 budget in accordance with Section 211 of the Local Government General Regulation;*
- iii) *Council's DRAFT Financial Statements are "referred to audit" in accordance with S413(1) LGA 1993;*
- iv) *Council resolve in accordance with Section 413 (2c) of the Act that the draft 2017-18 annual financial report is in accordance with;*
 - *the Local Government Act 1993 (as amended) and the Regulations made there under;*
 - *the Australian Accounting Standards and professional pronouncements,*
 - *the Local Government Code of Accounting Practice and Financial Reporting;*
 - *presents fairly the Council's operating result and financial position for the year;*
 - *accords with Council's accounting and other records; and*
 - *the Council is not aware of any matter that would render this report false or misleading in any way.*
- v) *Council adopt the Councillors/Management "Statement" and resolve that it be signed and attached to the 2017-18 Accounts.*

APPENDIX 1

INTERNALLY RESTRICTED ASSETS (CASH) MOVEMENTS								Comments
30/09/2018	PURPOSE	EST. BAL. 30/6/17	TRANSFER TO	TRANSFER FROM	EST. BAL. 30/6/2018	TRANSFER TO	TRANSFER FROM	
		\$	\$	\$	\$	\$	\$	
GENERAL ACTIVITIES								
	BUILDING REFURBISHMENT/UPGRADE EQUIP. UPGRADE/EMERGENCY MTC	2,157,845.18	80,000	242,500	1,995,345.18	36,710		Note 1 Funding Building Refurbishments/Asset Management needs Funded from Depn Expense
	COMPUTER/IT SYSTEMS UPGRADES	210,005.00			210,005.00			OLG Promoting Better Practice Recommendation
	INDUSTRIAL DEVELOPMENT	1,107,046.00			1,107,046.00			Note 2 Replace Revenue/Property System 2017/2018 - 2018/2019 etc
	RESIDENTIAL DEVELOPMENT	1,149,600.00			1,149,600.00			Rifle Range Road Subdivision Infrastructure Costs 2017/2018
	AERODROME UPGRADE/MTC	7,309.77			7,309.77			
	CORPETON NORTHERN FORESHORES	306,330.00			306,330.00			Note 3 Federal Compensation Package Funds
	LIBRARY BUILDING REFURBISHMENT	49,000.00			49,000.00			Future Library Building Refurbishments
	INDUSTRIAL/TOURISM PROMOTION	202,000.00			202,000.00			Tourism Brochure etc.
	GARBAGE DEPOT LAND PURCHASE ETC.	90,594.00			90,594.00			Note 4 Waste Strategy Funds - Restricted
	GARBAGE DEGRADATION/REHAB	169,391.00			169,391.00			Note 4 Waste Strategy Funds - Restricted
	WASTE INFRASTRUCTURE	445,345.00	250,000		695,345.00	120,000		Note 4 Waste Strategy Funds - Restricted
	WASTE EXTERNALITY SUSTAINABILITY	2,504,068.00	102,114		2,606,182.00	199,445		Note 4 Waste Strategy Funds - Restricted
	PLANT REPLACEMENT	177,000.00	270,000		447,000.00	120,000		Note 4 Waste Strategy Funds - Restricted
	GRAVEL PIT RESTORATION	4,245,725.00	1,891,858	2,459,212	3,636,369.00	1,625,000	2,459,500	Note 5 Plant Fleet Asset Renewals
	GRAVEL PIT RESTORATION - Roads	190,755.00	46,043		237,596.00	35,000	24,365	Rehabilitation Requirement
	COMMUNITY CAPITAL PROJECTS AND LAND	120,004.00	46,042		174,876.00	35,000	24,365	Rehabilitation Rifle Range Road and others
	ECONOMIC DEVELOPMENT/GROWTH ASSETS	650,000.00		200,000	450,000.00			Note 6
	STRATEGIC CAPITAL PROJECTS FUND	2,500,000.00	1,710,000		4,210,000.00			Note 7 Major Roundabouts with RMS and Federal Government
	EMPLOYEE TRAINING (STATUTORY)	4,450.00			4,450.00			Including Chester Street Renewal
	EMPLOYEE LEAVE ENTITLEMENTS	480,611.00	515,000	250,000	735,611.00			Note 8 Land Bank/Infrastructure Development Funding
	WORKERS COMP INSURANCE	0.00	131,750		131,750.00			
	TOWN HALL MAJOR MTC/UPGRADE	1,336,710.46			1,336,710.46			Restricted - Minimum Statutory Requirement
	INSURANCE EXCESS/SELF INSURANCE	702,601.00	233,000		935,601.00			Promoting Better Practice Recommendation
	SWIMMING POOLS UPGRADE/FENCING	100,000.00			100,000.00			Funding for future building refurbishments
	ROAD RESUMPTIONS	209,848.00			209,848.00			Promoting Better Practice Recommendation
	INVERELL HOCKEY FACILITY	2,560,000.00	400,000	65,000	2,905,000.00			Future Upgrades (includes Transfer from Provisions)
	CONNECTIONS BUILDINGS/PLANT/EQUIP.	20,000.00			20,000.00			Ongoing house
	SES BUILDINGS	450,000.00			450,000.00			Field Resurfacing - Provision for Surface Renewal
		72,183.74			72,183.74			Funding Building Refurbishments/Asset Management needs Funded from Depn Expense
		104,311.00			104,311.00			SES Building Renewals
	FUND TOTAL	22,373,567.15	6,767,407	3,276,712	24,864,262.15	2,171,155	2,646,230	24,479,177.15
WATER SUPPLY								
	EMPLOYEE LEAVE ENTITLEMENTS	65,000.00	65,000		130,000.00			Restricted - Statutory Requirement
	EQUIPMENT BREAKDOWN	107,940.00	100,000		207,940.00			Promoting Better Practice Recommendation
	REVENUE EQUALISATION	470,000.00	526,000		996,000.00			Best Practice Guidelines
	FUTURE CAPITAL WORKS	3,577,260.00	455,000		4,030,260.00			Note 9
	FUND TOTAL	4,220,200.00	1,146,000	-	6,364,200.00	-	-	6,364,200.00
SEWERAGE SERVICES								
	EMPLOYEE LEAVE ENTITLEMENTS	20,000.00	47,000		67,000.00			Restricted - Statutory Requirement
	EQUIPMENT BREAKDOWN	109,078.02			109,078.02			Promoting Better Practice Recommendation
	FUTURE CAPITAL WORKS	2,439,200.00			2,439,200.00			Inverell Sewer Treatment Plant and Pump Station 1 renewal and Main Relining
	FUND TOTAL	2,568,278.02	47,000	-	2,615,278.02	-	-	2,615,278.02
	TOTAL OF ALL FUNDS	29,162,035.97	6,948,407	3,276,712	32,833,730.97	2,171,155	2,646,230	32,468,655.97

