



Inverell Shire Council



*Mayor Paul Harmon and Fiona Adams, Manager Integrated Planning & Reporting, present Duane O'Brien, representative from Inverell Macintyre Lions Club, with monies raised from The Dye Hard Colour Run.*

## Business Paper Ordinary Meeting of Council Wednesday 24 October, 2018



**INVERELL SHIRE COUNCIL**

**NOTICE OF ORDINARY MEETING OF COUNCIL**

19 October, 2018

An Ordinary Meeting of Council will be held in the Council Chambers, Administrative Centre, 144 Otho Street, Inverell on Wednesday, 24 October, 2018 commencing at **3pm**.

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

**P J HENRY PSM**

**GENERAL MANAGER**

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**A G E N D A**

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

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**2PM**                      **AFTERNOON TEA**

**3.05PM**                      **ADDRESS BY PRESIDENT, INVERELL CHAMBER OF COMMERCE &  
INDUSTRY, NICOLE LAVENDER RE: 'CHOOSE INVERELL'  
PROMOTION**



## 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 2018 – September 2019

## 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
24	28	19	No Meeting	27	27	24	22	<sup>^</sup> 26	24	28	25

## 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
10	14	No Meeting	No Meeting	13	13	10	8	12	10	14	11

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.

<sup>^</sup> Meeting at which the Management Plan for 2019/2020 is adopted.



## NOVEMBER 2018

SUN	MON	TUE	WED	THU	FRI	SAT
					Northern Country Cricket Championships 2-4 Nov	Ashford Movie Night
				1.	2.	3.
Sapphire City Markets						Eat Drink Live
4.	5.	6.	7.	8.	9.	10.
Centenary of Armistice			9am - Civil & Environmental Meeting 10.30am - Economic & Community Sustainability Meeting			
11.	12.	13.	14.	15.	16.	17.
Sapphire City Markets						
18.	19.	20.	21.	22.	23.	24.
			3pm – Ordinary Meeting of Council			
25.	26.	27.	28.	29.	30.	

 Council office closed



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MINUTES OF THE ORDINARY MEETING OF INVERELL SHIRE COUNCIL HELD IN THE COUNCIL CHAMBERS, ADMINISTRATIVE CENTRE, 144 OTHO STREET, INVERELL ON WEDNESDAY, 26 SEPTEMBER, 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 M J Peters.

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

**SECTION A**

**APOLOGIES S13.6.9/10**

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

**RESOLVED** (McCosker/Baker) *that the apology from Cr Watts due to her absence for personal reasons be accepted, and that leave of absence be granted.*

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

**115/18 RESOLVED** (King/Baker) *that the Minutes of the Ordinary Meeting of Council held on 22 August, 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 3.04pm, the Mayor welcomed the members of the public and opened the Public Forum Session by inviting members of the public to speak:

Inverell Clontarf Academy

Representatives including staff and participants from the Inverell Clontarf Academy presented the goals and achievements of the Academy.

The Clontarf Foundation exists to improve the education, discipline, life skills, self-esteem and employment prospects of young Aboriginal men and by doing so equips them to participate meaningfully in society. The first academy opened in 2000 and Inverell Academy open in 2012. In 2018 the academy has 64 participants with an average attendance of 86%. 7 out of 7 boys graduated in 2017 and at the beginning of 2018 all graduates were in Employment and continued to be supported by Academy staff & an employment officer.

Each activity at the Academy covers one of five learning areas; education, leadership, well-being, employment or sport. The boys are supported beyond the class room in ways such as health checks, school pick up, homework sessions, workplace visits and training runs. The presentation included a question and answers session with current participants.

Northern Inland Academy of Sport (NIAS)



Sam Rains led a presentation from NIAS. The Academy's objective is to provide opportunities and support to help young athletes reach higher levels within their sport. It does this by providing talent development programs and sporting activities to overcome disadvantages such as tyranny of distance, lack of regular quality coaching, inadequate competition and limited exposure to State Sporting Organisations pathways.

Programs, activities and services include the Structured Program of Regional Talent (SPORT), Regional Athlete and Coach Education (GROWTH), High performance training camps, testing, athlete development tours, athlete subsidies & financial support scheme, the "Lone Star" Scholarship Programs, National Primary Games and the National Football Camp.

Council was invited to join the Associate Partnership Program.

#### NSW Department of Justice – New Sentencing Guidelines

Don Smith presented to Council on the new NSW Sentencing Guidelines. The reforms are designed to strengthen community-based sentencing; the changes aim to make the community safer by holding offenders to account and reducing reoffending.

Courts will have better information about offenders at the time of sentencing to help tailor sentences and impose supervision and conditions that hold offenders to account and address their risk of reoffending.

Intensive Correction Orders (ICO) has been overhauled and suspended sentences have been abolished. More offenders at risk of returning to crime will be subject to supervision and programs to address their offending behaviour.

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

### **ELECTION OF MAYOR AND DEPUTY MAYOR**

#### **1. ELECTION OF MAYOR S13.7.2**

A nomination for the position of Mayor was received from Cr Paul Harmon. The General Manager advised that there being only one (1) nomination, Cr Harmon was declared duly elected as Mayor for the ensuing two (2) year period.

**116/18 RESOLVED** (Baker/Berryman) that the nomination forms be destroyed following the declaration of the result.

#### **2. ELECTION OF DEPUTY MAYOR S13.7.2**

**117/18 RESOLVED** (Baker/King) that Council appoint a Deputy Mayor; and the term be a two (2) year period.

The General Manager advised that there being only one (1) nomination, Cr Anthony Michael was declared duly elected as Deputy Mayor for the ensuing two (2) year period.

**118/18 RESOLVED** (Berryman/Baker) that the nomination forms be destroyed following the declaration of the result.

### **SECTION B ADVOCACY REPORTS**

#### **1. NOTICE OF BUSINESS – PERSONNEL MATTER S13.5.3**



**119/18 RESOLVED** (Berryman/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.

2. NOTICE OF BUSINESS – PERSONNEL MATTER S13.5.3

**120/18 RESOLVED** (Berryman/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.

Cr Michael Fly Corporate Anniversary

Cr Michael attended the Fly Corporate Anniversary celebrations at the airport. It was well supported and children from Gilgai Public School planted trees to mark the occasion.

Cr Michael Sports Council

Cr Michael reported that the Sports Council is planning a 50 year anniversary event in June 2019. The event will recognise the Sports Council contribution to the sporting facilities that Inverell enjoys.

Cr Harmon Sapphire City Festival

Cr Harmon attended the opening of the Sapphire City Festival and Art Competition Launch on 15 September 2018 where the Festival Queen entrants were introduced and Maysey Stewart was introduced as the Festival's first ever Ambassador.

Cr Harmon also attended the Sapphire City Festival Sponsors Night held to thank all contributing sponsors and attended the Communicator of the Year event.

Cr Harmon Opera North West – Banquet: A Musical Feast

Cr Harmon attended the Opera North West event – Banquet: A Musical Feast at the Town Hall which was a fantastic night enjoyed by all who were present.

**SECTION C  
COMMITTEE REPORTS**

1. **CIVIL & ENVIRONMENTAL SERVICES COMMITTEE MEETING MINUTES –  
12 SEPTEMBER 2018 S4.11.16/10**

**121/18 RESOLVED** (Baker/Michael) 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 adopted by Council:*

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

*That Council approves 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 Council note and support the General Manager in the exercising of 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.*

5. INVERELL BOYS CLUB S26.4.16

*That Council support the Inverell Boys Club approach to the Lands Department to gain permission to build a new Club House on the recreation reserve adjacent to the Rugby Union Club House.*

2. ECONOMIC & COMMUNITY SUSTAINABILITY COMMITTEE MEETING MINUTES – 12 SEPTEMBER 2018 S4.11.17/10

**122/18 RESOLVED** (Michael/Peters) *that:*

- i) *the Minutes of the Civil & Environmental Services Committee Meeting held on Wednesday, 12 September, 2018, be received and noted; and*



- ii) *that the recommendation for items 1 to 7 of the Civil & Environmental Services Committee be adopted 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

*Council considered item 8 in isolation.*

**RESOLVED** (Michael/McCosker) *that Council does not accede to the request to open the amenities building at the 'Terry Barnes' Oval at Yetman to the public from 8am and locked at 6pm each day.*

**SECTION D  
DESTINATION REPORTS**

1. MOBILE PHONE BLACK SPOT PROGRAM S10.12.2/11

**123/18 RESOLVED** (Michael/McCosker) *that:*

- i) *The submission of the priority list of towers to address mobile black spots be noted; and*
- ii) *A maximum of \$20K contribution per site for the construction of an access road to a tower site be provided to encourage carriers to submit a tender for any site in Inverell Shire Council.*

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

**124/18 RESOLVED** (McCosker/Peters) *that Council advise the Festival Organisers that Council is not in a position to accede to the request for financial support, but do wish them every success for the event.*

**125/18 RESOLVED** (Baker/Dight) *that Council contribute \$500 towards the production of a video promoting Ashford Area. This is being conditional on the video being a joint project between the 2 Rivers Pty Ltd and the Ashford Business Council.*

At 4.30pm Cr King left the meeting and returned at 4.32pm.

3. TINGHA CARAVAN PARK S5.19.1

**126/18 RESOLVED** (Baker/Berryman) *that Council note the report and the matter be referred back to Council once a full assessment of the facilities at the Tingha Caravan Park has been completed.*



**SECTION E  
INFORMATION REPORTS**

1. STRATEGIC TASKS – ‘SIGN OFF’ – SEPTEMBER 2018 S4.13.2
2. QUESTIONS WITHOUT NOTICE – SEPTEMBER 2018 S13.5.5/11
3. CONSTRUCTION CERTIFICATES APPROVED FOR AUGUST 2018 S7.2.4/11
4. COMPLYING DEVELOPMENT CERTIFICATES APPROVED DURING AUGUST 2018 S7.2.4/11
5. SUMMARY OF BUILDING CONSTRUCTION FOR AUGUST 2018 S7.2.4/11
6. DEVELOPMENT CONSENTS AND REFUSALS DURING AUGUST 2018 S18.10.2/11
7. VARIATION TO DEVELOPMENT STANDARDS APPROVED DURING AUGUST 2018 S18.10.2/11
8. SEPTIC TANK APPROVALS FOR AUGUST 2018 S29.19.1
9. ORDINANCE ACTIVITIES REPORT FOR AUGUST 2018 S18.10.1
10. SHARED PEDESTRIAN / CYCLE PATHWAY - GILGAI TO INVERELL S30.11.1
11. WHITE RIBBON ACCREDITATION S3.16.25

**127/18 RESOLVED** (Berryman/Dight) *that the items contained in the Information Reports to the Ordinary Meeting of Council held on Wednesday, 26 September, 2018, be received and noted.*

**SECTION F  
QUESTIONS WITHOUT NOTICE**

**QWN/ORD 31/18** Inverell Sports Complex  
Cr King

Cr King asked if Council staff could investigate funding opportunities to build a disabled access toilet at the Inverell Sports Complex.

Director Civil & Environmental Services responded that options for construction, location and funding are already under active consideration.

**QWN/ORD 32/18** Defibrillator Register  
Cr King

Cr King asked if a Defibrillator Register could be compiled and added to Council's Website.

Staff confirmed the register has already been compiled and is available on Council's website.

**QWN/ORD 33/18** Drought Relief Funding  
Cr Baker

Cr King asked what the process would be to determine projects to be funded from the announced Drought Relief Funding.



Director Corporate and Economic Services responded that Council was still waiting for the guidelines to be released.

The General Manager then added that the decision would then be referred to Council.

**QWN/ORD 34/18**

Cr McCosker

Green Waste Collection Service

Cr McCosker asked why Council does not have a green waste collection service.

Director Civil & Environmental Services responded that the issue has been identified as part of the Waste Management Strategy. It has several challenges, there are tight regulations around the production and use of the resulting organic material, the enthusiasm of residents can sometimes wane once the additional cost is calculated and the introduction of a green waste service is most often accompanied by the reduction of the general waste service to once a fortnight, which can be a hard sell in the community. Director Civil & Environmental Services concluded that it was almost inevitable that a green waste service would have to be introduced in the future and it was currently a watching brief.

**QWN/ORD 35/18**

Cr McCosker

Chester and Mansfield Street Intersection

Cr McCosker asked if the Chester and Mansfield Street Intersection, Inverell could be truncated to make the turn easier for longer vehicles.

Director Civil & Environmental Services undertook to investigate the issue further and provide a response.

**QWN/ORD 36/18**

Cr Dight

Inverell Volunteers Network

Cr Dight asked if Council could investigate an Inverell Volunteers Network and that the matter be placed on the agenda of the Corporate and Economic Committee meeting

The General Manager undertook to include the matter on the Agenda.

**SECTION G  
GOVERNANCE REPORTS**

1. GENERAL AND SPECIAL PURPOSE FINANCIAL REPORTS 2017/2018  
S12.11.5

**128/18 RESOLVED** (Dight/Baker) 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.*

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

At 4.55pm, 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**

**129/18 RESOLVED** *(Peters/King) that Council proceed into Closed Council to discuss the following matters referred to it, for the reasons stated in the motions of referral.*

Open Council resumed at 5.04pm, the Chair verbally reported that the Council had met in Closed Council, with the Press and Public excluded, and had not resolved to make any recommendations to Council.

- 1. NOTICE OF BUSINESS – PERSONNEL MATTER S13.5.3
- 2. NOTICE OF BUSINESS – PERSONNEL MATTER S13.5.3

The Mayor advised Council of:

- Content of his Mayoral Minute
- The use of the standard contract of employment for the renewal of the General Manager's contract
- The preparation of a separation agreement by Council's solicitor

There being no further business, the meeting closed at 5.05 pm.

