



INVERELL
SHIRE COUNCIL



Business Paper
Ordinary Meeting of Council
Wednesday, 18 December 2019

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

12 December, 2019

An Ordinary Meeting of Council will be held in the Council Chambers, Administrative Centre, 144 Otho Street, Inverell on Wednesday, 18 December, 2019, commencing at **3.00 PM**.

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) will be webcast. An audio recording of the meeting will 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.....	17
4	Public Forum.....	17
5	Notices of Motion.....	18
5.1	Notice of Business - Inverell Minor League	18
6	Questions With Notice.....	20
	Nil	
7	Advocacy Reports	21
7.1	Community Violence Prevention Team	21
7.2	New South Wales Public Library Association AGM and Conference November 2019.....	23
8	Committee Reports.....	24
	Nil	
9	Destination Reports.....	25
9.1	Road Classification - Tingha Boundary Adjustment Area	25
9.2	Street Lighting LED Upgrade.....	28
9.3	Submission on Audit Risk and Improvement Committee Discussion Paper.....	31
9.4	Consideration of the Local Traffic Committee Recommendations	49
9.5	Request for Car Park - Northaven	51
9.6	National Class 3 Controlled Access Bus Exemption Notice	55
9.7	Inverell Polocrosse Club - Swan Cup	59
9.8	Water Usage - Inverell Golf Club	61

10	Information Reports.....	64
10.1	Letter of Appreciation - Unstop-Ability - Reach for the Stars.....	64
10.2	Strategic Tasks - 'Sign Off' - December 2019.....	66
10.3	Works Update	67
10.4	Ordinance Activities Report for November 2019.....	73
10.5	Summary of Development Applications, Construction Certificates and Complying Developments During November 2019	74
10.6	Septic Tank Approvals For November 2019	78
10.7	Grant Applications Lodged	79
10.8	NRMA - Electric Vehicle Fast Charging Station	81
10.9	Cycleway / Walkway - Gilgai to Inverell	82
10.10	Classification of Crown Reserves.....	86
10.11	Status of Town Water Supplies	90
10.12	Drainage Upgrade - Bundarra Road Adjacent to Racecourse	94
11	Governance Reports.....	95
11.1	Governance - Monthly Investment Report	95
12	Confidential Matters (Committee-of-the-Whole)	99
	Nil	

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

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

JANUARY 2020

SUN	MON	TUE	WED	THU	FRI	SAT
			New Years Day 1.	2.	3.	4.
Sapphire City Markets 5.	6.	7.	8.	9.	10.	11.
12.	13.	14.	15.	16.	17.	18.
Sapphire City Markets 19.	20.	21.	22.	23.	24.	25.
Australia Day Celebrations 26.	Australia Day in lieu 27.	28.	29.	30.	31. Third quarter rates instalment notices to be sent. Last day for Council ledgers to be balanced and a list of balances to be prepared for 6 monthly inspections by auditor. Public Interest disclosures report due to NSW Ombudsman	

 Council office closed

1 APOLOGIES

2 CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on 27 November, 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, 27 NOVEMBER 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 OAM, Cr Neil McCosker, Cr Mal Peters and Cr Jacki Watts.

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

1 APOLOGIES

Nil

2 CONFIRMATION OF MINUTES

RESOLUTION 2019/113

Moved: Cr Jacki Watts
Seconded: Cr Paul King OAM

That the Minutes of the Ordinary Meeting of Council held on 23 October, 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

Nil

4 PUBLIC FORUM

At this juncture, the time being 3.03pm, the Mayor welcomed the members of the public and opened the Public Forum Session by inviting members of the public to speak.

Hilary Fuller – Water Restrictions

Ms Fuller urged Council that in recognition of the worsening drought, that Council move to water restriction sooner rather than later.

Bob Bensley – Hospital Staffing Levels

Mr Bensley updated Council on his campaign to ensure adequate and appropriate staffing levels are provided for the redeveloped Inverell Hospital.

Reem Abdelaty – Transgrid

Ms Abdelaty briefed Council on the upgrade of the Dumaresq Substation at Bonshaw as part of the augmentation of the Queensland to New South Wales Interstate Electricity Connector. This is a critical infrastructure upgrade to improve the effectiveness of the National Electricity Grid.

Daryl Cleeve and Sam Coulton – The Coffey Scheme; Water to the Darling

Mr Coulton and Mr Cleeve briefed Council on the proposed Coffey Scheme to move water from the Clarence River System to the Darling to improve water security and environmental outcomes in the Murray Darling System. The Proposal uses a systems of storages, tunnels and channels, it is gravity fed and requires no pumping and provides hydro electrical and pumped hydro opportunities. The group is advocating for the NSW Government to fund the preparation of a business case to access the viability of the proposal.

Paul Cornall – Forsyths Chartered Accountants representing The NSW Audit Office

Mr Cornall presented the results of the 2018-19 External Audit.

The Public Forum session ended at 4.17pm.

5 NOTICES OF MOTION

Nil

6 QUESTIONS WITH NOTICE

Nil

7 ADVOCACY REPORTS**7.1 BROCC DELEGATES REPORT - NOVEMBER 2019 S14.10.1****RESOLUTION 2019/114**

Moved: Cr Kate Dight

Seconded: Cr Di Baker

That Inverell Shire Council:

- i) *Recommend that the same presentation on the Coffey Scheme is delivered to the next meeting of the Country Mayors' Association.*
- ii) *Hold further discussions with Moree Plains to investigate any joint project initiatives to build the east/west freight network into the Moree Intermodal Terminal.*

CARRIED

7.2 WATER NSW - 20 YEAR INFRASTRUCTURE STRATEGY S32.8.2**RESOLUTION 2019/115**

Moved: Cr Di Baker

Seconded: Cr Kate Dight

That the report be received and noted.

CARRIED

7.3 ARTS NORTH WEST STRATEGIC ADVISORY COMMITTEE MEETING S26.5.4**RESOLUTION 2019/116**

Moved: Cr Kate Dight

Seconded: Cr Paul King OAM

*That the report be received and noted.***CARRIED****8 COMMITTEE REPORTS****8.1 CIVIL AND ENVIRONMENTAL SERVICES COMMITTEE MINUTES - 13 NOVEMBER 2019****RESOLUTION 2019/117**

Moved: Cr Di Baker

Seconded: Cr Anthony Michael

- i) *That the Minutes of the Civil and Environmental Services Committee held on Wednesday, 13 November, 2019, be received and noted; and*
- ii) *The following recommendations of the Civil & Environmental Services Committee be adopted by Council*

CARRIED**8.1.1 Inverell Shire Community Participation Plan***That:*

- i) *The Inverell Shire Community Participation Plan 2019 be adopted; and*
- ii) *The adopted Inverell Shire Community Participation Plan 2019 be published on the NSW Planning Portal by 1 December, 2019.*

8.1.2 Road Closure - Venetian Carnival*That:*

- i) *Captain Cook Drive be closed for the Venetian Carnival between the Byron Street Roundabout and entrance to Pasterfield car park between the hours of 4.00pm and 10.00pm on Saturday, 7 December 2019; and*
- ii) *The cost associated with the road closure being considered as a donation.*

8.1.3 Inverell Shire Council Draft Drought Management Plan**RESOLUTION 2019/118**

Moved: Cr Di Baker

Seconded: Cr Stewart Berryman

That:

- i) The Draft Inverell Shire Council Drought Management Plan be adopted;*
- ii) Following the adoption of the Draft Drought Management Plan by Council permanent water conservation measures during daylight saving be introduced, including a community awareness campaign; and*
- iii) Council delegate authority to the Mayor and General Manager to apply and ease / lift water restrictions in accordance with the adopted Drought Management Plan, and during an unplanned emergency such as a system failure.*

CARRIED

8.1.4 Toms Drive Rehabilitation Funding Allocation

That \$350,000 from the Roads to Recovery budget vote be allocated to the rehabilitation of the existing 921m sealed section of Toms Drive.

8.1.5 Inverell Polocrosse Club

That Council request a further report detailing the various aspects of the proposal from the Inverell Polocrosse Club.

8.1.6 GUIDELINES FOR THE SAFE DESIGN OF STORMWATER INLETS

RECOMMENDATION:

That the report be received and noted.

8.2 ECONOMIC AND COMMUNITY SUSTAINABILITY COMMITTEE MINUTES - 13 NOVEMBER 2019

RESOLUTION 2019/119

Moved: Cr Jacki Watts

Seconded: Cr Anthony Michael

- i) That the Minutes of the Economic and Community Sustainability Committee held on Wednesday, 13 November, 2019, be received and noted; and*
- ii) The recommendations of the Economic & Community Sustainability Committee be adopted by Council.*

CARRIED

8.2.1 Annual Report from the Chair of Audit, Risk and Improvement Committee

That :

- i) Mr Phil Schwenke, Chair of the Audit Risk and Improvement Committee be thanked for his*

Annual Report on the activities of the Committee; and

- ii) The report as tabled be received and noted.*

8.2.2 Expiring Licence Agreement - John Barry

That:

- i) Council renew the agreement with Mr John Barry for Lot 701 DP 1021556, Yetman;*
- ii) The licence agreement be for a two (2) year period with a two (2) year option;*
- iii) The Licence fee be \$168.82 per annum (GST Inclusive); and*
- iv) The Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

8.2.3 Tingha Recreation Reserve

That:

- i) Council meet with the Tingha Recreation Reserve Trust to discuss the possibility of Council becoming Trustee for a portion of the reserve, and*
- ii) The outcome of these discussions be reported back to Council for a final determination.*

8.2.4 Water Pricing - Blindaree Beef

That the report be received and noted.

8.2.5 Federal Government Drought Funding

RECOMMENDATION:

- i) That the report be received and noted; and*
- ii) That this matter be referred to the November 2019 Council meeting for consideration of the programs/projects that Council will submit to the Federal Government for approval.*

8.2.6 Quarterly Budget and Operational Plan Review 2019/2020

That:

- i) Council's Quarterly Operational Plan and Budget Review for 30 September, 2019 be adopted; and*
- ii) The proposed variations to budget votes for the 2019/2020 Financial Year be adopted providing an estimated Cash Surplus at 30 June, 2019 from operations of \$4,241.*

8.2.7 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.*

8.2.8 New Valley Road - Unauthorised Occupation

That the information be noted.

9 DESTINATION REPORTS

9.1 INTERNAL AUDIT AND RISK COMMITTEE CHARTER S4.11.21/01

RESOLUTION 2019/120

Moved: Cr Kate Dight

Seconded: Cr Anthony Michael

That:

- i) *The Committee known as the Audit and Risk Committee be retitled the Audit Risk and Improvement Committee; and*
- ii) *The Committee Charter be revised to reflect the change of name.*

CARRIED

9.2 DROUGHT COMMUNITIES PROGRAM S15.8.90

RESOLUTION 2019/121

Moved: Cr Jacki Watts

Seconded: Cr Kate Dight

That Council determine the activities and or projects to be submitted to the Federal Government for approval under the Drought Communities Program.

CARRIED

RESOLUTION 2019/122

Moved: Cr Anthony Michael

Seconded: Cr Paul King OAM

That

- i) *Council seek to amend the guidelines associated with the Drought Communities Programme – Extension to allow Council to utilise \$500K for vouchers to rural ratepayers to be spent at local businesses.*
- ii) *That an application be submitted to apply the remaining funds to a three (3) parts program consisting of;*
 - a. *Water Infrastructure and Security Projects*
 - b. *Small Business Support Package*
 - c. *Drought Relief and Resilience Events*
- iii) *That should the guidelines not be altered as requested to allow vouchers, then an*

application be made that allocates the entire \$1M across the three (3) part program.

CARRIED

9.3 CULTURAL AND ARTS STRATEGY 2019 - 2029 S15.8.81/01

MOTION

Moved: Cr Di Baker

Seconded: Cr Paul King OAM

That:

- i) The results of the Community Consultation on the development of a Cultural and Arts Strategy be noted;
- ii) Council consider the outcomes of this consultation process and determine the content to be included in a Draft Cultural and Arts Plan; and
- iii) Council determine the actions to be taken with the Draft Cultural and Arts Plan.

AMENDMENT 2019/123

Moved: Cr Anthony Michael

Seconded: Cr Mal Peters

That:

- i) The results of the Community Consultation on the development of a Cultural and Arts Strategy be noted;*
- ii) Council consider the outcomes of this consultation process and determine the content to be included in a Draft Cultural and Arts Plan; and*
- iii) Council refer the Cultural and Arts Plan to the Public Art Committee to provide recommendations to Council.*

CARRIED – THE AMENDMENT BECAME THE MOTION

AMENDMENT

Moved: Cr Kate Dight

Seconded:

That:

- i) The results of the Community Consultation on the development of a Cultural and Arts Strategy be noted; and
- ii) That Council publicise the report and invite public comment until the 28 February 2020; and
- iii) That the Public Art Committee be asked to provide comment prior to the 28 February 2020; and
- iv) Council consider all submissions at the March 2020 Committee Meeting.

THE AMENDMENT LAPSED FOR THE LACK OF A SECONDER.

THE MOTION ON BEING PUT WAS CARRIED.

10 INFORMATION REPORTS

RESOLUTION 2019/124

Moved: Cr Paul King OAM

Seconded: Cr Jacki Watts

That the information reports be received and noted.

CARRIED

10.1 CERTIFICATE OF APPRECIATION - GILGAI PUBLIC SCHOOL FETE S6.8.9

10.2 STRATEGIC TASKS - 'SIGN OFF' - NOVEMBER 2019 S4.13.2

10.3 SEPTIC TANK APPROVALS FOR OCTOBER 2019 S29.19.1

10.4 ORDINANCE ACTIVITIES REPORT FOR OCTOBER 2019 S18.10.1

10.5 SUMMARY OF DEVELOPMENT APPLICATIONS, CONSTRUCTION CERTIFICATES AND COMPLYING DEVELOPMENTS DURING OCTOBER 2019 S13.5.2/12

10.6 CITIZENSHIP CEREMONIES S2.6.1/12

11 GOVERNANCE REPORTS

11.1 PRESENTATION OF COUNCIL'S 2018/2019 AUDITED FINANCIAL REPORTS S12.11.2

RESOLUTION 2019/125

Moved: Cr Jacki Watts

Seconded: Cr Di Baker

That:

- i) the information be received and noted; and*
- ii) the Audit Reports for the 2018/2019 Financial Year be adopted.*

CARRIED

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

Nil

The Meeting closed at 5.17pm.

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

4 PUBLIC FORUM

5 NOTICES OF MOTION**5.1 NOTICE OF BUSINESS - INVERELL MINOR LEAGUE****File Number: S13.5.3 / 19/54963**

I, Councillor Mal Peters, give notice that at the next Ordinary Meeting of Council to be held on 18 December 2019, I intend to move the following motion:

MOTION:

That ISC assist Inverell Minor League in maintaining their infrastructure to the value of \$10,000.

RATIONALE:

'The key message is the League sponsor a significant number of events where large numbers of external people come to Inverell.

This contributes valuable \$ to the Inverell community'.

General Manager's Comments

The ability to fund this request from the Drought Communities Programme Extension is not an option. The Frequently Asked Questions for the Programme state:

Q13. Can councils provide funding to the local community to subsidise payment of council and water rates?

No. Providing rate relief is not eligible under the programme. The intent of the programme is to provide funding for projects expected to: lead to the employment of locals, contribute to the economic activity of communities/regions, or lead to the retention of business, services and facilities.

It is noted that in 2014 the Inverell Minor League connected to the town water supply and were provided with the Sporting Associations a 30% discount off the per kilolitre commercial charge for water drawn from Council's main supply. This was in recognition of the 'community benefit' provided by their organisation's management of the Oval.

This same discount applies to any approved sporting club drawing water from Council's mains – whether that be a 'fully pressured service' or a trickle flow service' eg Rugby Club, Inverell Golf Club, RSM Gun Club and Tennis Club.

The pressure on maintaining facilities is a high cost environment and reduced income opportunities is being felt by other Sporting Groups. Refer to Item # 9.8 - Water Usage – Inverell Golf Club.

