



INVERELL
SHIRE COUNCIL



Justin Pay, Manager Civil Engineering and Adam Marshall Northern Tablelands MP on Jardine Road, which will undergo a \$700,000 upgrade

Business Paper
Ordinary Meeting of Council
Wednesday, 25 September 2019

INVERELL SHIRE COUNCIL**NOTICE OF ORDINARY MEETING OF COUNCIL**

19 September, 2019

An Ordinary Meeting of Council will be held in the Council Chambers, Administrative Centre, 144 Otho Street, Inverell on Wednesday, 25 September, 2019, commencing at **3.00PM**.

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

Please Note: Under the provisions of the Code of Meeting Practice the proceedings of this meeting (including presentations, deputations and debate) may be webcast. An audio recording of the meeting may be uploaded on the Council's website at a later time. Your attendance at this meeting is taken as consent to the possibility that your voice may be recorded and broadcast to the public.

P J HENRY PSM

GENERAL MANAGER

Agenda

1	Apologies	8
2	Confirmation of Minutes	8
3	Disclosure of Interests / Pecuniary and Non-Pecuniary Interests	22
4	Public Forum	22
5	Notices of Motion	22
	Nil	
6	Questions With Notice	22
	Nil	
7	Advocacy Reports	22
	Nil	
8	Committee Reports	23
8.1	Civil and Environmental Services Committee Minutes - 11 September 2019	23
8.2	Economic and Community Sustainability Committee Minutes - 11 September 2019	32
8.3	Inverell Liquor Consultative Committee Minutes - 10 September 2019	40
9	Destination Reports	44
9.1	Cemetery Maintenance Contract	44
9.2	Audit Risk and Improvement Committee Guidelines	46
10	Information Reports	47
10.1	Conduct of the 2020 LG Election	47
10.2	Summary of Development Applications, Construction Certificates and Complying Developments During August 2019	52
10.3	Letter of Appreciation - Jane Hunter - "Don't Be A Statistic" Driver Education Day	56
10.4	Septic Tank Approvals For August 2019	57

10.5	Ordinance Activities Report for August 2019	58
10.6	Strategic Tasks - 'Sign Off' - August 2019	59
11	Governance Reports.....	60
11.1	General & Special Purpose Financial Reports 2018/2019	60
12	Confidential Matters (Committee-of-the-Whole)	73
12.1	Cemetery Maintenance Contract.....	73

Recording of Council Meetings

Council meetings are recorded. By entering the Chambers during an open session of Council, you consent to your attendance and participation being recorded.

The recording will be archived. All care is taken to maintain your privacy; however as a visitor of the public gallery, your presence may be recorded.

Ethical Decision Making and Conflicts of Interest

A guiding checklist for Councillors, officers and community committees

Ethical decision making

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

Conflict of interest

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- **Pecuniary** – regulated by the *Local Government Act 1993* and Office of Local Government
- **Non-pecuniary** – regulated by Codes of Conduct and policy. ICAC, Ombudsman, Office of Local Government (advice only). If declaring a Non-Pecuniary Conflict of Interest, Councillors can choose to either disclose and vote, disclose and not vote or leave the Chamber.

The test for conflict of interest

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of 'corruption' – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

Identifying problems

1st Do I have private interests affected by a matter I am officially involved in?

2nd Is my official role one of influence or perceived influence over the matter?

3rd Do my private interests conflict with my official role?

Local Government Act 1993 and Model Code of Conduct

For more detailed definitions refer to Sections 442, 448 and 459 or the *Local Government Act 1993* and Model Code of Conduct, Part 4 – conflicts of interest.

Disclosure of pecuniary interests / non-pecuniary interests

Under the provisions of Section 451(1) of the *Local Government Act 1993* (pecuniary interests) and Part 4 of the Model Code of Conduct prescribed by the Local Government (Discipline) Regulation (conflict of interests) it is necessary for you to disclose the nature of the interest when making a disclosure of a pecuniary interest or a non-pecuniary conflict of interest at a meeting.

A Declaration form should be completed and handed to the General Manager as soon as practicable once the interest is identified. Declarations are made at Item 3 of the Agenda: Declarations - Pecuniary, Non-Pecuniary and Political Donation Disclosures, and prior to each Item being discussed: The Declaration Form can be downloaded at [Declaration Form](#)

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 2019 – September 2020

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	Wed	Wed	Wed	Wed	Wed	Wed
23	27	18	No Meeting	26	25	22	27	[^] 24	22	26	23

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
9	13	No Meeting	No Meeting	12	11	8	13	10	8	12	9

* October 2019 Committee meetings to be held in Yetman commencing at 12.30pm.

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

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

[^] Meeting at which the Management Plan for 2019/2020 is adopted.



INTERNAL CALENDAR

October 2019

SUN	MON	TUE	WED	THU	FRI	SAT
			Closing date for Pensioner Concession subsidies claims			Wyoming Round Up (Music Festival – Mount Russell)
		1.	2.	3.	4.	5.
Sapphire City Markets Wyoming Round Up (Music Festival – Mount Russell)	Labour Day		9am Civil & Environmental meeting 10:30am Economic & Community Sustainability meeting 5:30pm Managing risk, events & getting grant-ready – Town Hall Annex			
6.	7.	8.	9.	10.	11.	12.
	Reports due for Ordinary meeting by 4:30pm		Request for extension to lodge financial statements to be submitted in writing to OLG		Men's Health Night – RSM Club	Gilgai School Spring Fete & Movie Night
13.	14.	15.	16.	17.	18.	19.
Sapphire City Markets			11am Citizenship 3pm Ordinary meeting			Sapphire City Festival Ceremony
20.	21.	22.	23.	24.	25.	26.
Sapphire City Festival Close			- Annual Report of obligations under the Public Interest Disclosures Act 1994 and the Government Information (Public Access) Act 2009 due - Low Cost Loan Initiative Interim Progress report due	12:30pm IPWEA Regional Meeting - Second quarter rates instalment notice to be sent (s.562) - Electronic lodgement of Grants Commission General Data Return - Last day for financial statements to be audited - Audited Financial Statements & FDR to be lodged with OLG (s.417(5))		
27.	28.	29.	30.	31.		

 Council office closed

 Sapphire City Festival

1 APOLOGIES**2 CONFIRMATION OF MINUTES****RECOMMENDATION:**

That the Minutes of the Ordinary Meeting of Council held on 28 August, 2019, as circulated to members, be confirmed as a true and correct record of that meeting.

**MINUTES OF INVERELL SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON WEDNESDAY, 28 AUGUST 2019 AT 3.00 PM**

PRESENT: Cr Paul Harmon (Mayor), Cr Anthony Michael (Deputy Mayor), Cr Di Baker, Cr Stewart Berryman, Cr Kate Dight, Cr Paul King, Cr Neil McCosker and Cr Mal Peters.

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

1 APOLOGIES**APOLOGY****RESOLUTION 2019/74**

Moved: Cr Kate Dight
Seconded: Cr Anthony Michael

That the apology received from Cr Watts for personal reasons be accepted and leave of absence granted.

CARRIED

2 CONFIRMATION OF MINUTES**RESOLUTION 2019/75**

Moved: Cr Anthony Michael
Seconded: Cr Stewart Berryman

That the Minutes of the Ordinary Meeting of Council held on 24 July, 2019, as circulated to members, be confirmed as a true and correct record of that meeting.

CARRIED

3 DISCLOSURE OF INTERESTS / PECUNIARY AND NON-PECUNIARY INTERESTS

Cr Di Baker declared a pecuniary interest in Item 6.1 Civil & Environmental Minutes - Procurement of Bitumen and Aggregate Services - 2019/2020 - Bitumen Resealing Program. Cr Baker stated that her interest arises as she is a shareholder in Boral.

Cr Di Baker declared a non-pecuniary interest in Item 6.1 Civil & Environmental Minutes DA-74/2019 - Demolition of the Existing NSW Police Building & Structures, Site Preparation Works, Construction and Use of New Police Building; and Ancillary Works Including Signage - 109 Otho Street, Inverell DA which has been referred to the Joint Regional Planning Panel (JRPP). Cr Baker stated that her interest arises as she is a member of the JRPP.

Cr Di Baker declared a pecuniary interest in Item 7.1 Delivery Plan Amendments and Funding Opportunities and Item 7.4 Urban Works Program as both items deal with the proposed Town Centre Renewal Plan and Cr Baker has an interest in a retail saddler located at 45-47 Vivian Street Inverell.

Mr McInnes declared a non-pecuniary interest in Item 6.1 Civil & Environmental Minutes DA-74/2019 - Demolition of the Existing NSW Police Building & Structures, Site Preparation Works, Construction and Use of New Police Building; and Ancillary Works Including Signage - 109 Otho Street, Inverell DA which has been referred to the Joint Regional Planning Panel (JRPP). Mr McInnes advised that his interest arises as he is a member of the JRPP, he did not participate in discussion on this matter.

4 PUBLIC FORUM

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.

Bob Bensley (Town Centre Renewal Plan)

Mr Bob Bensley spoke in favour of continuing the Town Centre Redevelopment Plan. He commended Council on the result achieved in the Otho Street section of the redevelopment and suggested the completion of the remaining sections of the plan should be Council's number 1 priority.

5 ADVOCACY REPORTS

Nil

6 COMMITTEE REPORTS

6.1 CIVIL AND ENVIRONMENTAL SERVICES COMMITTEE MINUTES - 14 AUGUST 2019

Receipt of Minutes:

RESOLUTION 2019/76

Moved: Cr Stewart Berryman

Seconded: Cr Paul King

- i) *That the Minutes of the Civil and Environmental Services Committee held on Wednesday, 14 August, 2019, be received and noted.*
- ii) *The following recommendations of the Civil & Environmental Services Committee be adopted by Council with the exception of Item 6.1.1 DA-65/2019 - two (2) into four (4) lot subdivision - 24 Church Street, Gilgai which was dealt with separately.*

CARRIED

6.1.1 DA-65/2019 - Two (2) Into Four (4) Lot Subdivision - 24 Church Street, Gilgai

Dealt with separately.

6.1.2 Gravel Resheet Program 2019/20

That:

- i. The 2019/20 Gravel Resheeting Program as presented be adopted; and*
- ii. The adopted program be placed on Council's website for the information of the community.*

6.1.3 Bitumen Resurfacing Program 2019/20

That:

- i. The 2019/20 Bitumen Resurfacing Program as presented be adopted; and*
- ii. The adopted program be placed on Council's website for the information of the community.*

6.1.4 Tingha Water Standpipe Operation

That the Tingha Standpipe operation be changed from the current Avdata Australia revenue collection system to a coin operated collection system, and the standpipe usage charge be applied at Council's standpipe sales charge, currently \$2.00/kl.

6.1.5 Inverell Sewage Treatment Plant Effluent Options

That:

- 1. Council not request further investigations be undertaken into the feasibility of redirecting treated effluent from Inverell Sewage Treatment Plant to Lake Inverell Dam to supplement river flow.*
- 2. That investigations be undertaken into the feasibility of redirecting treated effluent from Inverell Sewage Treatment Plant to other areas including the Inverell Golf Course, Inverell Show Ground, Riverdale Turf Farm, Inverell Race Course or alternately agricultural pursuits in close proximity to the treatment plant.*

6.1.8 DA-74/2019 - Demolition of the existing NSW Police building & structures, site preparation works, construction and use of new Police building; and ancillary works including signage - 109 Otho Street, Inverell

RESOLUTION 2019/77

Moved: Cr Anthony Michael

Seconded: Cr Paul King

That the information be received and noted.

CARRIED

6.1.10 Procurement of Bitumen and Aggregate Services - 2019/2020 - Bitumen Resealing Program

RESOLUTION 2019/78

Moved: Cr Anthony Michael

Seconded: Cr Paul King

That Council accept the quotation from Colas under a full service contract for the 2019/2020 Resealing Program.

CARRIED

6.1.6 Project Control Group Meeting Minutes 22 July 2019 - Yetman Road Ulupna Reconstruction Project Stage 2

That the information be received and noted.

6.1.7 Project Control Group Meeting Minutes 22 July 2019 - MR 187 Yetman Road Cucumber Creek to Wallangra Reconstruction

That the information be received and noted.

6.1.9 Works Update

That the information be received and noted.

At 3.22pm, Cr Baker re-joined the meeting.

RESOLUTION 2019/79 DA-65/2019 - Two (2) Into Four (4) Lot Subdivision - 24 Church Street, Gilgai

That Development Application 65/2019 be approved subject to the following conditions of consent:

PRELIMINARY

1. *Inverell Shire Council issues its consent, subject to conditions stated hereunder, in accordance with Section 80A of the Environmental Planning and Assessment Act 1979.
Consent is granted for a two (2) into four (4) lot subdivision;*

To confirm and clarify the terms of consent, the development must be carried out in accordance with the stamped and approved plans and accompanying documentation, unless modified by any following condition. Any deviation will require the consent of Council.