CR P J HARMON

CHAIRPERSON



**TO ORDINARY MEETING OF COUNCIL 24/10/2018**

<b>ITEM NO:</b>	1.	<b>FILE NO:</b> S22.19.1 & 2763
<b>DESTINATION 1:</b>	A recognised leader in a broader context	<b>R</b>
<b>SUBJECT:</b>	<b>MAYORAL MINUTE: SEPARATION AGREEMENT</b>	
<b>PREPARED BY:</b>	Cr Paul Harmon, Mayor	

**SUMMARY:**

A Separation Agreement has been prepared to give effect to the agreed undertakings for the General Manager's position. Council is being asked to consider a confidential report in respect of this matter.

**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 provides Council with information concerning the outcome of the General Manager's Performance Review conducted on 23 August, 2017.

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.

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

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

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

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

#### **POLICY IMPLICATIONS:**

Nil.

#### **CHIEF FINANCIAL OFFICERS COMMENT:**

Nil.

#### **LEGAL IMPLICATIONS:**

Nil.

#### **RECOMMENDATION:**

*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.*



<b>ITEM NO:</b>	2.	<b>FILE NO:</b> S13.5.3 & S12.11.2
<b>SUBJECT:</b>	<b>NOTICE OF BUSINESS – COUNCIL CIRCULAR 18-14 AUDITOR GENERAL'S REPORT TO PARLIAMENT ON THE 2016-17 FINANCIAL AUDITS OF NSW COUNCILS</b>	
<b>SUBMITTED BY:</b>	Cr M Peters	

## NOTICE OF BUSINESS

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

*'That management provide the audit office report on ISC'.*

COUNCILLOR M PETERS

18 OCTOBER 2018

### General Manager's Comments:

Circular 18-14 relates to the NSW Auditor General's Report to Parliament on the conduct of the 2016 - 17 audit of the Local Government sector. It can be downloaded at the link in the circular. Inverell Shire Council is named four (4) times - these mentions are all part of statistical reporting and are all favourable.

The only specific report prepared by the NSW Audit Office on Inverell Shire Council has been provided to Councillors. Please refer to the 22 November, 2017 Council Business Paper, specifically Item 4 (Page D8) 'Presentation of Council's 2016-17 Financial Report'.

It will be noted that a copy of Council's 2016-17 Audited Financial Statements were provided to each Councillor as a separate document, which was sent with the November 2017 Business Paper.

The report you are seeking is shown at pages 80 - 88 of this document.

The 2017 - 18 Audit Office's report will be included in the Financial Statements that will be presented to Council's November 2018 meeting.

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

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

- (1) A council must not transact business at a meeting of the council:
  - (a) unless a councillor has given notice of the business in writing within such time before the meeting as is fixed by the council's code of meeting practice or (if the council does not have a code of meeting practice or its code of meeting practice does not fix that time) as is fixed by resolution of the council, and
  - (b) unless notice of the business has been sent to the councillors in accordance with section 367 of the Act.
- (2) Subclause (1) does not apply to the consideration of business at a meeting if the business:
  - (a) is already before, or directly relates to a matter that is already before, the council, or
  - (b) is the election of a chairperson to preside at the meeting as provided by clause 236 (1), or
  - (c) is a matter or topic put to the meeting by the chairperson in accordance with clause 243, or
  - (d) is a motion for the adoption of recommendations of a committee of the council.



- (3) Despite subclause (1), business may be transacted at a meeting of a council even though due notice of the business has not been given to the councillors. However, this can happen only if:
- (a) a motion is passed to have the business transacted at the meeting, and
  - (b) the business proposed to be brought forward is ruled by the chairperson to be of great urgency.

Such a motion can be moved without notice.

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

<b>ITEM NO:</b>	3.	<b>FILE NO:</b> S13.5.3 & S4.11.21
<b>SUBJECT:</b>	<b>NOTICE OF BUSINESS – INTERNAL AUDIT SERVICES</b>	
<b>SUBMITTED BY:</b>	Cr M Peters	

## NOTICE OF BUSINESS

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

*‘That Council provide advice as to the expertise and experience the New England Joint Organisation has to conduct internal audits’*

*This follows a motion from the audit and risk committee to ask them for Internal audit services.*

- i) 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’.*

COUNCILLOR M PETERS

19 OCTOBER 2018

### General Manager’s Comments:

The resolution relates to the procurement of internal audit services not the conduct of internal audits. There was no intention of inferring JO itself had any experience in conducting internal audits and as it currently has no paid staff it would not any capacity to do so.

No Councils within the JO employs an Internal Auditor so all will need to procure contract services. The question is if the JO can play a roll co-coordinating this process? There are potential saving in procurement and if alignment can be found in Internal Audit Programs the same audit could be performed over a number of member Councils which has the possibility to save costs and provide benchmarking opportunities.

There was no initial interest in the JO performing this role and this has been reported to the Audit Risk and Improvement Committee.

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

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

- (1) A council must not transact business at a meeting of the council:



- (a) unless a councillor has given notice of the business in writing within such time before the meeting as is fixed by the council's code of meeting practice or (if the council does not have a code of meeting practice or its code of meeting practice does not fix that time) as is fixed by resolution of the council, and
- (b) unless notice of the business has been sent to the councillors in accordance with section 367 of the Act.
- (2) Subclause (1) does not apply to the consideration of business at a meeting if the business:
- (a) is already before, or directly relates to a matter that is already before, the council, or
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  - (c) is a matter or topic put to the meeting by the chairperson in accordance with clause 243, or
  - (d) is a motion for the adoption of recommendations of a committee of the council.
- (3) Despite subclause (1), business may be transacted at a meeting of a council even though due notice of the business has not been given to the councillors. However, this can happen only if:
- (a) a motion is passed to have the business transacted at the meeting, and
  - (b) the business proposed to be brought forward is ruled by the chairperson to be of great urgency.
- Such a motion can be moved without notice.
- (4) Despite clause 250, only the mover of a motion referred to in subclause (3) can speak to the motion before it is put.

<b>ITEM NO:</b>	4.	<b>FILE NO:</b> S13.5.3 & S13.6.11
<b>SUBJECT:</b>	<b>NOTICE OF BUSINESS – COUNCILLOR TRAINING &amp; EXPENSES</b>	
<b>SUBMITTED BY:</b>	Cr M Peters	

## NOTICE OF BUSINESS

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

*'That Council explain why additional information has not been provided explaining the variation between Councillor expenses and those provided.*

*A request was made 3 months ago to have a detailed explanation of all elected councillor expenses. The information provided had a major variation to the reported expenses in the annual report and the details of the variation are required.*

COUNCILLOR M PETERS

19 OCTOBER 2018

### General Manager's Comments:

A reconciliation is currently being prepared.

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

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

- (1) A council must not transact business at a meeting of the council:
- (a) unless a councillor has given notice of the business in writing within such time before the meeting as is fixed by the council's code of meeting practice or (if the council does not have a code of meeting practice or its code of meeting practice does not fix that time) as is fixed by resolution of the council, and



- 
- (b) unless notice of the business has been sent to the councillors in accordance with section 367 of the Act.
- (2) Subclause (1) does not apply to the consideration of business at a meeting if the business:
- (a) is already before, or directly relates to a matter that is already before, the council, or
  - (b) is the election of a chairperson to preside at the meeting as provided by clause 236 (1), or
  - (c) is a matter or topic put to the meeting by the chairperson in accordance with clause 243, or
  - (d) is a motion for the adoption of recommendations of a committee of the council.
- (3) Despite subclause (1), business may be transacted at a meeting of a council even though due notice of the business has not been given to the councillors. However, this can happen only if:
- (a) a motion is passed to have the business transacted at the meeting, and
  - (b) the business proposed to be brought forward is ruled by the chairperson to be of great urgency.

Such a motion can be moved without notice.

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



**TO ORDINARY MEETING OF COUNCIL 24/10/2018**

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

**SUMMARY:**

Meeting held on Wednesday, 10 October, 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, 10 OCTOBER, 2018, COMMENCING AT 9.00 AM.**

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

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

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

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

There were no apologies received.

1. **CONFIRMATION OF MINUTES**

*RESOLVED (McCosker/Berryman) that the Minutes of the Civil and Environmental Services Committee Meeting held on 12 September, 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 S13.5.6/10

At this juncture, the time being 9.03 am, the Chair welcomed the members of the public and opened the Public Forum Session by inviting members of the public to speak:

Sam Bucknell Inverell Shire Volunteers Network  
Local Volunteers Register

Sam Bucknell presented to the Committee on the concept of an Inverell Shire Volunteers Network. It would involve an online community noticeboard where organisations or associations would list their requirements and contact details.

Sam asked for Council's support to develop the idea and host the Register on Council's website.

Kevin Dunn  
National Transport  
Museum

Cultural and Exhibition Centre

Kevin Dunn expanded on his previous presentation on a Cultural and Exhibition Centre to be built behind the National Transport Museum, facing the McIntyre River. A site map of the proposed location was provided to the Committee. He detailed aspects of the planned business model. This was to address Councillors' concerns the proposal would not be financially sustainable. The building would be developed using the green energy philosophy with solar panels over the 10,000m2 roof. This would provide a revenue stream in addition to the income from hosting events. He emphasised that there is currently some unique funding opportunities and the facility would benefit the entire community and complement both the National Transport Museum and the Pioneer Village.

Kevin was seeking assistance with a site survey and to identify other partners to further develop the idea.

At this juncture, the time being 9.12 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 Harmon Rural Crime Prevention Workshop

Cr Harmon attended the Rural Crime Prevention Workshop on 9 October, 2018. It was a proactive initiative by NSW Police which was well supported and well attended. Key topics of discussion were gun laws and illegal hunting.

SECTION D  
DESTINATION REPORTS1. TRANSFER OF CROWN ROAD – CARL TOMES LANE S28.10.SR134



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

- i) Council accept control of Carl Tomes Lane as a Council Public Road; and*
  - ii) Management Policy – Road Hierarchy be amended to include the updated classifications for Carl Tomes Lane to “Rural Minor” for its entire length.*
2. PROCUREMENT OF BITUMEN AND AGGREGATE SERVICES – 2018-2019 BITUMEN RESEALING PROGRAM – LISTING S28.28.5/02

*RESOLVED (Harmon/Peters) that the Report in relation to the Procurement of Bitumen and Aggregate Services associated with the 2018-2019 Bitumen Resealing Program be considered at a Closed Committee as:*

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

3. RESIDENTIAL LAND REVIEW S18.6.51

*RESOLVED (Berryman/Harmon) that the Committee recommend to Council that the Water Contribution Subsidy Contribution Scheme be updated consistent with the following:*

- i) A subsidy in the amount of \$2,570 per lot is offered on the water contribution for all new standard density residential lots created and offered to the market;*
- ii) The subsidy applies for the period of the 2018 and 2019 calendar years;*
- iii) The subsidy is capped at a maximum of 75 lots;*
- iv) The subsidy only applies in the R1 General Residential Zone;*
- v) The subsidy not apply to multi-unit dwelling developments;*
- vi) The subsidy only applies for lot releases of 1 into 3 lots or greater; and*
- vii) The subsidy only applies for lot releases that are considered Subdivision Certificate ready and have a marketing arrangement in place.*

4. PETITION REGARDING VEGETATION IN FRAZERS CREEK - ASHFORD VILLAGE S18.6.17

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

- i) The information in the report be received and noted;*
- ii) Staff undertake further investigation and liaison with relevant Government Agencies to determine an appropriate course of action;*
- iii) A further report be presented to the Committee outlining the findings of the*



*investigation; and*

- iv) *The lead author of the petition be formally advised of Council's course of action.*

5. URBAN WORKS PROGRAM S28.21.1/11

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

- i) *The information in the Urban Works Program be noted;*
- ii) *The following addition be made to the Urban Works Program as presented; As part of the ongoing Inverell Town Centre Redevelopment Plan, that detailed site and engineering design plans be prepared for Bryon Street between Campbell and Lawrence Street.*

6. HIGHER MASS LIMIT ASSESSMENT - WARIALDA, YETMAN, BINGARA, BUNDARRA, GUYRA, AND INVERELL-BONSHAW ROADS S15.8.48

*RESOLVED (Peters/Berryman) that the Committee recommend to Council that the entire length of the Warialda Road, Yetman Road, Bingara Road, Bundarra Road, Guyra Road and Inverell-Bonshaw Road within the Inverell Shire be approved for Higher Mass Limit vehicle access and that these routes be included in the Roads and Maritime Services HML maps.*

**SECTION E  
INFORMATION REPORTS**

1. SEWER RELINING PROGRAM 2018/2019 S29.5.4

2. WORKS UPDATE S28.21.1/11

*RESOLVED (Berryman/Harmon) that the items contained in the Information Reports to the Civil & Environmental Services Committee Meeting held on Wednesday, 10 October, 2018, be received and noted.*

**SECTION F  
GENERAL BUSINESS**

Cr Watts Gunnee Road

Requested an inspection and report on the condition of the Gunnee Road in particular the section leading to the Gunnee Feedlot.

Director Civil & Environmental Services undertook to provide a reply to Cr Watts.

Cr Watts Delungra District Development Committee

Asked if the Delungra District Development Committee was allowed to mow the Cricket Oval on Education Department control land?

The General Manager replied that the Committee would need to seek the agreement of the School Principal, that they could use the community mower supplied by Council and the Volunteers would be covered by Council's insurance.

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



At 9.36 am, the Chairperson offered the opportunity to members of the public to make representations as to whether any part of the Committee Meeting should not be considered in Closed Committee. There was no response from the public.

#### CLOSED COMMITTEE REPORTS

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

*RESOLVED (Harmon/Berryman) that the Committee proceeds out of Closed Committee into Open Committee.*

Upon resuming Open Committee, at 10.06 am, the Chair verbally reported that the Committee, with the Press and Public excluded, having considered the matters referred to it, recommends as follows:

1. PROCUREMENT OF BITUMEN AND AGGREGATE SERVICES – 2018-2019 BITUMEN RESEALING PROGRAM – CONFIDENTIAL S28.28.5/02

*That the information contained in the report be received and noted, that a contract has been awarded to NSW Spray Seal P/L for the estimated sum of \$2,304,068.*

#### ADOPTION OF RECOMMENDATIONS

*RESOLVED (Harmon/Berryman) that the recommendations of Closed Committee be adopted.*

There being no further business, the meeting closed at 10.10am.