ATTACHMENTS:**1. Inverell Minor League Request**

Inverell Minor League Hawks
Home ground: Kamilaroi Oval
President: Mark O'Brien
Snr Vice President: Jeremy Tickle
Jnr Vice President: Will Radford
Secretary: Zoe O'Brien
Treasurer: Nickie Bell

- IML Hawks is a strong junior rugby league club representing Inverell in the Group 19 competition.
- Our home ground is Kamilaroi oval which is leased by Inverell Minor League Hawks from the Department of Education.
- The grounds and dwellings are all self maintained by volunteers of the club. We have made many improvements to the grounds over the years (new dressing sheds, upgrades to the storage sheds, canteen and fields) and are proud to call Kamilaroi Oval our home ground.
- We are all completely run by volunteers.
- Our club has around 200 kids play for Inverell Minor League each year.
- Kamilaroi hosts many NRL development days and group rep trials, school rep days, school gala days & many other school sporting events from all schools in Inverell. Some of these events host up to 400 kids at a time. The only proceeds we make from this is the occasional ability to run a canteen on these days. Our volunteers always make sure the fields are line marked, amenities cleaned and stocked & the grounds are fit to hold such events.
- Our competition Group 19, plays and hosts kids from Guyra, Glen Innes, Tingha, Uralla, Warialda, Bingara, Moree, Armidale & Ashford. Inverell is the central location for our group, often resulting in major events and development days being held in Inverell. We also have the greatest number of fields in the group (we have 5 fields, some clubs only have 1).
- Since Jan 2019, our water bills (from Inverell Shire Council) have totalled just over \$7,000 up until August this calendar year. We have Summer approaching, our season starts in March, so the fields need more attention during the summer months to get them ready for the season (also obviously the impact of warmer weather equating to more water requirements).
- Our fields need to be at a safe level for kids to be able to play safely on our fields., this is becoming a real concern for the club due to the cost of pouring so much of our little money into water to attempt to keep the fields at purely an acceptable level during the drought. Unfortunately our club cannot maintain this level of water expenses for much longer.
- We have been aerating, fertilising and spraying to help minimise the water costs/requirements and this was at a cost of over \$1000 for November alone.
- The drought has really hurt our club, and we are at the point of needing help financially to cover field maintenance so they are at a level deemed safe for the kids to play footy.
- We do have the ability/licences to pump out of the river when it is flowing, but obviously this has not been possible to utilise for some time, and it is uncertain when this will be possible again.

We would love to gain access to some financial support to save our club and our grounds during these hard times so our league kids can continue to play footy, and we sincerely appreciate any assistance you may be able to get for us.

Thanks again Mal, and look forward to hearing from you soon.

Zoe O'Brien

6 QUESTIONS WITH NOTICE

Nil

7 ADVOCACY REPORTS

7.1 COMMUNITY VIOLENCE PREVENTION TEAM

File Number: S3.16.18 / 19/54638

Author: Jacki Watts, Councillor

SUMMARY:

The following report on the Community Violence Prevention Team is provided for the information of Council.

RECOMMENDATION:

That the report be received and noted.

COMMENTARY:

The Community Violence Prevention team meet monthly and continue to work to educate and assist in the reduction of domestic violence against women and families.

The Annual General Meeting was held at the November meeting and Ms Emily Williams was re-elected as Chairperson and Ms Vicki Higgins as Secretary/ Treasurer for the ensuing 12 months.

Committee data shows over time there have been and are about 30 people listed as attendees at the meetings over a number of years acknowledging there will be at times different people attending to represent their organisations. The average attendance at the monthly meeting is between 12 and 15 members.

Community organisations involved with the Team are:

- Rural Outreach and Support
- Women's Domestic Violence Court Advocacy Service
- Staying Home Leaving Violence
- Inverell Shire Council
- Armajun Aboriginal Health/Service
- TAFE Inverell
- Hunter New England Health
- BEST, Pathfinders
- Centacare
- Benevolent Society
- NENW Family Referral Service
- Lyon Legal
- New England Police District - Inverell

Our White Ribbon Ambassadors are Mr Peter Caddey, Mr Graeme Kerridge, Mr Peter McLachlan and Mr Brock Hobday.

It was recently announced that while White Ribbon Australia has gone into liquidation and there has been uncertainty as to the future, news has been received that White Ribbon Australia, has been sold to Communicare, a Perth-based organisation providing domestic violence services for more than 20 years. It is understood that “the values and commitment of Communicare will align well with the White Ribbon movement and provide substantial experience and strong governance to the important work of White Ribbon Australia.”

A Strategy Sub-Committee was formed and reaffirmed the purpose of the Community Violence Prevention Team which is to work towards children, young people, adults and families living in a safe community without violence and setting out to achieve a greater understanding of all violence and its effects on members of our Community in the Inverell Region.

In order to work towards achieving this purpose the committee confirmed its objectives are to raise awareness of the social, physical and emotional impact on single people, families and community of the effect of violence in our local area and keep the community informed of the support agencies that can assist them when being affected by all forms of violence.

The Inverell Community Violence Prevention Team Strategic Planning Sub-Committee has developed a draft Strategic Plan which will be presented to the January 2020 Committee meeting for consideration. There are four (4) focus areas which will cover Education, Promotion, Community Partnerships and Events, and Fundraising. There will also be further discussion around the relationship in the future with White Ribbon Australia and Communicare.

While a continuing relationship with White Ribbon is important, it is also crucial that the Committee reviews and develops how that relationship will fit into the draft Strategic Plan for the future.

As 2019 draws to a close the Inverell Community Violence Prevention Team hopes that as we enter the holiday season that all people within our communities will understand the importance of saying “No to Violence” and keep each other safe.

ATTACHMENTS:

Nil

**7.2 NEW SOUTH WALES PUBLIC LIBRARY ASSOCIATION AGM AND CONFERENCE
NOVEMBER 2019****File Number:** S3.6.4 / 19/55247**Author:** Di Baker, Councillor**SUMMARY:**

Cr Baker and Sonya Lange, Manager Library Services attended the annual Public Library Conference and New South Wales Public Library Association (NSWPLA) AGM in November 2019. The conference focused on themes of "Smart, Engaged and Resilient."

RECOMMENDATION:

That the report be received and noted.

COMMENTARY:

The 2019 Public Library conference explored a number of issues around the role of libraries in creating and facilitating community engagement opportunities, and the key issue of engaging with communities and individuals in need, or at risk of becoming disconnected. Inclusion is an important function of libraries that can be progressed through spaces, through programs and through collections. Many libraries are facing challenging circumstances, and resilience, both as an institution and as individual practitioners, has become an essential aptitude. A number of local and international libraries spoke of innovative programs that addressed key local needs, issues and aspirations. The State Librarian, Dr John Valance, spoke of the vital role of libraries as protectors and advocates for the individual's right of freedom to read, and as providers of information that encompasses a broad spectrum of viewpoints. The conference also provided the opportunity to view a number of new services and products introduced to the marketplace by library vendors.

Delegates were informed of the launch of Stage 2 of the "Renew our Libraries" funding campaign, which seeks to protect future government funding by indexing and legislating funding.

The AGM of the NSWPLA saw the appointment of a new Executive Officer, Adele Casey, due to the retirement of the incumbent, Lynn Makim. The meeting also ratified the appointment of Sarah Taylor to the position of Secretary/Treasurer of the Executive Committee.

The association passed a motion to support libraries who wished to explore the abolishment of overdue fines, in response to increasing awareness that fines often serve to marginalise patrons who may already be disadvantaged and excluded from other opportunities for literacy, self education and access to cultural and leisure opportunities.

ATTACHMENTS:

Nil

8 COMMITTEE REPORTS

Nil

9 DESTINATION REPORTS

9.1 ROAD CLASSIFICATION - TINGHA BOUNDARY ADJUSTMENT AREA

File Number: S16.7.19/05 / 19/49718

Author: Justin Pay, Manager Civil Engineering

SUMMARY:

As a result of the recent boundary adjustment Council assumed control of a further 172.62km of roads. Council is requested to classify each road in accordance with the Road Hierarchy Management Policy.

RECOMMENDATION:

That Council approve the road classifications as presented in Table 1 and this information be added to the Road Hierarchy Management Policy.

COMMENTARY:

As a result of the recent boundary adjustment Council assumed control of a further 172.62km of roads. Staff have undertaken analysis of the additional roads with a view to classifying them in accordance with Council's Road Hierarchy Management Policy. Each new road has been allocated a new Shire Road number in order for them to be identified in Council's asset management system.

All Council road segments are classified according to a hierarchy that takes into account their specific function, types of users and user numbers. The hierarchical classification is used to assist in prioritising works programs and to develop intervention levels and response times to remedy defects.

Since the boundary adjustment Council's asset management staff have been collecting traffic count data to assist in the classification process.

The following classification scheme was adopted by Council at its March 2017 meeting and is used for classifying all local roads:

- **Rural Arterial:** Rural roads carrying high to moderate volumes of traffic and connecting local areas to regional roads or providing access from neighbouring shires into Council's rural areas. Roads identified by the community as being important for economic, environment or social reasons.
- **Rural Collector:** Rural roads carrying moderate volumes of local and commercial traffic and connecting local areas to arterial roads in Council's rural areas.
- **Rural Access:** Rural roads carrying low to moderate volumes of local traffic. Their primary function is to provide access to agricultural properties within Council's rural area.
- **Rural Minor:** Rural roads carrying low to very low volumes of local traffic. These roads generally provide limited residential and minor commercial access to one or two rural homesteads.
- **Urban Arterial:** Urban roads carrying high traffic volumes including commercial vehicles and providing the principal routes for vehicles in and around the major urban areas. Roads identified by the community as being important for economic, environment or social reasons.
- **Urban Link:** Urban roads carrying high to moderate volumes of traffic and providing a link between local areas in Council's urban areas.
- **Urban Collector:** Urban roads carrying moderate volumes of traffic and connecting local areas to link and arterial roads in Council's urban areas.

- **Urban Access:** Urban roads carrying mainly local traffic. Their primary function is to provide access to private properties but also provide for some through traffic.
- **Urban Minor:** Urban roads carrying only small volumes of local traffic. Mostly made up of urban laneways and small service roads.
- **No Scheduled Maintenance:** These are the formed and unformed tracks traversing the many council controlled road reserves throughout the Shire (often called paper roads), which are not included on the Shire's asset register and do not receive any maintenance intervention.

Table 1 -Tingha Road Classifications

ID	NAME	CLASS
SR 400	Winterwood Road	Rural Minor
SR 401	Shorts Road	Seg 010 Rural Access (sealed) Rural Minor (unsealed)
SR 402	Darby Road	Seg 010 Rural Access (sealed) Rural Minor (unsealed)
SR 403	Dettman Road	Rural Minor
SR 404	Hospital Flat Road	To Copes Creek- Rural Access Rural Minor
SR 405	Cox Road	Rural Minor
SR 406	Roberts Road	Rural Minor
SR 407	Copes Creek Road	Seg 010 Rural Access Rural Minor
SR 408	Swimming Pool Road	Rural Access
SR 409	Guyra Hill Road	Rural Minor
SR 410	Albion Flat Road	Seg 010 Rural Access (sealed) Rural Minor (unsealed)
SR 411	Howell Road	Tingha to Bundarra- Rural Arterial Westward to End- Rural Collector
SR 412	New Valley Road	Rural Collector
SR 413	Jones Road	Rural Access
SR 414	Schuman Road	Rural Minor
SR 415	Red Hill Road	Seg 030 Rural Access (sealed) Rural Minor (unsealed)
SR 416	Kempton Road	Seg 020 Rural Access (sealed) Rural Minor (unsealed)
SR 417	Long Gully Road	Rural Minor
SR 418	Grove Road	Rural Collector
SR 419	Bassendean Road	Rural Minor
SR 420	Weidermans Road	Rural Minor
SR 421	Aberdeen Road	Rural Access
SR 422	Aston Road	Seg 010 Not maintained Rural Minor
SR 423	Glen Hazel Road	Rural Minor
SR 424	Tienga Road	Rural Minor
SR 425	Georges Creek Road	Seg 070 Rural Access (sealed) Rural Minor (unsealed)
SR 426	Dry Creek Road	Rural Minor
SR 427	Cracknells Road	Rural Minor
SR 428	Clerks Creek Road	Not Maintained
TU 429	Campbell Street	Urban Minor
TU 430	Amethyst Street	Urban Access
TU 431	Diamond Street	Urban Access
TU 432	Zircon Street	Urban Minor
TU 433	Opal Street	Urban Collector
TU 434	Sapphire Street	Urban Access
TU 435	Ruby Street	Urban Collector

ID	NAME	CLASS
TU 436	Topaz Street	Urban Minor
TU 437	Onyx Street	Urban Minor
TU 438	Gem Street	Urban Minor
TU 439	Agate Street	Urban Minor
TU 440	Garnett Street	Urban Minor
TU 441	Museum Street	Urban Minor

For most of the new road segments the proposed road classification and associated level of service are equivalent to those previously in place when controlled by Armidale Regional Council. There are a number of transferred roads that exhibit characteristics that would typically be classified as No Scheduled Maintenance in Council's system. As an initial measure, these roads have been classified as Minor Roads and it is intended that this classification be closely monitored over the following two (2) years.

As a result of the boundary adjustment Council receives additional rate revenue, Financial Assistance Grants, Regional Roads BLOCK and REPAIR program funds. These additional funds provide adequate resources for Council to provide the level of service proposed for each road.

Council's Road Hierarchy Management Policy is a living document and may be reviewed at any time, at a minimum the policy is reviewed biannually. This provides the opportunity for road classifications to be reviewed and amended as necessary.

Council is requested to approve the road classifications as presented in Table 1 and this information be added to the Road Hierarchy Management Policy

ATTACHMENTS:

Nil

9.2 STREET LIGHTING LED UPGRADE**File Number:** S28.9.20 / 19/53014**Author:** Scott Norman, Director Corporate and Economic Services**SUMMARY:**

Essential Energy will upgrade the street lighting that is not currently LED. Council can choose to pay for the upgrade upfront or over 10 year period.

RECOMMENDATION:

That:

- i) Council contribute “up front” to the capital cost of the planned LED street lighting upgrade in Inverell;*
- ii) That Council fund the contribution of \$256,862 from the Economic Development / Growth Assets Internally Restricted Reserve; and*
- iii) this change to the Operational Plan be reflected in the next Quarterly Budget Review.*

COMMENTARY:

Council has previously upgraded street lighting in residential areas. The remaining street lighting which is predominately along the arterial roads is due for renewal and will be upgraded to LED. Essential Energy will co-ordinate the project and contract the work.

Work is due to commence approximately March 2020 and should take less than a month to complete.

Lighting levels will be matched as closely as possible to the current levels. It is estimated that the project should produce annual savings in electricity of approximately \$33,000.

The lights are provided and maintained by Essential Energy and paid for by Council.

There is a choice regarding how to fund the lights:

1. Council can choose to fund the upgrade upfront with an initial payment of \$256,862 and annual Street Light Use of System (SLUOS) charges of \$17,054.83 for 10 years; or
2. Council can make an upfront payment of \$39,116 and annual SLUOS charges of \$60,449.31 for 10 years.

The SLUOS charges in option 1 relate to maintenance & operation only, the SLUOS charges in option 2 relate to maintenance and operation and a capital financing charge.

Option 1 is recommended and it is proposed the upfront charge is funded from the Economic Development / Growth Assets Internally Restricted Reserve and the current operational plan be amended accordingly.

The reasoning for this recommendation is primarily that financing costs associated with option 2 far exceed any opportunity loss of having the funds invested. Accordingly option 1 represents the best value for Council.

- Net Present Value analysis of the associated cash flows estimate an advantage of over \$100K (current dollars) over the 10 years. This is based on a very conservative discount rate of 3%
- Payback period to recover the initial extra upfront charge is approximately 6 years.

- The implied financing cost in option 2 is over 11%, Council is currently struggling to invest funds at over 2% and T Corp is offering 10 fixed borrowing rates of 1.9%.

Some decorative street lighting will need to be modified to accommodate the LED Luminaire.



Example of a decorative light that will have to have the post modified to accept the LED Luminaire. The post requires to be cut at about the yellow box.



Example of the same style of decorative light after conversion to LED.

Not all street lights can be upgraded to LED as there is no currently approved LED luminaire that is a direct replacement. There are very few of these lights and they are typically decorative lights and some flood lighting. These lights will have the bulbs replaced as part of the program. Some decorative lights can be upgraded but require modification, this is the preferred option as the alternative is to transfer maintenance back to Council and this is not considered a practical solution.



Example of a decorative light that will have a new lamp rather than being changed to a LED luminaire

Council has the option to improve lighting if it so desires, Essential Energy has only recommended this for three lights and in these cases it is to achieve a uniform level of lighting along a street.

RISK ASSESSMENT:

Most of the physical risks associated with the upgrade are assumed by Essential Energy as they will conduct the program.

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

The “up front” payment option offers the best value for Council. There are sufficient funds available in the identified alternately restricted asset.

LEGAL IMPLICATIONS:

Council will enter into a contract with Essential Energy. Council does not have a choice of supplier.

ATTACHMENTS:

Nil

9.3 SUBMISSION ON AUDIT RISK AND IMPROVEMENT COMMITTEE DISCUSSION PAPER.**File Number:** S4.11.21/02 / 19/53996**Author:** Scott Norman, Director Corporate and Economic Services**SUMMARY:**

This report presents a submission on the Audit Risk and Improvement Committee (ARIC) Discussion Paper recently released for comment by the Office of Local Government. Council is asked to endorse the submission.

RECOMMENDATION:*That Council:*

- i) Receive and note the report; and*
- ii) Endorse the attached submission to Office of Local Government on A New Risk Management and Internal Audit Framework for Local Councils in NSW Discussion Paper.*

COMMENTARY:

The Office of Local Government (OLG) is seeking feedback on a Discussion Paper entitled “A New Risk Management and Internal Audit Framework for Local Councils in NSW”. The paper has previously been provided for Councillor’s information. The Paper proposes changes to the existing Internal Audit Guidelines last updated in 2010. Submission closes 31 December 2019.

A copy of the current guidelines can be found at [Internal-Audit-Guidelines-September-2010](#)

A copy of the discussion paper can be found at [ARI Discussion Paper](#)

OLG has also produced a summary “snapshot version” of the paper that is attached to this report.