2. *The applicant must comply with all relevant prescribed conditions as contained in Division 8A of the Environmental Planning & Assessment Regulation 2000 (as detailed at the end of this consent).*

DURING SUBDIVISION WORKS

3. *To safeguard the local amenity, reduce noise nuisance and to prevent environmental pollution during the carrying out of subdivision works:*
 - *Works on site are to be carried out in accordance with the Protection of the Environment Operations Act 1997 in relation to noise, dust and associated nuisances from the site. The carrying out of works shall not interfere with the quiet enjoyment of the surrounding neighbourhood;*
 - *Construction may only be carried out between 7.00am and 5.00pm, Monday to Saturday, and no construction is to be carried out at any time on a Sunday or Public Holiday. Council may consent to vary these hours in particular circumstances where it can be demonstrated that it is unavoidable;*
 - *Stockpiles of topsoil, sand, aggregate, spoil or other material shall be stored clear of any drainage path of easement, natural watercourse, footpath, kerb or road surface and shall implement measures to prevent the movement of such material off site;*
 - *Building operations such as brick cutting, washing tools, concreting and bricklaying shall be undertaken on the building block. The pollutants from these building operations shall be contained on site;*
 - *Builders waste must not be burnt or buried on site. All waste (including felled trees) must be contained and removed to a waste disposal depot;*
 - *Sediment and erosion control measures are to be implemented onsite and maintained until the site is fully stabilised, in accordance with Council's Erosion and Sedimentation Control Policy 2004; and*
 - *Where the proposed development involves the disturbance of any existing survey monuments, those monuments affected will need to be relocated by a registered surveyor under the Surveying and Spatial Information Act 2002. A plan showing the relocated monuments will then be required to be lodged as a matter of public record at the Lands Titles Office.*

PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE

4. *A Subdivision Certificate must be obtained from Council in accordance with Section 109C (1)(d) of the Environmental Planning and Assessment Act 1979. The applicant must submit a completed Subdivision Certificate application form (with applicable fee), four (4) copies of the survey plan, two (2) copies of any 88b instrument and documentary evidence demonstrating compliance with the conditions of this development consent.*
5. *Prior to issue of a Subdivision Certificate, the existing carport is to be removed and the proposed cantilevered carport constructed on proposed Lot 101. The new cantilevered carport is to be same dimensions and in the same location as the removed carport.*
6. *Prior to the issue of a Subdivision Certificate, electricity and telecommunications services are to be provided to all lots. The proponent is required to submit to Council, certificates from:*
 - *An approved electricity service provider indicating that satisfactory arrangements have been made for the provision of electricity to each lot in the subdivision.*

- *An approved telecommunications service provider indicating that satisfactory arrangements have been made for the provision of telecommunications to each lot in the subdivision.*

Note: Subject to the requirements of the electricity service provider, the power supply for proposed Lot 101 will need to be relocated.

7. *Prior to issue of a Subdivision Certificate, inter-allotment drainage is to be provided along the common boundaries of the four (4) proposed lots.*

Prior to construction of this inter-allotment drainage, plans of the inter-allotment drainage, prepared by a suitably qualified engineer, are to be submitted to and approved by Council. These plans are to show piped and surface drainage paths, including kerbs as necessary beneath fences, to direct drainage to Church Street.

8. *Prior to the issue of a Subdivision Certificate, contributions/fees must be paid to Council for sewer supply to proposed Lots 102, 103 and 104. This will require payment to Council of:*

- *A Contribution under Council's Development Servicing Plan No. 1 for 1 equivalent tenement, for proposed Lots 102, 103 and 104; and*
- *A sewer junction fee in accordance with Council's fees and charges for proposed Lot 103.*

Note: Existing sewer junctions will serve proposed Lots 101, 102 and 104.

9. *Prior to the issue of a Subdivision Certificate, contributions/fees must be paid to Council for water supply to proposed Lots 101, 103 and 104. This will require payment to Council of:*

- *A Contribution per lot under Council's Development Servicing Plan No. 1 for 1 equivalent tenement, for proposed Lots 101, 103 and 104; and*
- *A water connection fee in accordance with Council's fees and charges for Lots 101, 103 and 104.*

Note: The existing water service is to be retained for proposed Lot 102.

10. *Prior to the issue of a Subdivision Certificate, a Community Services Contribution per lot must be paid to Council pursuant to Section 94 of the Environmental Planning and Assessment Act 1979 for Lots 102 and 103.*

11. *Prior to issue of a Subdivision Certificate, a concrete access crossing is to be constructed from the kerb in Church Street to the boundary of Lots 101 and 104. The location of the access is to be in accordance with the approved plan. Prior to the commencement of this work the applicant is required to:*

- *Apply to Council for approval under Section 138 of the Roads Act 1993 to install a paved vehicular access across the footpath (a copy of the application form is enclosed); and*
- *Contact Council for footpath levels so that the driveway can be constructed to provide vehicle access onto the site.*

The installation of the vehicular access crossing must be carried out under the supervision of Council and the applicant must give Council two (2) working days' notice to inspect the formwork prior to pouring any concrete.

All work is to be completed to the standard approved by Council, at the applicant's expense.

12. *Prior to issue of a Subdivision Certificate, the access handles for Lots 101 and 104 are to be:*

- *Concreted 3 metres wide; and*

- *Incorporate a landscaping strip 500mm wide, being located:*
 - *On the northern side of the concrete access for proposed Lot 101; and*
 - *On the southern side of the concrete access for proposed Lot 104.*

A minimum 50% of the landscaping is to comprise plant species with a full growth height of at least 1.5 metres.

Prior to construction of the access handles, plans nominating the concrete and landscaping details are to be submitted and approved by Council.

All landscaping is to be maintained in a reasonable manner, in perpetuity.

13. *Any other condition deemed appropriate by the Director Civil and Environmental Services.*

S375A Record of Voting	Councillors For:	Councillors Against:
Harmon	√	
Michael	√	
Baker	√	
Berryman	√	
Dight	√	
King	√	
Peters		√
McCosker		√

CARRIED

6.2 ECONOMIC AND COMMUNITY SUSTAINABILITY COMMITTEE MINUTES - 14 AUGUST 2019

Receipt of Minutes:

RESOLUTION 2019/80

Moved: Cr Kate Dight

Seconded: Cr Paul King

- i) *That the Minutes of the Economic and Community Sustainability Committee held on Wednesday, 14 August, 2019, be received and noted; and*
- ii) *The following recommendations of the Economic & Community Sustainability Committee be adopted by Council.*

CARRIED

6.2.1 Submission on IPART Report into Rating

That:

- 1. Council makes a submission on the relevant recommendations of the IPART review of the Local Government Rating System.*
- 2. That the submission reflects the details of the report.*

6.2.2 Request for Sponsorship - Tingha Sport and Recreation Bowling Club Inc.

That Council take premium sponsorship of the Tingha Sport and Recreation Bowling Club Inc for their Inaugural "Mine for Cash" mixed triples bowls Carnival being held on 16 November, 2019 to the value of \$1000.

6.2.3 Inverell Community Garden - Donation Request

That Council contributes \$200 towards advertising, promotion and technical assistance associated with a community screening of the visionary film '2040' as a fundraiser for the relocation of the Inverell Community Gardens.

That Council invite the Executive of the Inverell Community Gardens to present their Strategic Plan for the Community Gardens including plans for long term financial sustainability.

6.2.4 Murray Darling Association - Membership 2019/20

That Council thank the Murray Darling Association (MDA) for the invitation to join the association but decline to join at this time.

6.2.5 Governance - Monthly Investment Report

That:

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

6.2.6 Land Matters

That:

- a) The General Manager be authorised to submit an offer for the land at the amount agreed to in closed meeting;*
- b) The purchase be subject to any terms and conditions as negotiated by the General*

Manager;

- c) *The land be classified as operational land; and*
- d) *When Council's acquisition program is complete that Council invite expressions of interest in the acquisition of the entire parcel of land owned by Council.*

6.3 AUDIT RISK AND IMPROVEMENT COMMITTEE MINUTES - 22 AUGUST 2019

Receipt of Minutes:

RECOMMENDATION 2019/81

- i) *That the minutes of the Audit Risk and Improvement committee held on Thursday, 22 August, 2019, be received and noted; and*
- ii) *The recommendations of the Audit Risk and Improvement committee be considered by Council.*

MOTION

- i. Audit of the Risk Management Framework:
 - 1. The recommendations contained in the report be implemented; and
 - 2. Internal audits be conducted concurrently on the first two risks prioritised in the recommended Internal Audit Program, those being,
 - a) Procurement and Contract Management
 - b) Employee Wellbeing, Culture and Ethics
- ii. Statewide Mutual Risk Initiatives
 - a. To take advantage of Statewide Mutual Free Board Initiative Number 7 – Insurable Risk Analysis – Service 1 (Identification through Scenario Analysis) for the 2019-20 Financial Year.
 - b. To complement this, Council should also engage JLT to complete Insurable Risk Analysis – Service 2 (Asset Insurance Index Review).

AMENDMENT

Moved: Cr Mal Peters

Seconded: Cr Kate Dight

In relation to:

- ii. Audit of the Risk Management Framework.

That Council invite the Chair of the Audit Risk and Improvement Committee to a workshop on the same day as an Ordinary Council Meeting.

That the Workshop examine the draft Risk Management Framework to enable Council to make an informed decision in regard to endorsing the framework.

The amended motion on being put to the meeting was Carried.

CARRIED

6.4 WASTE MANAGEMENT SUNSET COMMITTEE MINUTES - 28 AUGUST 2019**Receipt of Minutes:****RESOLUTION 2019/82**

Moved: Cr Anthony Michael

Seconded: Cr Stewart Berryman

- i) *That the Minutes of the Waste Management Sunset Committee held on Wednesday, 28 August, 2019, be received and noted; and*
- ii) *The following recommendations of the Waste Management Sunset Committee be adopted by Council.*

CARRIED

6.4.1 Waste Update for Tingha Area*That:*

- 1. *Detailed investigations into the extension of the Rural Kerbside Collection Service in Tingha area be undertaken and a further report be presented to Council for consideration; and*
- 2. *Council pursue grant funding opportunities for the construction of a Waste Transfer Station at Tingha and the subsequent closure and rehabilitation of the existing landfill.*

6.4.2 Waste Transfer Station Operational Review*That:*

- 1. *Council utilises day labour to manage the Waste Transfer Stations for a further period of 12 months.*
- 2. *At the conclusion of the 12 month period a further detailed evaluation be undertaken based on the operation of the four (4) transfer stations with a view to determining the most appropriate long term management model.*
- 3. *Council write to residents of Bonshaw and Delungra advising of the impending changes prior to completion of the construction of the Waste Transfer Stations.*
- 4. *No waste disposal fees are charged for the first two (2) months of operation of the Bonshaw and Delungra Waste Transfer Stations.*

6.4.3 Investigation of Options to Divert Organic Waste from Landfill

That:

- 1. Council does not commit to an organics waste service at this point in time given higher priority identified works are to be completed within Inverell Shire Council Landfill Environmental Management Plan and Inverell Shire Council Waste Management Strategy 2010;*
- 2. In preparation for a potential future organics waste collection service Council undertake the following steps:*
 - i) A community survey to determine the demand and willingness to pay for an organics service.*
 - ii) A more detailed assessment and review (including financial analysis) of the most appropriate organics processing facility that could be co-located at the Inverell Landfill site.*
 - iii) Further investigation regarding regional collaboration opportunities for organics collection and processing.*
 - iv) Continued monitoring of the policy and regulatory framework relating to waste management to ensure Council has a strategy in place to meet it's obligations.*
 - v) With regards to the steps contained in point ii), the Waste Committee be kept apprised of progress.*

6.4.4 Inverell Materials Recovery Facility Review

That:

- 1. Council discuss the outcomes of the Materials Recovery Facility Review with Northaven;*
- 2. The depot master planning exercise be finalised and presented to Council; and*
- 3. Upon completion of the necessary investigations a further report be prepared regarding future actions associated with the Inverell Materials Recovery Facility.*

7 DESTINATION REPORTS

7.1 DELIVERY PLAN AMENDMENTS AND FUNDING OPPORTUNITIES S4.13.2

RESOLUTION 2019/83

Moved: Cr Stewart Berryman

Seconded: Cr Kate Dight

That:

- i. The following projects be included in the 2017-21 Delivery Plan.*
 - a) Construct a half court basket ball facility.*
 - b) Upgrade sporting facilities at Tingha.*
 - c) Install a "Baby Remembrance Wall" in a suitable public place.*
 - d) Prepare a program of Youth Activities targeting youth in the Shire's villages, including transport options.*
 - e) Investigate the availability of land suitable for residential development in the Shire's villages.*
 - f) Investigate decorative lighting effects for the CBD.*
 - g) Upgrade dog pound.*
 - h) Upgrade Jones Road (Green Valley).*
 - i) Improve Drainage in Murray Street, Inverell.*

At 4.7pm, Cr Baker left the meeting having previously declared a pecuniary interest in respect of the following matter.

- j) Continue the implementation of the Town Centre Renewal Plan.*

At 4.09pm, Cr Baker re-joined the meeting.

- ii. That the following projects be submitted for funding through the Stronger Country Communities Fund (Round 3)*
 - a) Construct a half court basket ball facility.*
 - b) Upgrade sporting facilities at Tingha.*
 - c) Prepare a program of Youth Activities targeting youth in the Shire's villages, including transport options.*
 - d) Continue the implementation of the Town Centre Renewal Plan.*

CARRIED

7.2 SAPPHIRE CITY MOTOR SPORTS CLUB - UPDATE S21.8.18

RESOLUTION 2019/84

Moved: Cr Kate Dight

Seconded: Cr Paul King

That:

- a) The information be noted; and*
- b) Council provide assistance to the Sapphire City Motor Sports Club to examine the most suitable site for the long term needs of the Club.*

CARRIED

7.3 PROPERTY ACQUISITION STANDARDS S4.2.1**RESOLUTION 2019/85**

Moved: Cr Stewart Berryman

Seconded: Cr Anthony Michael

That Council adopt the new Property Acquisition Standards.

CARRIED

At 4.26pm, Cr Baker left the meeting having declared a pecuniary interest in respect of the following matter.

7.4 URBAN WORKS PROGRAM S28.21.1/12**RESOLUTION 2019/86**

Moved: Cr Anthony Michael

Seconded: Cr Stewart Berryman

That Council prioritise the Town Centre Renewal Plan (TCRP) works - Campbell to Vivian Street, for the 2019/20 Urban Works Program.

AMENDMENT

Moved: Cr Mal Peters

Seconded: Cr Neil McCosker

That the funding that was proposed to be spent on the TRCP be spent on rate relief for the businesses effected by the current drought.

LOST

The original motion on being put to the meeting was carried.

CARRIED

At 4.32pm, Cr Baker re-joined the meeting.

8 INFORMATION REPORTS**8.1 SUMMARY OF DEVELOPMENT APPLICATIONS, CONSTRUCTION CERTIFICATES AND COMPLYING DEVELOPMENTS DURING JULY 2019 S13.5.2/12****8.2 SEPTIC TANK APPROVALS FOR JULY 2019 S13.5.2/12****8.3 ORDINANCE ACTIVITIES REPORT FOR JULY 2019 S13.5.2/12**

8.4 EMERGENCY SERVICES LEVY S12.13.1

8.5 STRATEGIC TASKS - 'SIGN OFF' - AUGUST 2019 S4.13.2

Moved: Cr Kate Dight

Seconded: Cr Di Baker

That the information reports be received and noted.