#### **RECOMMENDATION:**

*That:*

- i) *the Minutes of the Civil & Environmental Services Committee Meeting held on Wednesday, 10 October, 2018, be received and noted; and*
- ii) *the following recommendation of the Civil & Environmental Services Committee be considered by Council:*

1. TRANSFER OF CROWN ROAD – CARL TOMES LANE S28.10.SR134

*That:*

- i) *Council accept control of Carl Tomes Lane as a Council Public Road; and*
  - ii) *Management Policy – Road Hierarchy be amended to include the updated classifications for Carl Tomes Lane to “Rural Minor” for its entire length.*
2. RESIDENTIAL LAND REVIEW S18.6.51

*That the Water Contribution Subsidy Contribution Scheme be updated consistent with the following:*

- i) *A subsidy in the amount of \$2,570 per lot is offered on the water contribution for all new standard density residential lots created and offered to the market;*
- ii) *The subsidy applies for the period of the 2018 and 2019 calendar years;*



- iii) *The subsidy is capped at a maximum of 75 lots;*
- iv) *The subsidy only applies in the R1 General Residential Zone;*
- v) *The subsidy not apply to multi-unit dwelling developments;*
- vi) *The subsidy only applies for lot releases of 1 into 3 lots or greater; and*
- vii) *The subsidy only applies for lot releases that are considered Subdivision Certificate ready and have a marketing arrangement in place.*

3. PETITION REGARDING VEGETATION IN FRAZERS CREEK - ASHFORD VILLAGE S18.6.17

*That:*

- i) *The information in the report be received and noted;*
- ii) *Staff undertake further investigation and liaison with relevant Government Agencies to determine an appropriate course of action;*
- iii) *A further report be presented to the Committee outlining the findings of the investigation; and*
- iv) *The lead author of the petition be formally advised of Council's course of action.*

4. URBAN WORKS PROGRAM S28.21.1/11

*That:*

- i) *The information in the Urban Works Program be noted;*
- ii) *The following addition be made to the Urban Works Program as presented; As part of the ongoing Inverell Town Centre Redevelopment Plan, that detailed site and engineering design plans be prepared for Bryon Street between Campbell and Lawrence Street.*

5. HIGHER MASS LIMIT ASSESSMENT - WARIALDA, YETMAN, BINGARA, BUNDARRA, GUYRA, AND INVERELL-BONSHAW ROADS S15.8.48

*That the entire length of the Warialda Road, Yetman Road, Bingara Road, Bundarra Road, Guyra Road and Inverell-Bonshaw Road within the Inverell Shire be approved for Higher Mass Limit vehicle access and that these routes be included in the Roads and Maritime Services HML maps.*

6. PROCUREMENT OF BITUMEN AND AGGREGATE SERVICES – 2018-2019 BITUMEN RESEALING PROGRAM – CONFIDENTIAL S28.28.5/02

*That the information contained in the report be received and noted, that a contract has been awarded to NSW Spray Seal P/L for the estimated sum of \$2,304,068.*

ITEM NO:	2.	FILE NO: S4.11.17/10
DESTINATION 1 DESTINATION 4:	A recognised leader in a broader context. A strong economy.	<b>RB</b>



<b>SUBJECT:</b>	<b>ECONOMIC &amp; COMMUNITY SUSTAINABILITY COMMITTEE MEETING MINUTES – 10 OCTOBER 2018</b>
<b>PREPARED BY:</b>	Kristy Paton, Corporate Support Officer - Publishing

**SUMMARY:**

Meeting held on Wednesday, 10 October, 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, 10 OCTOBER, 2018, COMMENCING  
AT 11.30AM.**

**PRESENT:** Cr J A Watts (Chairperson), Crs P J Harmon, P A King, A A Michael and C M Dight.

Also in attendance: Crs D F Baker, S J Berryman 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:**

There were no apologies received.

1. **CONFIRMATION OF MINUTES**

*RESOLVED (Michael/Dight) that the Minutes of the Economic and Community Sustainability Committee Meeting held on 12 September, 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**

1. **INVERELL SHIRE VOLUNTEERS NETWORK S3.15.16**

*RESOLVED (Harmon/Dight) that the Committee recommend to Council that Council establish an Online Inverell Volunteers Network notice board for organisations to list their requirements and contact details and furthermore; this online notice board is hosted on Council's website.*



Cr Watts                    CWA Girl Empowerment High Tea

Cr Watts attended the Inverell CWA Girl Empowerment High Tea on 22 September, 2018. The event aimed to empower young women by developing resilience and a strong sense of identity needed to cope with unprecedented pressures in the modern, connected world. The guest speaker was Dannielle Miller of Enlighten Education. The event was well supported and well received.

Cr Dight                    Dye Hard Fun Run

Cr Dight attended the Dye Hard Fun Run on Saturday 6 October, 2018. Approximately 400 runners participated and it appeared a much appreciated and successful event.

Cr Michael                Wreath-laying Ceremony

Cr Michael attended the Wreath-laying Ceremony to commemorate Private Clarence Noel Moore who was Inverell's last Kurrajong to be killed in action during WWI 100 years ago.

Cr Michael                Small Business Week

Cr Michael attended the Small Business Week event organised by Council. Guest speaker was Robert Gerrish. The topic was helping you on the path to start, tune and refine your small business.

**SECTION D  
DESTINATION REPORTS**

**1. DONATION OF SURPLUS VEHICLES S23.7.23**

*RESOLVED (King/Dight) that the Committee recommend to Council that Council agree to the transfer of the following surplus vehicles to BEST Employment at no cost:*

- a) 2014 Mazda 2 Neo (Rego BZ14BX)
- b) 2015 Toyota Hilux Twin Cab (Rego BZ71WA)
- c) 2011 Toyota Hiace Bus (BL27SW)

*For the purpose of delivering the Youth programs from the Linking Together Centre.*

**2. NORTHERN INLAND ACADEMY OF SPORT S26.4.15**

*RESOLVED (Harmon/Michael) that the Committee seek clarification on the funding model for the Northern Inland Academy of Sport.*

**SECTION F  
QUESTIONS WITHOUT NOTICE**

Cr Dight                    Cultural and Arts Strategic Plan

Cr Dight asked if quotes have been called for the development of the Cultural and Arts Strategic Plan.

She was informed that the application period is currently open and will close Friday 12 October, 2018.

Mr Paul Henry           Development Application from IDFS



Informed the Committee the Lands Department has agreed to endorse the Development Application from IDFS for the Vacation Care Centre on the reserve on the corner of Swanbrook Road and Ross St. However, as part of that process it was discovered a crown road exists through the section of the Reserve the Community Garden was going to move to. Council will now put in an application to close the road.

**SECTION G  
GOVERNANCE REPORTS**

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

*RESOLVED (Michael/ 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 12.10 pm.

**RECOMMENDATION:**

*That:*

- i) the Minutes of the Economic & Community Sustainability Committee Meeting held on Wednesday, 10 October, 2018, be received and noted; and*
- ii) the following recommendations of the Economic & Community Sustainability Committee be considered by Council:*

**1. DONATION OF SURPLUS VEHICLES S23.7.23**

*That Council agree to the transfer of the following surplus vehicles to BEST Employment at no cost:*

- a) 2014 Mazda 2 Neo (Rego BZ14BX)*
- b) 2015 Toyota Hilux Twin Cab (Rego BZ71WA)*
- c) 2011 Toyota Hiace Bus (BL27SW)*

*For the purpose of delivering the Youth programs from the Linking Together Centre.*

**2. NORTHERN INLAND ACADEMY OF SPORT S26.4.15**

*That Council seek clarification on the funding model for the Northern Inland Academy of Sport.*

<b>ITEM NO:</b>	3.	<b>FILE NO:</b> S4.11.21
<b>DESTINATION 1:</b>	A recognised leader in a broader context	<b>R</b>



<b>SUBJECT:</b>	<b>AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES</b>
<b>PREPARED BY:</b>	Scott Norman, Director Corporate and Economic Services

**SUMMARY:**

The minutes of the Meeting of the Audit Risk and Improvement Committee, held Wednesday 17 October, 2018 are presented for Council's consideration.

**COMMENTARY:**

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING HELD IN THE BOARD ROOM, 144 OTHO STREET, INVERELL ON WEDNESDAY, 17 OCTOBER 2018 COMMENCING AT 10.00 AM.**

**PRESENT:** Phil Schwenke – Chair (Independent Member), Nicky Lavender (Independent Member), Cr Kate Dight and Paul Cornall attended by teleconference for item 6, Annual Financial Statements

Also in attendance: Scott Norman (Director Corporate and Economic Services) and Paul Pay (Manager Financial Services).

**APOLOGIES:**

No apologies were received.

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

No disclosures of conflict of interest/pecuniary or non-pecuniary interests were received.

1. **CONFIRMATION OF MINUTES**

*RESOLVED (Dight/Lavender) that the Minutes of the Audit Risk and Improvement Committee held on 1 August, 2018, as circulated to members, be confirmed as a true and correct record of that meeting.*

It was agreed that future minutes will contained key points of discussion and questions to reflect the nature of deliberations.

2. **COMMITTEES RECOMMENDATIONS ADOPTED BY COUNCIL**

The purpose of this report was to provide the Committee with information on which of the Committees recommendation were adopted by Council.

*RESOLVED (Dight/Lavender) that Committee note the resolution of Council.*

Note: Cr Dight wished it recorded that she invites feedback and input from other Councillors relating to the Committee and this would assist her to effectively represent Council and facilitate a collaborative approach to the business of the Committee.

3. **MATTERS ARISING FROM PREVIOUS MINUTES**

Key points of discussion from previous meeting not previously minuted were noted.

Item 13 – the provision of a bureau payroll service for the Linking Together Centre and associated risks were discussed in particular trailing risks such as fringe benefit tax liability that can exist for several years after the provision of the service. It was questioned as to why this activity had been



given a moderate risk rating. It was noted the operational responsibility for the Linking Together Centre has now been passed to Best Employment.

4. NOTICES OF MOTION

Nil

5. EXTERNAL AUDIT - INTERIIM MANAGEMENT LETTER 2018

The purpose of this report was for the Committee's information. It provided details of the Interim Management Letter 2017-18 received by Council 7 August 2018.

*RESOLVED (Lavender/Dight) that the Committee receive the report and note the information.*

An issue raised in the Interim Management Letter was IT "Super User" access control. It was assessed as a moderate risk. The concern relates to a small group of users having a very broad range of access with no audit trail.

A solution is being sought, although being able to selectively track user activity is not offered by the current enterprise systems.

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

- i) that a policy is developed and implemented that defines IT Super User and guides the granting and review of this type of access. Furthermore;*
- ii) that a policy be developed and implemented to regularly review the access of IT Users.*

There was further discussion in regard to the low risk issue involving the receipting process and in particular the process of cancelling receipts. It was noted the matter had been resolved however the cost benefit of counting money receipted for banking 3 times was questioned.

6. EXTERNAL AUDIT – REVIEW OF THE 2017-18 FINAINCIAL STATEMENTS

The General Purpose and Special Purpose Financial Reports have been submitted for Audit. Paul Cornall represented the NSW Audit Office by teleconference to present their findings.

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

- i) Council adopt the General Purpose, Special Purpose Financial Statements and Special Schedules for year ending 30 June, 2018;*
- ii) Council sign the Statements as prescribed by Section 413(2) of the Local Government Act 1993 for the General Purpose and Special Purpose Financial Statements;*
- iii) Council authorise the General Manager to forward the Financial Statements to the Office of Local Government upon receipt of the Audit Reports from the NSW Audit Office;*
- iv) Council present the signed audited Financial Statements to the public at the ordinary Council meeting to be held on 28 November, 2018 in accordance with Section 419 (1) of the Local Government Act 1993; and*
- v) Council place the audited Financial Statements on public exhibition and provide notice in accordance with Section 418 (3) of the Local Government Act 1993, that Council will consider the Reports of its Auditors for the year ended 30 June, 2018 at its Ordinary Meeting to be held on Wednesday 28 November, 2018.*

It was noted that the external auditors raised no issues of concern and the Committee had confidence in recommending the Statements to Council. Questions were raised in regard to land held for resale, the revaluation of the Land and Buildings Class of Assets (in particular the



decrement in value relating to Community Land), the movement in grant revenue and the movement in the Own Source Revenue Ratio and Backlog Ratio. The response to the Audit Office to consider an early close to speed up the preparation of the accounts was also raised. These questions were addressed to the Committee's satisfaction.

7. AUDIT NSW PERFORMANCE AUDITS

This report was in regard to the 2018-19 program of Performance Audits Conducted by the NSW Audit Office. It was presented for the Committee's Information.

*RESOLVED (Lavender/Dight) that the Committee receive the report and note the information.*

8. APPOINTMENT OF EXTERNAL CONTRACT AUDITOR

The NSW Auditor General has appointed Forsyths as the Audit Service Provider for Inverell Shire for three years commencing the year ending 30 June, 2019. The report was presented for the Committee's Information.

*RESOLVED (Dight/Lavender) that the Committee receive the report and note the information.*

It was noted that while Forsyths had a long standing relationship with Council as external auditors they had always regularly rotated audit teams and audit partners to bring a fresh perspective to the Audit.

9. OUTSTANDING ACTIONS REPORT

The purpose of this report was to provide the Committee with an update of the status of previous resolutions with actions that remain incomplete.

*RESOLVED (Dight/Lavender) that the Committee receive the report and note the information.*

10. COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT GUIDELINES

Changes to the *Local Government Act 1993* (the Act) introduced compulsory Councillor Professional Development requirements. This is reported to the Committee as it impacts on the Governance Model of Council and introduces additional reporting requirements.

*RESOLVED (Dight/Lavender) that the Committee receive the report and note the information.*

11. OPTIONS FOR DELIVERY OF INTERNAL AUDIT SERVICES - LATE REPORT

Local Government Procurement has established a panel of approved suppliers for internal audit services. This report invited the Committee to consider the listed suppliers and nature of services required.