The scope of the proposed changes is so broad that the discussion paper does not envisage full implementation until 2026. The Paper is lengthy (105 pages) so it is not proposed to make a detailed response, rather to focus on concerns relevant to Council. These fall into four (4) broad categories:

- i. Practical Operation of the Audit Risk and Improvement Committee (ARIC);
- ii. Resourcing;
- iii. The relationship between ARIC and the Governing Body; and
- iv. The application of the proposed requirements to Joint Organisations.

The Draft Submission is attached for Council’s consideration. A second copy of the Draft Submission with Phil Schwenke’s, ARIC Chair comments is also provided for reference.

RISK ASSESSMENT:

Nil – the submission provides feedback on OLG proposals.

POLICY IMPLICATIONS:

Nil – the submission provides feedback on OLG proposals.

CHIEF FINANCIAL OFFICERS COMMENT:

The requirements detailed in the Discussion Paper would require a substantial increase in budget compared to current arrangements for the ARIC.

LEGAL IMPLICATIONS:

Nil – the submission provides feedback on OLG proposals.

ATTACHMENTS:

1. **ISC Submission - Risk Management and Internal Audit Framework**
2. **PS Comments Submission on Risk Management Discussion Paper**
3. **A new risk management and internal audit framework for local councils in NSW - snapshot guide - A new risk management and internal audit framework for local councils in NSW - snapshot guide**

Inverell Shire Council submission on A New Risk Management and Internal Audit Framework for Local Councils in NSW Discussion Paper.

Inverell Shire Council broadly welcomes the proposals in the discussion paper and considers the proposed timeframes for implementation realistic.

Council would like to flag concerns with some of the proposals, these can be grouped into four broad categories:

1. Practical operation of the Audit Risk and Improvement Committee (ARIC) given the increased scope of their activities.

Feedback for consideration. That the new risk management internal audit framework should not be applied universally to all New South Wales councils. Rather, requirements appropriate to smaller councils should be established as a baseline with increasing requirements in line with increasing size and complexity of councils.

An overarching concern is that the "one size fits all" approach is not appropriate. Inverell is a medium-size rural Council with operational expenditure of around \$30 million a year. It has an executive consisting of a General Manager and two Directors and a governing body of nine Councillors with a staff of a little over 200. The size and operations of the organisation are such that it is still quite possible for the General Manager to have oversight over the whole organisation, and while he does not aspire to have intimate knowledge of every aspect of the operation, every aspect of Council is clearly visible to him. Also, in a connected rural community there is no shortage of concerned residents that will find the ear of management or a Councillor should they have real concerns around the integrity, efficiency or appropriateness of Council's operations.

Some of the proposal in the Discussion Paper seemed aimed at larger organisations where it is simply not possible for the governing body or management to have a clear line of sight over the entire operation. It follows that the substantial investment required to implement these proposals is a lot harder to justify in a smaller organisation such as Inverell Shire and indeed represents a disproportionate use of Council's resources that could be better applied to providing residents with services.

Feedback for consideration. That the new framework and associated guidelines should clearly articulate core functions of the ARIC that can realistically be achieved in the minimum four meetings a year.

The proposed scope of the new framework is very wide, it seemed unrealistic that an ARIC that meets four times a year to have oversight over compliance, enterprise risk management, fraud and corruption prevention, financial management process, Council's financial position and performance, Council's government arrangements, the achievement of its goals as set out in its strategic planning documents and the collection of performance data. Indeed the current interaction with External Audit consumes a substantial part of four meetings and dictates the timing some meetings, so even with the most judicious planning and efficient support it would seem like a mission impossible to do justice to all these topics in four meetings a year.

2. Resourcing the expanded role of the Audit Risk and Improvement Committee.

Feedback for consideration. The cost of fully implementing the proposals will be challenging to resource for many Councils. It is suggested that costs could be reduced not using a one size fits all approach and by scaling the remuneration of Committee Members according to the size of the Council or by subsidising the cost of the pre approved Committee Members. It is also suggested that for smaller Councils the new Framework should make it practical for the position of Head of Audit to be filled by an existing staff member.

It seems probable that the fully implemented cost of the proposals in the Discussion Paper would exceed the cost of conducting the External Audit, which has in itself recently substantially increased with the introduction of the NSW Auditor General as External Auditor. Given Council's limited capacity to increase revenue it naturally follows that more money spent on governance equates to less money spent delivering services to residents. It is acknowledged that there are some opportunities for savings through sharing audit and risk resources through a Joint Organisation however it is hard to envisage that these saving will be substantial when compared to the additional expenses.

The suggested remuneration for Committee Members is considerably higher than the \$500 a meeting currently paid to the independent members of the Inverell Shire ARIC and the question is raised if the arrangement used to remunerate Independent Members of Audit and Risk Committees for State Agencies is appropriate for use with Local Government. The observation is made that the smallest State Government Department is exponentially bigger than most NSW Councils.

Currently at Inverell Shire the Head of Audit role is covered by the Director of Corporate Services. This chiefly involves facilitating the work of the ARIC and liaising with contract Internal Auditors. The Discussion Paper seems to indicate that this would be a conflict of interest; however appointing additional staff to perform this function is not financially feasible. It is suggested that the new Guidelines suggest appropriate controls to allow existing staff to perform these functions.

3. The relationship between the ARIC, the governing body and management of Council. In particular that committee seems to be assuming some of the responsibilities traditionally associated with these groups.

Feedback for consideration. That ARIC functions should not cross over into operational areas clearly the responsibility of management, conducting service reviews is an example.

It is acknowledged that all the areas of operation raised in the Discussion Paper are worthy of the Committee's attention; however this casts a very broad net and it is hoped the new framework clearly defines and narrows the role of the ARIC in relationship to such things as reviewing the achievement of strategic goals, the collection performance data, the conduct of service reviews and financial management reporting. It is hoped that the role of the ARIC is to ensure the Executive and Governing Body have committed sufficient resources and paid appropriate attention to these matters, rather than duplicating what should be in most cases the role of management.

Feedback for consideration. The Inverell Shire ARIC currently has a Councillor serving as a non-independent member; she provides valuable insight to the Committee's deliberations and is an effective link between the ARIC and the Governing Body. It is suggested that Councils have the option of appointing a Councillor to the ARIC as a non-independent member.

The discussion paper excludes Councillors from being ARIC Members. It is suggested that the new guidelines could include guidance that would enable a Councillor to be member of the ARIC.

4. The application of the proposed requirements to Joint Organisations.

Feedback for consideration. The application of the new risk management internal audit framework to Joint Organisations should be deferred until it is apparent that the size and operations of the Joint Organisations warrant the investment.

Another key concern is that it is proposed that the same requirements will apply to Joint Organisation. As it stands the proposals are far beyond the scope of the existing operations of the New England Joint Organisation. Currently the New England Joint Organisation has staffing of full-time equivalent of 0.6, this being the part-time Executive Officer. There is simply no capacity to implement these proposals and given the current range of activities and

expenditure, no foreseeable tangible benefit from implementing these proposals. It is therefore suggested that applying the proposals to Joint Organisations should be deferred and reviewed once Joint Organisations as a whole have matured and their role and range of activity becomes more evident.

•

Inverell Shire Council submission on A New Risk Management and Internal Audit Framework for Local Councils in NSW Discussion Paper.

Comments by Phil Schwenke ARIC Chair

Inverell Shire Council broadly welcomes the proposals in the discussion paper and considers the proposed timeframes for implementation realistic.

Council does hold some concerns about the proposal, these can be grouped into four broad categories

1. Practical operation of the Audit Risk and Improvement Committee (ARIC) given the increased scope of their activities.

Feedback for consideration. That the new risk management internal audit framework should not be applied universally to all New South Wales councils. Rather, requirements appropriate to smaller councils should be established as a baseline with increasing requirements in line with increasing size and complexity of councils.

An overarching concern is that the "one size fits all" approach is not appropriate. Inverell is a medium-size rural Council with operational expenditure of around \$30 million a year. It has an executive consisting of a General Manager and two Directors and a governing body of nine Councillors with a staff of a little over 200. The size and operations of the organisation are such that it is still quite possible for the General Manager to have oversight over the whole organisation, and while he does not aspire to have intimate knowledge of every aspect of the operation, every aspect of Council is clearly visible to him. Also, in a connected rural community there is no shortage of concerned residents that will find the ear of management or a Councillor should they have real concerns around the integrity, efficiency or appropriateness of Council's operations.

Some of the proposal in the Discussion Paper seemed aimed at larger organisations where it is simply not possible for the governing body or management to have a clear line of sight over the entire operation. It follows that the substantial investment required to implement these proposals is a lot harder to justify in a smaller organisation such as Inverell Shire and indeed represents a disproportionate use of Council's resources that could be better applied to providing residents with services.

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2. Resourcing the expanded role of the Audit Risk and Improvement Committee.

Feedback for consideration. The cost of fully implementing the proposals will be challenging to resource for many Councils. It is suggested that costs could be reduced not using a one size fits all approach and by scaling the remuneration of Committee Members according to the size of the Council or by subsidising the cost of the pre approved Committee Members. It

Comment [PS1]: Agree with the thrust of the feedback in pts 1 & 2 viz:

The State Govt. should consider scale, not a one size fits all approach and/or additional \$ to cover ever increasing mandatory requirements

However, head of audit is a difficult nut to crack on a small scale. Combining with another senior staff role has worked well for ISC in the past year but I think this has been a very person dependent solution. Eg we were lucky to have in place a new, competent DC&S from outside the tent whom I believe is having a new broom effect. This won't always be the case, so the suggestion re improved controls for a combined role may help.

is also suggested that for smaller Councils the New Framework should make it practical for the position of Head of Audit to be filled by an existing staff member.

It seems probable that the fully implemented cost of the proposals in the Discussion Paper would exceed the cost of conducting the External Audit, which has in itself recently substantially increased with the introduction of the NSW Auditor General as External Auditor. Given Council's limited capacity to increase revenue it naturally follows that more money spent on governance equates to less money spent delivering services to residents. It is acknowledged that there are some opportunities for savings through sharing audit and risk resources through a Joint Organisation however it is hard to envisage that these saving will be substantial when compared to the additional expenses.

The suggested remuneration for Committee Members is considerably higher than the \$500 a meeting currently paid to the independent members of the Inverell Shire ARIC and the question is raised if the arrangement used to remunerate Independent Members of Audit and Risk Committees for State Agencies is appropriate for use with Local Government. The observation is made that the smallest State Government Department is exponentially bigger than most NSW Councils.

Currently at Inverell Shire the Head of Audit role is covered by the Director of Corporate Services. This chiefly involves facilitating the work of the ARIC and liaising with contract Internal Auditors. The Discussion Paper seems to indicate that this would be a conflict of interest; however appointing additional staff to perform this function is not financially feasible. It is suggested that the new Guidelines suggest appropriate controls to allow existing staff to perform these functions.

3. The relationship between the AR IC and the governing body and management of Council. In particular that committee seems to be assuming some of the responsibilities traditionally associated with these groups.

Feedback for consideration. That ARIC functions should not cross over into operational areas clearly the responsibility of management, conducting Service reviews is an example.

It is acknowledged that all the areas of operation raised in the Discussion Paper are worthy of the Committee's attention; however this casts a very broad net and it is hoped the new framework clearly defines and narrows the role of the ARIC in relationship to such things as reviewing the achievement of strategic goals, the collection performance data, the conduct of service reviews and financial management reporting. It is hoped that the role of the ARIC is to ensure the Executive and Governing Body have committed sufficient resources and paid appropriate attention to these matters, rather than duplicating what should be in most cases the role of management.

Feedback for consideration. The Inverell Shire ARIC currently has a Councillor serving as a non-independent member; she provides valuable insight to the Committee's deliberations and is an effective link between the ARIC and the Governing Body. It is suggested that Councils have the option of appointing a Councillor to the ARIC as a non-independent member.

The discussion paper excludes Councillors from being ARIC Members. It is suggested that the new guidelines could include guidance that would enable a Councillor to be member of the ARIC.

4. The application of the proposed requirements to Joint Organisations.

Feedback for consideration. The application of the new risk management internal audit framework to Joint Organisations should be deferred until it is apparent that the size and operations of the Joint Organisations warrant the investment.

Comment [PS2]: Agree - key driver for the ARIC is 'review' and role clarity is essential (e.g. not operations) so we can provide a satisfactory level of assurance to Governance & other stakeholders

Comment [PS3]: Agree - the old guidelines (from memory) do say that not all ARICs will be the same, implying some flexibility. As a case in point ISC's ARIC has benefited from having a Councillor on the committee and this option does provide a direct link to the Governing body while not dominating the ARIC

Comment [PS4]: Agree, so long as we're not putting a JO solution in the too hard basket, so its good that you've left this open for the future with a maturity flag - acknowledging a JO solution may be some years away

Another key concern is that it is proposed that the same requirements will apply to Joint Organisation. As it stands the proposals are far beyond the scope of the existing operations of the New England Joint Organisation. Currently the New England Joint Organisation has staffing of full-time equivalent of 0.6, this being the part-time Executive Officer. There is simply no capacity to implement these proposals and given the current range of activities and expenditure, no foreseeable tangible benefit from implementing these proposals. It is therefore suggested that applying the proposals to Joint Organisations should be deferred and reviewed once Joint Organisations as a whole have matured and their role and range of activity becomes more evident.

A NEW RISK MANAGEMENT AND INTERNAL AUDIT FRAMEWORK

for local councils in NSW

Snapshot Guide

September 2019



A NEW RISK MANAGEMENT AND INTERNAL AUDIT FRAMEWORK FOR LOCAL COUNCILS IN NSW – SNAPSHOT GUIDE

2019

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A NEW RISK MANAGEMENT AND INTERNAL AUDIT FRAMEWORK FOR LOCAL GOVERNMENT IN NSW - **Snapshot Guide**

Purpose

This summary guide provides a 'snapshot' of the mandatory internal audit and risk management framework that is being proposed for NSW councils.

For a full understanding of the proposed framework, please refer to the discussion paper, *A new risk management and internal audit framework for local councils in NSW*, which can be found at www.olg.nsw.gov.au.

Introduction

In 2016, the NSW Government made it a requirement under the *Local Government Act 1993* ('Local Government Act') that each council have an Audit, Risk and Improvement Committee. This requirement is likely to take effect from March 2021. Councils are also required to proactively manage any risks they face under the new guiding principles of the Act.

The Government is consulting on the proposed regulatory framework that will support the operation of these committees, and the establishment of a risk management framework and internal audit function in each council.

There will be nine core requirements that councils will be required to comply with when establishing their Audit, Risk and Improvement Committees, risk management framework and internal audit function.

These requirements are based on international standards and the experience of Australian and NSW Government public sector agencies who have already implemented risk management and internal audit.

There are also components of the proposed framework that are designed to reflect the unique needs and structure of NSW councils.

The framework will apply to councils, county councils and joint organisations.

Have Your Say

The NSW Government would like to know what you think of the framework being proposed.

Submissions may be made in writing by **31 December 2019** to the following addresses.

Post: Locked Bag 3015 NOWRA NSW 2541
Email: olg@olg.nsw.gov.au

Key questions you may wish to consider when providing your feedback include:

- will the proposed framework achieve the outcomes sought?
- what challenges do you see for your council when implementing the proposed framework?
- does the proposed framework include all important elements of an effective internal audit and risk framework?
- is there anything you don't like about the proposed framework?
- can you suggest any improvements to the proposed framework?

Proposed regulatory framework

The NSW Government's objective is to ensure that:

- each council in NSW has an independent Audit, Risk and Improvement Committee that adds value to the council
- each council in NSW has a robust risk management framework in place that accurately identifies and mitigates the risks facing the council and its operations
- each council in NSW has an effective internal audit function that provides independent assurance that the council is functioning effectively and the internal controls the council has put into place to manage risk are working, and
- councils comply with minimum standards for these mechanisms that are based on internationally accepted standards and good practice.

The proposed statutory framework will consist of the following three elements:

1. Current provisions in the Local Government Act

Section 428A

Section 428A (when proclaimed) will require each council to establish an Audit, Risk and Improvement Committee to continuously review and provide independent advice to the general manager and the governing body of council about:

- whether the council is complying with all necessary legislation
- the adequacy and effectiveness of the council's risk management framework, fraud and corruption prevention activities, financial management processes, and the council's financial position and performance
- the council's governance arrangements

- the achievement of the goals set out in the council's community strategic plan, delivery program, operational plan and other strategies
- how the council delivers local services and how to improve the council's performance of its functions more generally
- the collection of performance measurement data by the council, and
- any other matters prescribed by the *Local Government (General) Regulation 2005* (i.e. internal audit).

Section 428B

Section 428B (when proclaimed) will also allow a council to establish a joint Audit, Risk and Improvement Committee with another council/s including through joint or regional organisations of councils.

Guiding principles and roles and responsibilities

Amendments made to the Local Government Act in 2016 prescribed new guiding principles for councils and updated the prescribed roles and responsibilities of the governing body (section 223) and general manager (section 335). These amendments will operate to support the work of Audit, Risk and Improvement Committees and provide for the future establishment of a risk management and internal audit function in each council.

These guiding principles and roles and responsibilities have already commenced.