CARRIED

9 GOVERNANCE REPORTS

Nil

10 CONFIDENTIAL MATTERS (COMMITTEE-OF-THE-WHOLE)

Nil

The Meeting closed at 4.34pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 25 September 2019.

.....

CHAIRPERSON

3 DISCLOSURE OF INTERESTS / PECUNIARY AND NON-PECUNIARY INTERESTS

4 PUBLIC FORUM

5 NOTICES OF MOTION

Nil

6 QUESTIONS WITH NOTICE

Nil

7 ADVOCACY REPORTS

Nil

8 COMMITTEE REPORTS**8.1 CIVIL AND ENVIRONMENTAL SERVICES COMMITTEE MINUTES - 11 SEPTEMBER 2019**

File Number: S4.11.16/11 / 19/32603

Author: Kristy Paton, Temporary Corporate Support Officer - Publishing

SUMMARY:

Meeting held on Wednesday, 11 September, 2019.

For the consideration of Council.

COMMENTARY:

Refer to the attached minutes of the meeting.

Receipt of Minutes:**RECOMMENDATION:**

- i) *That the Minutes of the Civil and Environmental Services Committee held on Wednesday, 11 September, 2019, be received and noted; and*
- ii) *The following recommendations of the Civil and Environmental Services Committee be considered by Council.*

8.1.1 Draft Inverell Shire Community Participation Plan**RECOMMENDATION:**

That the draft Inverell Shire Community Participation Plan be endorsed and be placed on public exhibition for a minimum of 28 days.

8.1.2 DA-73/2019 - Use of unauthorised alterations and additions to shed, Change of use of the shed to a dwelling (resulting in a dual occupancy (detached)) and Minor alterations and additions to the dwelling - 301 Fernhill Road, Inverell**RECOMMENDATION:**

That Development Application 73/2019 be approved subject to the following conditions of consent:

PRELIMINARY

1. *Inverell Shire Council issues its consent, subject to conditions stated hereunder, in accordance with Section 80A of the Environmental Planning and Assessment Act 1979.*

Consent is granted for:

- *Use of un-authorised alterations and additions to shed; and*
- *Change of use of the shed to a dwelling, resulting in a dual occupancy (detached); and*
- *Alterations and additions to the dwelling, including installation of privacy screen.*

To confirm and clarify the terms of consent, the development must be carried out in accordance with the stamped and approved plans and accompanying documentation, unless modified by any following condition. Any deviation will require the consent of Council.

- 2. The applicant must comply with all relevant prescribed conditions as contained in Division 8A of the Environmental Planning & Assessment Regulation 2000 (as detailed at the end of this consent).*
- 3. The landscaping and privacy screens must be maintained in a reasonable manner, in perpetuity.*
- 4. The proposed shade sail must not extend above the gutter line of the proposed dwelling.*

PRIOR TO CONSTRUCTION

- 5. Prior to the commencement of any building works on the site (shade sail, privacy screen, internal works, etc.) a Construction Certificate must be issued in accordance with Section 109C (1)(b) and 81A (2) of the Environmental Planning and Assessment Act 1979. The application for a Construction Certificate, made to Council or an Accredited Certifier, must include plans and specifications demonstrating full compliance with the Building Code of Australia and associated standards.*
- 6. Prior to issue of an Occupation Certificate, a Building Information Certificate pursuant to Division 6.7 of the Environmental Planning and Assessment Act 1979 must be obtained for the proposed dwelling, to confirm that the completed unauthorised works are to an acceptable standard.*

PRIOR TO OCCUPATION OF THE SHED AS A DWELLING

- 7. Prior to occupation of the shed as a dwelling, an Occupation Certificate must be issued in accordance with Section 109M of the Environmental Planning and Assessment Act 1979.*

Note: Prior to issue of the Occupation Certificate, the Principal Certifying Authority is required to be satisfied, amongst other things, that:

- all required inspections (including each applicable mandatory critical stage inspection) have been carried out; and*
- any preconditions to the issue of the certificate required by a development consent have been met.*

- 8. Prior to issue of an Occupation Certificate, the kitchen and bathroom in the proposed dwelling must be connected to an on-site sewage management system approved under Section 68 of the Local Government Act 1993.*

Note: Separate application will need to be made to obtain approval under Section 68 of the Local Government Act 1993.

- 9.. Prior to issue of an Occupation Certificate, all landscaping is to be completed in accordance with the approved plans.*
- 10. Prior to issue of an Occupation Certificate, the premise (310 Fernhill Road) will need the main electrical switch replaced with a load limiting circuit breaker sized to the original premise load approval.*

Note: Any additional load over this limit will need to be approved via an Application for Connection through Essential Energy's web portal before connection of that additional load.

- 11. Prior to issue of an Occupation Certificate, the applicant must obtain a Certificate of Compliance of Electrical Work (CCEW) from a licenced electrical contractor ensuring compliance with the Australian Standard AS/NZS 3000 2018 for the proposed dwelling.*

12. *Prior to the issue of an Occupation Certificate, the following contributions must be paid to Council pursuant to Section 7.11 (previously Section 94) of the Environmental Planning and Assessment Act 1979:*
 - *General Rural Roads; and*
 - *Community Services.*
13. *Prior to issue of an Occupation Certificate, a hard wired smoke alarm is to be installed within the proposed dwelling.*
14. *Prior to issue of an Occupation Certificate, laundry facilities are to be installed within the proposed dwelling in accordance with the Building Code of Australia.*
15. *Prior to issue of an Occupation Certificate, all stormwater shall be drained in accordance with Australian Standard 3500.3 Plumbing and drainage.*
16. *Any other condition deemed appropriate by the Director Civil and Environmental Services.*
17. *That the Director Civil and Environmental Services be authorised to enter into negotiations with the proponent and adjoining landowner in regards to appropriate privacy screening.*

8.1.3 Campbell Street Pedestrian Refuge

RECOMMENDATION:

That the engineering design plans for a pedestrian refuge in Campbell Street be endorsed so they can be submitted to RMS for approval and possible funding.

8.1.4 Petition - Maybole and Kellys Roads

RECOMMENDATION:

That:

1. *The petition be received and noted;*
2. *The identified funding allocation of \$418,535 be utilised to complete approximately 8km of gravel resheeting in the Maybole area at the earliest available opportunity;*
3. *The remaining 6km of gravel resheeting required in the Maybole area be prioritised in future years works programs; and*
4. *The lead authors of the petition be formally notified of Council's resolution and the limitations associated with the current availability of gravel in the area.*

8.1.5 Additional Funding - MR135 Guyra Road "Slurry Gully" Project

RECOMMENDATION:

That an additional \$425,100 be allocated to the MR135 Guyra Road "Slurry Gully" reconstruction project, from the following sources:

REPAIR Program (additional allocation) \$102,600

<i>Supplementary Block Grant</i>	<i>\$160,000</i>
<i>BLOCK Grant</i>	<i>\$162,500</i>

8.1.6 WORKS UPDATE S28.21.1/12**RECOMMENDATION**

That the information report be received and noted.

7.1 GOVERNANCE - PERFORMANCE REPORTING ON ROAD MAINTENANCE COUNCIL CONTRACTS S1.2.3/13**RECOMMENDATION**

That the information be received and noted.

ATTACHMENTS:

1. Minutes of Civil and Environmental Services Committee Meeting 11 September, 2019

**MINUTES OF INVERELL SHIRE COUNCIL
CIVIL AND ENVIRONMENTAL SERVICES COMMITTEE MEETING
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON WEDNESDAY, 11 SEPTEMBER 2019 AT 9.00 AM**

PRESENT: Cr Paul Harmon (Mayor), Cr Di Baker, Cr Neil McCosker, Cr Anthony Michael (Deputy Mayor) and Cr Kate Dight.

IN ATTENDANCE: Paul Henry (General Manager), Brett McInnes (Director Civil & Environmental Services), Scott Norman (Director Corporate & Economic Services), Justin Pay (Manager Civil Engineering) and Anthony Alliston (Manager Development Services).

1 APOLOGIES

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Anthony Michael

That the apologies received from Crs Peters and Berryman, who both requested leave of absence for personal reasons, be accepted and leave granted.

CARRIED

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Anthony Michael

That the Minutes of the Civil and Environmental Services Committee Meeting held on 14 August, 2019, as circulated to members, be confirmed as a true and correct record of that meeting.

CARRIED

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

Nil

4 PUBLIC FORUM

Mr Troy Brabant addressed Council in regard to Item 5.2 DA-73/2019. He is an adjoining neighbour and has concerns over the application for the change of use of the shed to a dwelling. He has dog kennels and a shed next to the proposed dwelling and is concerned that the close proximity will lead to future noise complaints. If approval is granted he would prefer a colourbond fence between the buildings rather than the proposed privacy screen and that the proposed shade sail is not required.

Mrs Christine Lamb addressed Council in regard to Item 5.2 DA-73/2019. Mrs Lamb was living in the shed prior to being required to vacate as it was an unlawful use of the building. She has found the process upsetting and disruptive and would like the issue resolved as quickly as possible.

5 DESTINATION REPORTS

5.1 DRAFT INVERELL SHIRE COMMUNITY PARTICIPATION PLAN S18.6.66

COMMITTEE RESOLUTION

Moved: Cr Anthony Michael

Seconded: Cr Paul Harmon

That the Committee recommend to Council that the draft Inverell Shire Community Participation Plan be endorsed and be placed on public exhibition for a minimum of 28 days.

CARRIED

5.2 DA-73/2019 - USE OF UNAUTHORISED ALTERATIONS AND ADDITIONS TO SHED, CHANGE OF USE OF THE SHED TO A DWELLING (RESULTING IN A DUAL OCCUPANCY (DETACHED)) AND MINOR ALTERATIONS AND ADDITIONS TO THE DWELLING - 301 FERNHILL ROAD, INVERELL DA-73/2019

COMMITTEE RESOLUTION

Moved: Cr Neil McCosker

Seconded: Cr Paul Harmon

That the Committee recommend to Council that Development Application 73/2019 be approved subject to the following conditions of consent:

PRELIMINARY

1. *Inverell Shire Council issues its consent, subject to conditions stated hereunder, in accordance with Section 80A of the Environmental Planning and Assessment Act 1979.*

Consent is granted for:

- *Use of un-authorised alterations and additions to shed; and*
- *Change of use of the shed to a dwelling, resulting in a dual occupancy (detached); and*
- *Alterations and additions to the dwelling, including installation of privacy screen.*

To confirm and clarify the terms of consent, the development must be carried out in accordance with the stamped and approved plans and accompanying documentation, unless modified by any following condition. Any deviation will require the consent of Council.

2. *The applicant must comply with all relevant prescribed conditions as contained in Division 8A of the Environmental Planning & Assessment Regulation 2000 (as detailed at the end of this consent).*
3. *The landscaping and privacy screens must be maintained in a reasonable manner, in perpetuity.*
4. *The proposed shade sail must not extend above the gutter line of the proposed dwelling.*

PRIOR TO CONSTRUCTION

5. *Prior to the commencement of any building works on the site (shade sail, privacy screen, internal works, etc.) a Construction Certificate must be issued in accordance with Section 109C (1)(b) and 81A (2) of the Environmental Planning and Assessment*

Act 1979. The application for a Construction Certificate, made to Council or an Accredited Certifier, must include plans and specifications demonstrating full compliance with the Building Code of Australia and associated standards.

6. Prior to issue of an Occupation Certificate, a Building Information Certificate pursuant to Division 6.7 of the Environmental Planning and Assessment Act 1979 must be obtained for the proposed dwelling, to confirm that the completed unauthorised works are to an acceptable standard.

PRIOR TO OCCUPATION OF THE SHED AS A DWELLING

7. Prior to occupation of the shed as a dwelling, an Occupation Certificate must be issued in accordance with Section 109M of the Environmental Planning and Assessment Act 1979.

Note: Prior to issue of the Occupation Certificate, the Principal Certifying Authority is required to be satisfied, amongst other things, that:

- all required inspections (including each applicable mandatory critical stage inspection) have been carried out; and
- any preconditions to the issue of the certificate required by a development consent have been met.

8. Prior to issue of an Occupation Certificate, the kitchen and bathroom in the proposed dwelling must be connected to an on-site sewage management system approved under Section 68 of the Local Government Act 1993.

Note: Separate application will need to be made to obtain approval under Section 68 of the Local Government Act 1993.

- 9.. Prior to issue of an Occupation Certificate, all landscaping is to be completed in accordance with the approved plans.
10. Prior to issue of an Occupation Certificate, the premise (310 Fernhill Road) will need the main electrical switch replaced with a load limiting circuit breaker sized to the original premise load approval.

Note: Any additional load over this limit will need to be approved via an Application for Connection through Essential Energy's web portal before connection of that additional load.

11. Prior to issue of an Occupation Certificate, the applicant must obtain a Certificate of Compliance of Electrical Work (CCEW) from a licenced electrical contractor ensuring compliance with the Australian Standard AS/NZS 3000 2018 for the proposed dwelling.
12. Prior to the issue of an Occupation Certificate, the following contributions must be paid to Council pursuant to Section 7.11 (previously Section 94) of the Environmental Planning and Assessment Act 1979:
 - General Rural Roads; and
 - Community Services.
13. Prior to issue of an Occupation Certificate, a hard wired smoke alarm is to be installed within the proposed dwelling.
14. Prior to issue of an Occupation Certificate, laundry facilities are to be installed within the proposed dwelling in accordance with the Building Code of Australia.
15. Prior to issue of an Occupation Certificate, all stormwater shall be drained in accordance with Australian Standard 3500.3 Plumbing and drainage.
16. Any other condition deemed appropriate by the Director Civil and Environmental Services.
17. That the Director Civil and Environmental Services be authorised to enter into

negotiations with the proponent and adjoining landowner in regards to appropriate privacy screening.

S375A Record of Voting	Councillors For:	Councillors Against:
Harmon	√	
Baker	√	
Dight	√	
McCosker	√	
Michael		√

CARRIED

5.3 CAMPBELL STREET PEDESTRIAN REFUGE S30.9.4

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Kate Dight

That the Committee recommend to Council that the engineering design plans for a pedestrian refuge in Campbell Street be endorsed so they can be submitted to RMS for approval and possible funding.