*RESOLVED (Lavender/Dight) that the Committee seek proposals including indicative quotes from a selection of the approved suppliers of Internal Audit Services on Local Government Procurement Panel LGP218.*

The Committee deliberated on the basis on which Contract Internal Auditors should be engaged. It was agreed that;

- Council should develop and implement the Risk Framework, from which the audit program is developed.
- That the first contract internal audit should review Risk Framework.
- The Committee should aim to commission 3 internal audits per year, this number is indicative and the number will be adjusted where appropriate.



- That a fixed quote should be sought for each internal audit.
- That an Internal Audit Budget of \$36,000 per year should be used for planning purposes and this number should be reviewed prior to making a submission to the 2019-20 Council budget.

12. NEXT MEETING

It was agreed that the next meeting will be held March 2019. The exact date is to be confirmed.

13. MEETING CLOSE

There being no further business the meeting was declared closed at 12.34pm.

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

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

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

**POLICY IMPLICATIONS:**

The operation of the Committee is governed by the Internal Audit, Risk and Improvement Committee Charter.

The Committee is advisory in its function and has no authority to direct the General Manager or Council officers. The Committee has no executive powers, except those expressly provided by the Council.

The Council has described the Committee's scope of operation in the Charter which authorises the Committee as a whole (but not individual members of the Committee) within the scope of its role and responsibilities, to:

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

**CHIEF FINANCIAL OFFICERS COMMENT:**

The current budget is sufficient to fund the operation of the Committee; the commissioning of any Internal Audits will necessitate additional funding.

**LEGAL IMPLICATIONS:**

The Office of Local Government (OLG) issued guidelines for Internal Audit in 2010. The guidance is issued under section 23A of the *Local Government Act 1993* (LGA 1993) and are in effect binding.

The OLG is currently preparing a discussion paper on an implementation framework for the Audit Risk and Improvement Committees. This discussion paper will be released some time in 2018.

As part of recent Local Government Reforms, legislation was introduced to mandate an Audit, Risk and Improvement Committee. The amending legislation was *Local Government Amendment*



(Governance and Planning) Act 2016 No 38, it has received royal ascent but the commencement date of the relevant section has been deferred. There has been no advice as to when this section will commence however the legislation as it stands compels a Committee to be established within 6 months of the next the ordinary election. This is makes the expected deadline March 2021.

**RECOMMENDATION:**

*That*

- i) the Minutes of the Audit, Risk and Improvement Committee Meeting held on the 17 October 2018, be received and noted; and*
- ii) The following recommendations of the Audit, Risk and Improvement Committee be considered by Council:*
  - 1. EXTERNAL AUDIT - INTERIIM MANAGEMENT LETTER 2018
    - i) that a policy is developed and implemented that defines IT Super User and guides the granting and review of this type of access. Furthermore;*
    - ii) that a policy be developed and implemented to regularly review the access of IT Users*
  - 2. EXTERNAL AUDIT – REVIEW OF THE 2017-18 FINAINCIAL STATEMENTS

*Council note the recommendation to adopt the General Purpose, Special Purpose Financial Statements and Special Schedules for year ending 30 June, 2018. (the formal adoption of these Statements being the subject of a separate report)*



**TO ORDINARY MEETING OF COUNCIL 24/10/2018**

<b>ITEM NO:</b>	1.	<b>FILE NO:</b> S30.8.1
<b>DESTINATION 5:</b>	The communities are served by sustainable services and infrastructure	<b>S</b>
<b>SUBJECT:</b>	<b>CONSIDERATION OF THE LOCAL TRAFFIC COMMITTEE RECOMMENDATIONS</b>	
<b>PREPARED BY:</b>	Justin Pay - Manager Civil Engineering	

**SUMMARY:**

The following report contains recommendations from an electronic meeting of the Local Traffic Committee (LTC) emailed on the 9 October 2018. Council is requested to consider the advice from the LTC prior to exercising any delegation from the Roads and Maritime Services (RMS) in respect of traffic control facilities and prescribed traffic control devices.

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

**COMMENTARY:****1. ADDITIONAL DISABILITY PARKING SPACE - ROSS HILL PUBLIC SCHOOL**

**SUMMARY:** Council has received a number of requests for an additional disability parking space at Ross Hill Public School from concerned parents and local taxi operators.

**LOCAL TRAFFIC COMMITTEE RECOMMENDATION (Voting unanimous support)**

That the Local Traffic Committee recommend to Council:

- i. That an additional disability parking space be provided on Bannockburn Road adjacent to Ross Hill Public School;
- ii. The space be at the southern most end of the zone restricted between the times of 8.30am to 9.30am and 3.00pm to 4.00pm on school days; and
- iii. The disability park observes the same time restrictions as current zone.

**OFFICERS COMMENTARY:**

The number of special needs children attending Ross Hill Public School has increased in recent times and there is an expected further increase for the 2019 schooling year. As such, Council has received a number of requests for an additional disability parking space at Ross Hill Public School from concerned parents and local taxi operators. After meeting with the school principal and teacher in charge of special needs children it was determined that the above recommendation was the most suitable outcome.



## 2. PROPOSED LOADING ZONE BRISSETT LANE

SUMMARY: Council has resolved to accede to a request to move the location of the proposed loading zone in Brissett Lane, Inverell. The Committee is requested to endorse this change of location.

LOCAL TRAFFIC COMMITTEE RECOMMENDATION (Voting unanimous support)

That the Local Traffic Committee recommend to Council that:

- i) *Council 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.*

OFFICERS COMMENTARY:

At its Ordinary meeting in August 2018 Council resolved that the above recommendation be implemented. In order for Council to exercise its delegated authority it was required that the resolution be considered and endorsed by the Local Traffic Committee.

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

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

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

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

### POLICY IMPLICATIONS:

Nil

### CHIEF FINANCIAL OFFICERS COMMENT:

Nil

### LEGAL IMPLICATIONS:

Nil

#### **RECOMMENDATION:**

*That the following Local Traffic Committee recommendations be adopted:*

1. ADDITIONAL DISABILITY PARKING SPACE - ROSS HILL PUBLIC SCHOOL

- i) *That an additional disability parking space be provided on Bannockburn Road adjacent to Ross Hill Public School;*
- ii) *The space be at the southern most end of the zone restricted between the times of 8.30am to 9.30am and 3.00pm to 4.00pm on school days; and*
- iii) *The disability park observes the same time restrictions as current zone.*



2.	<u><b>PROPOSED LOADING ZONE BRISSETT LANE</b></u>
i)	<i>Council 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.</i>
ii)	<i>the loading zone operate between 10am to 3pm Monday to Friday.</i>

<b>ITEM NO:</b>	2.	<b>FILE NO:</b> S11.15.18
<b>DESTINATION 5:</b>	The communities are served by sustainable services and infrastructure	<b>S</b>
<b>SUBJECT:</b>	<b>CROWN PUBLIC ROAD CLOSURE</b>	
<b>PREPARED BY:</b>	Paul Henry, General Manager	

**SUMMARY:**

A Crown public road is located within Lot 7313 DP 1135965. Council is being asked to consider making application to the NSW Department of Industry Crown Lands & Water ('The Department') to close the road.

**COMMENTARY:**

Inverell Shire Council is the trustee of Crown Reserve 1571, identified as part Lot 7313 DP 1135965, bounded by Ross Street, Swanbrook Road, Evans Street and Arthur Street. The Inverell Rugby Club is located on part of the reserve.

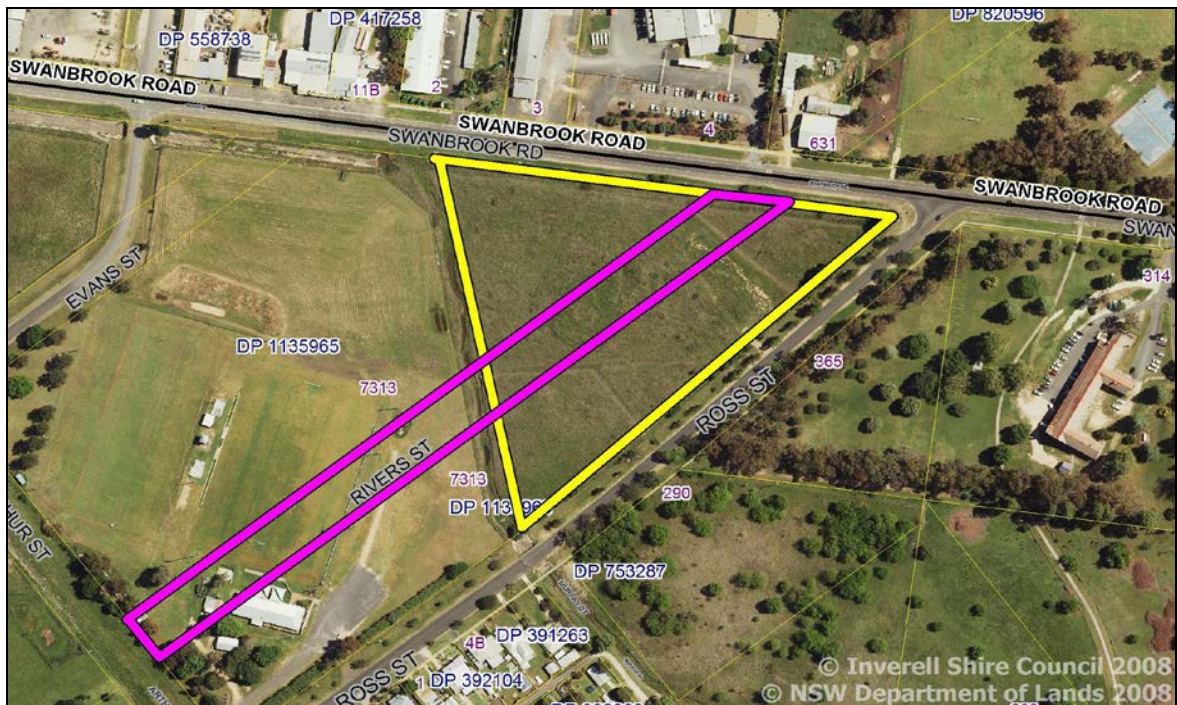
In February 2017, Council resolved to make the remaining part of the reserve, marked in 'yellow' on the diagram below, available as the site of the new Inverell Community Garden.

During the course of obtaining Landowners Consent from the Department to enable the lodgement of a Development Application for the Inverell Community Garden, the Department advised that an unformed Crown public road or 'paper' road traverses the reserve and that it will be necessary for Council to make application to close the Crown public road prior to any works being carried out on the site.

The road comprises an unformed section of Rivers Street and is marked in 'pink' on the diagram below.

The Department has advised that once the road is closed it may be vested in the Crown and preferably added to Reserve 1571 or a new reserve may need to be created.





At the time of preparing this report, the Department has not provided an indication of how long it will take them to complete the road closure however it is envisaged that it may take 10 - 11 months.

It is suggested that Council make application to the Department to close the Crown public road located within Lot 7313 DP 1135965.

#### **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 OFFICERS COMMENT:**

#### **LEGAL IMPLICATIONS:**

Crown or 'paper' roads were established during the settlement of NSW and are part of the state's public road network.

The Department recognises that many Crown roads within the public road network are no longer required to maintain public access. In these cases, Crown roads may be closed by the Department in accordance with the Roads Act without compromising the broader public interest.



**RECOMMENDATION:**

*That Council make application to the NSW Department of Industry Crown Lands & Water to close the unformed Crown public road section of Rivers Street located within Lot 7313 DP 1135965.*

<b>ITEM NO:</b>	3.	<b>FILE NO:</b> S12.11.5
<b>DESTINATION 5:</b>	The communities are served by sustainable services and infrastructure	<b>S</b>
<b>SUBJECT:</b>	<b>GENERAL AND SPECIAL PURPOSE FINANCIAL REPORTS 2017/2018</b>	
<b>PREPARED BY:</b>	Paul Pay, Manager Financial Services	

**SUMMARY:**

This report presents the audited 2017/18 Financial Statements to Council and seeks authorisation for the statements to be signed and to issue the public notice of the intention to present the audited statements to the public at the Council meeting of 28 November, 2018.

**COMMENTARY:**

Council at its meeting held 26 September, 2018 resolved to refer the 2017-2018 General Purpose Financial Reports and the 2017-2018 Special Purpose Financial Reports to audit.

The same report also provided Council with a review of Council's financial performance during 2017-2018. A full copy of the audited 2017/2018 Financial Reports have been provided via drop box.

Council's external auditor, the Audit Office of NSW, has completed its review and advised that it will be issuing an unqualified audit opinion on the 2017/18 Financial Statements.

The audited Financial Statements have been reviewed by the Audit Risk and Improvement Committee (ARIC) on 17 October, 2018. The Audit Office of NSW presented and discussed their audit findings with the Committee via teleconference. The ARIC have endorsed the 2017/2018 Financial Statements and have made the following recommendations to Council:

- i) *Council adopt the General Purpose, Special Purpose Financial Statements and Special Schedules for year ending 30 June 2018;*
- ii) *Council sign the Statements as prescribed by Section 413(2) of the Local Government Act 1993 for the General Purpose and Special Purpose Financial Statements;*
- iii) *Council authorise the General Manager to forward the Financial Statements to the Office of Local Government upon receipt of the Audit Reports from the NSW Audit Office;*
- iv) *Council present the signed audited Financial Statements to the public at the ordinary Council meeting to be held on 28 November, 2018 in accordance with Section 419 (1) of the Local Government Act 1993; and*



- v) *Council place the audited Financial Statements on public exhibition and provide notice in accordance with Section 418 (3) of the Local Government Act 1993, that Council will consider the Reports of its Auditors for the year ended 30 June, 2018 at its Ordinary Meeting to be held on Wednesday 28 November, 2018.*

Before audit certificates will be issued by the Audit Office of NSW, Council must resolve in accordance with the provisions of Section 413(2)(c) of the *Local Government Act 1993*, (as amended) that:

Council's Annual Financial Reports/Special Purpose Finance Reports have been prepared 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.
- 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. Copies of the required statements are included in this report. (Refer to Appendix 1, D8 – D9).