INTERNALLY RESTRICTED ASSETS COMMITMENTS

Note 1 - Building Refurbishment/Upgrade Projects - Asset Renewal funded from annual depreciation expense. Asset Management Plans require this level of Funding over the next 10 Years

Transfer to IRA is lease fee from Connections

Note 2 - Replace Property/Revenue System 2017/2018 - 2018/2019

Note 3 - Funding received from Federal Compensation Package - Future Blueprints Reveals

Note 4 - Waste Management Strategy/Implementation Funding and future land purchases/degradation requirements, including new Garbage Trucks, Solar Power, Weighbridges, Tip Closures etc

Note 5 - Plant Fleet future acquisitions fund - Asset Renewal plus GPS devices

Note 6 - Future Capital Works/Non-Trading Land Purchases/Industrial Land Development Fund

300,000.00 Industrial Land Development

150,000.00 Council Contribution to Heritage Trade Training Centre (Transport Museum)

450,000.00

Note 7 - Economic Development Assets

Chester St. Renewal - Heavy Vehicle Route

1,000,000.00

Roundabout-SH12/MR73/Tingha Bridge Roundabout

1,000,000.00

Gwydir Highway/Rosslyn Street Roundabout

1,000,000.00

Gwydir Highway/Mansfield St Intersection

500,000.00

Oliver Street Extension

310,000.00

Jardine Road Resealing & Rehabilitation

400,000.00

4,210,000.00

Note 8 - Strategic Capital Projects and Infrastructure Fund

Campbell Street Property/Capark

240,000.00

2017/2018 for later Program (RMS)