2. New regulations

The operation of sections 428A and 428B will be supported by new regulations in the *Local Government (General) Regulation 2005*.

These will prescribe the requirements that councils are to comply with when appointing their Audit, Risk and Improvement Committee and establishing their risk management framework and internal audit function.

The regulations will also provide for a model internal audit charter and model terms of reference for Audit, Risk and Improvement

Committees which all councils must adopt and comply with.

3. New Guidelines

New guidelines will be issued setting out the core requirements that each council's Audit, Risk and Improvement Committee, risk management framework and internal audit function must comply with.

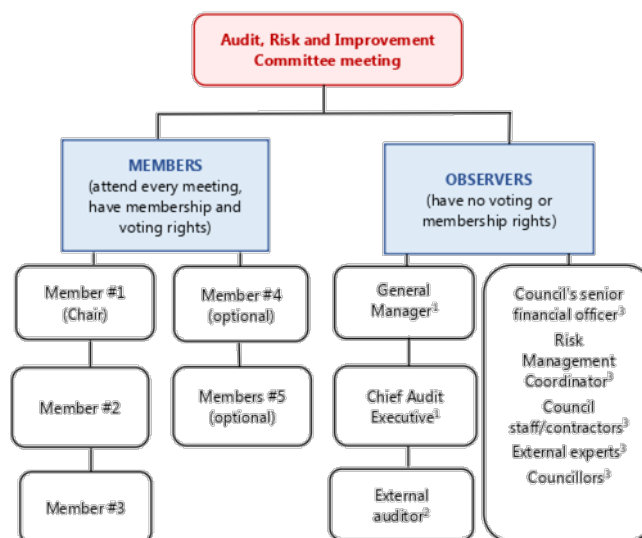
These core requirements are detailed below.

Core requirement 1: Appoint an independent Audit, Risk and Improvement Committee

- Each council is to have an independent Audit, Risk and Improvement Committee that reviews all the matters prescribed in section 428A of the Local Government Act
- The Audit, Risk and Improvement Committee is to operate according to terms of reference, based on a model terms of reference, and approved by the governing body of the council after endorsement by the Committee
- The Audit, Risk and Improvement Committee is to comprise of three to five independent members who are prequalified via the NSW Government's *Prequalification Scheme: Audit and Risk Committee Independent Chairs and Members*
- Audit, Risk and Improvement Committee members and the Chair are to serve a three to five-year term. A member's term cannot exceed eight years and the Chair's term cannot exceed five years
- The Audit, Risk and Improvement Committee is to meet quarterly, with the ability to hold extra meetings if required. A council's general manager and Chief Audit

Executive (see below) should attend except where excluded by the Committee

- Audit, Risk and Improvement Committee members are to comply with the council's code of conduct and the conduct requirements of the NSW Government's *Prequalification Scheme: Audit and Risk Committee Independent Chairs and Members*
- Disputes between the general manager and/or the Chief Audit Executive are to be resolved by the Audit, Risk and Improvement Committee. Disputes with the Committee are to be resolved by the governing body of the council
- The Audit, Risk and Improvement Committee is to provide an annual assurance report to the governing body of the council and be assessed by an external party at least once each council term as part of council's quality assurance and improvement program
- The general manager is to nominate a council employee/s to provide secretariat support to the Audit, Risk and Improvement Committee. Minutes are to be recorded for all committee meetings



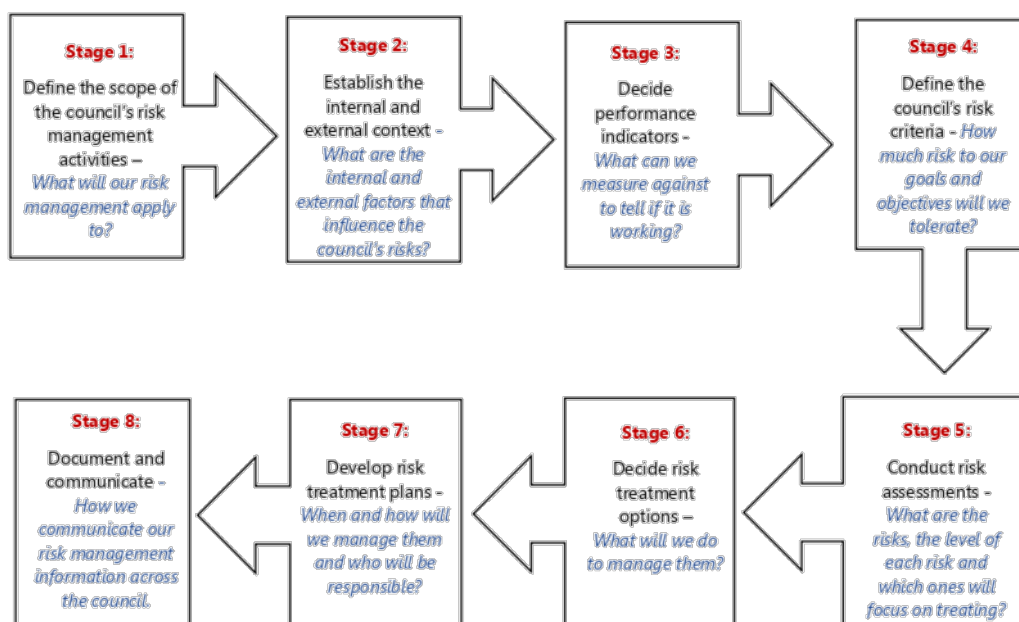
¹ Attends each meeting except where excluded by the Committee
² Open invitation to attend every meeting as an independent advisor
³ When invited by the Committee to attend/give information

Core requirement 2:

Establish a risk management framework consistent with the current Australian risk management standards

- Each council is to establish a risk management framework that is consistent with current Australian standards for risk management
- The governing body of the council is to ensure that council is sufficiently resourced to implement an appropriate and effective risk management framework
- Each council's risk management framework is to include the implementation of a risk management policy, risk management plan and risk management process (see below). This includes deciding the council's risk criteria and how risk that falls outside tolerance levels will be treated
- Each council is to fully integrate its risk management framework within all of council's decision-making, operational and integrated planning and reporting processes
- Each council is to formally assign responsibilities for risk management to the general manager, senior managers and other council staff and ensure accountability
- Each council is to ensure its risk management framework is regularly monitored and reviewed
- The Audit, Risk and Improvement Committee and the council's internal audit function are to provide independent assurance of risk management activities
- The general manager is to publish in the council's annual report an attestation certificate indicating whether the council has complied with the risk management requirements

Stages of a council's risk management process

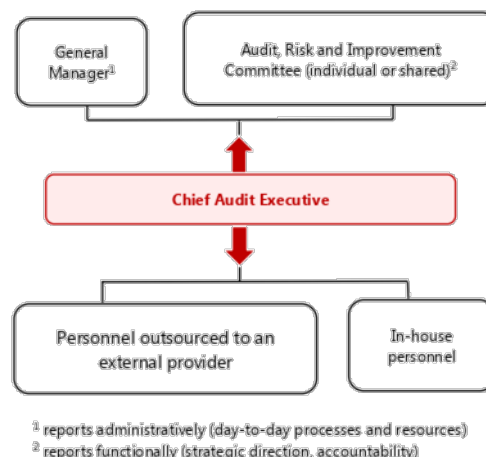


Core requirement 3:

Establish an internal audit function mandated by an Internal Audit Charter

- Each council is to establish an internal audit function
- The governing body is to ensure that the council's internal audit function is sufficiently resourced to carry out its work
- The governing body of the council is to assign administrative responsibility for internal audit to the general manager and include this in their employment contract and performance reviews
- The Chief Audit Executive is to develop an Internal Audit Charter, based on a model charter, which will guide how internal audit is conducted by the council. The Charter is to be approved by the governing body of the council after endorsement by the Audit, Risk and Improvement Committee

- The general manager is to ensure that, if required, the council has adequate internal audit personnel to support the Chief Audit Executive. Councils will be able to appoint in-house internal audit personnel or completely or partially outsource their internal audit function to an external provider



Core requirement 4:

Appoint internal audit personnel and establish reporting lines

- The general manager is to appoint a Chief Audit Executive to oversee the council's internal audit activities in consultation with the Audit, Risk and Improvement Committee
- The Chief Audit Executive is to report functionally to the Audit, Risk and Improvement Committee and administratively to the general manager and attend all committee meetings

Core requirement 5:

Develop an agreed internal audit work program

- The Chief Audit Executive is to develop a four-year strategic plan to guide the council's longer term internal audits in consultation with the governing body, general manager and senior managers. The strategic plan is to be approved by the Audit, Risk and Improvement Committee
- The Chief Audit Executive is to develop an annual risk-based internal audit work plan, based on the strategic plan, to guide the council's internal audits each year. The work plan is to be developed in consultation with the governing body, general manager and senior managers and approved by the Audit, Risk and Improvement Committee

- The Chief Audit Executive is to ensure performance against the annual and strategic plans can be assessed

Core requirement 6:

How to perform and report internal audits

- The Chief Audit Executive is to ensure that council's internal audits are performed in accordance with the IPPF and current Australian risk management standards (where applicable), and approved by the Audit, Risk and Improvement Committee
- The Chief Audit Executive is to develop policies and procedures to guide the operation of the internal audit function, including the performance of internal audits
- The Chief Audit Executive is to report internal audit findings and recommendations to the Audit, Risk and Improvement Committee. Each finding is to have a recommended remedial action and a response from the relevant senior manager/s
- All internal audit documentation is to remain the property of, and can be accessed by, the audited council, including where internal audit services are performed by an external provider. It can also be accessed by the Audit Risk and Improvement Committee, external auditor and governing body of the council (by resolution)

Core requirement 7:

Undertake ongoing monitoring and reporting

- The Audit, Risk and Improvement Committee is to be advised at each quarterly meeting of the internal audits

undertaken and progress made implementing corrective actions

- The governing body of the council is to be advised after each quarterly meeting of the Audit, Risk and Improvement Committee of the internal audits undertaken and the progress made implementing corrective actions
- The Audit, Risk and Improvement Committee can raise any concerns with the governing body of the council at any time through the Chair

Core requirement 8:

Establish a quality assurance and improvement program

- The Chief Audit Executive is to establish a quality assurance and improvement program which includes ongoing monitoring and periodic self-assessments, an annual review and strategic external review at least once each council term
- The general manager is to publish in the council's annual report an annual attestation certificate indicating whether the council has complied with the core requirements for the Audit, Risk and Improvement Committee and the internal audit function



Core requirement 9:

Councils can establish shared internal audit arrangements

- A council can share all or part of its internal audit function with another council/s by either establishing an independent shared arrangement with another council/s of its choosing, or utilising an internal audit function established by a joint or regional organisation of councils that is shared by member councils
- The core requirements that apply to stand-alone internal audit functions will also apply to shared internal audit functions, with specified exceptions that reflect the unique structure of shared arrangements
- The general manager of each council in any shared arrangement must sign a 'Shared Internal Audit Arrangement' that describes the agreed arrangements

Implementation timeline

The transitional arrangements built into the Local Government Act mean that the requirement to have an Audit, Risk and Improvement Committee will not come into force until six months after the next ordinary elections in September 2020 at the earliest. Councils will therefore have until March 2021 to establish their committees.

It is proposed that councils will then have a further 18 months, until December 2022, to establish their internal audit function and risk management framework (guided by the Audit, Risk and Improvement Committee).

As these functions are bedded down and greater time and resources become available to the Audit, Risk and Improvement Committee and the council, the role of the committee is to broaden to comply with the

remaining requirements of sections 428A of the Local Government Act.

Full compliance with section 428A of the Local Government Act will be expected by 2026.

Councils with established Audit, Risk and Improvement Committees and mature risk management and internal audit functions will be encouraged to comply sooner.

→ By March 2021

Audit, Risk and Improvement Committee established and appointed (core requirement 1 or 9 for shared arrangements)

→ By December 2022

Risk management framework developed, including appointment of a Risk Management Coordinator (core requirement 2)

Internal audit function established, including employment of a Chief Audit Executive and personnel (core requirements 3-4 or 9 for shared arrangements)

→ By 2024

Risk management framework fully implemented throughout council and operating in compliance with regulatory requirements (core requirement 2)

Internal audit function fully implemented by the council and operating in compliance with regulatory requirements (core requirements 5-8)

→ By 2026

Audit, Risk and Improvement Committee's role expanded to include compliance, fraud control, financial management, governance, integrated planning and reporting, service reviews, performance measurement data and performance improvement in compliance with section 428A of the Local Government Act.



9.4 CONSIDERATION OF THE LOCAL TRAFFIC COMMITTEE RECOMMENDATIONS**File Number:** S30.8.1 / 19/54509**Author:** Justin Pay, Manager Civil Engineering**SUMMARY:**

The following report contains recommendations from the meeting of the Local Traffic Committee (LTC) held on 6 December 2019. Council is requested to consider the advice from the LTC prior to exercising any delegation from the Roads and Maritime Services (RMS) in respect of traffic control facilities and prescribed traffic control devices.

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

RECOMMENDATION:

That the following Local Traffic Committee recommendations be adopted:

1. CAPTAIN COOK DRIVE AND VIVIAN STREET INTERSECTION

That the Non-Standard CHR's Treatment be implemented for the intersection.

2. NEW DISABILITY ACCESS PARKING SPACE - YETMAN MEMORIAL HALL

That the new disability access parking space and associated footpath be provided in Warialda Street, at the front of the Yetman Memorial Hall as per the design drawings.

3. CAMPBELL STREET PEDESTRIAN REFUGE

That the Committee endorse the Campbell Street Pedestrian Refuge plans for installation.

COMMENTARY:CAPTAIN COOK DRIVE AND VIVIAN STREET INTERSECTIONSUMMARY:

A request was received by the Traffic Committee from Senior Constable Heath Roberts to investigate the option of a right-turn lane on Captain Cook Drive turning into Vivian Street. Anecdotal evidence suggests there have been a lot of near misses occurring at this intersection.

LOCAL TRAFFIC COMMITTEE RECOMMENDATION (Voting unanimous support)

That the Local Traffic Committee recommends to Council:

That the Non-Standard CHR's Treatment be implemented for the intersection.

OFFICERS COMMENTARY:

Implementation of a Non-Standard CHR's Treatment at this site will significantly improve safety and traffic flow for this intersection. Works required to install the treatment include a change to line marking and signage. Council has sufficient funding available in the Traffic Facilities budget vote to complete this work.

NEW DISABILITY ACCESS PARKING SPACE - YETMAN MEMORIAL HALL**SUMMARY:**

A number of Yetman residents have requested Council investigate the installation of a disability access parking space and associated footpath in front of the Yetman Memorial Hall in Warialda Street, Yetman, for access to the facility.

LOCAL TRAFFIC COMMITTEE RECOMMENDATION (Voting unanimous support)

That the Local Traffic Committee recommend to Council:

That the new disability access parking space and associated footpath be provided in Warialda Street, at the front of the Yetman Memorial Hall as per the design drawings..

OFFICERS COMMENTARY:

Works required to install the disability access parking space include line marking, signage and minor footpath and kerb works. Council has sufficient funding available in Traffic Facilities budget vote to complete this work.

CAMPBELL STREET PEDESTRIAN REFUGE**SUMMARY:**

The Traffic Committee were requested to endorse the presented design plans for the Campbell Street Pedestrian facility.

LOCAL TRAFFIC COMMITTEE RECOMMENDATION (Voting unanimous support)

That the Committee:

endorse the Campbell Street Pedestrian Refuge plans for installation.

The Committee requested a review into the warrant for handrails in the pedestrian refuge, noting that this could provide safety benefits.

OFFICERS COMMENTARY:

Plans were endorsed by LTC, Council has already endorsed plans. A funding application has been sent to RMS, no response has been received. Council staff will review the warrant for guardrails in the pedestrian refuge and include in the plan if compliant with relevant standards.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

Nil

9.5 REQUEST FOR CAR PARK - NORTHAVEN**File Number:** S28.7.18/75 / 19/54684**Author:** Justin Pay, Manager Civil Engineering**SUMMARY:**

Given the recent reduction in available car parking in Oliver Street, Northaven have requested Council construct an indent car park in Wood Street adjacent to their premises. Council is requested to make a determination on this request.

RECOMMENDATION:

That Council allocate \$14,240 from the CBD Car Parking Upgrades budget vote to fund the construction of an indent car park in Wood Street adjacent to Northaven.

COMMENTARY:

In June 2018 Council finalised construction of traffic calming devices at a number of intersections in Inverell. These upgrades were aimed at improving safety at intersections with significant crash history. The intersection of Wood Street and Oliver Street was included in this program and the intersection treatment has significantly improved safety at this location. In order to comply with the relevant Australian Standard it was necessary to create a No Stopping area adjacent to the traffic calming facilities. This improves sight distance and reduces the potential risk of parked cars impacting on traffic manoeuvring at the intersection. Photographs of the site are included in Attachment 1.

The implementation of the No Stopping area in Oliver Street has reduced the number of car parking spaces immediately adjacent to the entry of the Northaven building. Given that a large number of Northaven clients require disability access parking the reduction in car parking spaces has had a significant impact. Council staff have worked with Northaven to develop a concept plan that would provide adequate car parking for their needs. Attachment 2 is a copy of the plan for the information of Council. The plan provides for six (6) car parking spaces including a disability access parking space.