CARRIED

5.4 PETITION - MAYBOLE AND KELLYS ROADS S28.10.SR261

COMMITTEE RESOLUTION

Moved: Cr Neil McCosker

Seconded: Cr Paul Harmon

That the Committee recommend to Council that:

- 1. The petition be received and noted;*
- 2. The identified funding allocation of \$418,535 be utilised to complete approximately 8km of gravel resheeting in the Maybole area at the earliest available opportunity;*
- 3. The remaining 6km of gravel resheeting required in the Maybole area be prioritised in future years works programs; and*
- 4. The lead authors of the petition be formally notified of Council's resolution and the limitations associated the with current availability of gravel in the area.*

CARRIED

5.5 ADDITIONAL FUNDING - MR135 GUYRA ROAD "SLURRY GULLY" PROJECT S15.8.22**COMMITTEE RESOLUTION**

Moved: Cr Paul Harmon
Seconded: Cr Neil McCosker

That the Committee recommend to Council that an additional \$425,100 be allocated to the MR135 Guyra Road "Slurry Gully" reconstruction project, from the following sources:

REPAIR Program (additional allocation) \$102,600

Supplementary Block Grant \$160,000

BLOCK Grant \$162,500

CARRIED**6 INFORMATION REPORTS****6.1 WORKS UPDATE S28.21.1/12****COMMITTEE RESOLUTION**

Moved: Cr Paul Harmon
Seconded: Cr Kate Dight

That the information report be received and noted.

CARRIED**7 GOVERNANCE REPORTS****7.1 GOVERNANCE - PERFORMANCE REPORTING ON ROAD MAINTENANCE COUNCIL CONTRACTS S1.2.3/13****COMMITTEE RESOLUTION**

Moved: Cr Paul Harmon
Seconded: Cr Anthony Michael

That the information be received and noted.

CARRIED

The Meeting closed at 10.01am.

The minutes of this meeting were confirmed at the Civil and Environmental Services Committee held on 9 October 2019.

.....
CHAIRPERSON

8.2 ECONOMIC AND COMMUNITY SUSTAINABILITY COMMITTEE MINUTES - 11 SEPTEMBER 2019

File Number: S4.11.17/11 / 19/32609

Author: Kristy Paton, Temporary Corporate Support Officer - Publishing

SUMMARY:

Meeting held on Wednesday, 11 September, 2019.

For the consideration of Council.

COMMENTARY:

Refer to the attached minutes of the meeting.

Receipt of Minutes:

RECOMMENDATION:

- i) *That the Minutes of the Economic and Community Sustainability Committee held on Wednesday, 11 September, 2019, be received and noted; and*
- ii) *The following recommendations of the Economic and Community Sustainability Committee be considered by Council.*

8.2.1 Conduct of the 2020 LG Election

RECOMMENDATION:

That:

- i. *Pursuant to s. 296(2), (3) and (5A) of the Local Government Act 1993 (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council;*
- ii. *Pursuant to s. 296(2), (3) and (5A) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council; and*
- iii. *Pursuant to s. 296(2), (3) and (5A) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.*

8.2.2 Request for Consideration - Movie Night - Long Plain Hall and Recreational Reserve

RECOMMENDATION:

That:

- i. *The request from the Board of Managers of the Long Plain Public Hall be received and acknowledged;*
- ii. *The Board of Managers of the Long Plain Public Hall be informed that unfortunately there is no funding for this activity in Council's current budget; and*
- iii. *Council assist with identifying funding for a Movie Night at Long Plain Hall by either*

incorporating the activity in an appropriate grant application or assisting the Board to apply for funding in their own right, which ever opportunity presents itself first.

8.2.3 Request for Assistance - Bonshaw Drought Relief Event

RECOMMENDATION:

That:

- i. The request from the Bonshaw Hall Committee be received and acknowledged;*
- ii. That Council assist with identifying funding for the men's breakfast by either incorporating the activity in an appropriate grant application or assisting the Committee to apply for funding in their own right, which ever opportunity presents itself first; and*
- iii. That if no funding is identified in time for the event then Council donates \$200 towards the cost of holding the event.*

8.2.4 Donation Request - Garden Artist of the Year Competition

RECOMMENDATION:

That:

- i. The request from the Down to Earth Inverell Garden Group be received and acknowledged;*
- ii. Council provide a donation of \$200 towards prizes for the Garden Artist of the Year Competition;*
- iii. Council nominate a representative to present awards to the first and second prize winners; and*
- iv. Council suggest that next years competition be held in conjunction with the Sapphire City Festival.*

8.2.5 Request for Consideration - Request to waive full or partial hire fee of Town Hall - Unstop-Ability

RECOMMENDATION:

That:

- i. The request from Stephanie Marshall and Michele Jedlicka from Unstop-Ability be received and acknowledged;*
- ii. Council provide a donation of \$200 towards the costs of staging the Unstop-Ability production.*

8.2.6 Northern Inland Academy of Sport

RECOMMENDATION:

That:

- i. Council renew its NIAS partnership for 2019/20 at a cost of \$2, 000 (plus GST).*
- ii. The cost of the NIAS partnership be funded from the Inverell Sports Council allocation.*

8.2.7 Tingha Plateau Fires

RECOMMENDATION:

That the information report be received and noted.

8.2.8 GOVERNANCE - MONTHLY INVESTMENT REPORT S4.11.17/11

RECOMMENDATION

That:

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

8 Request for reduction on water account

RECOMMENDATION:

That:

- i. the report be received and noted; and*
- ii. Council issue an amended account of \$111.72 for the last quarter based on the average consumption of accounts prior to the leak and write off \$2, 153.08.*

ATTACHMENTS:

- 1. Minutes of Economic and Community Sustainability Committee Meeting 11 September, 2019**

**MINUTES OF INVERELL SHIRE COUNCIL
ECONOMIC AND COMMUNITY SUSTAINABILITY COMMITTEE MEETING
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON WEDNESDAY, 11 SEPTEMBER 2019 AT 10.30 AM**

PRESENT: Cr Paul Harmon (Mayor), Cr Kate Dight, Cr Anthony Michael (Deputy Mayor), Cr Neil McCosker and Cr Di Baker.

IN ATTENDANCE: Paul Henry (General Manager), Brett McInnes (Director Civil & Environmental Services), Scott Norman (Director Corporate & Economic Services) and Paul Pay (Manager Financial Services).

1 APOLOGIES

COMMITTEE RESOLUTION

Moved: Cr Di Baker

Seconded: Cr Kate Dight

That the apologies received from Crs King and Watts who both requested leave of absence for personal reasons, be accepted and leave granted.

CARRIED

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Anthony Michael

Seconded: Cr Kate Dight

That the Minutes of the Economic and Community Sustainability Committee Meeting held on 14 August, 2019, as circulated to members, be confirmed as a true and correct record of that meeting.

CARRIED

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

Nil

4 DESTINATION REPORTS

4.1 CONDUCT OF THE 2020 LOCAL GOVERNMENT ELECTION S4.11.17/11

COMMITTEE RESOLUTION

Moved: Cr Kate Dight
Seconded: Cr Di Baker

That the Committee recommends to Council that:

- i. Pursuant to s. 296(2), (3) and (5A) of the Local Government Act 1993 (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council;*
- ii. Pursuant to s. 296(2), (3) and (5A) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council; and*
- iii. Pursuant to s. 296(2), (3) and (5A) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.*

CARRIED

4.2 REQUEST FOR CONSIDERATION - MOVIE NIGHT - LONG PLAIN HALL AND RECREATIONAL RESERVE S5.13.11

COMMITTEE RESOLUTION

Moved: Cr Di Baker
Seconded: Cr Anthony Michael

That the Committee recommend to Council that:

- i. The request from the Board of Managers of the Long Plain Public Hall be received and acknowledged;*
- ii. The Board of Managers of the Long Plain Public Hall be informed that unfortunately there is no funding for this activity in Council's current budget; and*
- iii. Council assist with identifying funding for a Movie Night at Long Plain Hall by either incorporating the activity in an appropriate grant application or assisting the Board to apply for funding in their own right, which ever opportunity presents itself first.*

CARRIED

4.3 REQUEST FOR ASSISTANCE - BONSHAW DROUGHT RELIEF EVENT S5.13.3

COMMITTEE RESOLUTION

Moved: Cr Kate Dight
Seconded: Cr Di Baker

That the Committee recommend to Council that:

- i. The request from the Bonshaw Hall Committee be received and acknowledged;*
- ii. That Council assist with identifying funding for the men's breakfast by either incorporating the activity in an appropriate grant application or assisting the Committee to apply for funding in their own right, which ever opportunity presents itself first; and*
- iii. That if no funding is identified in time for the event then Council donates \$200 towards the cost of holding the event.*

CARRIED

4.4 DONATION REQUEST - GARDEN ARTIST OF THE YEAR COMPETITION S12.22.1/12**COMMITTEE RESOLUTION**

Moved: Cr Kate Dight

Seconded: Cr Di Baker

That the Committee recommend to Council that:

- i. The request from the Down to Earth Inverell Garden Group be received and acknowledged;*
- ii. Council provide a donation of \$200 towards prizes for the Garden Artist of the Year Competition;*
- iii. Council nominate a representative to present awards to the first and second prize winners; and*
- iv. Council suggest that next years competition be held in conjunction with the Sapphire City Festival.*

CARRIED

4.5 REQUEST FOR CONSIDERATION - REQUEST TO WAIVE FULL OR PARTIAL HIRE FEE OF TOWN HALL - UNSTOP-ABILITY S5.24.4**COMMITTEE RESOLUTION**

Moved: Cr Anthony Michael

Seconded: Cr Kate Dight

That the Committee recommend to Council that:

- i. The request from Stephanie Marshall and Michele Jedlicka from Unstop-Ability be received and acknowledged;*
- ii. Council provide a donation of \$200 towards the costs of staging the Unstop-Ability production.*

CARRIED

4.6 REQUEST FOR REDUCTION ON WATER ACCOUNT S32.10.1/12**COMMITTEE RESOLUTION**

Moved: Cr Di Baker

Seconded: Cr Kate Dight

That the matter be referred to Closed Council for consideration as the matters and information are:

- a personnel matters concerning particular individuals (other than councillors).*

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 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.

CARRIED

4.7 NORTHERN INLAND ACADEMY OF SPORT S26.4.15**COMMITTEE RESOLUTION**

Moved: Cr Anthony Michael

Seconded: Cr Di Baker

That the Committee recommend to Council that:

- i. Council renew its NIAS partnership for 2019/20 at a cost of \$2, 000 (plus GST).*
- ii. The cost of the NIAS partnership be funded from the Inverell Sports Council allocation.*

CARRIED

5 INFORMATION REPORTS**5.1 TINGHA PLATEAU FIRES S9.18.7****COMMITTEE RESOLUTION**

Moved: Cr Anthony Michael

Seconded: Cr Kate Dight

That the information report be received and noted.

CARRIED

6 GOVERNANCE REPORTS**6.1 GOVERNANCE - MONTHLY INVESTMENT REPORT S4.11.17/11****COMMITTEE RESOLUTION**

Moved: Cr Di Baker

Seconded: Cr Anthony Michael

The Committee recommend to Council that:

- iii. The report indicating Council's Fund Management position be received and noted; and*
- iv. The Certification of the Responsible Accounting Officer be noted.*

CARRIED

7 CONFIDENTIAL MATTERS (COMMITTEE-OF-THE-WHOLE)

At 11.01am, the Chairperson noted that no members of the public or press were in attendance at the meeting therefore Council proceeded to consider the motion to close the meeting to the press and public.

COMMITTEE RESOLUTION

Moved: Cr Di Baker

Seconded: Cr Anthony Michael

That the Committee proceeds into Closed Committee to discuss the matters referred to it, for the reasons stated in the motions of referral.

CARRIED

COMMITTEE RESOLUTION

Moved: Cr Kate Dight

Seconded: Cr Di Baker

That the Committee proceeds out of Closed Committee into Open Committee.

CARRIED

Upon resuming Open Committee at 11.03am, the Chairperson verbally reported that the Committee had met in Closed Committee, with the Press and Public excluded, and had resolved to recommend to Council the following:

7.1 REQUEST FOR REDUCTION ON WATER ACCOUNT S32.10.1/12**RECOMMENDATION:**

That the Committee recommend to Council that:

- i. the report be received and noted; and*
- ii. Council issue an amended account of \$111.72 for the last quarter based on the average consumption of accounts prior to the leak and write off \$2, 153.08.*

ADOPTION OF RECOMMENDATIONS**COMMITTEE RESOLUTION**

Moved: Cr Kate Dight

Seconded: Cr Di Baker

That the recommendations of Closed Committee be adopted.

CARRIED

The Meeting closed at 11.04am

The minutes of this meeting were confirmed at the Economic and Community Sustainability Committee held on 9 October 2019.

.....
CHAIRPERSON

8.3 INVERELL LIQUOR CONSULTATIVE COMMITTEE MINUTES - 10 SEPTEMBER 2019

File Number: S19.9.1 / 19/33637

Author: Kristy Paton, Temporary Corporate Support Officer - Publishing

SUMMARY:

Meeting held on Tuesday, 10 September, 2019.

For the consideration of Council.

COMMENTARY:

Refer to the attached minutes of the meeting.