415,000.00

180,000.00

Provision (not commitment) for Inverell Community Gardens Projects

755,000.00

Note 9 - Future Capital Works

Ashford Water Treatment Plant

850,000.00

Lake Inverell Safety Works

400,000.00

Other Capital Works

700,000.00

1,950,000.00

These funds are held as Cash and Investments, primarily as Term Deposits

APPENDIX 2

BUDGET VARIATIONS - COUNCIL MEETING 26/9/2018 - REVOTES			
LEDGER NO.	DESCRIPTION	AMOUNT \$	COMMENT/REASON
GENERAL FUND			
<i>Increase/Decrease in EXPENDITURE</i>			
130391-1000	Joint Organisation Of Councils	10,000	Revote - 2017/2018 Program
146601-1000	New Street Lighting	28,000	Revote - 2017/2018 Program
134320-1000	Cultural & Arts Initiatives	96,781	Revote - 2017/2018 Program
148070-1000	Joint Promotions	93,368	Revote - 2017/2018 Program
132420-5535	Industry Promotions (Fire Protection Pioneer Village)	50,000	Revote - 2017/2018 Program
148010-1000	Industrial Development (Rifle Range Road)	127,146	Revote - 2017/2018 Program
148030-1000	Industry Promotions, Marketing & Infrastructure	119,200	Revote - 2017/2018 Program
147185-1000	DCS Tourism Development - Pioneer Village Fossicking Area	60,000	Revote - 2017/2018 Program
136070-1000	Heritage Fund	30,850	Revote - 2017/2018 Program
147230-1000	Tourism Promotions	9,446	Revote - 2017/2018 Program
147190-4230	Tourism Marketing	26,450	Revote - 2017/2018 Program
146480-1000	Work Health & Safety Program	4,100	Revote - 2017/2018 Program
139120-3001	Ashford Community Works	13,860	Revote - Community Project
139120-3020	Bonshaw Community Works	4,030	Revote - Community Project
139120-3030	Bukkulla Community Works	1,000	Revote - Community Project
139120-3050	Delunga Community Works	17,000	Revote - Community Project
139120-3060	Elsmore Community Works	3,030	Revote - Community Project
139120-3070	Gilgai Community Works	42,019	Revote - Community Project
139120-3080	Graman Community Works	7,090	Revote - Community Project
139120-3090	Gum Flat Community Works	2,030	Revote - Community Project
139120-3150	Nullamanna Community Works	3,030	Revote - Community Project
139120-3160	Oakwood Community Works	3,030	Revote - Community Project
139120-3190	Stannifer Community Works	3,030	Revote - Community Project
139120-3020	Bonshaw Hall Repairs	18,000	Revote - Community Project
146453-1000	Road Strategies	40,545	Revote - 2017/2018 Program
134325-1000	Community Building Partnership Program	153,597	Revote - Matching \$ for \$ Grant Contributions FOR Community Building Partnerships
159772-1000	SCIPF - Community Energy Efficiency Program \$ for \$	16,990	Revote - SCIPF Program
137371-1000	SCIPF - Lake Inverell Project (Part Council Contribution)	109,000	Revote - SCIPF Program
151131-1000	Building Maintenance Program	120,690	Revote - 2017/2018 Program
160531-1000	Sporting Field (Halytech Illuminator Light System Control)	22,000	Revote - 2017/2018 Program
134930-1000	Equestrian Council Works	17,000	Revote - 2017/2018 Program
130100-1000	Computer Projects - Infrastructure Upgrade	120,254	Revote - 2017/2018 Program
130101-1000	Computer Projects - Replace Phone Systems	120,000	Revote - 2017/2018 Program
130090-5160	Computer Support	191,900	Revote - 2017/2018 Program