Work required to install the new car parking includes, earthworks, pavement works, kerb and gutter construction, line marking and signage. The estimated cost to complete the works is \$14,240. Northaven have noted that they are not in a position to contribute financially to the project and they request Council to fully fund the work. It should be noted that all work will be located on Council owned land.

Conclusion

Installing traffic calming devices at the intersection of Oliver Street and Wood Street has reduced the amount of car parking spaces immediately adjacent to Northaven. Construction of an indent parking facility would improve disability access parking at the site. Given the loss in close proximity parking to Northaven in Oliver Street the proposed indent parking proposed in Wood Street is considered a reasonable offset. Council is requested to allocate \$14,240 from the CBD Car Parking Upgrades budget vote to fund the construction of the indent car park.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

There is sufficient funding in the current Operational Plan.

LEGAL IMPLICATIONS:

NIL

ATTACHMENTS:

1. Photographs of Site
2. Concept Plan



SUBJECT CARPARK 10/19/19		PROJECT DETAILS PROJECT NAME PROJECT NUMBER PROJECT LOCATION PROJECT STATUS PROJECT START DATE PROJECT END DATE PROJECT BUDGET PROJECT MANAGER PROJECT TEAM		APPROVALS APPROVED BY APPROVED DATE APPROVED SIGNATURE APPROVED COMMENTS APPROVED DATE APPROVED SIGNATURE APPROVED COMMENTS		INVERELL SHIRE COUNCIL NORTHHAVEN CARPARK LAYOUT CORNER OF OLIVER AND WOOD STREETS LOCATION		COUNCIL NUMBER CAP 1549 SHEETS 1 1	
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NOTES:
1. NEW 60° ANGLE PARKING ON WOOD ST INCLUDING DISABLED PARK.

9.6 NATIONAL CLASS 3 CONTROLLED ACCESS BUS EXEMPTION NOTICE

File Number: S28.15.3/09 / 19/54747

Author: Justin Pay, Manager Civil Engineering

SUMMARY:

Council has received a request from the National Heavy Vehicle Regulator regarding expanding the Controlled Access Bus network. Council is requested to provide consent for Controlled Access Bus access on the currently approved 26m B-Double network.

RECOMMENDATION:

That Council approve access to the currently approved 26m B-Double network for Controlled Access Buses and these roads are published in the National Class 3 Controlled Access Bus Exemption Notice.

COMMENTARY:

Council has received a request from the National Heavy Vehicle Regulator (NHVR) regarding the Controlled Access Bus (CAB) network. NHVR has requested all Councils in NSW review their road network and determine what level of access is appropriate for Controlled Access Buses.

A Controlled Access Bus is a bus, other than an articulated bus, longer than 12.5 metres but not more than 14.5 metres long. Attachment 1 contains the NHVR information sheet for the information of Council. These buses can only operate on the approved network. Currently the Gwydir Highway is the only road in the Shire that is approved for Controlled Access Bus use.

Engineering staff have discussed the matter with local bus operators and it has been confirmed that there is a need for access on Council's local road network. Anecdotal evidence suggests that Controlled Access Buses have been operating on Council's road network for many years without incident or safety concerns.

It is common for Controlled Access Buses to utilise advanced steering technology (steerable rear axel combinations) in order to improve manoeuvrability. In these circumstances it is common for the CAB to provide a better turning circle than a General Access Bus.

In considering the NHVR request the assessment needs to take into consideration the characteristics of a 14.5m CAB that does not have steerable rear axel combinations. This vehicle combination has turning characteristics similar to a 26m B-Double. As such it is proposed to approve access for Controlled Access Buses on the currently approved 26m B-Double network.

It is proposed that Council staff will correspond further with local bus operators to notify them of Council's decision.

Council are required to provide a timely response to the NHRV in accordance with the national Heavy Vehicle Law. Providing CAB access on the 26m B-Double network as an initial response will enable bus operators to access Inverell's local road network. If any bus operators identify further routes that require CAB access these routes can be assessed by Council staff and a further report presented to Council for the approval of these routes.

RISK ASSESSMENT:

NIL

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

1. NHVR Information Sheet



November 2019

Request for Road Manager Consent

Expansion of Network **Controlled Access Buses** **New South Wales**

Background

Under s118(1)(b) of the Heavy Vehicle National Law (HVNL), the National Heavy Vehicle Regulator (NHVR) is required to seek consent from a Road Manager for any heavy vehicle exemption that affects that Road Manager's road network.

This document provides background on the current request for consent regarding the expansion of network for Controlled Access Buses (CAB) and what Road Managers are required to do in response.

Currently these vehicles operate under a notice titled *National Class 3 Controlled Access Bus Exemption Notice 2019 (Schedule 2 – NSW)*

Purpose

The purpose of this document is to provide information on the operation of CAB and seek consent from road managers to remove gaps and expand access in the existing CAB Network.

Background

CAB are between 12.5 and 14.5 metres in length and have played a significant role in the community for more than a decade. These buses are used by schools and private coach services daily.

Eligible Vehicles

A controlled access bus means a bus, other than an articulated bus, longer than 12.5 metres but not more than 14.5 metres long.

These buses are governed by the *National Class 3 Controlled Access Bus Exemption Notice 2019*.

Network Access

The network can be found via the link below:

<https://www.rms.nsw.gov.au/business-industry/heavy-vehicles/maps/controlled-access-bus/index.html>

Road managers are welcome to add roads not shown in these maps.

Note: If roads within your local government boundary are already approved, please state so in a reply to the email. The attached consent form will provide this option.

Alternatively if you wish to add more roads, please specify via the consent form. You may also attach a list of roads.

Response Required

A response to this request is required within 28 days.

This request is made under s124 (1)(b) and 119 of the HVNL, and a Road Manager is required to respond to this request within a specified time period.

Part 4.7, Division 2 of the HVNL sets out the requirements placed on Road Managers in responding to such a request. In particular s156 requires that a Road Manager must respond to



the Regulator's request for consent within 28 days.

The Road Manager's response must:

- Grant consent; or
- Grant consent with conditions (see below); or
- Refuse consent.

In deciding to grant consent, the Road Manager is required to consider possible impacts to infrastructure, amenity and safety.

If Consent is Granted

If the Road Manager grants consent, the Regulator will liaise with Roads and Maritime Services to update the network. No further action is required by Road Manager at this point.

If Consent is Granted with Conditions

A Road Manager may grant access subject to road or travel conditions under the HVNL.

Note that while conditions will generally be accepted, they must be necessary for the purpose of preserving infrastructure, amenity or safety, and supported by reasons. Where the Regulator supports the requested conditions, the relevant network map will be updated and no further action is required.

If Consent is Refused

A Road Manager may only refuse consent if the grant of consent will pose a significant risk to infrastructure, amenity or safety AND the risk cannot be mitigated by imposing conditions.

Referral to Road Authority

Where consent is either conditioned or refused on grounds that are not supported, the

Regulator may refer to the relevant Road Authority under s163 of the HVNL.

Please note that referral to a Road Authority will be considered only after the Road Manager and NHVR have engaged directly to come to agreed access conditions.

If No Response is Provided

Please note that it is a requirement under the HVNL to respond *within 28 days of receiving a request for consent*. This period starts at the issue of this request.

If no response is received in the statutory period, the Regulator will take steps to ensure a response is received. These steps include:

- Referral of the request to the executive body of the Road Manager; or
- Referral to the office of Local Government New South Wales.

Contact the NHVR

Road Managers are encouraged to contact the Regulator with any queries they may have in dealing with this request.

Especially where Road Managers consider refusing consent, or are not certain which conditions may apply, NHVR officers directly involved with the development of this notice are available at the contact details provided below.

For more information:

Visit: www.nhvr.gov.au
 Subscribe: www.nhvr.gov.au/subscribe
 Email: info@nhvr.gov.au
 Phone: 1300 MYNHVR* (1300 696 487)

*Standard 1300 call charges apply. Please check with your phone provider.
 © Copyright National Heavy Vehicle Regulator 2018, see <https://www.nhvr.gov.au/privacy>
 Disclaimer: This information is only a guide and should not be relied upon as legal advice.

9.7 INVERELL POLOCROSSE CLUB - SWAN CUP

File Number: S26.4.12 / 19/54767

Author: Paul Henry, General Manager

SUMMARY:

A request has been received from the Inverell Polocrosse Club. Council is being asked to consider the request.

RECOMMENDATION:

That:

- i) the Club be informed of the provisions of the Sporting Clubs Assistance Policy; and*
- ii) the Club be advised that Council declines to provide the form of assistance requested.*

COMMENTARY:

The Inverell Polocrosse Club is intending to host the 'Swan Cup' in Inverell, at the Inverell Showground, from 13 July to 20 July 2020.

The 'Swan Cup' is a combined polocrosse horse sale and polocrosse competition. The Club believes that enthusiasts from all over Australia will come to Inverell to participate in the Cup competition, enter horses in the sale or to purchase horses at the sale.

The Club requests Council to ensure the surface of the main showground arena is of a high standard and to maintain the quality of the surface throughout the competition. The specific tasks required of Council are:

- Watering the arena during the lead up to the event;
- Aerating the playing surface;
- Marking the lines for the playing surface;
- Move grandstands around the playing fields; and
- Repair playing surface during the event.

These tasks would involve considerable work hours, however no effort has been made to prepare an estimate of the showground development and maintenance is the responsibility of the Showground Trust.

Council has a policy which authorises support for sporting bodies by enabling the following:

'Council plant, when available, may be used free of charge by not-for-profit locally based organisations upon application, subject to:

- a) Plant being operated by an approved Council operator.*
- b) The operator volunteering his services.*
- c) Plant relocation for transfer costs being borne by the applicant.*
- d) Operating Costs/Consumables e.g. Fuel, being borne by the applicant.*

- e) *Suitable insurance cover being arranged.*
- f) *Each organisation to be limited to work equivalent to \$500 "dry hire".*
- g) *The appropriate hire rate being charged to Section 356 Donations.*

Council is requested to determine the approach from the Polocrosse Club.

RISK ASSESSMENT:

Nil.

POLICY IMPLICATIONS:

As mentioned in the report Council's Management Policy 'Council plant – assistance to non profit local organisations' may be an option.

CHIEF FINANCIAL OFFICERS COMMENT:

Nil.

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

Nil

9.8 WATER USAGE - INVERELL GOLF CLUB**File Number:** S3.16.16 / 19/55297**Author:** Paul Henry, General Manager**SUMMARY:**

Correspondence has been received from the Inverell Golf Club. Council is being asked to consider the matters raised.

RECOMMENDATION:*That:*

- i) *Council determine a response to the request from the Inverell Golf Club for support to maintain Club facilities;*
- ii) *The reuse of treated effluent be referred to the Civil and Environmental Services Committee for consideration of the range of matters associated with this issue.*

COMMENTARY:

Correspondence has been received from the Inverell Golf Club in relation to the following water issues:

- a) Short term 'struggles' – cost of water, needed to maintain the putting greens, and
- b) Long term supply – Is it feasible to use treated effluent to provide a solution to minimise the cost of maintaining Club facilities?

The Club indicates that the drought has resulted in the exhaustion of the stores of water in their runoff dams. As a result the Club has been drawing water from Council's mains supply for the watering of greens and tees.

The Club has been purchasing water at a cost in excess of \$2K per month.

A decision has been made to not water the tees in order to reduce costs. The greens will continue to be watered – the Club states that if the greens die, the Club dies.

The course has been deteriorating due to the lack of water, which in turn results in decreased numbers participating in Club events. The flow on is that this decrease in income reduces the Club's ability to maintain club equipment/facilities and to pay for water purchases.

The Club seeks relief from the current cost of purchasing water.

While the cost of purchasing water is a 'short term' issue for the Club, a request has also been made for Council to commence discussion with the Club on a longer term solution for the maintenance of the Club – the delivery of treated sewerage effluent to the golf course.

Council is requested to determine a response to these two (2) requests.

A. Water Charges

Council has an existing policy that supports sporting organisations by reducing the cost of water used in the maintenance of club facilities. The application of this policy in the 2019/20 financial year results in a water charge of \$1.11 per kilolitre (full cost is \$1.57 per kilolitre).

The organisations that benefit from the application of this policy are:

- Inverell Golf Club
- Inverell Minor League
- Inverell RSM Gun Club
- Inverell Tennis Club
- Inverell Rugby Club

This reduced water charge is also applied for the cost of water used on all Council owned and maintained sporting fields.

B. Treated Effluent

The possible reuse of the effluent from the Inverell Sewerage Works has been 'mentioned in passing' on many occasions – invariably when noting the increase in the cost of the 'licence to pollute' for the treatment works.

No detailed consideration has been given to the reuse question and therefore there is no study/document that can be referred to in order to assist Council in responding the Club's request on this issue.

Apart from the detailed technical and operational matters that this request raises, the initial philosophical question of whether this is the best use for treated effluent needs to be answered.

C. Suggestion

The drought has been posing many questions, the cost of maintenance of community facilities by volunteers is but one.

If Council is considering supporting the efforts of volunteers and ensuring that key community facilities are available for use, the following may be considered:

- a) That the water charge for sporting organisations be further reduced by 30% for the 2019/20 financial year,
- b) That the need for continued support of the organisations benefitting from Council's 'support for sporting bodies' policy be considered when getting setting the 2020/21 water charges.

The rationale for this suggestion is:

- The 30% reduction would bring the sporting bodies water charge in line with the water charge for Bindaree Beef,
- The reduction in water charges would result in a reduction of water sales income in the Water Fund, therefore alleviating the need for a donation from General Fund (by the end of a financial year, Council's General Fund Donations vote is generally fully expended).

The Club's request to consider the use of treated effluent is a major issue, with many matters impacting on the final position that Council may adopt. It is suggested that the Civil and Environmental Services Committee may wish to address this issue in the new year.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

Nil

10 INFORMATION REPORTS**10.1 LETTER OF APPRECIATION - UNSTOP-ABILITY - REACH FOR THE STARS**

File Number: S6.8.9 / 19/53379

Author: Kristy Paton, Temporary Corporate Support Officer - Publishing

SUMMARY:

Council is in receipt of a letter of appreciation from Michele Jedlicka and Stephanie Marshall, the Artistic Director and Creative Director of Unstop-Ability.

COMMENTARY:

Michele and Stephanie have written to Council to express their appreciation for the support provided to them by Council for their 2019 Unstop-Ability performance 'Reach for the Stars'. The performances were held on 17 and 18 of October this year at the Inverell Town Hall. Council provided a donation of \$200 towards the event. A copy of the letter received is attached.

ATTACHMENTS:

1. Letter of Appreciation - Unstop-Ability - Reach for the Stars



Paul Henry
General Manager
Inverell Shire Council
144 Otho Street
Inverell NSW 2360

25 November 2019

Dear Mr Henry,

This letter is to thank Inverell Shire Council wholeheartedly for your generous contribution to Unstop-Ability: Reach for the Stars.

It goes without saying we could not have provided this creative opportunity for so many of our Inverell residents without your help. The aim of Unstop-Ability is not just to give people a chance to shine, to have a voice when they are often voiceless, due to their ability or their age.

Unstop-Ability is also important because it invites the rest of the community to come into a space where the conversation is led by people with disability and allows the audience to see these performers as people with talent, joy, compassion, and the limitlessness of their artistic expression.

Again, we thank you and hope you stay connected with us as we embark on another year. Please follow us on Facebook @unstopability, and we wish every council member a wonderful holiday season.

Very sincerely,

Stephanie Marshall
Creative Director, Unstop-Ability
48 Brae Street, Inverell NSW 2360
0418 659 410
leachstephanie@hotmail.com

Michele Jedlicka
Artistic Coordinator, Unstop-Ability
PO Box 292, Inverell NSW 2360
0438 010 131
unstopability2020@gmail.com

10.2 STRATEGIC TASKS - 'SIGN OFF' - DECEMBER 2019**File Number:** S4.13.2 / 19/53879**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 December, 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
5 December 2019	Last day for audited financial statements to be presented to the public (LGA s.418(2))	Achieved	
14 December 2019	For Councils that have not adopted the Model Meeting Code: Deadline for all meetings of council and committees of council to be webcast	Achieved	
31 December 2019	Report to council (11.1) and OLG (11.2) on complaint statistics (model Code Procedures)	Achieved	
31 December 2019	Delivery Program Progress reports provided to council at least every six (6) months (LGA s 404(5))	Achieved	

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

10.3 WORKS UPDATE

File Number: S28.21.1/12 / 19/54194

Author: Justin Pay, Manager Civil Engineering

SUMMARY:

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

COMMENTARY:

Rifle Range Road Subdivision

This project is the final stage of an industrial subdivision being undertaken by Council on Rifle Range Road, Inverell. This stage involves the construction of sewer, water, drainage and road infrastructure for up to 23 various sized industrial lots located between Rifle Range Road and the Pioneer Village. The \$1.475M project is being funded from the Industrial Development Internal Reserve and the Industrial Promotion and Assistance vote.

The project has experienced delays as crews are also working on the Sporting Complex Upgrade project and the Lake Inverell All Abilities Access project. Completion of this project will now be delayed until March 2020.