After the 2017/18 Financial Statements are endorsed by Council, Council must present the signed audited Financial Statements to the public at an ordinary Council meeting in accordance with Section 419 (1) of the *Local Government Act 1993*. The last possible day to present the financial reports is 28 November, 2018.

Council must also place the audited Financial Statements on public exhibition and provide notice in accordance with Section 418 (3) of the *Local Government Act 1993*, that Council will consider the Reports of its Auditors for the year ended 30 June, 2018. The public notice must provide a minimum of seven (7) days notice for the public presentation.

It is proposed that the audited 2017/2018 Financial Statements be presented to the public at Council's Ordinary Meeting to be held on Wednesday 28 November, 2018 and that Council make a public notice in the Inverell Times no later than 16 November, 2018.

In accordance with Section 417 (5) of the *Local Government Act 1993*, Council is required to lodge the audited financial statements (including the Financial Data Return) to the Office of Local Government by 31 October 2018.

It is pleasing to note that Council will again meet the legislated deadline for the preparation and submission of its Annual Financial Reports/Special Purpose Finance Reports.

#### **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:**

A full copy of the Financial Reports has been provided to Councillors via drop box.

**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) *Council adopt the General Purpose, Special Purpose Financial Statements and Special Schedules for year ending 30 June, 2018;*
- ii) *Council sign the Statements as prescribed by Section 413(2) of the Local Government Act 1993 for the General Purpose and Special Purpose Financial Statements;*
- iii) *Council authorise the General Manager to forward the Financial Statements to the Office of Local Government upon receipt of the Audit Reports from the NSW Audit Office;*
- iv) *Council present the signed audited Financial Statements to the public at the ordinary Council meeting to be held on 28 November, 2018 in accordance with Section 419 (1) of the Local Government Act 1993; and*
- v) *Council place the audited Financial Statements on public exhibition and provide notice in accordance with Section 418 (3) of the Local Government Act 1993, that Council will consider the Reports of its Auditors for the year ended 30 June 2018 at its Ordinary Meeting to be held on Wednesday 28 November, 2018.*



## APPENDIX 1

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 24 October 2018.

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Paul Harmon  
Mayor  
24 October 2018

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Anthony Michael  
Councillor  
24 October 2018

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Paul Henry  
General Manager  
24 October 2018

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Scott Norman  
Responsible Accounting Officer  
24 October 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 24 October 2018.

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Paul Harmon  
Mayor  
24 October 2018

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Anthony Michael  
Councillor  
24 October 2018

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Paul Henry  
General Manager  
24 October 2018

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Scott Norman  
Responsible Accounting Officer  
24 October 2018



<b>ITEM NO:</b>	4.	<b>FILE NO:</b> S15.8.90
<b>DESTINATION 2:</b>	A community that healthy, educated and sustained.	<b>C</b>
<b>SUBJECT:</b>	<b>DROUGHT COMMUNITIES PROGRAMME – PROPOSED PROJECTS</b>	
<b>PREPARED BY:</b>	Scott Norman, Director Corporate and Economic Services	

**SUMMARY:**

Inverell LGA has been named as a drought affected region which is eligible to apply for up to \$1M funding under the Federal Government's Drought Communities Programme.

Council is asked to consider potential projects to be nominated for funding.

**COMMENTARY:**

The Federal Government's Drought Communities Programme provides eligible councils, including Inverell, an opportunity to apply for \$1M in funding.

Background:

- Drought Communities Programme is one-off drought assistance funding for drought affected councils across Australia, including Inverell. Each council can apply for up to \$1M.
- A cash or in-kind contribution from Council is not required.
- The programme is designed to invigorate rural economies affected by drought. The programme is only available to councils.

What makes a project eligible?

- Be at least \$25,000 in value or able to be combined with similar projects to reach a minimum \$25K threshold.
- Completed by 30 June, 2019.
- Use local suppliers, contractors and spends dollars in our shire.
- Council can apply for multiple unrelated activities, up to a value of \$1M.
- Projects must be outside the normal planned activities of Council and use external businesses, suppliers, contractors and resources.
- Applications must be lodged to Canberra by 15 November. Approved projects will be known just before Christmas.
- Projects will have 6 months to be completed.

Council workshopped suitable projects to nominate to the Programme at the Joint Committee Meeting held Wednesday 10 October, 2018. Three (3) broad themes of the funding program and notional allocation of funds were identified as:

- Promotion of economic activity \$200K;
- Community resilience programs \$500K; and
- Community infrastructure projects \$300K.

The critical factor is completion of all projects is required by 30 June, 2019. Owing to the parameters of the June 2019 deadline, Council will apply for multiple projects up to the total funding amount of \$1M. This will ensure funds reach all corners of the shire and also see expenditure in a wide array of Inverell LGA businesses.



Guidance has been received on the preferred format of Council's application; it is intended to submit two (2) applications; one based on the promotion of economic activity, the other application combining the community resilience and infrastructure focus areas. The application template allows for limited detail on what is proposed; this will necessitate broad description of the proposed activities.

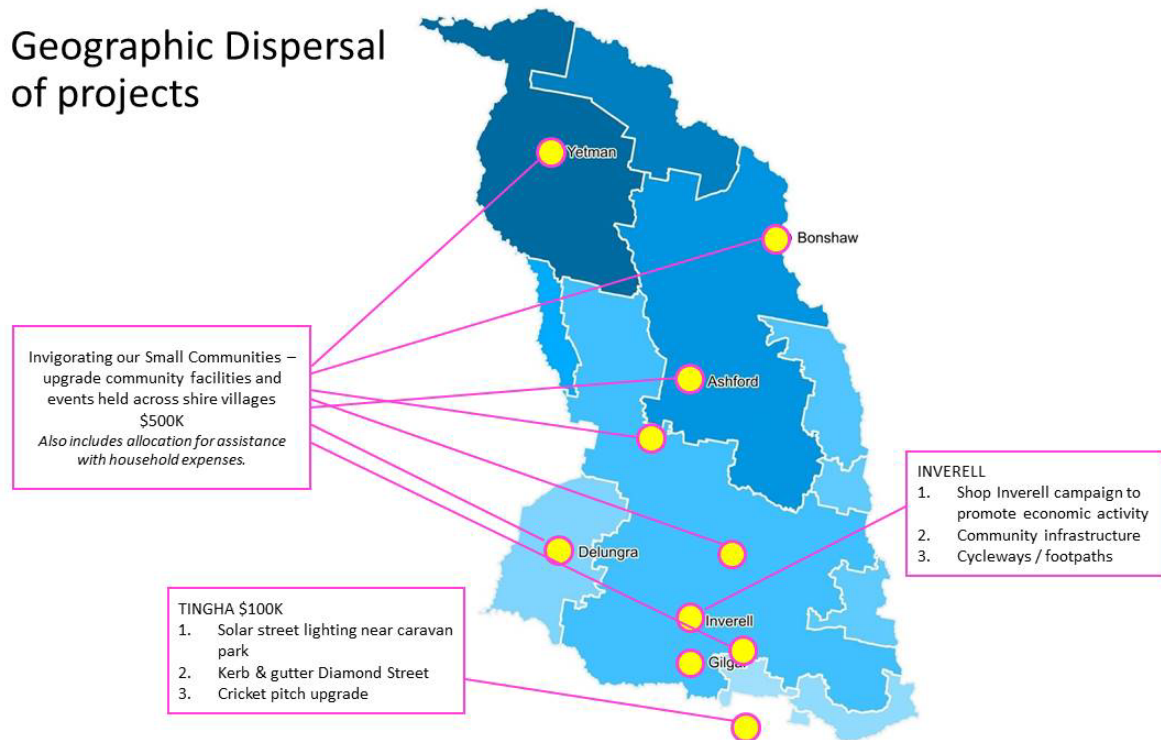
Based on the Joint Committee workshop and project enquiries received from organisations across the shire, the allocation of the funding is provided below:

<b>Promotion of Economic Activity \$118K</b>	<b>Community Resilience Programs \$500K</b>	<b>Community Infrastructure Projects \$382K</b>
<p><i>Activities to support Inverell LGA businesses.</i></p> <p>Choose Inverell marketing campaign in partnership with Chamber of Commerce \$100K</p> <p>Ashford CBD beautification \$18K</p>	<p>Events in shire villages and activities to regenerate rural villages, halls and community facilities.</p> <p>Events locations: Ashford, Bonshaw, Delungra, Elsmore, Gilgai, Graman, Gum Flat, Inverell, Nullamanna, Tingha, Yetman.</p> <p>Village invigoration projects to precede these community events and include:</p> <p><b>Ashford</b> Bowling Club roof</p> <p><b>Bonshaw</b> Hall air conditioning and public amenities (internal)</p> <p><b>Delungra</b> Bowling Club solar panels</p> <p><b>Elsmore</b> Hall kitchen</p> <p>Gwydir CWA Rooms kitchen (Delungra)</p> <p><b>Graman</b> Hall repairs</p> <p><b>Nullamanna</b> Hall water security</p> <p><b>Tingha</b> – cricket pitch upgrade, solar lighting at caravan park, Diamond Street kerb and gutter (private contractor). \$100K</p> <p>Vouchers for community groups and schools to access meat from local butcheries</p> <p>Sports vouchers to support families pay for sports club memberships (in addition to the Active Kids rebate).</p>	<p>Equestrian Centre stables \$150K</p> <p>Ashford Medical Centre access ramp \$28K</p> <p>\$204K allocated to cycleway / footpath network extension (private contractor)</p>



An illustration of project expenditure across the shire is provided below:

## Geographic Dispersal of projects



Inverell Chamber of Commerce is proposing to partner with Council to promote economic activity within the Shire. Their proposal is attached (Appendix 2, D14 – D24) and contains a draft budget of:

- A Choose Inverell Marketing Campaign costing \$133,000, of which, the Chamber will contribute \$33,000; and
- A Choose Inverell Shopping Promotion budgeted at \$50,000.

It is proposed that Council apply for a contribution \$100,000 from the Drought Communities Program and fund the remainder of the request from the existing Council Budget.

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

**Strategy:** Provision of a broad range of services and opportunities aid the long term sustainability of the community.

**Term Achievement:** Manage and respond to issues which impact or threaten the long term sustainability of the community.

**Operational Objective:** To provide leadership and community direction to ensure issues which impact on the community are managed for the benefit of the community.

### POLICY IMPLICATIONS:

Nil

### CHIEF FINANCIAL OFFICERS COMMENT:

Nil



**LEGAL IMPLICATIONS:**

Nil

**RECOMMENDATION:**

*That Council endorse an application to the Drought Communities Programme for \$1M of assistance to spend across three (3) focus areas as follows:*

- *Promotion of Economic Activity \$118K*
- *Community Resilience Programs \$500K*
- *Community Infrastructure Projects \$382K*



## APPENDIX 2



*choose*  
**INVERELL**





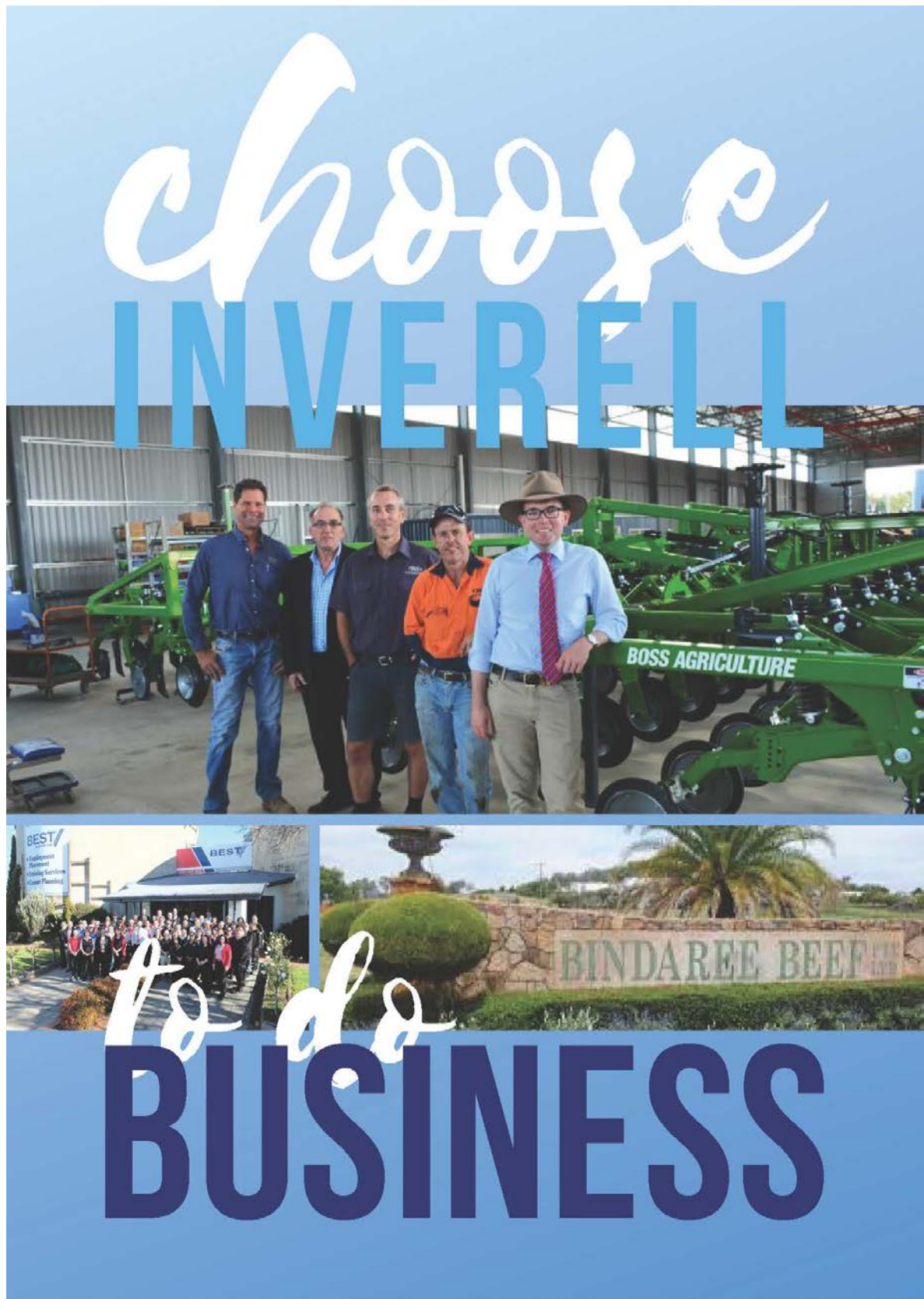
# *our* MISSION

CREATE A BETTER  
COMMUNITY BY  
MAXIMISING BUSINESS  
AND INDUSTRY  
POTENTIAL.