130111-5130	Computer Hardware / Software Capital	38,540	Revote - 2017/2018 Program
132570-1000	RFS Council Funded Expenses	39,044	Revote - 2017/2018 Program
132570-2010	RFS Unexpended Subsidised	40,787	Revote - 2017/2018 Program
132550-2010	RFS Unexpended Subsidised	15,778	Revote - 2017/2018 Program
136260-4921	Local Heritage Program (Assistance to Owners)	35,537	Revote - 2017/2018 Program
137372-1000	Open Space Strategy	10,307	Revote - 2017/2018 Program
136200-6420	Employment Land strategy	7,335	Revote - 2017/2018 Program
146453-1000	Road Strategies	40,545	Revote - 2017/2018 Program
160566-1000	Rifle Range Subdivision (design Works)	30,000	Revote - 2017/2018 Program
151130-1000	Remove/Demolish/Decontaminate	30,000	Revote - 2017/2018 Program
137251-1000	Lake Inverell - Brigalow Nandewar Biolinks Program - Council Contribution	16,000	Revote - 2017/2018 Program - Councils Contribution to Project
142302-1000	May Street - Viewing Platform	15,000	Revote - 2017/2018 Program
139150-1000	Clear Zone Protection Works - Roadside Growth Control	50,000	Revote - 2017/2018 Program
148420-1000	DCES - Special Projects	84,015	Revote - 2017/2018 Program
135960-3070	Urban Drainage Construction (Gilgai Drainage)	271,568	Revote - Urban Works - (Fund from Stormwater Management Charge)
135960-3070	Urban Drainage Construction (Mather Street Subdivision)	39,296	Revote - Urban Works
141331-4450	Central Business District - Capital (Minor Works)	33,549	Revote - Urban Works
145650-3050	Footpath Extensions Program (PAMP Program)	137,375	Revote - PAMP Program matching funding
139200-1000	Bitumen Reseals Villages	23,540	Revote - 2017/2018 Program
148409-1000	Maintenance Grading	14,358	Revote - 2017/2018 Program
139401-1100	FFF - Road Backlog - Bitumen Seals	100,924	Revote - FFF Program
139403-1100	FFF - Road Backlog - Gravel Patching	47,931	Revote - FFF Program
139404-1100	FFF - Road Backlog - Heavy Patching	627,000	Revote - FFF Program
139430-1100	FFF - SR234 - Kings Plain Road - Rehab (near Swanbrook Bridge)	280,000	Revote - FFF Program
143630-1100	FFF - MR187 South Wallangra - Shoulder Widening & realignment	1,117,180	Revote - FFF Program
139421-1100	New Bitumen - Kings Plain Road	382,459	Revote - FFF Program
139423-1100	Shoulder Maintenance - Regional Roads	29,895	Revote - 2017/2018 Program
139433-1100	Special Roads Projects (Wind Farm Rates)	293,460	Revote - 2017/2018 Program
132930-1000	Storm Damage Cleanup Costs	50,000	Revote - 2017/2018 Program - Provisions for Storm Damage Clean up costs
136300-1000	Pub, Privies-Mtce/Wkg Exp (New Cleaning Contract)	70,500	Revote - 2017/2018 Program
148421-1000	Rural Roads Maintenance	189,810	Revote - 2017/2018 Program
137369-1000	Council Contribution to River Bank Clean up	50,000	Revote, Community Projects
TOTAL INCREASE IN EXPENDITURE		5,896,199	<i>Positive figure indicates increased expenditure, (Negative) figure decreased expenditure)</i>
NET CHANGE TO CURRENT BUDGET Surplus/(Deficit)		5,896,199	<i>Positive figure indicates increased expenditure, (Negative) figure decreased expenditure)</i>
<i>Restricted Assets</i>			
TOTAL FUNDING FROM RESTRICTED ASSETS		-	
FUNDED FROM EQUITY (G5795.000)		-	
NET CHANGE TO FINANCIAL POSITION Surplus/(Deficit)		5,896,199	