Pavement material placed with drainage under construction– Rifle Range Road Industrial Subdivision

Guyra Road Pavement Rehabilitation and Widening – Slurry Gully

This project involves the widening and rehabilitation of a section of Guyra Road 66.66km to 68.58km west of Guyra at the locality known as Slurry Gully (2km west of Tingha). This project will be constructed in two (2) stages with stage one (1) (CH 67.40km to 68.58km) a 1180 metre section being undertaken first and stage two (2) (CH 66.66km to 67.40km) a 740 metre section to commence immediately after the completion of stage one (1). Council has committed \$1.41M to this project with \$1.087M being funded from the Repair Program and \$323K from the Block Grant.

Stage one (1) commenced late September 2019 and has reached the stage of practical completion.

Stage two (2) will commence in December 2019 with contractors completing extension works on the culvert over Irwin's Creek. Council's construction crew will commence road works on stage two (2) during January 2020.



The prime bitumen seal on Stage One MR135 Slurry Gully project

Inverell Sporting Complex Athletics Precinct Upgrade

Council has been successful in obtaining \$350K from the Stronger Country Communities Fund to contribute towards the construction of a new athletics precinct at the Inverell Sporting Complex on Eucalypt Drive. Works will involve the construction of a new athletics precinct and associated infrastructure with upgrades to Eucalypt Drive including drainage works and the construction of kerb and gutter. The total budget allocation for this project is \$789K with the remaining \$439K required for this project being revenue funded by Council.

Earthworks are now completed and pavement construction, stormwater drainage and kerb and gutter works have commenced. Clean fill from the Rifle Range Road Project has been transported to the new athletics site and earthworks are progressing on the construction of the new athletics fields. Concrete works have also commenced on the footpath and grandstand area adjacent to the netball courts. Works are on schedule and are expected to be completed in December 2019. Associated landscaping works (tree planting) will take place during more favourable conditions in Autumn 2020.



Newly constructed grandstand with footpath under construction – Inverell Sports Complex Upgrade

Lake Inverell All Abilities Recreation Project

The Lake Inverell All Abilities Recreation Project is an \$880K project funded under the Stronger Country Communities Fund. The project involves an upgrade to the facilities at Lake Inverell to cater for all abilities and provide an access road to a new kayak launching facility. The project also includes the installation of a boardwalk and lookout platform along the lake's edge. Given Council's significant workload contractors will be used for construction of the new kayak launching facility, boardwalk and footpaths. Council staff will construct the access road.

The project has commenced with earthworks, preliminary pavement works and retaining wall construction. Contractors will start their construction works in 2020; the project is scheduled for completion in July 2020.



Works have commenced on the Lake Inverell All Abilities Recreation Project, photo shows construction underway on the retaining wall and access road to the new Kayak launching facility.

Maintenance Grading

In an attempt to overcome issues related to long haul distances for water, Council has hired larger water carts and are completing grading works on a number of high priority roads. While these items of plant will reduce haulage costs and minimise impacts on the adjacent road network, the unit rate to complete this grading work will be substantially higher than Council's average grading maintenance rate. Unfortunately the condition of the unsealed road network has reached the point that intervention is necessary to provide safety for road users.

The following maintenance grading works were undertaken during November 2019.

Road Number	Road Name	Length Graded (km)
SR 128	Delungra/Graman Road	17.81
SR 215	Schwenkes Lane	2.17
SR 214	Old Bundarra Road	7.08
SR 286	Monterey Road	0.87
#	Bassendean Road	7.47
#	Weidermans Road	2.36
	TOTAL	37.76

No road number Tingha Road

Reactive Spot Grading

The following reactive spot grading works were undertaken during November 2019.

Road Number	Road Name	Length Graded (km)
SR 254	Stannifer Road	2.00
	TOTAL	2.00

Gravel Patching

The following gravel patching works were undertaken during November 2019.

Road Number	Road Name	Area Patched(Square Metres)
#	Bassendean Road	7000
	TOTAL	7000

No road number Tingha Road

Gravel Re-sheeting

No gravel re-sheeting works were undertaken during November 2019.

Given the current climatic conditions there is significant stress on the gravel re-sheeting program with the lack of available water. Until significant rain falls, the program has been suspended until

sufficient water sources can be obtained. Council staff will continue to monitor water availability and complete sections of the program as water becomes available.

Other Maintenance Activities

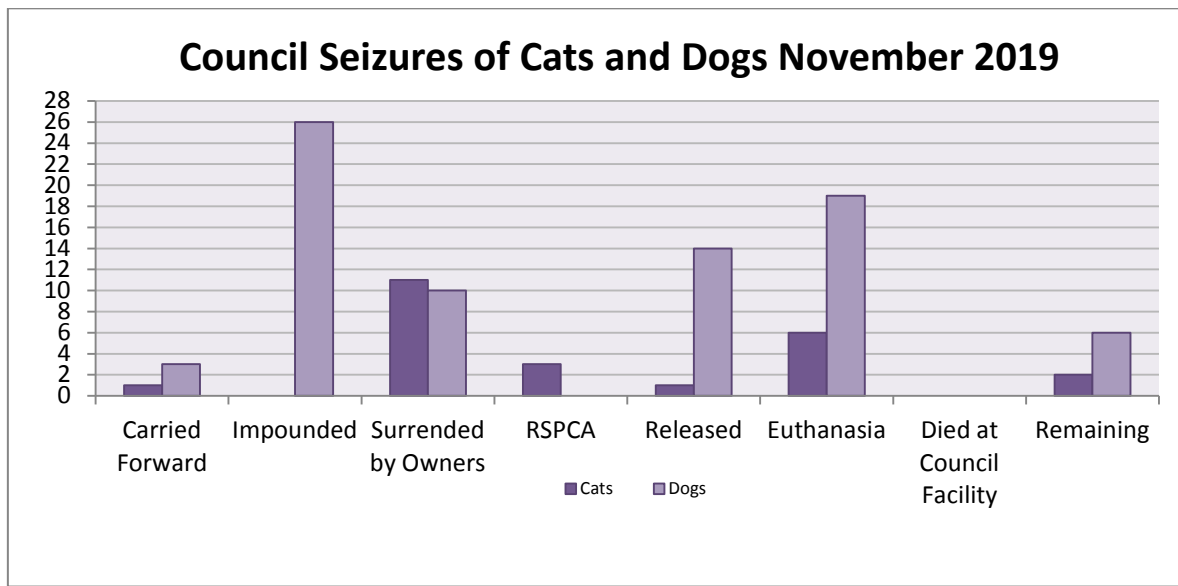
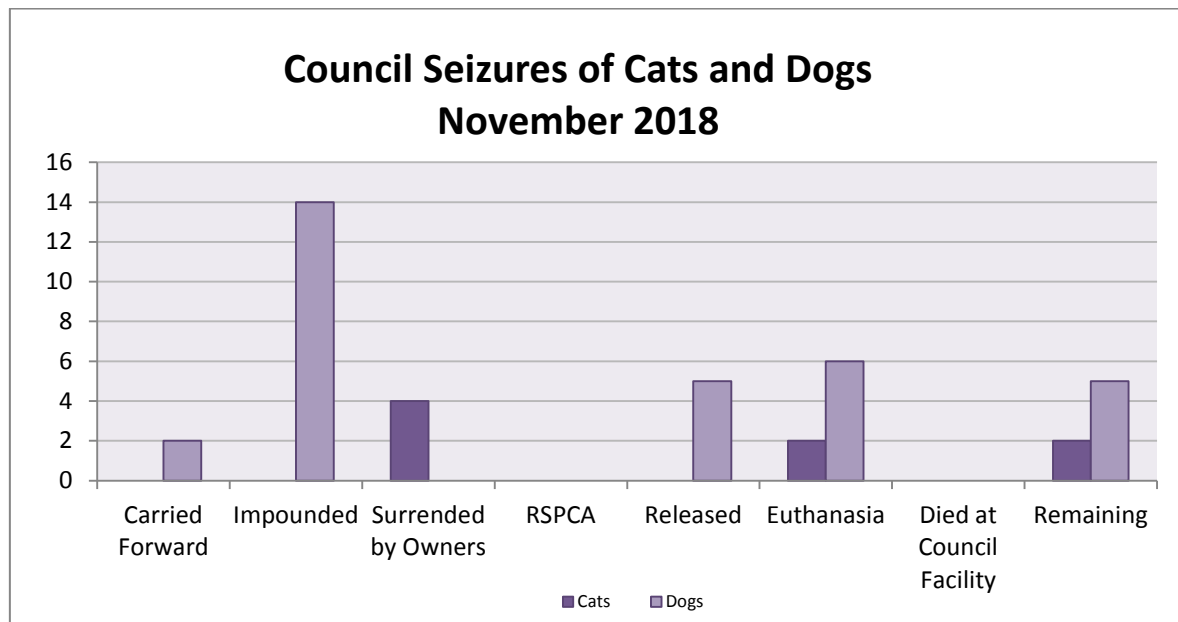
Council's State, Regional and Local Roads, Urban and Village Street maintenance activities, such as bitumen patching, drainage and shoulder repairs as well as vegetation control, are continuing as required. Town maintenance will continue as programmed.

ATTACHMENTS:

Nil

10.4 ORDINANCE ACTIVITIES REPORT FOR NOVEMBER 2019**File Number:** S18.10.1 / 19/54461**Author:** Elaine Kenny, Administration Officer**SUMMARY:**

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

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

10.5 SUMMARY OF DEVELOPMENT APPLICATIONS, CONSTRUCTION CERTIFICATES AND COMPLYING DEVELOPMENTS DURING NOVEMBER 2019
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File Number: S18.10.2/12 / 19/54462

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 November 2019.

DEVELOPMENT APPROVALS, REFUSALS AND VARIATIONS DURING NOVEMBER 2019

Development Approvals

<u>Development Application Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Development</u>	<u>\$ Amount</u>
DA-83/2019	Teherd Pty Limited	18 Swanbrook Road, INVERELL	Awning addition used for storage to existing shed	140,000
DA-105/2019	Leisa Cleal	20 Brown Street, INVERELL	Dual Occupancy (Attached)	530,000
DA-106/2019	Danbuilt Pty Ltd	14 Stainfield Drive, INVERELL	Earthworks & Retaining Wall	20,000
DA-108/2019	Mr Mark Stephen Atack and Mrs Julie Dulcie Atack	6E Brewery Street, INVERELL	Use of unauthorised alterations and additions to the existing dwelling and studio/garage. Change of use of the studio/garage approved under DA-140/2012/A into a dwelling-house, resulting in a dual occupancy (detached) Construction of Awning	25,000
DA-109/2019	Mr Brett William Tomlinson	16 Stainfield Drive, INVERELL	Dwelling	349,100
DA-110/2019	Mr Brent James Parker	13 Girle Street, INVERELL	Addition to dwelling and new shed	25,000
DA-114/2019	J I Noad & Co	37 Mulligan Street, INVERELL	Subdivision of Duplex	Nil

DA-116/2019	Melanie Ford	Nullamanna Road, NULLAMANNA	Dwelling	65,000
DA-118/2019	Mr Stephen Zabaks	49 Lang Street, INVERELL	Decks	10,000
DA-122/2019	Mr Gustav Johnson	11 Warialda Road, INVERELL	Demolition of Structures	17,000
Monthly estimated value of Approvals: November 2019			10	1,181,100

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 November 2019.

INFORMATION:

Nil

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

<u>Construction Certificate Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CC-65/2019	Teherd Pty Limited	18 Swanbrook Road, INVERELL	Awning addition used for storage to existing shed	140,000
CC-81/2019	Danbuilt Pty Ltd	14 Stainfield Drive, INVERELL	Earthworks & Retaining Wall	20,000
CC-83/2019	Mr Mark Stephen Attack and Mrs Julie Dulcie Attack	6E Brewery Street, INVERELL	Construction of Awning	1,000
CC-84/2019	Mr Brett William Tomlinson	16 Stainfield Drive, INVERELL	Dwelling	349,100
CC-85/2019	Mr Brent James Parker	13 Girle Street, INVERELL	Addition to dwelling and new shed	25,000

Monthly estimated value of Approvals: November 2019	5	535,100
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Amended Construction Certificates approved by Council

<u>Construction Certificate Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CC-13/2014/B	Superior Car Sales Pty Ltd	172 Ashford Road, INVERELL	Motor Showroom	80,000
Monthly estimated value of Approvals: November 2019			1	80,000

Construction Certificates approved by Private Certifier

Nil

Amended Construction Certificates approved by Private Certifier

Nil

COMPLYING DEVELOPMENT CERTIFICATES APPROVED AND AMENDED DURING NOVEMBER 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-33/2019	Mrs Beverley Anne Gilligan	10 Greaves Street, INVERELL	New Shed	6,200
CD-34/2019	BJ & RE House Pty Ltd	13 Rosella Place, INVERELL	Alterations and additions to dwelling	124,202
Monthly estimated value of Approvals: November 2019			2	130,402

Amended Complying Development Certificates approved by Council

<u>Complying Development Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CD-20/2019/A	John Green Pty Ltd	7 Miles Street, INVERELL	Alterations and additions to dwelling	58,775
Monthly estimated value of Approvals: November 2019			1	58,775

Complying Development Certificates approved by Private Certifier

<u>Complying Development Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CD-32/2019	Mr David John Thorncroft and Mrs Roslyn Daphne Thorncroft	8 Girle Street, INVERELL	New Shed	17,000
Monthly estimated value of Approvals: November 2019			1	17,000

Amended Complying Development Certificates approved by Private Certifier

Nil

TOTAL BUILDING CONSTRUCTION FOR INVERELL SHIRE DURING NOVEMBER 2019:

<u>Type of Consent</u>	<u>Number</u>	<u>\$ Amount</u>
Construction Certificates – Council Approved	5	535,100
Construction Certificates – Private Certifier	0	Nil
Complying Development – Council Approved	2	130,402
Complying Development – Private Certifier	1	17,000
Totals	8	682,502

Estimated Value of Approvals issued in the financial ytd in: **2019/2020** **(55)** **\$5,474,275**
2018/2019 **(78)** **\$8,525,703**

ATTACHMENTS:

Nil

10.6 SEPTIC TANK APPROVALS FOR NOVEMBER 2019

File Number: S29.19.1 / 19/54463

Author: Elaine Kenny, Administration Officer

SUMMARY:

The following details the Septic Tank approvals for November 2019.

INFORMATION:

Nil

ATTACHMENTS:

Nil

10.7 GRANT APPLICATIONS LODGED**File Number:** S15.8.25/12 / 19/54634**Author:** Fiona Adams, Manager Integrated Planning and Reporting**SUMMARY:**

This report summarises grant submissions lodged to various funding programs for the quarter ending December 2019.

COMMENTARY:

The grant landscape continues to see an unprecedented amount of funding programs available from both State and Federal governments. This is expected to abate during the first quarter of 2020. Council now has a number of submissions lodged which are pending assessment, with outcomes not known until February-March 2020.

The below table summarises applications lodged or approved during the quarter ending 31 December, 2019.

Project	Details	Status
Yetman Community Bus renewal	Purchase replacement bus for Yetman community. Second of two applications lodged.	Submitted
Copeton Northern Foreshores upgrade	A \$5M project to upgrade amenities, internal access, upgrade electricity transformer, install play facilities and accessible barbecue / picnic facilities.	Approved
Tingha Recreation Reserve	Upgrades to facilities at Tingha Tigers rugby league ground. Second of two applications lodged.	Submitted
Higher Mass Limit assessment of Culverts and Bridges	Engage an independent assessor to conduct Higher Mass Limit (HML) Capacity Assessments of 27 bridges and 58 culverts within Inverell Shire.	Submitted
Old Bundarra Road Asphalt Paving	Replace existing pavement near Lions Park entrance and install a new asphalt wearing surface.	Submitted
Gragin Road maintenance	Heavy patching, grading of shoulders, crack sealing.	Submitted
Copeton Dam Road maintenance	Heavy patching, grading of shoulders, vegetation maintenance, crack sealing and repair culverts.	Submitted
Pindari Dam Road maintenance	Heavy patching, grading of shoulders, crack sealing and repair culverts.	Submitted
Coolatai Road maintenance	Heavy patching, grading of shoulders, vegetation maintenance, crack sealing and repair culverts.	Submitted
Elsmore Road maintenance	Heavy patching, grading of shoulders, vegetation maintenance, crack sealing and repair culverts.	Submitted
Bukkulla Road maintenance	Heavy patching, grading of shoulders, vegetation maintenance, crack sealing and repair culverts.	Submitted
Mount Russell Road maintenance	Heavy patching, grading of shoulders, vegetation maintenance, crack sealing and repair culverts.	Submitted
Inverell Airport Upgrade	Install parameter fencing to reduce pest animals and install weather monitoring facilities.	Submitted

Graman Hall Upgrade	Improve hall access ramps, renew public amenities, upgrade roofing and water storage. Replace windows and doors.	Submitted.
Drought Communities Programme \$1M	Project consists of \$400M water security; \$300K community events / infrastructure and \$300K small business support package.	Application in progress

ATTACHMENTS:**Nil**

10.8 NRMA - ELECTRIC VEHICLE FAST CHARGING STATION**File Number:** S30.9.8 / 19/54722**Author:** Paul Henry, General Manager**SUMMARY:**

NRMA propose to establish an electric vehicle charging station in Inverell. The below information is provided for the information of Council.