**THE INVERELL CHAMBER OF  
COMMERCE & INDUSTRY  
ARE LOOKING TO  
UNDERTAKE A SIGNIFICANT  
MARKETING CAMPAIGN  
WITH A FOCUS ON THE  
ENTIRE INVERELL BUSINESS  
COMMUNITY. WE WANT  
PEOPLE TO CHOOSE  
INVERELL TO DO.....**





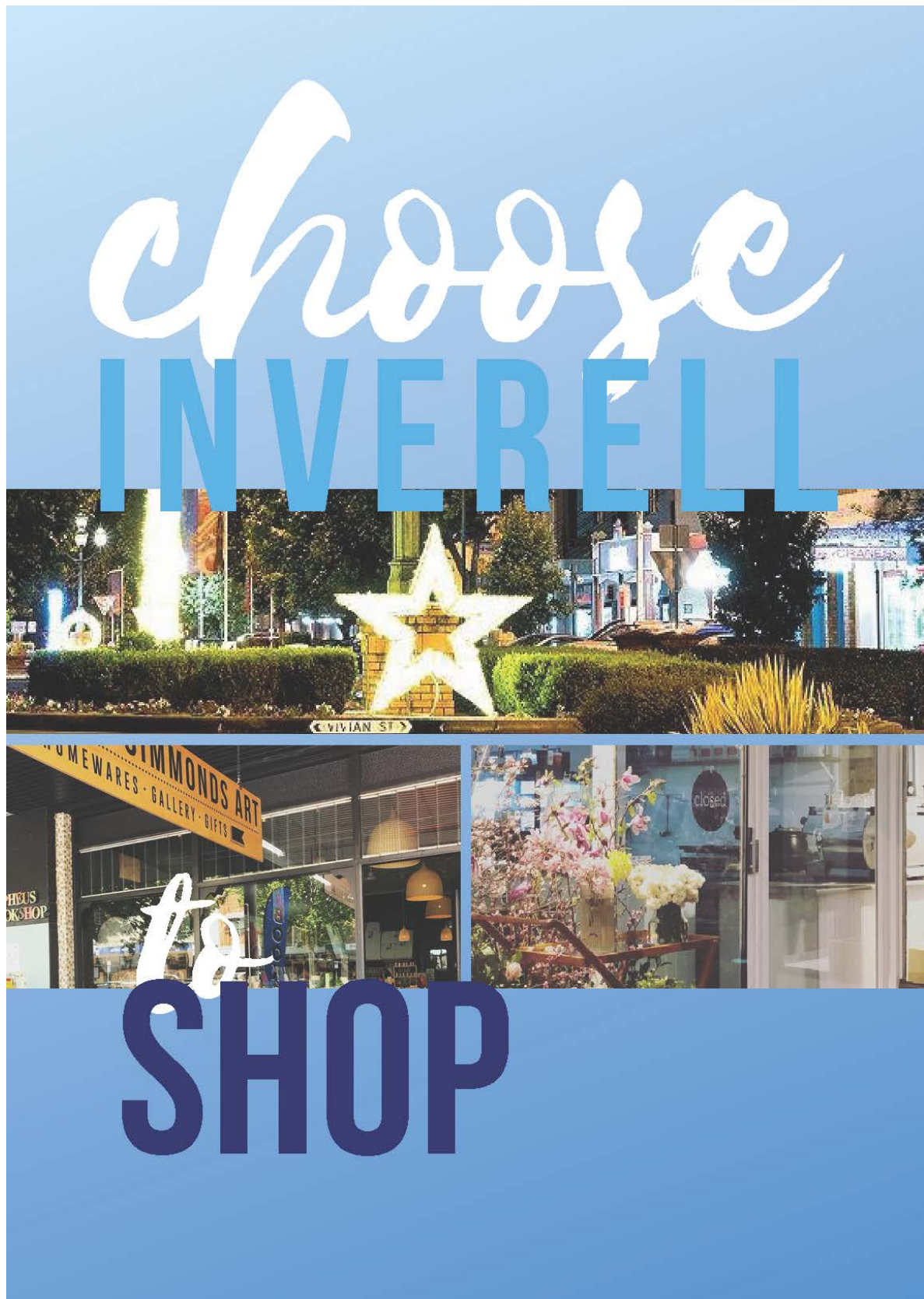


choose  
INVERELL



to  
LIVE







# why



It has been over three years since a marketing campaign has been undertaken that is linked directly to increasing activity in our local businesses. Tourism marketing has been undertaken over recent years but there hasn't been a marketing strategy focused on generating ongoing economic activity to the wider retail and business community.



Our retail precinct has been widely known as a point of difference compared with other larger towns within the region. The reason for this is our boutique shopping and variety of stores. Our CBD requires the support of 25,000 people to maintain it. With Inverell's population being only approximately 12,000 we need to pull on the wider region to support our businesses to maintain it.



The impact of the current drought is having a significant effect on our local economy. Our two largest businesses in Inverell are directly linked to agriculture and we are seeing a slow down in not only these two businesses but across the wider business community. As a result we need to develop activity to have a cash injection into our local economy.



We have already started to see the down town in our local economy with 4 small retailers close in the past month and the downsizing of some of our larger employers. We have also seen a decline in apprenticeships committed to for 2019, indicating that employers are not looking at increase their current workforce.

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# outcomes



A regional presence with Inverell being the place to do business.



Drive both local trade and attract regional investment into our community.



Strengthen our local economy.



Bring increased tourism opportunities to our town.



Invest in our own growth and development.



Develop business to business initiatives to keep trade local.



Increased Tourism outcomes for the township.



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# how



## 1. Choose Inverell Marketing Campaign

– this campaign will be across all elements of advertising including television, social media, print, online and radio.



## 2. Choose Inverell Business Marketing Support (January – June 2019)

– Incorporating the Choose Inverell branding, Dollar for dollar Marketing and Promotion subsidies will be offered to businesses (capped) to assist publicise their offering.

– shopping promotion encouraging people to shop in Inverell with regular "Choose Inverell Dollars" prizes to be won.



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# Budget

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**Our Choose Inverell campaign needs to start now. We can't wait. The impact on our Inverell businesses is being felt now and lack of action will result in further businesses closing.**



**Choose Inverell Marketing Campaign Timeline** – Budgeted cost \$133,000. \$100,000 funded through ISC Drought Relief Funding and \$33,000 ICCI own funds contribution.

- **24 October 2018** – Commencement of Choose Inverell Market Day Television, Radio, Print and Social Media
- **27 October 2018** – Choose Inverell Business Passport released – distributed to over 10,000 households within the region including Moree & Glen Innes
- **November** – production of Choose Inverell new marketing material to be used on all platforms.
- **November & December** – Choose Inverell/Festival of Christmas Television, Radio, Print & Social Media Advertising
- **19 November – 22 December 2018** – Festival of Christmas Shopping Promotion with \$5,000 in Choose Inverell Dollars to be given away.
- **November** – Chamber of Commerce Website launched
- **February – June 2019** – continuation of television Choose Inverell advertising with targeted spots to be selected across a minimum of 2 stations.
- **January – June 2019** – continuation of Choose Inverell marketing across social media and print.
- **December – June 2018** – Business Marketing Subsidy Campaign to roll out.



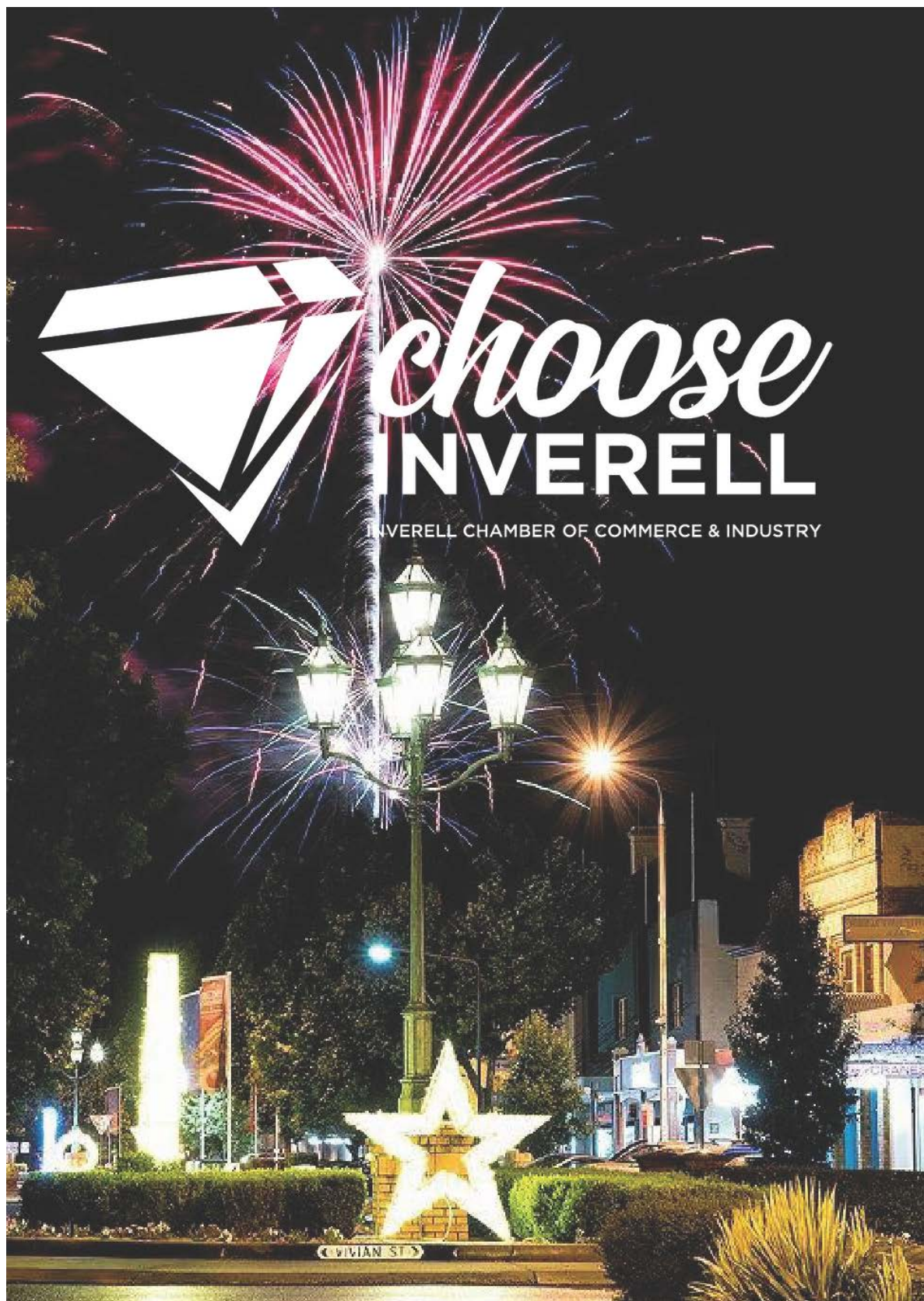
**Choose Inverell Shopping Promotion** – Budgeted cost \$50,000 (includes Choose Inverell Dollars, advertising and development costs) to be funded by ISC Drought Relief Funding.

**January – June 2018** – Choose Inverell Shopping Promotion to be undertaken with a monthly Industry focus.

**Example – January 2019 motor dealers and associated services – spend in these services during January and go in the draw to win Choose Inverell Dollars.**

The Otho Street campaign highlighted that a promotion like this cant continue past 5 weeks or interest is lost, as a result we look to break each month up to a different focus industry. This ensures we support all sectors of our Inverell Business community as part of this promotion.







<b>ITEM NO:</b>	5.	<b>FILE NO:</b> S13.6.5
<b>DESTINATION 1:</b>	The communities are served by sustainable services and infrastructure	<b>S</b>
<b>SUBJECT:</b>	<b>DUTIES OF DISCLOSURE - PECUNIARY</b>	
<b>PREPARED BY:</b>	Scott Norman, Director Corporate & Economic Services	

**SUMMARY:**

Section 449 of the *Local Government Act 1993* requires that councillors and designated persons submit returns disclosing their pecuniary interests and other matters annually.

The purpose of this report is to table the disclosure forms submitted by councillors and designated persons.

**COMMENTARY:**

Under the provisions of Section 449 of the *Local Government Act, 1993*, Councillors and designated persons must complete and lodge with the General Manager a pecuniary interest return as part of Schedule 2 of Section 449.

The General Manager is obliged to ensure returns are tabled in accordance with Section 450A of the *Local Government Act*. The current annual declaration period is from 1 July 2017 to 30 June 2018.

In accordance with the Act, the completed Disclosure Forms will be tabled at today's meeting.

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

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

**Operational Objective:**

Management Plan – CS.01 Administrative Services, “To provide a range of services and systems which underpin Council's administrative process in a timely and efficient manner.”

**POLICY IMPLICATIONS:**

Compliance with Council's Policy relating to Designated Persons.

**CHIEF FINANCIAL OFFICERS COMMENT:**

Nil.

**LEGAL IMPLICATIONS:**

Compliance with Section 449 of the *Local Government Act, 1993*.

449 Returns disclosing interests of councillors and designated persons



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(3) A councillor or designated person holding that position at 30 June in any year must complete and lodge with the general manager within 3 months after that date a return in the form prescribed by the regulations.