WATER FUND			
<i>Increase/Decrease in EXPENDITURE</i>			
813285-1000	Backflow Prevention Works	550,000	Revote - 2017/2018 Program
813282-1000	Pump station Upgrades	370,000	Revote - 2017/2018 Program
813220-1100	Mains Replacement	162,702	Revote - 2017/2018 Program
813280-3100	Metering	88,422	Revote - 2017/2018 Program
813288-3100	Telemetry Upgrades	542,163	Revote - 2017/2018 Program
813290-3100	Other Plant	20,000	Revote - 2017/2018 Program
813260-3100	Inverell Water Treatment Plant	254,760	Revote - 2017/2018 Program
TOTAL INCREASE IN EXPENDITURE		1,988,047	<i>Positive figure indicates increased expenditure, (Negative) figure decreased expenditure</i>
NET CHANGE TO CURRENT BUDGET Surplus/(Deficit)		1,988,047	<i>Positive figure indicates increased expenditure, (Negative) figure decreased expenditure</i>
<i>Restricted Assets</i>			
TOTAL FUNDING FROM RESTRICTED ASSETS			
FUNDED FROM EQUITY (G\$795.000)		-	
NET CHANGE TO FINANCIAL POSITION Surplus/(Deficit)		1,988,047	
SEWER FUND			
<i>Increase/Decrease in EXPENDITURE</i>			
907280-3100	Sewer Investigation	56,736	Revote - 2017/2018 Program
907280-1000	Treatment Works - Inverell	1,202,858	Revote - Renewal Project Works - Inverell Treatment Plant
907280-3050	Treatment Works - Delungra	100,000	Revote - 2017/2018 Program
907280-3070	Treatment Works - Gilgai	80,000	Revote - 2017/2018 Program
907272-3050	Treatment Works - Delungra (Telemetry)	100,000	Revote - 2017/2018 Program
907250-3100	Mains Inverell	184,671	Revote - 2017/2018 Program
907110-1100	Mains Relining	990,349	Revote - 2017/2018 Program
907170-1000	Other Equipment	22,000	Revote - 2017/2018 Program
907270-1000	Pumping Stations	580,000	Revote - 2017/2018 Program
TOTAL INCREASE IN EXPENDITURE		3,316,614	<i>Positive figure indicates increased expenditure, (Negative) figure decreased expenditure</i>
NET CHANGE TO CURRENT BUDGET Surplus/(Deficit)		3,316,614	<i>Positive figure indicates increased expenditure, (Negative) figure decreased expenditure</i>
<i>Restricted Assets</i>			
TOTAL FUNDING FROM RESTRICTED ASSETS			
FUNDED FROM EQUITY (G\$795.000)		-	
NET CHANGE TO FINANCIAL POSITION Surplus/(Deficit)		3,316,614	
REVOTE SUMMARY			
GENERAL FUND REVOTES			
		5,896,199	
WATER FUND REVOTES		1,988,047	
SEWER FUND REVOTES		3,316,614	
COMBINED FUND - TOTAL REVOTES		11,200,860	

APPENDIX 3

GENERAL FUND
FIT FOR THE FUTURE BENCHMARKS

	BENCHMARK	Indicator 2018	Indicator 2017	Indicator 2016
SUSTAINABILITY INDICATORS				
Operating Performance Ratio				
Total continuing operating revenue ⁽¹⁾ excluding capital grants and contributions less operating expenses	Greater or equal to break even average over 3 years	20.81%	22.01%	19.16%
Total continuing operating revenue ⁽¹⁾ excluding capital grants and contributions				
Own Source Operating Revenue Ratio				
Total continuing operating revenue ⁽¹⁾ excluding all grants and contributions	Greater than 60% average over 3 years	56.10%	54.28%	55.13%
Total continuing operating revenue ⁽¹⁾				
Building & Infrastructure Asset Renewals ratio				
Asset renewals (Building & Infrastructure) ⁽²⁾	Greater than 100% average over 3 years	225.18%	233.00%	143.06%
Depreciation, amortisation and impairment				
INFRASTRUCTURE AND SERVICE MANAGEMENT INDICATORS				
Debt Service Ratio				
Cost of debt service (interest expense & principal repayments)	Greater than 0% and less than or to 20% average over 3 years	1.09%	1.05%	0.35%
Total continuing operating revenue ⁽¹⁾ excluding capital grants and contributions				
Asset Maintenance Ratio				
Actual asset maintenance	Greater than 100% average over 3 years	90.9%	105.59%	104.00%
Required asset maintenance				
Infrastructure Backlog Ratio				
Estimated cost to bring assets to a satisfactory standard	Less than 2%	0.89%	1.44%	1.46%
Carrying value of infrastructure assets				
EFFICIENCY INDICATORS				
Real Operating Expenditure Per Capita Ratio				
Total Expenses from continuing operators ⁽³⁾ deflated CPI/LGCI	A decrease in Real Operating Expenditure per Capita over time	1.10	1.17	1.53
Estimated yearly population				