Receipt of Minutes:

RECOMMENDATION:

- i) *That the Minutes of the Inverell Liquor Consultative Committee held on Tuesday, 10 September, 2019, be received and noted; and*
- ii) *The following recommendations of the Inverell Liquor Consultative Committee be considered by Council.*

1. Outlaw Motor Cycle Gangs

RECOMMENDATION:

That:

- i) *Licensees in the Inverell & District Liquor Accord area, where liquor is authorised to be sold for consumption on premises, ban any person entering the premises, or remaining on the premises, if the person is wearing or carrying any clothing, jewellery or accessory displaying:*
 - (a) *the name of any of the following motorcycle-related and similar organisations: Bandidos, Black Uhlands, Brothers for Life, Comanchero, Finks, Fourth Reich, Gladiators, Gypsy Joker, Hells Angels, Highway 61, Iron Horsemen, Life and Death, Lone Wolf, Mobshitters, Mongols, Mongrel Mob, No Surrender, Nomads, Odin's Warriors, Outcasts, Outlaws, Phoenix, Rebels, Rock Machine, Satudarah, or*
 - (b) *the colours, club patch, insignia or logo of any such organisation, or*
 - (c) *the "1%" or "1%er" symbol, or (d) any image, symbol, abbreviation, acronym or other form of writing that indicates membership of, or an association with, any of the organisations specified in paragraph (a).*
- ii) *The ban be included in the Terms of the Accord which makes it mandatory for the necessary signage to be displayed where liquor is authorised to be sold for consumption on the premises.*
- iii) *The ban commence from opening of business on Monday 14 October, 2019.*

ATTACHMENTS:

1. Minutes of Inverell Liquor Consultative Committee Meeting 10 September, 2019

**MINUTES OF INVERELL SHIRE COUNCIL
INVERELL LIQUOR CONSULTATIVE MEETING
HELD AT THE INVERELL SPORTIES CLUB, 35 GLEN INNES ROAD, INVERELL NSW 2360
ON TUESDAY, 10 SEPTEMBER 2019 AT 10AM**

Order Of Business

1	Apologies	1
2	Confirmation of Minutes	1
3	Disclosure Of Conflict Of Interests/Pecuniary And Non-Pecuniary Interests.....	1
4	Business Arising from Previous Minutes.....	1

PRESENT: Tim Palmer (Inverell RSM) [Chair], Cr Paul King (Inverell Shire Council), Rowan O'Brien (NSW Police), Michael Planko (Imperial Hotel/Royal Hotel Tingha), Nathan Hughes (Inverell Sporties), Mark McNeil (The General Merchant), Aswanth Ancha (Ashford Service Station), Debbie Smith (Royal Inverell), Abby Taylor (Inverell Palace) and Donna Broadbent (BWS Inverell).

IN ATTENDANCE: Sharon Stafford (Inverell Shire Council) [Secretary] and Anthony Alliston (Manager Development Services, Inverell Shire Council).

Note: Rowan O'Brien advised Chris Jordan (NSW Police) was expected to arrive during the course of the meeting.

1 APOLOGIES

Ross Chilcott (NSW Police), Karen Fontaine & Tane Richards (Inverell Jockey Club), Penny Sutton and Victoria St Lawrence (Roads & Maritime Services).

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Mark McNeil (The General Merchant)

Seconded: Nathan Hughes (Sporties)

That the Minutes of the Inverell Liquor Consultative Meeting held on 30 July, 2019, as circulated to members, be confirmed as a true and correct record of that meeting.

CARRIED

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

There were no interests declared.

4 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

5 GENERAL BUSINESS

Ashford

The Ashford Service Station also operates a bottleshop.

CCTV Cameras

Additional cameras to be installed in the CBD will have a further and wider range.

Police

3 new probationary constables have just commenced.

Inverell has been allocated an additional position. Recruitment process will start soon.

New Police Station – construction will commence before the end of the year. Temporary Police Station will be housed in the former Motor Registry Offices in Campbell Street, Inverell.

No significant licencing issues to report.

Alcohol related assaults figures have dropped off.

Theft of liquor is currently an issue.

Drug driving is becoming much too prevalent.

COMMITTEE RESOLUTION

Moved: Member Tim Palmer (Inverell RSM)

Seconded: Member Nathan Hughes (Sporties)

OUTLAW MOTOR CYCLE GANGS (OMCG)

The Committee noted this matter had received due consideration at the meetings held on 21 May 2019 and 30 July, 2019. The Committee also noted the following advice which had been provided to licensees:

In accordance with Clause 98 of the Liquor Regulation 2018, a person is described as 'Wearing Colours' if the person is wearing or carrying any clothing, jewellery or accessory displaying:

(a) the name of any of the following motorcycle-related and similar organisations:

Bandidos, Black Uhlans, Brothers for Life, Comanchero, Finks, Fourth Reich, Gladiators, Gypsy Joker, Hells Angels, Highway 61, Iron Horsemen, Life and Death, Lone Wolf, Mobshitters, Mongols, Mongrel Mob, No Surrender, Nomads, Odin's Warriors, Outcasts, Outlaws, Phoenix, Rebels, Rock Machine, Satudarah, or

(b) the colours, club patch, insignia or logo of any such organisation, or

(c) the "1%" or "1%er" symbol, or (d) any image, symbol, abbreviation, acronym or other form of writing that indicates membership of, or an association with, any of the organisations specified in paragraph (a).

The Committee also noted that the following information has been provided for the information of

Licensees:

- If the Inverell & District Liquor Accord as a whole decide to ban the 'Wearing of Colours', the Terms of the Accord would be updated, and all premises in the Accord area (where liquor is authorised to be sold for consumption) would be required to display the necessary signage. Failure to do so would be a breach of the Terms of the Accord and therefore a breach of licencing conditions.

The Committee considered the results of the ballot that had been conducted which indicated 70% were in favour of the ban.

COMMITTEE RESOLUTION

Moved: Tim Palmer (Inverell RSM)

Seconded: Nathan Hughes (Sporties)

That:

- i) Licensees in the Inverell & District Liquor Accord area, where liquor is authorised to be sold for consumption on premises, ban any person entering the premises, or remaining on the premises, if the person is wearing or carrying any clothing, jewellery or accessory displaying:
(a) the name of any of the following motorcycle-related and similar organisations:
Bandidos, Black Uhlands, Brothers for Life, Comanchero, Finks, Fourth Reich, Gladiators, Gypsy Joker, Hells Angels, Highway 61, Iron Horsemen, Life and Death, Lone Wolf, Mobshitters, Mongols, Mongrel Mob, No Surrender, Nomads, Odin's Warriors, Outcasts, Outlaws, Phoenix, Rebels, Rock Machine, Satudarah, or
(b) the colours, club patch, insignia or logo of any such organisation, or
(c) the "1%" or "1%er" symbol, or (d) any image, symbol, abbreviation, acronym or other form of writing that indicates membership of, or an association with, any of the organisations specified in paragraph (a).*
- ii) The ban be included in the Terms of the Accord which makes it mandatory for the necessary signage to be displayed where liquor is authorised to be sold for consumption on the premises.*
- iii) The ban commence from opening of business on Monday 14 October, 2019.*

CARRIED

At this juncture, the time being 10.40am, Chris Jordan (NSW Police) joined the meeting.

50m Rule

Chris asked for it to be noted in the minutes that if a patron has been turned out, or refused entry, due to intoxication or violent, quarrelsome or disorderly behaviour, it's an offence to remain within a 50 metre vicinity of this licensed venue. This means you must stay at least 50 metres from this venue for a minimum of 6 hours, and not re-enter for at least 24 hours. A \$550 on the spot fine applies.

The Meeting closed at 10.45 am.

The next meeting of the Inverell Liquor Consultative Committee will be held at the Inverell RSM Club, Evans Street, on Tuesday, 26 November, 2019 commencing at 10 am.

The minutes of this meeting were confirmed at the Inverell Liquor Consultative Committee held on .

.....
CHAIRPERSON

9 DESTINATION REPORTS

9.1 CEMETERY MAINTENANCE CONTRACT

File Number: S5.8.8/04 / 19/33141

Author: Nicole Riley, Administration Coordinator

SUMMARY:

Tenders have been received for the Cemetery Maintenance Contract. The Councillors are requested to consider a confidential report in this matter.

RECOMMENDATION:

That the matter be referred to Closed Council for consideration as the matters and information are:

- d(i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.*

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 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.

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.*

It is recommended that, pursuant to Section 10A(2) of the *Local Government Act 1993* the matter be referred to Closed Committee for consideration as the matters and information are:

- d(i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

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 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*.

9.2 AUDIT RISK AND IMPROVEMENT COMMITTEE GUIDELINES

File Number: S4.11.21/02 / 19/33616

Author: Kristy Paton, Temporary Corporate Support Officer - Publishing

SUMMARY:

This report is intended to request Council to accept the tabling of the report 'Audit, Risk and Improvement Committee Guidelines'.

It is intended that a supplementary report will be presented at the Council meeting.

RECOMMENDATION:

That a Supplementary report on this matter be received.

COMMENTARY:

This report is intended to request Council to accept the tabling of the report 'Audit, Risk and Improvement Committee Guidelines'.

It is intended that a supplementary report will be presented at the Council meeting.

The report is for information. It will provide an update on the changing environment for the Audit, Risk and Improvement function within NSW Local Government and seeks to clarify the relationships between the Audit Risk and Improvement Committee, the elected Council and the operational arm of Council.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

Nil

10 INFORMATION REPORTS**10.1 CONDUCT OF THE 2020 LG ELECTION****File Number:** S13.7.4 / 19/33494**Author:** Scott Norman, Director Corporate and Economic Services**SUMMARY:**

This report contains additional information in regards to conduct of the 2020 Local Government Election. It supplements the report to the September Economic and Community Sustainability Committee.

RECOMMENDATION:

That Council receive the report and note the information.

COMMENTARY:

Council must decide whether or not to enter into an election arrangement with the NSW Electoral Commissioner (NSWEC) by 1 October, 2019 and enter into an election arrangement with the NSWEC no later than 1 January, 2020. If councils do not enter into an election arrangement with the NSWEC for the administration of their elections, they must engage an electoral services provider to administer their elections. This deadline has moved from March 2019 due to the ongoing review of the conduct of Local Government elections. Given Council's normal schedule of meetings the last opportunity Council will have to resolve this issue will be the September Ordinary Meeting.

On this basis the Economic and Community Sustainability Committee has recommended that Council resolve to enter into an election arrangement with the NSW Electoral Commissioner (NSWEC) to administer all the Council's elections, polls and constitutional referenda. Since that Committee meeting, additional information has come to hand that further supports that recommendation.

The NSW Government asked the Independent Pricing and Regulatory Tribunal (IPART) to review the costs of conducting Local Government elections in NSW. The draft IPART report recommended Councils meet the full cost of NSWEC conducting the elections; this would see an average increase of over 60% when compared to 2016 costs. After a consultation process IPART made a final report to the Minister for Local Government on Friday 30 August, 2019. The Minister was yet to respond at the time of the Committee Meeting. This has now happened; the formal response and media release are attached for Council's information. The NSW Government has committed to meeting part of the cost for conducting the elections. In turn NSWEC has advised that it is "now in a position to develop a cost model which in turn will enable us to produce and send cost estimates for the conduct of the 2020 elections to all councils. Those estimates should be available within the next few days." Should this information be provided before the Council meeting it will be provided by way of a supplementary report.

Due to recent reforms Council conducting the election itself is no longer an option. New preference counting rules that come into effect at the next Council elections mean that it will no longer be possible for votes to be manually counted making it impossible for Councils to administer their own elections without the assistance of an expert electoral services provider (either the NSWEC or a commercial provider).

In January 2019 the Australian Electoral Company, who are a commercial provider were approached for a quote to conduct the election, at that time their estimate was significantly more expensive than the NSWEC 2016 election costs. Much has changed since then, but there is still a great deal of uncertainty and very tight timelines leaving the only practical recommendation being to engage NSWEC. While price is important, it is imperative that Council and the public have confidence that arrangements are in place to ensure the proper conduct of the election.

More detailed information about the process to date can be found at:

[OLG Administration of 2020 Elections FAQ's](#)

[IPART Draft Review of local government election costs](#)

RISK ASSESSMENT:

The two (2) principal risks are a cost blow out and not ensuring the proper conduct of the 2020 election. Given the uncertain environment, contracting NSWEC is the best way of mitigating the risk of not ensuring the proper conduct of the election. At the time of writing the cost of contracting NSWEC is unknown but the NSW Government have now agreed to provide a subsidy. While this is not an ideal situation it is recommended as the most prudent course of action.

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

The estimated cost for the 2020 Election contained in Council's forward estimates is \$110,000.

The cost of the 2016 Election was \$102,000.

The cost of the 2012 Election was \$85,000.

LEGAL IMPLICATIONS:

Council must decide whether or not to enter into an election arrangement with the NSW Electoral Commissioner (NSWEC) by 1 October, 2019 and enter into an election arrangement with the NSWEC no later than 1 January, 2020. If councils do not enter into an election arrangement with the NSWEC for the administration of their elections, they must engage an electoral services provider to administer their elections.

ATTACHMENTS:

1. **NSW Gvt Response to IPART report on LG Elections**
2. **Shelley Hancock med rel - NSW Government reduces cost of council elections**

NSW Government Response

IPART Review of Local Government Election Costs



Review of Local Government Election Costs

NSW Government Response to IPART Recommendations

The next local council elections will be held on 12 September 2020. Since 2008, council elections have been undertaken on a full cost recovery basis. The NSW Electoral Commission (NSWEC) pays the direct costs of the election and then invoices councils once the elections are completed plus an Election Management Fee to cover the NSWEC's corporate overheads.

The Government has asked the Independent Pricing and Regulatory Tribunal (IPART) to undertake a review of local government election costs for the 2020 elections. IPART has been asked to recommend a costing methodology that minimises the financial burden on councils and ensures local government elections are conducted efficiently and cost effectively.

The Government thanks IPART and all the stakeholders who participated in this process for their work on this review.

IPART's review has demonstrated the need for the Government to meet part of the costs of council elections. In response to IPART's review, the NSW Government is pleased to announce that it intends to fund the NSWEC's core costs in relation to the administration of local government elections, thereby reducing councils' election costs.

Under the new funding model, costs will be assigned as either direct or core costs and allocated to councils or the NSW Government accordingly. The funding model will see costs allocated on the following basis:

- Direct (or marginal) costs are the costs that would not be incurred if an election was not held. These will be recovered from councils on a direct allocation and per elector basis. These include election staffing, venues, ballot paper printing, council-specific advertising and voter information products.
- Core costs are defined as head office costs such as staff payroll, training, election security, project management, drafting of election procedures and policies, core IT system development and maintenance and ongoing voter roll maintenance. These are the costs the NSWEC must incur to maintain its capacity to conduct local government elections. The NSW Government will fund these core costs of \$19.9 million.

The NSW Government's funding contribution will result in an indicative weighted average cost per elector of \$8.21, which will be passed onto councils, compared to a weighted average cost per elector of \$12.72 if no NSW Government contribution was provided. Adoption of the new funding model offers the following benefits:

- it reduces councils' election costs ensuring all councils, regardless of size, can afford to retain an electoral services provider to administer their elections
- it is more efficient, cost effective and cost reflective
- it ensures a more equitable allocation of election costs, eliminating the need for larger councils to cross subsidise smaller councils' elections, and
- it reflects the practice in other jurisdictions where State Governments fund their Electoral Commissions' core operations in relation to local government elections resulting in lower costs per elector compared to NSW.