450A Register and tabling of returns

- (1) The general manager must keep a register of returns required to be lodged with the general manager under section 449.
- (2) Returns required to be lodged with the general manager under section 449 must be tabled at a meeting of the council.

**RECOMMENDATION:**

*That the pecuniary interest returns be noted.*



**TO ORDINARY MEETING OF COUNCIL 24/10/2018**

<b>ITEM NO:</b>	1.	<b>FILE NO:</b> S22.25.1
<b>DESTINATION 5:</b>	The communities are served by sustainable services and infrastructure	<b>S</b>
<b>SUBJECT:</b>	<b>STAFF MOVEMENTS: - 01 JULY 2018 TO 30 SEPTEMBER 2018</b>	
<b>PREPARED BY:</b>	Melissa Daskey, Human Resources Officer	

**SUMMARY:**

For the information of the Council.

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

**COMMENTARY:****TERMINATIONS**

<b><u>Date:</u></b>	<b><u>Name:</u></b>	<b><u>Position:</u></b>	<b><u>Reason:</u></b>
20 July 2018	Stephen GOLDING	Executive Manager Corporate and Community Services	Resigned
27 July 2018	Terry BARNES	Relieving Operator	Retired
10 August 2018	Gregory SCHUMAN	Supervisor Workshop	Retired
10 September 2018	Cody BUXTON	General Assistant	Employment ceased
28 September 2018	Michael Clyde HALLORAN	Mixed Duties Operator	Employment ceased

**APPOINTMENTS**

<b><u>Date:</u></b>	<b><u>Name:</u></b>	<b><u>Position:</u></b>	<b><u>Reason:</u></b>
02 July 2018	Matthew BROWN	General Assistant	Transfer of Kaine Rowlings
04 July 2018	Amy NELSON	Weighbridge Operator	Resignation of Carol Frost



23 July 2018	Benjamin COOPER-LLEWELYN	Concretor/ Construction Assistant	Resignation of Glen Pendlebury
06 August 2018	Graham HARTLEY	Relieving Operator	Transfer of John Morley
21 August 2018	Elyce BELFORD	Temporary Part Time Ashford Waste Transfer Station Operator	New temporary fixed term position
23 August 2018	John BARRY	Temporary Part Time Yetman Waste Transfer Station Operator	New temporary fixed term position
06 September 2018	Kylie BECKHOUSE	Temporary Collection Services Officer (Parental Leave Relief)	Relief required whilst Belynda Kemp is absent on Parental Leave

### **INTERNAL TRANSFERS**

<b><u>Date:</u></b>	<b><u>Name:</u></b>	<b><u>Position:</u></b>	<b><u>Reason:</u></b>
05 August 2018	Scott MOYLAN	Street Sweeper Operator	Resignation of Mark Young
03 September 2018	Dean MOFFITT	Relieving Operator	Retirement of Terry Barnes

<b>ITEM NO:</b>	2.	<b>FILE NO:</b> S4.13.2
<b>DESTINATION 1:</b>	A recognised leader in a broader context	<b>R</b>
<b>SUBJECT:</b>	<b>STRATEGIC TASKS – ‘SIGN OFF’ – OCTOBER 2018</b>	
<b>PREPARED BY:</b>	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 October, 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.



<b>Date</b>	<b>Compliance Requirement</b>	<b>Achieved/Not Achieved</b>	<b>Comments</b>
17 October 2018	Request for extension to lodge financial statements to be submitted in writing to OLG.	N/A	Extension not required
31 October 2018	Second quarter rates installment notice to be sent (s.562).		Posting date 22/10/2018
31 October 2018	Lodgment of ALGA's National Local Road Data System Return (Grants Commission).	Achieved	10/10/2018
31 October 2018	Audited Financial Statements & FDR to be lodged with OLG (s.417(5)).		Audit completed. Statements to be lodged by 31/10/2018
5 October 2018	Closing date for Pensioner Concession subsidies claims.	Achieved	Pensioner concession claim lodged on 5/10/2018
30 October 2018	Annual Report of obligations under the Public Interest Disclosures Act 1994 to the Minister and the Ombudsman (s.31).	Achieved	Report lodged by 31/10/2018
30 October 2018	Annual Report of obligations under the Government Information (Public Access) Act 2009 to the Minister and the Information Commissioner (s.125).	Achieved	Report lodged by 31/10/2018

I confirm that the performance criteria as set out in the criteria for scheduled tasks have been met for the month of October, 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

<b>ITEM NO:</b>	3.	<b>FILE NO:</b> S13.5.5/09
<b>DESTINATION 1:</b>	A recognised leader in a broader context	<b>R</b>
<b>SUBJECT:</b>	<b>QUESTIONS WITHOUT NOTICE – OCTOBER</b>	
<b>PREPARED BY:</b>	Kristy Paton, Corporate Support Office - Publishing	

**SUMMARY:**

The following details the Questions without Notice items raised at the Ordinary Meeting held 26 September, 2018.

Council is requested to note the actions taken to date.



**COMMENTARY:**

<b>BP/REF: ITEM NO:</b>	<b>SUBJECT and FILE REFERENCE:</b>	<b>COMMENTS:</b>
<b>QWN/ORD 31/18</b> Cr King	<u>Inverell Sports Complex</u>  Cr King asked if Council staff could investigate funding opportunities to build a disabled access toilet at the Inverell Sports Complex.	Director Civil & Environmental Services responded that options for construction, location and funding are already under active consideration.
<b>QWN/ORD 32/18</b> Cr King	<u>Defibrillator Register</u>  Cr King asked if a Defibrillator Register could be compiled and added to Council's Website.	Staff confirmed the register has already been compiled and is available on Council's website.
<b>QWN/ORD 33/18</b> Cr Baker	<u>Drought Relief Funding</u>  Cr King asked what the process would be to determine projects to be funded from the announced Drought Relief Funding.	Director Corporate and Economic Services responded that Council was still waiting for the guidelines to be released.  The General Manager then added that the decision would then be referred to Council.
<b>QWN/ORD 34/18</b> Cr McCosker	<u>Green Waste Collection Service</u>  Cr McCosker asked why Council does not have a green waste collection service.	Director Civil & Environmental Services responded that the issue has been identified as part of the Waste Management Strategy. It has several challenges, there are tight regulations around the production and use of the resulting organic material, the enthusiasm of residents can sometimes wane once the additional cost is calculated and the introduction of a green waste service is most often accompanied by the reduction of the general waste service to once a fortnight, which can be a hard sell in the community. Director Civil & Environmental Services concluded that it was almost inevitable that a green waste service would have to be introduced in the future and it was currently a watching brief.
<b>QWN/ORD 35/18</b> Cr McCosker	<u>Chester and Mansfield Street Intersection</u>  Cr McCosker asked if the Chester and Mansfield Street Intersection, Inverell could be truncated to make the turn easier for longer vehicles.	Director Civil & Environmental Services undertook to investigate the issue further and provide a response.



<b>QWN/ORD 36/18</b> Cr Dight	<u>Inverell Volunteers Network</u>  Cr Dight asked if Council could investigate an Inverell Volunteers Network and that the matter be placed on the agenda of the Corporate and Economic Committee meeting	Report prepared for consideration by Economic & Community Sustainability Committee at their October 2018 meeting.
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<b>ITEM NO:</b>	4.	<b>FILE NO:</b> S26.4.4
<b>DESTINATION 1:</b>	A recognised leader in a broader context	<b>R</b>
<b>SUBJECT:</b>	<b>HERITAGE NEAR ME – HERITAGE ACTIVATION GRANT PROGRAM</b>	
<b>PREPARED BY:</b>	Paul Henry, General Manager	

**SUMMARY:**

Council is in receipt of correspondence from the Minister for the Environment. Council is being asked to receive and note this report.

**COMMENTARY:**

Council wrote to the Minister for the Environment, the Hon Gabrielle Upton, to support the continuation of the Heritage Near Me;’ grant program.

The following response has been received:

*‘Thank you very much for the positive feedback, which has been passed on to the Heritage Near Me team.*

*A decision regarding the future of the Heritage Near Me program will be made in the near future. I will ensure that you are informed of the outcome.*

*Finally, I would like to say that the success of Heritage Near Me in Inverell has been due in no small part to the outstanding support, collaboration and enthusiasm of Inverell Shire Council, its officers and heritage advisor. Please pass on our thanks and congratulations to them’.*

<b>ITEM NO:</b>	5.	<b>FILE NO:</b> s6.8.9
<b>DESTINATION 1:</b>	A recognised leader in a broader context	<b>R</b>
<b>SUBJECT:</b>	<b>COUNTRY WOMENS ASSOCIATION (CWA) - GIRL EMPOWERMENT</b>	



<b>PREPARED BY:</b>	Paul Henry, General Manager
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**SUMMARY:**

Council is in receipt of correspondence from the CWA Inverell Branch following the Girl Empowerment Workshops which were recently held and supported by Council.

**COMMENTARY:**

The Publicity Officer of the CWA Inverell Branch, Mrs Pam McLeay has written to Council in the following terms:

*'The Inverell CWA Branch would like to thank the Council for supporting the Girl Empowerment Workshops and more specifically the High Tea. The feedback from both events has been overwhelmingly positive. Your contribution has helped us start a conversation with our teen girls and the community to help develop resilience and a positive sense of identity.*

*The feedback from the workshops was encouraging with 100% of girls recommending the program and 99% rated as very good or excellent. The girls had a powerful experience during the workshops were given some valuable tools to help navigate emotions, friendships and the way they view themselves. Schools are continuing these conversations with more in-school activities planned.*

*The community High Tea where Danielle Miller was a guest speaker was a sell out with many of the public requesting tickets at the door. Danielle discussed the pressures on women today and the importance of being positive role models for our girls with the message "girls can't be what they can't see". Our guests enjoyed the CWA catering of delectable delights and had the opportunity to purchase Danielle's books, of which she sold out.*

*We are extremely proud and humbled by the support of the Council and community to invest in our teen girls and their futures. We look forward to our next project aimed at teen boys in 2019 and hope we can continue with your ongoing support'.*

<b>ITEM NO:</b>	6.	<b>FILE NO:</b> S7.2.4/11
<b>DESTINATION 3:</b>	An environment that is protected and sustained.	<b>E</b>
<b>SUBJECT:</b>	<b>CONSTRUCTION CERTIFICATES APPROVED FOR SEPTEMBER 2018</b>	
<b>PREPARED BY:</b>	Elaine Kenny, Administration Officer	

**SUMMARY:**

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

**INFORMATION:**

<u>Construction Certificate</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	
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<b><u>Number</u></b>				<b><u>\$ Amount</u></b>
CC-62/2018	Mrs Julie Gavel Jack	29 Orchard Place, Inverell 2360	Replace Pool and Extend Decking	48,000
CC-79/2018	Ms Lorraine Fay Rose	3 Mulligan Street, Inverell 2360	Demolish Old Shed and Construct New Shed	20,000
CC-80/2018	Mr Colin John Moore	62 Oswald Street, Inverell 2360	New Dwelling	200,000
CC-81/2018	Mr Colin John Moore	22 Burnett Street, Delungra 2403	Alterations and Additions to Dwelling	60,000
CC-82/2018	Mrs Carlene May Ann Carter	3626 Bundarra Road, Gilgai 2360	Construct Addition to Shed	10,950
CC-83/2018	Lecoin Distributors Pty Ltd	34 Dog Trap Lane, Inverell 2360	Addition to Shed	5,500
CC-84/2018	Lecoin Distributors Pty Ltd	42 Roseneath Lane, Brodies Plains 2360	Additions to Dwelling	50,000
CC-86/2018	Lecoin Distibutors Pty Ltd	8428 Gwydir Highway, Little Plain 2360	Alterations and Additions to Dwelling	135,000
CC-87/2018	Mr Murray Ross McIlwain	4303 Bundarra Road, Inverell 2360	Replace Existing Shed	7,500
CC-89/2018	Mr Gregory Ian Cannon and Mrs Michelle Louise Cannon	Old Bundarra Road, Inverell 2360	Construct New Dwelling and Shed	500,000
CC-92/2018	McMahon Structural	11 Vincent Place, Inverell 2360	Construct New Dwelling and Shed	372,000
<b>Monthly estimated value of Approvals: September 2018</b>			<b>11</b>	<b>1,408,950</b>

**SUMMARY:**

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

**INFORMATION:**

Nil

**SUMMARY:**



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

**INFORMATION:**

Nil

**AMENDED CONSTRUCTION CERTIFICATES**

**SUMMARY:**

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

**INFORMATION:**

Nil

<b>ITEM NO:</b>	7.	<b>FILE NO:</b> S7.2.4/11
<b>DESTINATION 3:</b>	An environment that is protected and sustained.	<b>E</b>
<b>SUBJECT:</b>	<b>COMPLYING DEVELOPMENT CERTIFICATES APPROVED DURING SEPTEMBER 2018</b>	
<b>PREPARED BY:</b>	Elaine Kenny, Administration Officer	

**SUMMARY:**

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

**INFORMATION:**

<b><u>Complying Development Number</u></b>	<b><u>Applicant</u></b>	<b><u>Property</u></b>	<b><u>Construction</u></b>	<b><u>\$ Amount</u></b>
CD-20/2018	Mrs Angela Ellis and Ms Kaili Ting	38-44 Byron Street, Inverell 2360	Change of Use	1,500
CD-21/2018	Ms Melissa Anne Williams	20 Auburn Vale Road, Inverell 2360	Construct New Shed	7,000
CD-22/2018	Mr Lane Daniel Sutherland	30 Lang Street, Inverell 2360	New Deck	5,000
CD-23/2018	Mr Luke Charles Holder	355 Fernhill Road, Inverell 2360	Construct New Shed	6,000
<b>Monthly estimated value of Approvals: September 2018</b>			<b>4</b>	<b>19,500</b>