Notes

- (1) Excludes fair value adjustments and reversal of revaluation decrements, net gain/(loss) on sale of assets and the net share of interests in joint ventures and associates.
- (2) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/per capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.
- (3) Excludes revaluation decrements, net loss from disposal of assets & net loss of interest in joint ventures

APPENDIX 4

Financial Statements 2018

Inverell Shire Council

Income Statement

for the year ended 30 June 2018

Original unaudited budget 2018	\$ '000	Notes	Actual 2018	Actual 2017
Income from continuing operations				
Revenue:				
18,473	Rates and annual charges	3a	18,411	17,395
3,446	User charges and fees	3b	5,448	5,340
1,027	Interest and investment revenue	3c	1,475	1,598
423	Other revenues	3d	834	810
9,964	Grants and contributions provided for operating purposes	3e,f	12,528	14,246
926	Grants and contributions provided for capital purposes	3e,f	2,465	1,620
Other income:				
196	Net gains from the disposal of assets	5	30	—
—	Fair value increment on investment property	11	555	—
34,455	Total income from continuing operations		41,746	41,009
Expenses from continuing operations				
13,312	Employee benefits and on-costs	4a	12,012	12,446
182	Borrowing costs	4b	284	301
5,847	Materials and contracts	4c	7,891	7,628
8,226	Depreciation and amortisation	4d	8,532	7,694
4,198	Other expenses	4e	3,009	3,275
—	Net losses from the disposal of assets	5	—	1,359
31,765	Total expenses from continuing operations		31,728	32,703
2,690	Operating result from continuing operations		10,018	8,306
2,690	Net operating result for the year		10,018	8,306
2,690	Net operating result attributable to Council		10,018	8,306
1,764	Net operating result for the year before grants and contributions provided for capital purposes		7,553	6,686

This statement should be read in conjunction with the accompanying notes.

page 5

Financial Statements 2018

Inverell Shire Council

Statement of Financial Position
as at 30 June 2018

\$ '000	Notes	2018	2017
ASSETS			
Current assets			
Cash and cash equivalents	6a	3,604	3,174
Investments	6b	53,500	53,000
Receivables	7	5,239	3,348
Inventories	8	506	509
Other	8	182	194
Non-current assets classified as 'held for sale'	9	481	481
Total current assets		63,512	60,706
Non-current assets			
Investments	6b	—	1,000
Receivables	7	24	309
Infrastructure, property, plant and equipment	10	637,405	623,321
Investment property	11	3,280	2,725
Total non-current assets		640,709	627,355
TOTAL ASSETS		704,221	688,061
LIABILITIES			
Current liabilities			
Payables	12	2,285	1,904
Income received in advance	12	668	584
Borrowings	12	576	552
Provisions	13	3,894	4,234
Total current liabilities		7,423	7,274
Non-current liabilities			
Borrowings	12	3,564	4,140
Provisions	13	2,146	1,801
Total non-current liabilities		5,710	5,941
TOTAL LIABILITIES		13,133	13,215
Net assets		691,088	674,846
EQUITY			
Accumulated surplus	14	520,402	510,384
Revaluation reserves	14	170,686	164,462
Council equity interest		691,088	674,846
Total equity		691,088	674,846

This statement should be read in conjunction with the accompanying notes.