The Government is committed to further reducing the cost of local government elections.

NSW Government Response

IPART Review of Local Government Election Costs



Amendments were made to the Local Government (General) Regulation 2005 last year to give councils the option of avoiding the cost of by-elections in the first 18 months of councils' terms by filling vacancies by a countback. The option of countbacks will be available to councils following the September 2020 ordinary elections.

To achieve further efficiencies in the administration of council elections, the Government proposes to make amendments to the electoral provisions of the Regulation to modernise and align them with the more contemporary and efficient practices used at State elections. These amendments will be made in time for the September 2020 council elections.

The Government agrees with IPART that electoral service providers should be responsive to the needs of councils in administering their elections and, to accommodate this, amendments will also be made to the Regulation to require the NSWEC and other electoral service providers to exercise their functions as election managers in consultation with councils. To ensure the integrity of council elections, ultimate decision making in relation to the administration of council elections will rest with the election manager.

The Government is committed to identifying further opportunities for reducing councils' election costs and to this end, it will be consulting with the local government sector early next year on extending to all councils the option of conducting their elections by universal postal voting instead of attendance voting from the 2024 election.

Universal postal voting has operated successfully in Victoria for some years. At the 2016 Victorian local government elections, 72 out of 79 (92.7%) councils conducted their elections by universal postal voting. In 2016, universal postal voting elections cost 12.2% less than attendance voting elections and had higher participation rates. Participation rates at council elections using universal postal voting elections was 73.8% compared to 61.5% for attendance voting elections.



Shelley Hancock
Minister for Local Government

MEDIA RELEASE

Wednesday, 18 September 2019

NSW GOVERNMENT REDUCES COST OF COUNCIL ELECTIONS

The NSW Government will provide almost \$20 million in funding to reduce the cost of running next year's local government elections for councils and their communities.

Minister for Local Government Shelley Hancock said the Government has listened to the concerns of councils about significant increases in their election costs as part of IPART's review of the cost of local government elections.

"We are committed to minimising the financial burden on councils and ensuring elections are held efficiently and cost effectively," Mrs Hancock said.

"That's why the Government will provide \$19.9 million to fund the NSW Electoral Commission's core costs for local government elections such as staff payroll, training, IT system development, and maintenance of the electoral roll."

Councils will now only pay the direct costs incurred by the Electoral Commission in holding elections such as polling booth staff and venues and ballot paper printing.

"The cost per elector for the next local government elections will be \$8.21, compared to \$12.72 if no Government funding contribution was provided."

Mrs Hancock said the Government would also make a range of regulatory changes to further increase the efficiency of local government elections.

"These changes include applying modern and efficient practices used at State elections to council polls from 2020 onwards such as allowing full electronic nominations and electronic vote counting."

The Government will also consult with the local government sector on giving councils the option to use universal postal voting instead of attendance voting from the 2024 elections onwards to reduce costs further and increase participation rates.

IPART's final report on the costs of local government elections and the NSW Government response can be accessed [here](#).

MEDIA: Nicholas Story | 0438 255 020

10.2 SUMMARY OF DEVELOPMENT APPLICATIONS, CONSTRUCTION CERTIFICATES AND COMPLYING DEVELOPMENTS DURING AUGUST 2019
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File Number: S18.10.2/12 / 19/28216

Author: Elaine Kenny, Administration Officer

SUMMARY:

This report is intended to keep Council updated on the Development Applications, Construction Certificates and Complying Development Certificates determined during the month of August 2019.

DEVELOPMENT APPROVALS, REFUSALS AND VARIATIONS DURING AUGUST 2019

Development Approvals

<u>Development Application Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Development</u>	<u>\$ Amount</u>
DA-63/2019	J I Noad & Co	238 Swanbrook Road, INVERELL	Subdivision	Nil
DA-65/2019	New England Surveying & Engineering	24 Church Street, GILGAI	Four (4) Lot Subdivision	Nil
DA-75/2019	Mr Matthew Wayne Rowan Colley	35 Bennett Street, INVERELL	Demolition of Dwelling	5,000
DA-76/2019	Imsun Seo	51 King Street, INVERELL	Alterations and Additions to Dwelling	49,999
DA-77/2019	JBC Pty Ltd	35 Glen Innes Road, INVERELL	Alterations and additions to the lounge area of the existing Bowling Club	99,222
DA-78/2019	MJ & EL Warrener Pty Ltd	9 Bertha Street, INVERELL	Deck	60,000
DA-80/2019	Vinecombe Pty Ltd	17 Racecourse Road, TINGHA	New Shed	29,600
DA-82/2019	Mr Jed Thomas Harrington & Mrs Ingrid Marika Harrington	37 Staggs Lane, INVERELL	Alterations/Additions to Dwelling	60,000
Monthly estimated value of Approvals: August 2019			8	303,821

Development Amendments

Nil

Development Refusals

Nil

Variation to Development Standards Approved

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

The following details the variations to development standards approved during August 2019.

INFORMATION:

Nil

CONSTRUCTION CERTIFICATES APPROVED AND AMENDED DURING AUGUST 2019**Construction Certificates approved by Council**

<u>Construction Certificate Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CC-19/2018	Taylor Ave Investments	40 Taylor Avenue, INVERELL	Addition to Workshop and Bulk LP Gas Storage	120,000
CC-77/2018	Inverell Shire Council	262 Campbells Road, BONSHAW	Construction of Waste Transfer Station	393,838
CC-78/2018	Inverell Shire Council	123 Haywood Road, DELUNGRA	Construction of Waste Transfer Station	406,488
CC-53/2019	Inverell Shire Council	3 Miller Street, BONSHAW	Additions to Bonshaw Hall - Construct new toilet block	55,000
CC-54/2019	Mr Steven James Butler	7 Hindmarsh Street, INVERELL	New Verandah	10,000
CC-58/2019	Mr Peter Gerard Lane	372 Fernhill Road, INVERELL	Dwelling and Swimming Pool	600,000
CC-59/2019	Imsun Seo	51 King Street, INVERELL	Alterations and Additions to Dwelling	49,999
CC-63/2019	Vinecombe Pty Ltd	17 Racecourse Road, TINGHA	New Shed	29,600
Monthly estimated value of Approvals: August 2019			8	1,664,925

Amended Construction Certificates approved by Council

<u>Construction Certificate Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CC-89/2016/B	Mr Mark Rodney Croft & Mrs Lisa Maree Croft	56 Granville Street, INVERELL	Alterations and additions to dwelling, new shed, install pool	Nil
Monthly estimated value of Approvals: August 2019			1	Nil

Construction Certificates approved by Private Certifier

Nil

Amended Construction Certificates approved by Private Certifier

Nil

COMPLYING DEVELOPMENT CERTIFICATES APPROVED AND AMENDED DURING AUGUST 2019**Complying Development Certificates Approved by Council**

<u>Complying Development Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CD-25/2019	Ms Joanne Mary Taber	120 Eucalypt Drive, INVERELL	Alterations and Additions to Dwelling	120,000
CD-26/2019	Mr Marcus James Gilligan & Mrs Beverley Anne Gilligan	10 Greaves Street, INVERELL	Alterations and Additions to dwelling	50,000
Monthly estimated value of Approvals: August 2019			2	170,000

Amended Complying Development Certificates approved by Council

Nil

Complying Development Certificates approved by Private Certifier

Nil

Amended Complying Development Certificates approved by Private Certifier

Nil

TOTAL BUILDING CONSTRUCTION FOR INVERELL SHIRE DURING AUGUST 2019:

<u>Type of Consent</u>	<u>Number</u>	<u>\$ Amount</u>
Construction Certificates – Council Approved	8	1,664,925
Construction Certificates – Private Certifier	0	Nil
Complying Development – Council Approved	2	170,000
Complying Development – Private Certifier	0	Nil
Totals	10	1,834,925

Estimated Value of Approvals issued in the financial ytd in: **2019/2020** **(24)** **\$2,836,461**
2018/2019 **(19)** **\$2,144,830**

ATTACHMENTS:**Nil**

10.3 LETTER OF APPRECIATION - JANE HUNTER - "DON'T BE A STATISTIC" DRIVER EDUCATION DAY**File Number: S6.8.9 / 19/31974****Author: Kristy Paton, Temporary Corporate Support Officer - Publishing****SUMMARY:**

Council is receipt of a letter from Jane Hunter, Home School Liaison Officer and organiser of the "Don't Be A Statistic" Driver Safety Awareness Day. Council is being asked to receive and note the report.

COMMENTARY:

The "Don't Be A Statistic" Driver Safety Awareness Day was held on Thursday, 8 August, 2019. Mrs Hunter has written to express her appreciation for Council's support. In her letter Mrs Hunter writes:

"The day was a great success with students participating in a number of workshops presented by NSW Ambulance, Highway Traffic Patrol, The Brain Injury Unit and a simulated motor vehicle accident demonstrating the abundance of support and resources that are required at a collision. We received positive feedback from the students; in particular the reality of the day struck a chord with them."

In its July Council Meeting Council resolved to donate \$1000 towards the day which covered the cost of the hire of the Town Hall, the Traffic Control Plan and the associated advertising costs and encouraged the organisers to seek alternate funding for subsequent events.

The organisers have been notified of the resolution encouraging them to seek alternative funding for next year's event.

10.4 SEPTIC TANK APPROVALS FOR AUGUST 2019**File Number: S29.19.1 / 19/32409****Author: Elaine Kenny, Administration Officer****SUMMARY:**

The following details the Septic Tank approvals for August 2019.

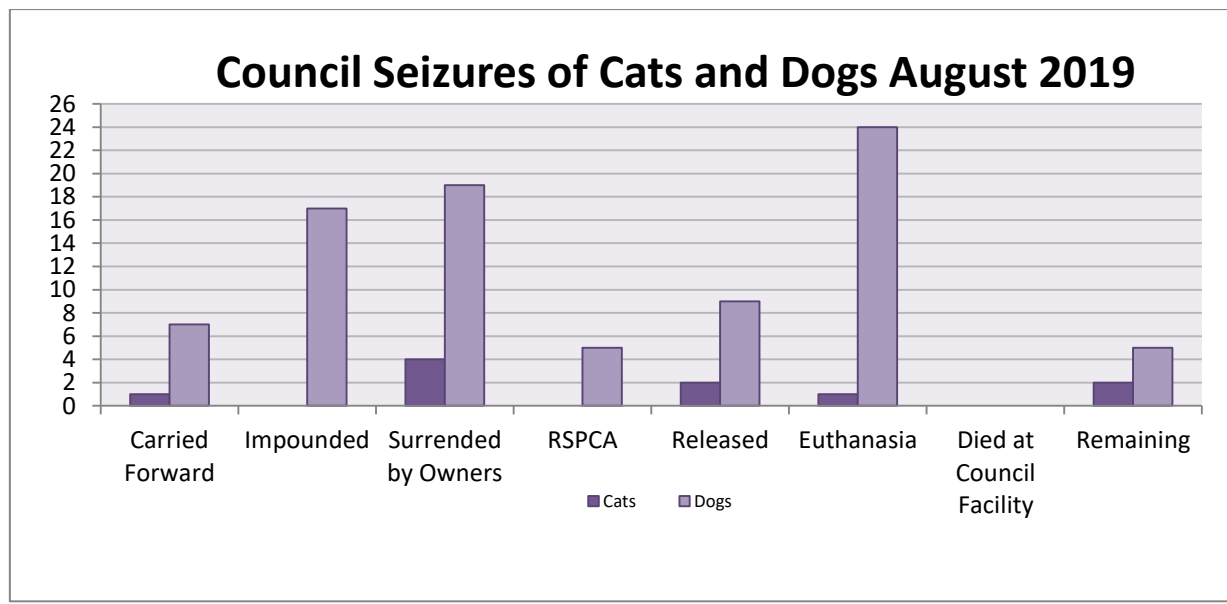
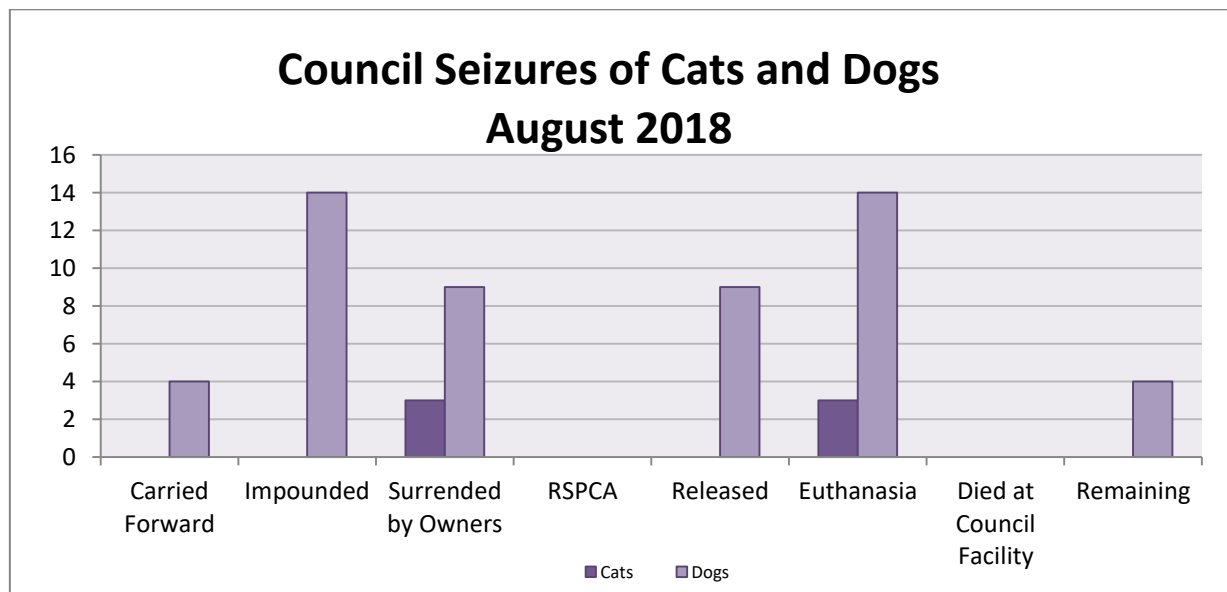
INFORMATION:

<u>Septic Application Number</u>	<u>Applicant</u>	<u>Property</u>
S-22/2018	Inverell Shire Council	262 Campbells Road, BONSHAW
S-23/2018	Inverell Shire Council	123 Haywood Road, DELUNGRA
S-14/2019	Mr Peter Gerard Lane	372 Fernhill Road, INVERELL
S-15/2019	Mr Gary Arnold Baldwin	215 Yetman Road, INVERELL
S-16/2019	Miss Jodie Leader	115 Loxton Road, INVERELL
S-17/2019	Inverell Mountain Bike Club	4076 Bundarra Road, INVERELL

ATTACHMENTS:**Nil**

10.5 ORDINANCE ACTIVITIES REPORT FOR AUGUST 2019**File Number:** S18.10.1 / 19/32410**Author:** Elaine Kenny, Administration Officer**SUMMARY:**

The following details the number of various Ordinance activities carried out during August 2019, in comparison to the same month in 2018.