COMMENTARY:

Over the past 12 months, Council officers have made approaches to the NRMA to have that organisation install an electric vehicle charging station in Inverell to supplement the station at the Transport Museum.

The NRMA has issued a 'letter of intent' to install a station at one of the following locations:

- Council car park, 30 Sweaney St, Inverell (Location);
- Turnham car park, 46-50 Campbell St, Inverell (Location);
- Country Fair car park, 1 Lawrence St, Inverell (Location);
- Inverell Visitor Information Centre, 13-35 Campbell St, Inverell (Location).

The station will be installed at no cost to Council. A licence to occupy the chosen site will need to be issued by Council.

The NRMA will now do a due diligence investigation on each of these sites to determine the most suitable site.

The intended timetable is:

- Confirm preferred Locations – 31 March 2020
- Finalise Licence to Occupy for preferred Location – 30 April 2020
- Inverell Station construction – TBD

ATTACHMENTS:

Nil

10.9 CYCLEWAY / WALKWAY - GILGAI TO INVERELL**File Number:** S30.11.1 / 19/54779**Author:** Paul Henry, General Manager**SUMMARY:**

The community survey to gauge the level of support for a shared cycleway/walking path from Gilgai to Inverell has been conducted. The results are now provided for the information of Council.

COMMENTARY:

In February 2018 Council resolved:

‘That:

- i) Inverell Shire Council conduct a full community survey in respect of a shared cycleway/walking path from Gilgai to Inverell, and
- ii) If the result is of significant positivity, Council seek to progress this to the next stage’.

A survey was delivered to every residence in the Gilgai locale, together with a prepaid return envelope.

The survey period was open for three (3) weeks. A copy of the survey form is **attached**.

At the close of the survey period, the results were:

COMMUNITY SURVEY RESULTS**PROPOSED CYCLEWAY/ WALKWAY – GILGAI TO INVERELL**

No of surveys sent out	221
No of surveys returned	40 (18.09%)
Support construction	23 (10.40%)
- Highest Priority	16 (7.23%)
- Not highest priority	7 (3.16%)
Do not support	17 (7.69%)

Reasons stated Too costly
Small number of users

Suggestions for Other Facilities Required in Gilgai

Roadworks	9
- Seal Schwenkes Lane	
- Grade Wetzlers Drive	
- Upgrade road between shop and Morocco Orchard	
- Upgrade Road Gilgai to Inverell (overtaking lanes/reduce speed limit)	
- Clear Trees Stannifer Road	
Beautify Gilgai	9
- Park Upgrade	
- Playground equipment / basketball court / skatepark	

- Garden Maintenance
- Tables Shelters / BBQs

Tennis Court Upgrade	3
Clean up Creek	2
Kerb & gutter All Streets	2
Irrigate Golf Course with Effluent	1
Clear Trees from Footpaths	1
Upgrade Fire Shed	1
Fix Leaking Standpipe	1
Bus Route Inverell – Gilgai	1
Free Tank Water (during drought)	1

ATTACHMENTS:

1. **Community Survey - Proposed Cycleway Bike Path - Gilgai to Inverell**



COMMUNITY SURVEY

PROPOSED CYCLEWAY / WALKWAY – GILGAI TO INVERELL

Dear Community Member

Council has received a request to consider construction of a dedicated cycleway / walkway from Gilgai to Inverell. The Gilgai community is invited to provide comment to assist with the consideration of this issue.

Details of the request are:

- 2.5 metre wide path
- Distance of approximately 9 kms
- Estimated cost of approximately \$3.87M (concrete surface) or \$2.97M (asphalt surface). Please note these are current costs, excluding any variation as a result of a required archaeological study.

FEEDBACK

Name: _____

Address: _____

1. Number of persons living in household?

_____ Adults

_____ Persons under 18 years of age

2. Number of bikes owned by persons living in household?

_____ Bikes

3. How many persons living in the household are regular bike riders?

_____ Regular Bike Riders

4. If you aren't a regular bike rider, what would encourage you to take up bike riding?

Administration Centre, 144 Otho Street (PO Box 138), Inverell NSW 2360

Ph: 02 6728 8288 Fax: 02 6728 8277

council@inverell.nsw.gov.au DX 6159



5. If a cycleway / walkway from Gilgai to Inverell was constructed would you?

a) Ride your bike to Inverell or Walk to Inverell

- | | |
|------------------------------|------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |
| <input type="checkbox"/> No | <input type="checkbox"/> No |

b) If yes, how often?

- | Ride your Bike | Walk |
|---|---|
| <input type="checkbox"/> Several times a week | <input type="checkbox"/> Several times a week |
| <input type="checkbox"/> Once a week | <input type="checkbox"/> Once a week |
| <input type="checkbox"/> Once a month | <input type="checkbox"/> Once a month |
| <input type="checkbox"/> Less often | <input type="checkbox"/> Less often |

c) Ride / walk on the pathway part way, then return to your residence?

- ☐ Yes
☐ No

6. Is the construction of a cycleway / walkway from Gilgai to Inverell the highest ranking works priority for you?

- ☐ Yes
☐ No

If not, what facilities are needed in Gilgai (in priority order)?

1. _____
2. _____
3. _____

Additional comments?

PLEASE RETURN YOUR COMPLETED FORM IN THE REPLY PAID ENVELOPE BY 29 NOVEMBER 2019.

Administration Centre, 144 Otho Street (PO Box 138), Inverell NSW 2360
Ph: 02 6728 8288 Fax: 02 6728 8277
council@inverell.nsw.gov.au DX 6159

10.10 CLASSIFICATION OF CROWN RESERVES**File Number:** S13.5.2/12 / 19/54780**Author:** Sally Williams, Corporate Support Officer - Telephonist**SUMMARY:**

This report summarises the decision made by the Minister on the classification of Crown Lands, namely those in which Council requested to alter the classification from Community Land to Operational Land.

COMMENTARY:

This report is to inform Council on the progress of the classification of Crown Land reserves that have been transferred to Council. The report from the Council Meeting held on 22 May, 2019 listed all proposed classification changes for Crown Land that had been transferred to Council, shown below as Table 1. On 9 July, 2019, a submission was made to Crown Lands for the proposed classification changes to be adopted.

Crown Lands issued a response on 2 December, 2019. Of the 17 community land parcels that were submitted to Crown Lands for reclassification to operational land, 13 were supported, 2 were denied and a further 2 were given a split categorisation.

Community land reserves that were unsuccessful in being reclassified as operational land are to continue to be managed as community land. It is noted that Reserves that will be managed as general community use, parks, or sportsgrounds were not required to have their classification submitted to Crown Lands. Table 1 below shows the proposed classifications for Crown Lands transferred to Council, along with the category approved by Crown Lands.

Table 1 - Proposed Classification of Community Land in Inverell Local Government Area

Reserve No	Reserve Name	PURPOSE SOUGHT	CATEGORY SOUGHT	CATEGORY APPROVED
62561	GILGAI GRAVEL PIT	Gravel Pit	Operational	Part Operational, Part Remain Community Land – See figure 1
89328	PINE RIDGE GRAVEL PIT	Gravel Pit	Operational	Operational
97649	TEXAS GRAVEL PIT	Gravel Pit	Operational	Operational
94038	DELUNGRA HOMES FOR THE AGED	Future Public Requirements	Operational	Remain Community Land
91574	YETMAN DEPOT	Shire Depot	Operational	Operational
50798	DELUNGRA NIGHT SOIL DEPOT	Depot for Night Soil	Operational	Operational
110026	INVERELL RURAL FIRE SERVICE	Fire Brigade Station	Operational	Part Operational, Part Remain Community Land – See figure 2
59952	LITTLE PLAIN RECREATION RESERVE	General Community Use	Operational	
77749	YETMAN RUBBISH DEPOT	Garbage Depot	Operational	Operational
78986	GILGAI RUBBISH DEPOT	Garbage Depot	Operational	Remain Community Land
82901	CHERRY TREE HILL RUBBISH DEPOT	Garbage Depot	Operational	Operational
83858	NULLAMANNA RUBBISH DEPOT	Garbage Depot	Operational	Operational
84096	ASHFORD RUBBISH DEPOT	Garbage Depot	Operational	Operational
95913	BANNOCKBURN RUBBISH TIP	Garbage Depot	Operational	Operational
69585	DELUNGRA RUBBISH DEPOT AND SANITARY PURPOSES	Garbage Depot	Operational	Operational

1034128	KINGS PLAINS RURAL FIRE SERVICE RESERVE TRUST	Bushfire Brigade	Operational	Operational
1002843	DELUNGRA BUSHFIRE BRIGADE RESERVE (RFS)	Bushfire Brigade	Operational	Operational
95657	GOLF COURSE	Community and sporting club facilities	General Community Use	General Community Use
54916	INVERELL LIBRARY & CARPARK	Public Library and Community Purposes	General Community Use	General Community Use
560015	YETMAN PUBLIC HALL	Public Hall	General Community Use	General Community Use
97846	ASHFORD PUBLIC HALL	Public Hall	General Community Use	General Community Use
510012	DELUNGRA PUBLIC HALL	Public Hall	General Community Use	General Community Use
48211	SWAMP OAK REST AREA (Billabong Blue fossicking area?)	Community purposes	General Community Use	General Community Use
86020	YETMAN RESERVE	Public Hall	General Community Use	General Community Use
62944	ASHFORD PUBLIC RECREATION RESERVE (Frasers Creek Riverflat)	Community Purposes	General Community Use	General Community Use
79485	BUKKULLA SPORTSGROUND	Community and sporting club facilities	General Community Use	General Community Use
88647	DELUNGRA PARK	Community Purposes	General Community Use	General Community Use
89165	GILGAI PUBLIC RECREATION AREA (Area east of Bundarra Rd)	Urban Development	General Community Use	General Community Use
51381	GRAMAN SPORTS GROUND (Sapphire Motor Sports Club)	Racecourse and recreation facilities	General Community Use	General Community Use
86743	PARK ACROSS FROM GRAMAN HOTEL	Resting Place	General Community Use	General Community Use
80771	ASHFORD PUBLIC RESERVE (Riverbend south of Appletree Flat)	Camping; Travelling Stock and Access to Water	General Community Use	General Community Use
77772	INVERELL PARK (Behind houses on Eucalypt Drive)	Access	General Community Use	General Community Use
53425	LITTLE PLAIN MONUMENT SITE	Resting Place	General Community Use	General Community Use
110114	MCILVEEN STREET RESERVE (Cameron)	Community and sporting club facilities	General Community Use	General Community Use
110116	CAMERON PARK EXTENSION	Community and sporting club facilities	General Community Use	General Community Use
1013171	PART VICTORIA PARK RESERVE (where amenities are only)	Public Purposes	General Community Use	General Community Use
37818	MYALL CREEK MEMORIAL TRUST RESERVE	Community Purposes	General Community Use	General Community Use
1571	RUGBY PARK & PART INVERELL TENNIS COURTS	Tennis Courts; Cricket ground; Community and sporting club facilities	Sportsground; General Community Use	Sportsground; General Community Use
35730	YETMAN TENNIS COURTS AND CRICKET FIELD	Tennis Courts; Community and sporting club facilities	Sportsground; General Community Use	Sportsground; General Community Use
84922	SWAN VALE REST AREA	Rest Park	Park	Park
88894	PINDARI DAM	Public Recreation	Park	Park
91661	COPETON NORTHERN FORESHORES RESERVE	Public Recreation	Park	Park
84090	YETMAN RECREATION RESERVE (Behind SES)	General Community Use	Park	Park
91501	JOSEPH WILLS PARK	Public Recreation	Park	Park

In making the decision as to whether Crown Lands will support or reject the classification of community land to operational land, the following considerations are made:

- a) The reserve does not fall within any of the categories for community land under the LG Act; or
- b) The reserve could not continue to be used and dealt with as it currently can if it were required to be used and dealt with as community land.

Of the 17 community land parcels that were submitted to Crown Lands for reclassification to operational land, 13 were supported, 2 were denied and a further 2 were given a split categorisation. These parcels are itemised below:

1. Delungra Homes for the Aged – R94038 - Refused

This reserve was submitted with the initial categorisation of operational land. No explanation to the refusal has been provided by Crown Lands, however it is likely that the reasoning may be due to that the construction of the facility has not commenced and as such it is vacant community land. The category of this site will be general community use with the purpose of future development. Once construction is to commence on this facility, a subsequent reclassification request will be submitted to Crown Lands for operational land consideration.

2. Gilgai Rubbish Depot – R78986 - Refused

No explanation on this refusal has been provided by Crown Lands. The reason behind this decision will be investigated further.

3. Gilgai Gravel Pit – R62561 – Part Refused, Part Supported

No explanation on this refusal has been provided by Crown Lands, the reason behind this decision will be investigated further.

At this point without enquiring further which does take some time to receive correspondence from Crown Lands, figure 1 below is the likely split of categorisation. As shown, the parcel on the western side of Bundarra Road is an established gravel pit whereas the parcel to the east is heavily timbered and is not currently established for the intended use.

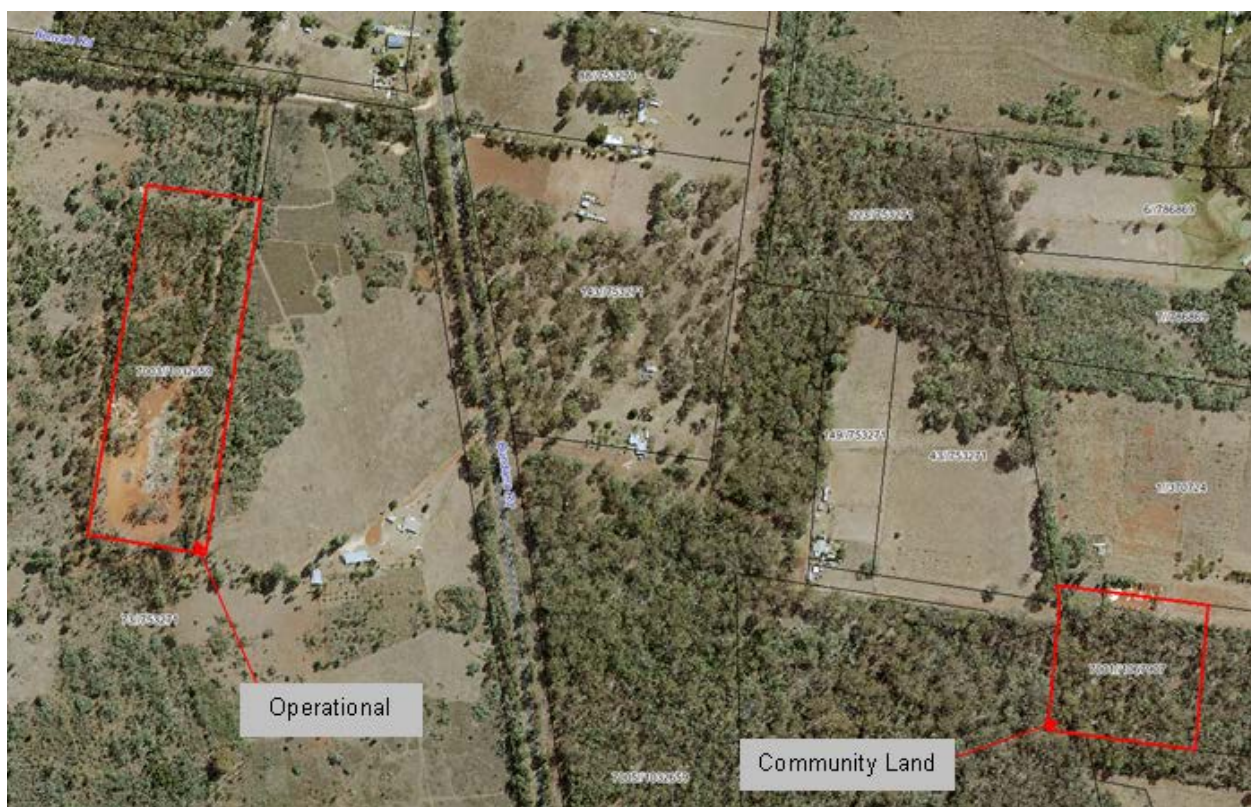


Figure 1 Gilgai Gravel Pit Split Categorisation

4. Inverell Rural Fire Service – R110026 – Part Refused, Part Supported

Crown Lands have provided figure 2 shown below to support the split of categorisation for this reserve.



Figure 2 - Inverell Rural Fire Service Split Categorisation

ATTACHMENTS:

Nil

10.11 STATUS OF TOWN WATER SUPPLIES**File Number:** S32.15.19 / 19/54861**Author:** Michael Bryant, Manager Environmental Engineering**SUMMARY:**

The purpose of this report is to update Council on the status of all town water supplies with the extended drought impacting water resources in the region.

COMMENTARY:

At the November 2019 Ordinary Meeting of Council, it was confirmed that a Status Report on Council water supplies will be provided to monthly Council meetings whilst the drought continues.