page 7

Financial Statements 2018

Inverell Shire Council

Statement of Changes in Equity
for the year ended 30 June 2018

\$ '000	Notes	2018			2017		
		Accumulated surplus	IPP&E revaluation reserve	Total equity	Accumulated surplus	IPP&E revaluation reserve	Total equity
Opening balance		510,384	164,462	674,846	502,078	160,342	662,420
Net operating result for the year		10,018	–	10,018	8,306	–	8,306
Other comprehensive income							
– Gain (loss) on revaluation of IPP&E	10a	–	6,224	6,224	–	4,120	4,120
Other comprehensive income		–	6,224	6,224	–	4,120	4,120
Total comprehensive income (c&d)		10,018	6,224	16,242	8,306	4,120	12,426
Equity – balance at end of the reporting period		520,402	170,686	691,088	510,384	164,462	674,846

This statement should be read in conjunction with the accompanying notes.

page 8

Financial Statements 2018

Inverell Shire Council

Statement of Cash Flows
for the year ended 30 June 2018

Original unaudited budget 2018	\$ '000	Notes	Actual 2018	Actual 2017
Cash flows from operating activities				
Receipts:				
18,473	Rates and annual charges		18,378	17,379
3,448	User charges and fees		6,058	5,945
1,027	Investment revenue and interest		1,477	1,450
10,890	Grants and contributions		13,433	16,181
—	Bonds, deposits and retention amounts received		37	637
423	Other		2,284	3,583
Payments:				
(13,312)	Employee benefits and on-costs		(12,480)	(12,197)
(5,847)	Materials and contracts		(9,751)	(9,439)
(182)	Borrowing costs		(178)	(201)
—	Bonds, deposits and retention amounts refunded		(47)	(1,274)
(4,198)	Other		(2,752)	(3,653)
10,720	Net cash provided (or used in) operating activities	15b	16,457	18,411
Cash flows from investing activities				
Receipts:				
—	Sale of investment securities		8,000	12,000
—	Sale of real estate assets		—	54
436	Sale of infrastructure, property, plant and equipment		900	534
—	Deferred debtors receipts		6	—
Payments:				
—	Purchase of investment securities		(7,500)	(17,958)
(11,378)	Purchase of infrastructure, property, plant and equipment		(16,881)	(13,162)
(10,942)	Net cash provided (or used in) investing activities		(15,475)	(18,532)
Cash flows from financing activities				
Receipts:				
Nil				
Payments:				
(552)	Borrowings and advances		(552)	(529)
(552)	Net cash flow provided (used in) financing activities		(552)	(529)
(774)	Net increase/(decrease) in cash and cash equivalents		430	(650)
3,824	Cash and cash equivalents – beginning of year	15a	3,174	3,824
3,050	Cash and cash equivalents – end of the year	15a	3,604	3,174
Additional Information:				
	plus: Investments on hand – end of year	6b	53,500	54,000
	Total cash, cash equivalents and investments		57,104	57,174

This statement should be read in conjunction with the accompanying notes.

page 9

APPENDIX 5

Financial Statements 2018

Inverell Shire Council

General Purpose Financial Statements
for the year ended 30 June 2018Statement by Councillors and Management
made pursuant to Section 413(2)(c) of the *Local Government Act 1993 (NSW)* (as amended)

The attached General Purpose Financial Statements have been prepared in accordance with:

- the *Local Government Act 1993 (NSW)* (as amended) and the regulations made thereunder,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these financial statements:

- present fairly the Council's operating result and financial position for the year,
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 26 September 2018.

Paul Harmon
Mayor
26 September 2018

Anthony Michael
Councillor
26 September 2018

Paul Henry
General Manager
26 September 2018

Scott Norman
Responsible Accounting Officer
29 September 2018

SPFS 2018

Inverell Shire Council**Special Purpose Financial Statements**
for the year ended 30 June 2018**Statement by Councillors and Management**
made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- the NSW Government Policy Statement 'Application of National Competition Policy to Local Government',
- the Division of Local Government Guidelines 'Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality',
- the Local Government Code of Accounting Practice and Financial Reporting,
- the NSW Office of Water Best-Practice Management of Water and Sewerage Guidelines.

To the best of our knowledge and belief, these financial statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 26 September 2018.

Paul Harmon
Mayor

Anthony Michael
Councillor

Paul Henry
General manager

Scott Norman
Responsible accounting officer