INFORMATION:**COMPLIANCE****Inverell Shire Council Pound Monthly Report August 2019****Inverell Shire Council Pound Monthly Report August 2018****ATTACHMENTS:****Nil**

10.6 STRATEGIC TASKS - 'SIGN OFF' - AUGUST 2019**File Number:** S4.13.2 / 19/32610**Author:** Kristy Paton, Temporary Corporate Support Officer - Publishing**SUMMARY:**

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

COMMENTARY:

The September, 2019 tasks required to be undertaken are detailed below. Any of these tasks may be added to as Council becomes familiar with this new initiative.

Date	Compliance Requirement	Achieved/Not Achieved	Comments
30 September 2019	Roads and Bridges Data Return due (Grants Commission)	In progress.	
30 September 2019	Lodge completed written returns of interest for councillors and designated persons (Model Code of Conduct cl 4.21(b)) General Manager to table returns at next council meeting (model Code of Conduct cl 4.25)	On track to being achieved.	Report to be presented to the October Ordinary meeting of Council.

I confirm that the performance criteria as set out in the criteria for scheduled tasks have been met for the month of September, 2019. 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 PSMGENERAL MANAGER**ATTACHMENTS:**

Nil

11 GOVERNANCE REPORTS

11.1 GENERAL & SPECIAL PURPOSE FINANCIAL REPORTS 2018/2019

File Number: S12.11.5 / 19/33109

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SUMMARY:

The Draft General Purpose and Special Purpose Financial Reports have been finalised by Council staff. Council is requested to approve the proposed transfers to and from reserves and formally refer the Draft Statements to Audit.

RECOMMENDATION:

That:

- i) the report be received and noted;*
- ii) the transfers to Council's Internally Restricted Assets for the 2018/2019 Financial Year totalling \$6,074,352 and Council's transfers from Internally Restricted Assets for the 2018/2019 Financial Year totalling \$2,156,033 be endorsed; and*
- iii) Council's DRAFT Financial Statements are "referred to audit" in accordance with S413(1) LGA 1993.*

COMMENTARY:

Council staff have finalised Council's 2018/2019 General Purpose Financial Reports and Special Purpose Financial Reports. The primary statements are attached, a full set of statements including notes and special schedules have been supplied for Councillors information via DROPBOX. Council's Auditors will present their findings to Council at the November Council Meeting.

A review of Council's cash position at 30 June, 2019 indicates that all Council funds have again finished with a small cash surplus for the 2018/2019 financial year, after transfers to/from Internally Restricted Assets have been considered.

GENERAL FUND

Council has achieved a cash surplus in its General operations of \$2K after net transfers to/from Internally Restricted Assets.

Waste Management:

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

Council will be aware of the costs incurred in Council taking over the Waste Collection Services, closing landfills, establishing transfer stations and the works undertaken at the Inverell Waste Depot from 2015 to 2019. The Waste Management Internally Restricted Assets have a balance of \$4.437M. Further significant expenditures are planned for 2019/2020 this includes the additional closure of rural landfills. Waste Management charges are expected to generate a transfer to the Waste Internally Restricted Asset of \$360K in 2019/2020 and following years which will help to offset the large expenditures expected in this area.

Plant Fleet:

Council's plant fleet returned an operating surplus of \$188K on a turnover of \$5.3M, after providing for transfers to the Internally Restricted Asset for Plant Replacements. This is a strong result for

this business unit which continues to be able to maintain a modern fleet at very competitive charge rates.

Financial modelling has been undertaken out to 2021/2022 which indicates that the plant fleet will continue to be sustainable in the long term. A new ten (10) year financial model is currently being developed by finance staff.

Internally Restricted Assets:

The transfers to/from Internally Restricted Assets are shown in the attached (attachment 1) "Internally Restricted Assets (Cash) Movements Summary". Details of the purpose of each restricted asset are shown in the Summary. Two new Internally Restricted Assets have been created as follows:

a) Interest Equalisation.

This reserve has been created to reduce the budgetary pressures on Council's upcoming budgets over the next two/three years as a result of the declining interest rates on term deposits. While Council is expected to achieve budgeted interest during 2019/20 it is estimated that Council's General Fund revenue will decrease by \$350-400K by 2021/2022 as a result of declining interest rates.

b) Emergency Management (Fire, Flood, Storms).

This reserve has been created to provide funding for Council's contributions to Section 44 emergencies. The recent Tingha Plateau fires required Council to make a contribution of \$60K towards these fires. The bushfire season has commenced earlier than normal this year as a result of extremely dry conditions.

Investments:

Council's General Fund investments continued to record sound, but lower overall returns in 2018/2019 than in previous years. Council's "Unrestricted Current Ratio" for the Combined Fund remained sound despite the lower overall investment returns.

A review of the Financial Statements indicates that the level of Cash and Investments increased to \$59.252M at 30 June, 2019, up from \$57.104M at 30 June, 2018. This, however, does not disclose the fact that Council is holding \$153K of unexpended Loan Funds for the Inverell Sewer Treatment Plant Project, advance payment of 2019/2020 Financial Assistance Grants of \$3.1M and significant unexpended grant funds. This figure will reduce further across the General, Waste, Water and Sewer Funds as the current large long term capital projects in progress are completed. Of the \$59.25M in cash and investments at 30 June, 2019 after all restricted funds are removed, only \$2.131M remains as working capital.

The following table is a dissection of Council's Investment Portfolio as at 30 June, 2019.

DISSECTION OF COUNCIL'S AUDITED INVESTMENT PORTFOLIO			
30 JUNE 2019			
TOTAL AUDITED INVESTMENTS 30 JUNE 2019			\$000
<i>as per Note 6</i>			59,252
LESS EXTERNALLY RESTRICTED ASSETS			
Water Funds	Note 6c		10,554
Sewer Funds	Note 6c		6,524
Unexpended Sewerage Loan Funds			153
Waste Management Funds (Includes unspent loan funds)			4,396
Grants & Contributions, Bonds & Securities	Note 6c		5,189
Accounts Payable	Note 12		2,171
Revotes for Works in Progress as at 30 June 2019			4,876
sub-total - Externally Restricted Assets			33,863
LESS INTERNALLY RESTRICTED ASSETS			
Plant Replacement (Funded from Depreciation)			4,101
Building Renewals (Funded from Depreciation)			2,603
Industrial Development (Rifle Range Road subdivision costs)			1,022
Economic Development/Growth Assets (Highway Intersections / and Chester Street upgrades, Oliver Street, Jardine Road)			5,440
ELE, Workers Compensation, Insurance, Employee Training			2,664
Inverell Pool Redevelopment			3,185
Computer Systems Renewals/Upgrades			1,390
Other (Land, Industrial Dev, SES etc)			2,853
sub-total - Internally Restricted Assets			23,258
LESS PROVISIONS			
			-
NET CASHFLOW/WORKING CAPITAL			2,131

The expected reduction in interest income has significant implications for those components of the Operational Budget (Urban Construction Program and Strategic Capital Infrastructure and Projects Budgets) directly funded from this revenue source on an annual basis.

In respect of Cash flows, it is noted that outstanding rates and charges decreased by 0.03% across the Combined Fund in 2018/2019. This is an excellent result given the tough economic conditions currently being experienced by rural communities. However, it is noted that a greater number of ratepayers are paying their rates late with a number of ratepayers now qualifying for sale of land for unpaid rates. Outstanding debtors for State and Federal Government works due at 30 June, 2019, remains over \$1.95M. This is principally as a result of the revised Government Funding Practice of now paying most Grants in arrears with Council having to carry the expenditures in the short term.

Summary:

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

WATER FUND:

Council's Water Fund has finished the year with a cash surplus of \$2K after net transfers to Internally Restricted Assets of \$0.98M. This is a sound result for the fund and is in accordance with the Long Term Financial Plan.

The Water Fund returned an "Economic Real Rate of Return" of 1.28%, down from 1.64% for 2017/18, 1.84% for 2016/2017. This decrease is a result of the 2017 water revaluation process which resulted in a higher carrying value of assets. It is a State Government requirement that the fund obtains a positive return on capital invested/assets.

The Water Fund Interest on investment income was substantially above budget. The additional interest has been transferred to a new Interest Equalisation reserve to reduce the impact of declining interest over the next two-three years. Water Fund Cash and Investments at 30 June, 2019 totalled \$10.554M.

Overall, the Water Fund maintains a sound financial position.

SEWERAGE FUND:

Council's Sewerage Fund finished the year with a cash surplus of \$1K after net transfers to Internally Restricted Assets of \$0.137M.

The Sewerage Fund returned an "Economic Real Rate of Return" of 0.88%, up from 0.09% in 2017/18 and 0.96% for 2016/2017. It is a State Government requirement that the fund obtains a positive return on capital invested/assets.

The Sewer Fund Interest on investment income was above budget due to the unexpended loan funds being invested. The additional interest has been transferred to a new Interest Equalisation reserve to reduce the impact of declining interest over the next two-three years. Sewer Fund Cash and Investments at 30 June, 2019 totalled \$6.67M.

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

FIT FOR THE FUTURE BENCHMARKS:

The attached table represents Council's Fit for the Future (FFF) benchmarks as at 30 June, 2019.

As shown, Council meets four (4) of the seven (7) FFF benchmarks. Council does not meet the benchmark on the following three ratios:

1. Own Source Operating Revenue.

The Own Source Operating Revenue Benchmark at 56.72% is still significantly below the >60% FFF requirement. Council has historically struggled to meet this ratio; the approved SRV will improve the underlying position where Council can expect to meet the benchmark much more often than not. However, the ratio will continue to be impacted by the amount of grant funding Council receives in a particular year. Even in the longer term, a year where Council receives significantly above average grant funding, something typically to be welcomed, the Own Source Revenue Ratio may dip below the benchmark of 60%.

2. Asset Maintenance Ratio

The Asset Maintenance Benchmark at 98.43% three year average is just below the >100% FFF requirement. Asset maintenance has been impacted by the extreme weather conditions.

3. Real Operating Expenditure Per Capita Ratio

This ratio should decrease over time. During 2019 this ratio was negatively impacted by additional one off operating grants such as Drought Assistance Grants and additional State Highway 12 funding. It is noted that this ratio will be reset during 2019/2020 as a result of the Tingha Boundary Adjustment.

COMBINED FUND:

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

Overall, Council's other major financial indicators remain sound. Increasing operational costs will continue to pressure Council's capacity to maintain existing services levels and infrastructure. Capacity does exist in the Waste, Water and Sewerage Funds to undertake planned new capital works in addition to asset renewals. As noted, Council also has the capacity to fully implement its Waste Strategy over the coming years. It is further noted that Council's FFF roadmap provides for an increase in service levels in the roads area.

It is noted that Council will, again, comply with the office of Local Government's audit deadlines. The Auditor will present the full audited reports to Council's November, 2019 meeting.

COUNCIL STATEMENT – FINANCIAL REPORTS:

Council's financial statements have been prepared in accordance with the *Local Government Act 1993*, Local Government Regulations 2005, and the requirements of:

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

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

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

In accordance with section 413 (1) of the Local Government Act, Council must prepare financial reports for each financial year, and must refer them for audit as soon as practicable after the end of that year. Council is now asked to refer the annual financial statements for audit.

Council's Audit Risk and Improvement Committee (ARIC) have also received a copy of the full annual financial reports. ARIC, after consultation with the NSW Audit Office, will provide an opinion regarding the statements at the October Council meeting. Council will then be asked to formally adopt and sign the financial statements.

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*'.