### **AMENDED COMPLYING DEVELOPMENT CERTIFICATES**

#### **SUMMARY:**

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

#### **INFORMATION:**

Nil

#### **SUMMARY:**

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

#### **INFORMATION:**

Nil

#### **SUMMARY:**

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

#### **INFORMATION:**

Nil

<b>ITEM NO:</b>	8.	<b>FILE NO:</b> S7.2.4/11
<b>DESTINATION 3:</b>	An environment that is protected and sustained.	<b>E</b>
<b>SUBJECT:</b>	<b>SUMMARY OF BUILDING CONSTRUCTION FOR SEPTEMBER 2018</b>	
<b>PREPARED BY:</b>	Elaine Kenny, Administration Officer	

#### **SUMMARY:**

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

#### **INFORMATION:**

#### **Total Building Construction for Inverell Shire for September 2018:**

<b><u>Type of Consent</u></b>	<b><u>Number</u></b>	<b><u>\$ Amount</u></b>
Construction Certificates – Council Approved	<b>11</b>	<b>1,408,950</b>
Construction Certificates – Private Certifier	<b>0</b>	<b>Nil</b>
Complying Development – Council Approved	<b>4</b>	<b>19,500</b>



Complying Development – Private Certifier	0	Nil
<b>Totals</b>	<b>15</b>	<b>1,428,450</b>

Estimated Value of Approvals issued in the financial ytd in:	<b>2018/2019 (34)</b>	<b>\$3,573,280</b>
	<b>2017/2018 (43)</b>	<b>\$6,109,690</b>

<b>ITEM NO:</b>	9.	<b>FILE NO:</b> S18.10.2/11
<b>DESTINATION 3:</b>	An environment that is protected and sustained	<b>E</b>
<b>SUBJECT:</b>	<b>DEVELOPMENT CONSENTS AND REFUSALS DURING SEPTEMBER 2018</b>	
<b>PREPARED BY:</b>	Elaine Kenny, Administration Officer	

### SUMMARY:

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

**INFORMATION:**

## APPROVALS

<b><u>Development Application Number</u></b>	<b><u>Applicant</u></b>	<b><u>Property</u></b>	<b><u>Development</u></b>	<b><u>\$ Amount</u></b>
DA-21/2018	Ms Tracey Janine Morris	26 William Street, Inverell 2360	Dwelling	70,000
DA-92/2018	Mr Aleander Walter Pordage	78 Chester Street, Inverell 2360	Shipping Containers	2,600
DA-96/2018	Mr Taylor Mason	16 White Box Place, Inverell 2360	Construct New Dwelling	350,000
DA-97/2018	Mr Brian Robert James and Mrs Sonja Brigita James	240 Halls Lane, Bukkulla 2360	Construct New Shed	35,000
DA-100/2018	Ms Lorraine Fay Rose	3 Mulligan Street, Inverell 2360	Demolish Old Shed and Construct New Shed	20,000
DA-101/2018	Mr Timothy James Newmarch and Mrs Tereasa Newmarch	271 Old Bundarra Road, Inverell 2360	Subdivision	Nil



DA-102/2018	Mr Colin John Moore	62 Oswald Street, Inverell 2360	New Dwelling	200,000
DA-103/2018	Mr Colin John Moore	22 Burnett Street, Delungra 2403	Alterations and Additions to Dwelling	60,000
DA-104/2018	Mrs Carlene May Ann Carter	3626 Bundarra Road, Gilgai 2360	Construct Addition to Shed	10,950
DA-105/2018	Lecoin Distributors Pty Ltd	34 Dog Trap Lane, Inverell 2360	Addition to Shed	5,500
DA-106/2018	Lecoin Distributors Pty Ltd	42 Roseneath Lane, Brodies Plains 2360	Additions to Dwelling	50,000
DA-107/2018	Darren John Halliday	389 Auburn Vale Road, Inverell 2360	Construct New Shed	24,000
DA-108/2018	Lecoin Distributors Pty Ltd	8428 Gwydir Highway, Little Plain 2360	Alterations and Additions to Dwelling	135,000
DA-109/2018	Mr Murray Ross McIlwain	4303 Bundarra Road, Inverell 2360	Replace Existing Shed	7,500
DA-110/2018	Mr Peter Greer	21 Glen Innes Road, Inverell 2360	Remove and Replace Two Cabins	12,000
DA-111/2018	Church Communities Australia	4188 Gwydir Highway, Elsmore 2360	Construct Farm Shed	110,000
DA-113/2018	Mr Gregory Ian Cannon and Mrs Michelle Louise Cannon	Old Bundarra Road, Inverell 2360	Construct New Dwelling and Shed	500,000
DA-114/2018	Mr Malcolm David Robinson	14 MacIntyre Street, Delungra 2403	Construct New Shed	15,000
DA-116/2018	Mr Matthew Kieren Whan	93 Short Street, Inverell 2360	Construct Carport and Walkway	4,000
DA-117/2018	Fahrenheit Global	123 Byron Street, Inverell 2360	Alterations and Additions to Tattesalls Hotel	180,000
DA-120/2018	Mrs Deirdre Anne Carpenter	21 Harland Street, Inverell 2360	Moveable Dwelling (Dual Occupancy Detached) Roof Canopy off Shed	5,000



<b>Monthly estimated value of Approvals: September 2018</b>	<b>21</b>	<b>1,796,550</b>
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### **DEVELOPMENT AMENDMENTS**

<b><u>Development Application Number</u></b>	<b><u>Applicant</u></b>	<b><u>Property</u></b>	<b><u>Development</u></b>	<b><u>\$ Amount</u></b>
DA-108/2017/A	Mr Steven John De Gunst	160-162 Glen Innes Road, Inverell 2360	Multi Dwelling Housing	Nil
DA-37/2018/A	Mrs Ann Marie Russell and Mr Timothy James Russell	4326 Bundarra Road, Inverell 2360	Construct New Dwelling, Shed and Pool	Nil
DA-80/2018/A	Mrs Julie Gavel Jack	29 Orchard Place, Inverell 2360	Replace Pool and Extend Decking	Nil
<b>Monthly estimated value of Approvals: September 2018</b>			<b>3</b>	<b>Nil</b>

### **REFUSALS**

Nil

<b>ITEM NO:</b>	10.	<b>FILE NO:</b> S18.10.2/11
<b>DESTINATION 3:</b>	An environment that is protected and sustained	<b>E</b>
<b>SUBJECT:</b>	<b>VARIATION TO DEVELOPMENT STANDARDS APPROVED DURING SEPTEMBER 2018</b>	
<b>PREPARED BY:</b>	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 September 2018.

### **INFORMATION:**

Nil



<b>ITEM NO:</b>	11.	<b>FILE NO:</b> S29.19.1
<b>DESTINATION 3:</b>	An environment that is protected and sustained	<b>E</b>
<b>SUBJECT:</b>	<b>SEPTIC TANK APPROVALS FOR SEPTEMBER 2018</b>	
<b>PREPARED BY:</b>	Elaine Kenny, Administration Officer	

**SUMMARY:**

The following details the Septic Tank approvals for September 2018.

**INFORMATION:**

<u>Septic Application Number</u>	<u>Applicant</u>	<u>Property</u>
S-24/2018	Mr Gregory Ian Cannon and Mrs Michelle Louise Cannon	Old Bundarra Road, Inverell 2360
S-25/2018	Flemington Pty Ltd	1640 Copeton Dam Road, Gum Flat 2360
S-26/2018	Mr Colin John Campbell	6978 Gwydir Highway, Inverell 2360

<b>ITEM NO:</b>	12.	<b>FILE NO:</b> S18.10.1
<b>DESTINATION 3:</b>	An environment that is protected and sustained	<b>E</b>
<b>SUBJECT:</b>	<b>ORDINANCE ACTIVITIES REPORT FOR SEPTEMBER 2018</b>	
<b>PREPARED BY:</b>	Elaine Kenny, Administration Officer	

**SUMMARY:**

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

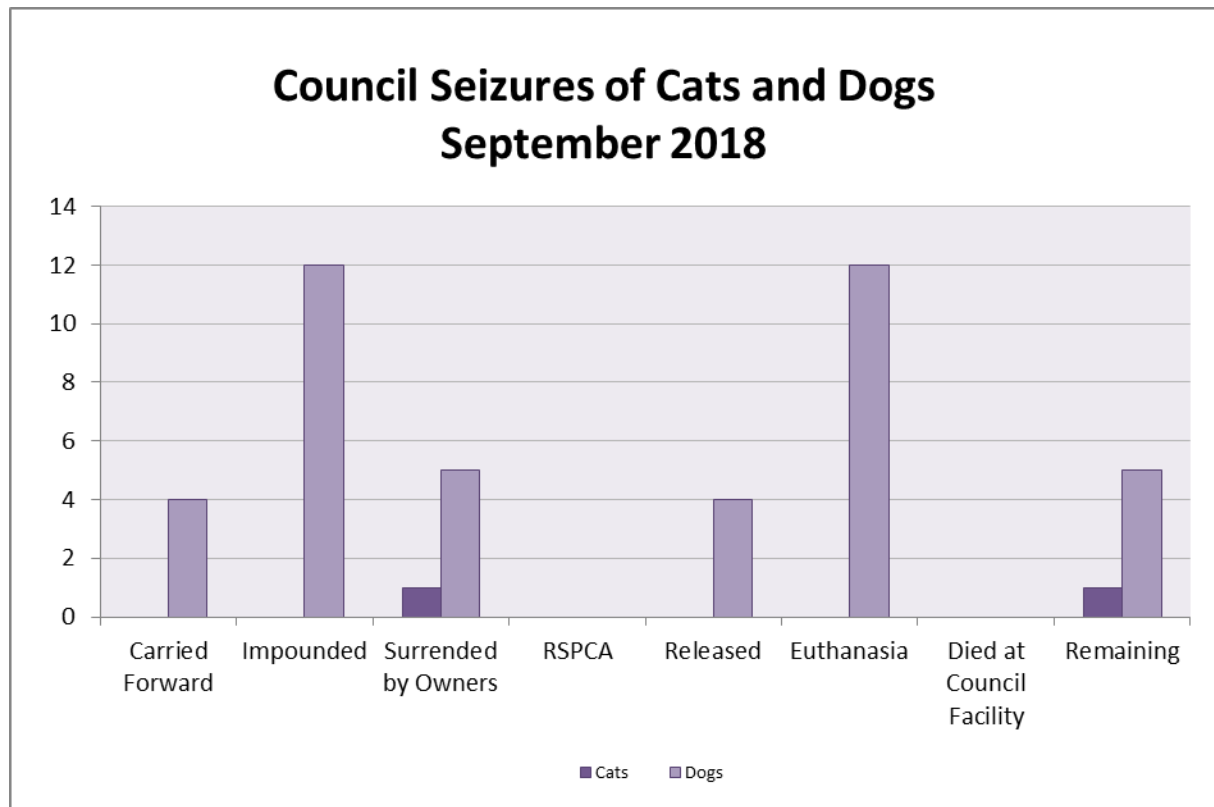
**INFORMATION:**

Nil

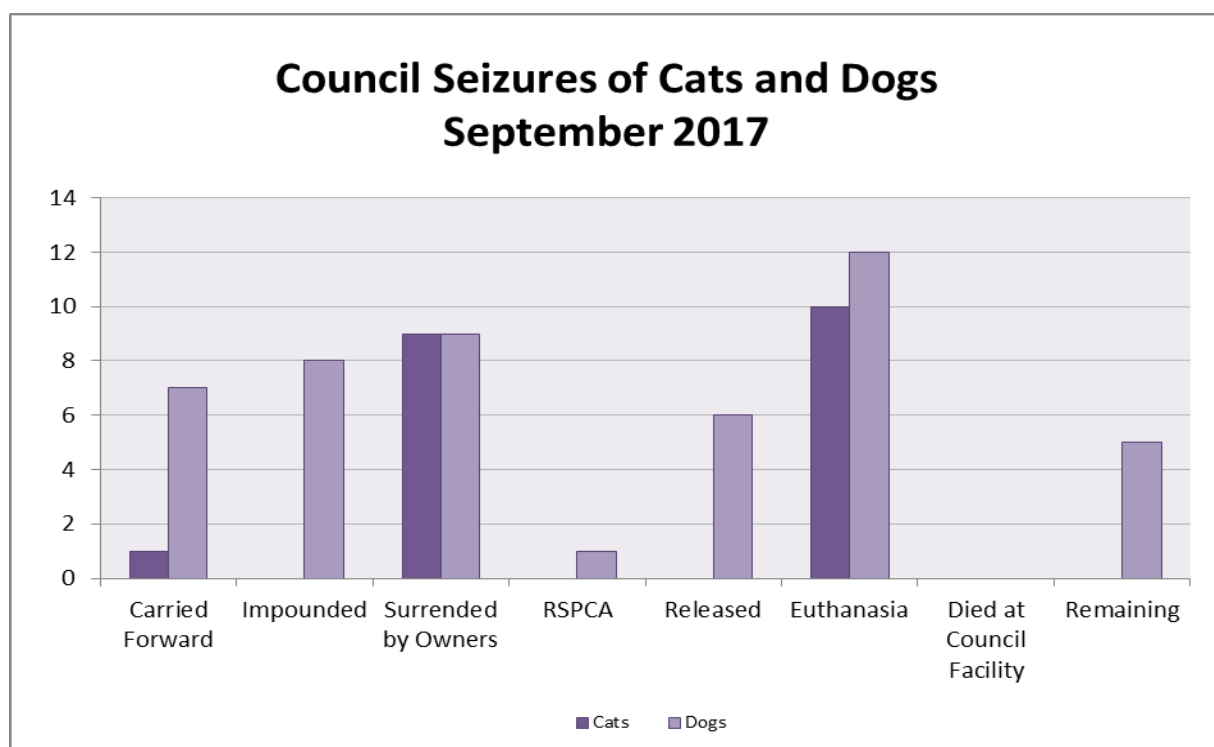
**COMPLIANCE**



**Inverell Shire Council Pound Monthly Report September 2018**



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





**RECOMMENDATION:**

*That the items contained in the Information Reports to the Ordinary Meeting of Council held on Wednesday, 24 October 2018, be received and noted.*