ATTACHMENTS:

1. Internally Restricted Assets
2. Fit for Future Ratios
3. 2018-2019 Draft Income Statement

- 4. 2018-2019 Draft Statement of financial Position**
- 5. 2018-2019 Draft Statement of Changes in Equity**
- 6. 2018-2019 Draft Statement of Cash Flows**

INTERNALLY RESTRICTED ASSETS (CASH) MOVEMENTS							
31/08/2019	EST. BAL. 30/6/18	TRANSFER TO	TRANSFER FROM	EST. BAL. 30/6/2019	TRANSFER TO	TRANSFER FROM	EST. BAL. 30/6/2020
PURPOSE	\$	\$	\$	\$	\$	\$	\$
GENERAL ACTIVITIES							
BUILDING REFURBISHMENT/UPGRADE	1,995,343.18			1,995,343.18	36,710	100,000	1,932,053.18
EQUIP. UPGRADE/EMERGENCY MTCE	210,805.00			210,805.00			210,805.00
COMPUTER/IT SYSTEMS UPGRADES	1,107,046.00	283,348		1,390,394.00			1,390,394.00
INDUSTRIAL DEVELOPMENT	1,148,600.00		126,140	1,022,460.00			1,022,460.00
RESIDENTIAL DEVELOPMENT	7,309.77			7,309.77			7,309.77
AERODROME UPGRADE/MTCE	306,330.00			306,330.00			306,330.00
COPETON NORTHERN FORESHORES	49,000.00			49,000.00			49,000.00
LIBRARY BUILDING REFURBISHMENT	202,000.00			202,000.00			202,000.00
INDUSTRIAL/TOURISM PROMOTION	93,594.00			93,594.00			93,594.00
GARBAGE DEPOT LAND PURCHASE ETC	169,391.00			169,391.00			169,391.00
GARBAGE DEGRADATION/REHAB.	695,345.00	100,000		795,345.00	100,000		895,345.00
WASTE INFRASTRUCTURE	2,686,182.00	249,140		2,935,322.00	159,810		3,095,132.00
WASTE-EXTERNALITY SUSTAINABILITY	447,000.00	50,000		497,000.00	100,000		597,000.00
PLANT REPLACEMENT	3,638,369.00	2,213,903	1,751,727	4,100,545.00	1,668,000	1,999,000	3,769,545.00
GRAVEL PIT RESTORATION	237,596.00		19,083	218,513.00	35,000	24,985	228,528.00
GRAVEL PIT RESTORATION - Roads	174,876.00		19,083	155,793.00	35,000	24,985	165,808.00
COMMUNITY CAPITAL PROJECTS AND LAND PURCH.	450,000.00			450,000.00			450,000.00
ECONOMIC DEVELOP/GROWTH ASSETS	4,210,000.00	1,230,000		5,440,000.00			5,440,000.00
STRATEGIC CAPITAL PROJECTS FUND	4,450.00			4,450.00			4,450.00
STRATEGIC DEVELOPMENT FUND	755,611.00		240,000	515,611.00			515,611.00
EMPLOYEE TRAINING (STATUTORY)	131,750.00	49,471		181,221.00			181,221.00
EMPLOYEE LEAVE ENTITLEMENTS	1,336,710.46			1,336,710.46			1,336,710.46
WORKERS COMP INSURANCE	935,601.00			935,601.00			935,601.00
TOWN HALL MAJOR MTCE/UPGRADE	100,000.00			100,000.00			100,000.00
INSURANCE EXCESS/SELF INSURANCE	209,848.00			209,848.00			209,848.00
SWIMMING POOLS UPGRADE/FENCING	2,905,000.00	280,000		3,185,000.00			3,185,000.00
ROAD RESUMPTIONS	20,000.00			20,000.00			20,000.00
INVERELL HOCKEY FACILITY	450,000.00			450,000.00			450,000.00
CONNECTIONS BUILDINGS/PLANT/EQUIP.	72,183.61			72,183.61			72,183.61
SES BUILDINGS	104,311.00			104,311.00			104,311.00
INTEREST EQUALISATION	0.00	350,000		350,000.00			350,000.00
EMERGENCY MANAGEMENT (FIRE, FLOOD, STORM)	0.00	150,000		150,000.00			150,000.00
FUND TOTAL	24,854,252.02	4,955,862.00	2,156,033.00	27,654,081.02	2,134,520.00	2,148,970.00	27,489,631.02
WATER SUPPLY							
EMPLOYEE LEAVE ENTITLEMENTS	130,000.00			130,000.00			130,000.00
EQUIPMENT BREAKDOWN	207,940.00	200,000		407,940.00			407,940.00
REVENUE EQUALISATION	996,000.00	250,000		1,246,000.00			1,246,000.00
INTEREST EQUALISATION		200,000		200,000.00			200,000.00
FUTURE CAPITAL WORKS	4,030,260.00	330,994		4,361,254.00	68,190		4,429,444.00
FUND TOTAL	5,364,200.00	980,994	-	6,345,194.00	68,190	-	6,413,384.00
SEWERAGE SERVICES							
EMPLOYEE LEAVE ENTITLEMENTS	67,000.00			67,000.00			67,000.00
INTEREST EQUALISATION		137,496		137,496.00			137,496.00
EQUIPMENT BREAKDOWN	109,078.82			109,078.82			109,078.82
FUTURE CAPITAL WORKS	2,439,200.00			2,439,200.00			2,439,200.00
FUND TOTAL	2,615,278.82	137,496	-	2,752,774.82	-	-	2,752,774.82
TOTAL OF ALL FUNDS	32,833,730.84	6,074,352	2,156,033	36,752,049.84	2,202,710	2,148,970	36,655,789.84

INTERNALLY RESTRICTED ASSETS COMMITMENTS			
Note 1 - Building Refurbishment/Upgrade Projects - Asset Renewal funded from annual depreciation expense. Asset Management Plans require this level of Funding over the next 10 Years Transfer to IRA is lease fee from Connections.			
Note 2 - Replace Property/Revenue System 2020/2021			
Note 3 - Funding received from Federal Compensation Package - Future Bitumen Reseals			
Note 4 - Waste Management Strategy Implementation Funding and future land purchases/degradation requirements, including new Garbage Trucks, Solar Power, Weighbridges, Tip Closures etc			
Note 5 - Plant Fleet future acquisitions fund - Asset Renewal plus GPS devices			
Note 6 - Future Capital Works/Non-Trading Land Purchases/Industrial Land Development Fund		450,000.00	Industrial Land Development
		450,000.00	
Note 7 - Economic Dev/Growth Assets		1,000,000.00	
	Chester St. Renewal - Heavy Vehicle Route	1,000,000.00	
	Roundabout-SH12/MR73-(Tingha Bridge Rour	2,040,000.00	Council Urban Works 2017-19 \$1M, Plus SCIF 2017-19 \$1.04M Plus Federal Funding \$1.5M, RMS Contribution \$2.2M
	Gwydir Highway/Roslyn Street Roundabout	1,000,000.00	Land acquired, design in progress for 2018/2019 Project
	Gwydir Highway/Mansfield St Intersection	500,000.00	
	Oliver Street Extension	500,000.00	
	Jardine Road Resealing & Rehabilitation	400,000.00	
		5,440,000.00	
Note 8 - Strategic Capital Projects and Infrastructure Fund		415,000	2018/2019 Council Contribution towards Criterium Track at Lake Inverell
		100,000	Provision (not commitment) for Inverell Community Gardens Projects
		515,000	
Note 9 - Future Capital Works		850,000.00	Ashford Plant River Inlet and Plant Ancillary Works
	Lake Inverell Safety Works	400,000.00	State Government requirement
	Other Capital Works	700,000.00	Inverell Treatment Works Renewal/Refurbishment Project
		1,950,000.00	
These funds are held as Cash and Investments, primarily as Term Deposits			

GENERAL FUND
FIT FOR THE FUTURE BENCHMARKS

	BENCHMARK	Benchmark Result	Indicator 2019	Indicator 2018	Indicator 2017
SUSTAINABILITY INDICATORS					
Operating Performance Ratio					
Total continuing operating revenue ⁽¹⁾ excluding capital grants and contributions less operating expenses	Greater or equal to break even average over 3 years	✓	17.50%	21.46%	22.01%
Total continuing operating revenue ⁽¹⁾ excluding capital grants and contributions					
Own Source Operating Revenue Ratio					
Total continuing operating revenue ⁽¹⁾ excluding all grants and contributions	Greater than 60% average over 3 years	✗	59.77%	56.10%	54.28%
Total continuing operating revenue ⁽¹⁾					
Building & Infrastructure Asset Renewals ratio					
Asset renewals (Building & Infrastructure) ⁽²⁾	Greater than 100% average over 3 years	✓	177.78%	167.55%	233.00%
Depreciation, amortisation and impairment					
INFRASTRUCTURE AND SERVICE MANAGEMENT INDICATORS					
Debt Service Ratio					
Cost of debt service (interest expense & principal repayments)	Greater than 0% and less than or to 20% average over 3 years	✓	0.89%	1.09%	1.05%
Total continuing operating revenue ⁽¹⁾ excluding capital grants and contributions					
Asset Maintenance Ratio					
Actual asset maintenance	Greater than 100% average over 3 years	✗	98.8%	90.9%	105.59%
Required asset maintenance					
Infrastructure Backlog Ratio					
Estimated cost to bring assets to a satisfactory standard	Less than 2%	✓	1.07%	1.08%	1.44%
Carrying value of infrastructure assets					
EFFICIENCY INDICATORS					
Real Operating Expenditure Per Capita Ratio					
Total Expenses from continuing operators ⁽³⁾ deflated CPI/LGCI	A decrease in Real Operating Expenditure per Capita over time	✗	1.1524	1.1010	1.1578
Estimated yearly population					

Notes

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

Inverell Shire Council

Income Statement

for the year ended 30 June 2019

Original unaudited budget 2019 \$ '000		Notes	Actual 2019 \$ '000	Actual 2018 ¹ \$ '000
Income from continuing operations				
<u>Revenue:</u>				
19,697	Rates and annual charges	3a	19,638	18,757
3,652	User charges and fees	3b	6,063	5,448
1,069	Interest and investment revenue	3c	1,631	1,475
435	Other revenues	3d	903	834
9,049	Grants and contributions provided for operating purposes	3e, 3f	11,739	12,182
1,885	Grants and contributions provided for capital purposes	3e, 3f	1,961	2,465
<u>Other income:</u>				
613	Net gains from the disposal of assets	5	342	30
–	Fair value increment on investment properties	11	–	555
36,400	Total income from continuing operations		42,277	41,746
Expenses from continuing operations				
13,698	Employee benefits and on-costs	4a	12,902	12,012
159	Borrowing costs	4b	276	284
6,091	Materials and contracts	4c	8,585	7,891
8,497	Depreciation and amortisation	4d	9,379	8,532
4,243	Other expenses	4e	3,244	3,009
32,688	Total expenses from continuing operations		34,386	31,728
3,712	Operating result from continuing operations		7,891	10,018
3,712	Net operating result for the year		7,891	10,018
3,712	Net operating result attributable to council		7,891	10,018
1,827	Net operating result for the year before grants and contributions provided for capital purposes		5,930	7,553

⁽¹⁾ The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 Financial Instruments: Recognition and Measurement

The above Income Statement should be read in conjunction with the accompanying notes.

Inverell Shire Council

Statement of Financial Position

as at 30 June 2019

	Notes	2019 \$ '000	2018 ¹ \$ '000
ASSETS			
Current assets			
Cash and cash equivalent assets	6(a)	3,683	3,604
Investments	6(b)	35,500	53,500
Receivables	7	5,497	5,239
Inventories	8a	511	506
Other	8b	186	182
Current assets classified as 'held for sale'	9i	—	481
Total current assets		45,377	63,512
Non-current assets			
Investments	6(b)	20,069	—
Receivables	7	139	24
Infrastructure, property, plant and equipment	10(a)	644,319	637,405
Investment property	11a	3,280	3,280
Total non-current assets		667,807	640,709
TOTAL ASSETS		713,184	704,221
LIABILITIES			
Current liabilities			
Payables	13	1,572	2,285
Income received in advance	13	809	668
Borrowings	13	600	576
Provisions	14	4,002	3,894
Total current liabilities		6,983	7,423
Non-current liabilities			
Borrowings	13	2,964	3,564
Provisions	14	2,301	2,146
Total non-current liabilities		5,265	5,710
TOTAL LIABILITIES		12,248	13,133
Net assets		700,936	691,088
EQUITY			
Accumulated surplus	15a	528,293	520,402
Revaluation reserves	15a	172,643	170,686
Council equity interest		700,936	691,088
Total equity		700,936	691,088

⁽¹⁾ The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 Financial Instruments: Recognition and Measurement

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

Inverell Shire Council

Statement of Changes in Equity

for the year ended 30 June 2019

	2019			2018 ¹		
	Accumulated surplus	IPP&E revaluation reserve	Total equity	Accumulated surplus	IPP&E revaluation reserve	Total equity
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Opening balance	520,402	170,686	691,088	510,384	164,462	674,846
Restated opening balance	520,402	170,686	691,088	510,384	164,462	674,846
Net operating result for the year	7,891	–	7,891	10,018	–	10,018
Restated net operating result for the period	7,891	–	7,891	10,018	–	10,018
Other comprehensive income						
– Gain (loss) on revaluation of IPP&E	–	1,957	1,957	–	6,224	6,224
Other comprehensive income	–	1,957	1,957	–	6,224	6,224
Total comprehensive income	7,891	1,957	9,848	10,018	6,224	16,242
Equity – balance at end of the reporting period	528,293	172,643	700,936	520,402	170,686	691,088

⁽¹⁾ The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 Financial Instruments: Recognition and Measurement

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Inverell Shire Council

Statement of Cash Flows

for the year ended 30 June 2019

Original unaudited budget 2019 \$ '000		Notes	Actual 2019 \$ '000	Actual 2018 \$ '000
Cash flows from operating activities				
<u>Receipts</u>				
19,697	Rates and annual charges		19,575	18,376
3,652	User charges and fees		6,252	6,058
1,069	Investment revenue and interest		1,595	1,477
10,934	Grants and contributions		13,827	13,433
–	Bonds, deposits and retention amounts received		257	37
435	Other		2,781	2,284
<u>Payments</u>				
(13,698)	Employee benefits and on-costs		(12,805)	(12,480)
(6,091)	Materials and contracts		(10,468)	(9,543)
(159)	Borrowing costs		(144)	(178)
–	Bonds, deposits and retention amounts refunded		(148)	(47)
(4,243)	Other		(4,491)	(2,960)
11,596	Net cash provided (or used in) operating activities	16b	16,231	16,457
Cash flows from investing activities				
<u>Receipts</u>				
–	Sale of investment securities		33,500	8,000
853	Sale of infrastructure, property, plant and equipment		587	900
–	Deferred debtors receipts		–	6
<u>Payments</u>				
–	Purchase of investment securities		(35,569)	(7,500)
(12,243)	Purchase of infrastructure, property, plant and equipment		(14,094)	(16,881)
(11,390)	Net cash provided (or used in) investing activities		(15,576)	(15,475)
Cash flows from financing activities				
<u>Payments</u>				
(576)	Borrowings and advances		(576)	(552)
(576)	Net cash flow provided (used in) financing activities		(576)	(552)
(370)	Net increase/(decrease) in cash and cash equivalents		79	430
–	Cash and cash equivalents – beginning of year	16a	3,604	3,174
(370)	Cash and cash equivalents – end of the year	16a	3,683	3,604
Additional Information:				
–	plus: Investments on hand – end of year	6(b)	55,569	53,500
(370)	Total cash, cash equivalents and investments		59,252	57,104

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

12 CONFIDENTIAL MATTERS (COMMITTEE-OF-THE-WHOLE)**RECOMMENDATION:**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with the reasons stated in the referral reports:

12.1 Cemetery Maintenance Contract