Council operates three (3) treated (potable) town water supplies and two (2) raw water supplies. The current status of all water supplies is summarised in the Table below. Monthly daily usage trends for the Copeton Scheme are also displayed in a graph.

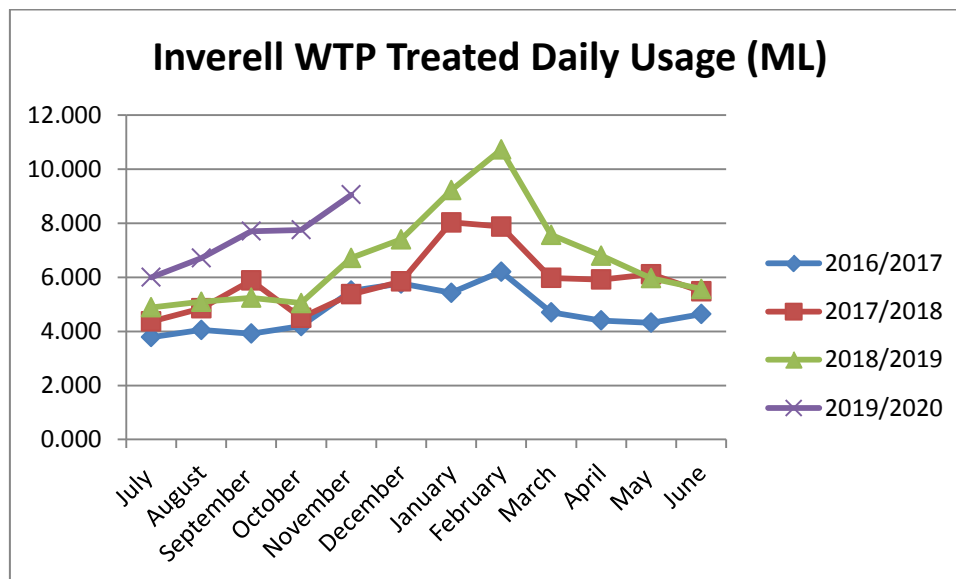
The extended drought, combined with ongoing hot dry weather has increased demand moving into summer. Most residents not connected to a town water supply and running low on rainwater and bore water continue to access the town water supply standpipes.

In late November 2019 fire fighting activities in neighbouring Council local government areas resulted in water carters requesting access to ISC standpipes for replenishing drinking and stock water supplies. The matter was taken up with Northern Tablelands Local Land Services and special arrangements have now been put in place. The NSW National Resources Regulator under delegation from the Minister for Water has provided a six month exemption under the *Water Management Act, general regulation 2018* to allow raw water to be drawn directly from Copeton Dam by water carters to refill private dams impacted by the fire fighting activities. Council has assisted by allowing LLS access through the Northern Foreshore Park to establish a filling point manned and closely monitored by LLS staff.

WaterNSW is in the early planning stages of replacing the two (2) main outlet valves at Pindari Dam and tentatively considering late January / early February 2020. Council staff are in discussion with WaterNSW staff regarding the management of Severn River flows to the Ashford water supply intake while the works are being undertaken.

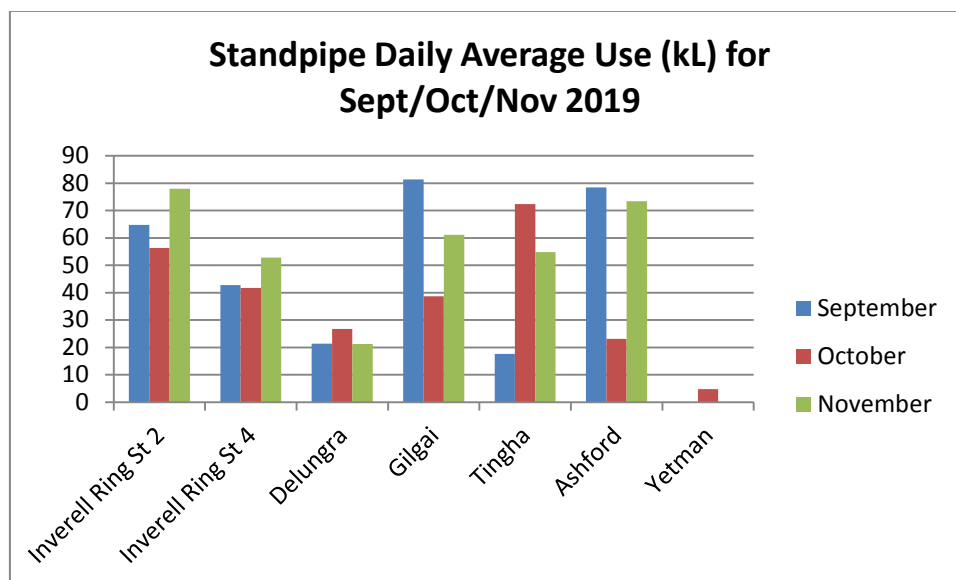
Status of Water Supplies – 9 December 2019			
Name of Water Supply	Source of Water	Comments on Status of Supply	Remedial Action
Copeton Scheme Treated water supply. Supplies Inverell, Gilgai, Tingha, Mt Russell & Delungra.	Copeton Dam. Storage Capacity 1,364,000ML. Storage level 6.7%.- 108,636ML Raw water pumped from dam outlet (no transmission losses).	Full allocation under WSP for 2019/2020. November 2019 average consumption 9.06 ML/day	Continue monitoring.
Ashford Treated Water	Pindari Dam. Storage Capacity 312ML. Storage level 4.3%.- 13,643ML	Full allocation under WSP for 2019/2020. Water NSW currently maintaining 10ML/day flow in Severn River. November 2019	Continue monitoring.

	Raw water pumped from Severn River to Ashford WTP.	consumption 0.53 L/day	
Yetman Treated Water.	Ground water – two (2) bores in alluvial aquifer on Macintyre River floodplain.	Full allocation under WSP for 2019/2020. November 2019 consumption 0.10 ML/day	Continue monitoring ground water levels. Bore pump No 2 will be lowered to accommodate any future drop in water table.
Bonshaw Raw Water – non potable. Restricted flow supply suitable for internal non potable domestic use only, mainly toilet flushing.	Ground water – One (1) bore in alluvial material on Dumaresq River floodplain.	Bore stressed. Demand was outstripping supply and users requested to limit usage to 100L/person/day. Bore maintaining supply of 6,500L/day to 19 properties @ 340L/day.	Continue monitoring.
Graman Raw Water – non potable. Restricted flow.	Ground water – one (1) bore adjacent Graman Creek.	Bore stressed currently producing around 2,250 L/day or 320L for each of the 7 properties.	Continue monitoring.



Public Standpipes – Potable Water

Council has standpipes accessible to the public located at Inverell, Gilgai, Tingha, Delungra, Ashford and Yetman. The standpipes provide the opportunity for members of the community to access potable water. The graph and table below summarises standpipe usage. There have been peaks and troughs in daily usage associated with rainfall temporarily reducing rainwater tank demand, plus bushfire related activities. Total Copeton Scheme standpipe usage of around 268 kL/day for November 2019 is 28% higher than September 2019.



Copeton Scheme Standpipe Usage kL/day	
September 2019	210
October 2019	236
November 2019	268

Water Conservation

The December 2019 roll out of the ISC Drought Management Plan adopted at the November 2019 Council meeting, including water conservation measures effective immediately, will assist in managing demand going forward. Should demand outstrip the capacity of water supplies restrictions will need to be imposed in accordance with the Drought Management Plan.

Conclusion

All treated water supplies within the Council area are holding up well in the current extended drought.

The Copeton treated water supply scheme supplies around 94% of all water supplied by Council and is the mainstay providing a high level of security.

The Bonshaw and Graman raw water supply bores are stressed.

With the extended drought, parched landscapes and no immediate signs of the drought breaking the town water supplies will continue to be closely monitored.

RISK ASSESSMENT:

It is important that the town water supplies are closely monitored to ensure there is potable water available for the community.

The ISC community is very much dependent upon the judicious management of regional water resources by the NSW Government in ensuring that sufficient water reserves are retained in Copeton Dam and Pindari Dam for town water supplies should the drought extend for several years into the future with little or no runoff into the dams.

POLICY IMPLICATIONS:

Council has a Drought Management Plan in place to manage town water supplies.

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

Nil

10.12 DRAINAGE UPGRADE - BUNDARRA ROAD ADJACENT TO RACECOURSE

File Number: S28.7.18/58 / 19/54862

Author: Justin Pay, Manager Civil Engineering

SUMMARY:

Council's Delivery Plan 2017-2021 identified the project to complete an investigation study into the creation of wetlands behind the Racecourse and Cameron Park to address stormwater in the low lying area along Tingha Road (Bundarra Road). This report is intended to update Council on the progress of this project.

COMMENTARY:

Council's Delivery Plan 2017-2021 identified the project to complete an investigation study into the creation of wetlands behind the Racecourse and Cameron Park to address stormwater in the low lying area along Tingha Road (Bundarra Road).

A consulting engineer has been engaged to complete the study and works have been ongoing for over 18 months. The final report has been anticipated for several months and will be finalised by the end of 2019.

The final report will identify options to improve the drainage in the area adjacent to the Racecourse, Showgrounds, Pioneer Village and Cameron Oval. A report will be presented to the February Civil and Environmental Services Committee meeting presenting the engineers report and discussion on the key findings.

The poor condition of Bundarra Road and the adjacent trees will also be discussed in the Committee report.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

Nil

11 GOVERNANCE REPORTS**11.1 GOVERNANCE - MONTHLY INVESTMENT REPORT****File Number:** S12.12.2/12 / 19/55092**Author:** Paul Pay, Manager Financial Services**SUMMARY:**

To report the balance of investments held as at 30 November, 2019.

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.*

COMMENTARY:

Contained within this report are the following items that highlight Council's Investment Portfolio performance for the month to 30 November, 2019 and an update of the investment environment:

- (a) Council's investments as at 30 November, 2019;
- (b) Council Investments by Fund as at 30 November, 2019;
- (c) Interest – Budgeted vs Actual;
- (d) Investment Portfolio Performance;
- (e) Investment Commentary; and
- (f) Certification – Responsible Accounting Officer.

A) Council Investments as at 30 November, 2019

Term Deposit Investment Group										
<i>Investment No.</i>	<i>Borrower</i>	<i>FUND</i>	<i>Rating</i>	<i>Risk Rating</i>	<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Current Yield</i>	<i>Principal Value</i>	<i>Current value</i>	<i>Term (days)</i>
20/07	National Australia Bank	Water	AA-	1	27-Sep-19	12-Dec-19	1.70%	1,000,000	1,000,000	76
19/23	AMP BANK	General	A-	2	18-Mar-19	13-Dec-19	2.80%	2,000,000	2,000,000	270
19/19	Summerland Credit Union	Water	NR	3	17-Dec-18	17-Dec-19	3.00%	2,000,000	2,000,000	365
19/25	Nexus Mutual	Water	NR	3	28-Mar-19	30-Dec-19	2.80%	1,000,000	1,000,000	277
19/20	National Australia Bank	General	AA-	1	09-Jan-19	09-Jan-20	2.75%	2,000,000	2,000,000	365
20/11	Bank of Sydney	General	NR	3	18-Oct-19	20-Jan-20	1.85%	1,000,000	1,000,000	94
20/12	Bank of Sydney	General	NR	3	18-Oct-19	20-Jan-20	1.85%	1,500,000	1,500,000	94
20/13	National Australia Bank	Sewer	AA-	1	20-Nov-19	20-Feb-20	1.55%	2,000,000	2,000,000	92
20/10	National Australia Bank	General	AA-	1	09-Oct-19	09-Apr-20	1.60%	1,000,000	1,000,000	183
19/27	St George Bank	General	AA-	1	17-Apr-19	17-Apr-20	2.60%	2,000,000	2,000,000	366
20/04	Bank of Queensland	Sewer	BBB+	2	27-Aug-19	27-May-20	1.65%	2,000,000	2,000,000	274
20/15	AMP BANK	General	A-	2	27-Nov-19	25-May-20	2.10%	2,000,000	2,000,000	180
20/17	AMP BANK	General	A-	2	27-Nov-19	25-May-20	2.10%	1,000,000	1,000,000	180
20/18	AMP BANK	Water	A-	2	27-Nov-19	25-May-20	2.10%	1,000,000	1,000,000	180
20/19	AMP BANK	General	A-	2	27-Nov-19	25-May-20	2.10%	1,000,000	1,000,000	180
20/14	Bank of Sydney	General	NR	3	27-Nov-19	27-Aug-20	1.99%	1,000,000	1,000,000	274
20/09	St George Bank	General	AA-	1	03-Oct-19	03-Oct-20	1.70%	1,000,000	1,000,000	365
19/09	ING BANK	General	A	1	25-Oct-18	25-Oct-20	2.90%	2,000,000	2,000,000	731
20/16	AMP BANK	General	A-	2	27-Nov-19	27-Nov-20	1.85%	2,000,000	2,000,000	366
19/26	Police Credit Union (SA)	General	NR	3	28-Mar-19	29-Mar-21	2.90%	2,000,000	2,000,000	732
19/30	Rural Bank	General	BBB+	2	17-Apr-19	19-Apr-21	2.63%	1,000,000	1,000,000	733
19/33	Westpac Bank	Water	AA-	1	27-Jun-19	27-Jun-21	2.30%	2,000,000	2,000,000	731
20/02	Bank of Queensland	General	BBB+	2	17-Jul-19	19-Jul-21	2.00%	1,500,000	1,500,000	733
20/03	Bank of Queensland	General	BBB+	2	27-Aug-19	27-Aug-21	1.75%	2,000,000	2,000,000	731
20/08	AMB - Australian Military Bank	Sewer	NR	3	30-Sep-19	30-Sep-21	1.77%	1,500,000	1,500,000	731
19/10	Westpac Bank	General	AA-	1	25-Oct-18	25-Oct-21	2.97%	2,000,000	2,000,000	1096
19/29	Newcastle Permanent	General	BBB	2	17-Apr-19	19-Apr-22	2.70%	1,000,000	1,000,000	1098
19/31	Westpac Bank	Water	AA-	1	25-Jun-19	25-Jun-22	2.30%	1,000,000	1,000,000	1096
19/34	Westpac Bank	General	AA-	1	25-Jun-19	25-Jun-22	2.30%	2,000,000	2,000,000	1096
19/32	Westpac Bank	General	AA-	1	27-Jun-19	27-Jun-22	2.30%	2,000,000	2,000,000	1096
20/05	Bank of Queensland	General	BBB+	2	03-Sep-19	03-Sep-22	1.80%	1,000,000	1,000,000	1096
20/06	Bank of Queensland	General	BBB+	2	13-Sep-19	13-Sep-22	1.80%	1,000,000	1,000,000	1096
Sub Total - Term Deposit Investment Group								TOTALS	48,500,000	48,500,000

Floating Rate Notes Investment Group										
<i>As at Date</i>	<i>Borrower</i>	<i>FUND</i>	<i>Rating</i>	<i>Risk Rating</i>	<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Current Yield*</i>	<i>Principal Value</i>	<i>Current value</i>	
30/11/19	Commonwealth Bank	General	A1+	1	11/1/2019	11/1/2024	1.97% 3M BBSW + 113bp	2,000,000.00	2,034,328.00	
30/11/19	ANZ Bank	General	A1+	1	08/2/2019	08/2/2024	2.03% 3M BBSW + 110bp	2,000,000.00	2,032,728.00	
30/11/19	ANZ Bank	Water	A1+	1	08/2/2019	08/2/2024	2.03% 3M BBSW + 110bp	1,000,000.00	1,016,364.00	
Sub Total - Floating Rate Notes Investment Group								5,000,000.00	5,083,420.00	

Cash Deposits Accounts Investment Group										
<i>As at Date</i>	<i>Borrower</i>	<i>FUND</i>	<i>Rating</i>	<i>Risk Rating</i>	<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Current Yield</i>	<i>Principal Value</i>	<i>Current value</i>	
30/11/2019	Commonwealth Bank	General	A1+	1			1.60%	5,000,000	5,008,989	
Sub Total - Cash Deposits Accounts Investment Group								5,000,000	5,008,989	

B) Council Investments by Fund 30 November, 2019

Portfolio by Fund	31/10/2019	30/11/2019
General Fund	\$ 44,062,336	\$ 44,076,045
Water Fund	\$ 9,014,844	\$ 9,016,364
Sewer Fund	\$ 5,500,000	\$ 5,500,000
TOTAL	\$ 58,577,180	\$ 58,592,409

Council's investment portfolio remained neutral throughout November 2019. This was in respect of normal cash flow movements for receipts collected and payments made during November 2019.

Interest – Budgeted verses Actual Result to Date

	Ledger	2019/2020 Budget \$	Actuals to Date \$	Accrued Interest to Date \$	TOTAL \$
General Fund	128820	879,000.00	298,881.29	280,586.88	579,468.17
Water Fund	812350	125,000.00	29,674.31	78,443.28	108,117.59
Sewer Fund	906320	105,000.00	34,398.12	16,233.01	50,631.13
TOTAL		1,109,000.00	362,953.72	375,263.17	738,216.89

Term deposit interest rates have moved to historic lows of approximately 1.3% for a 12 month term deposit. Given our strong investment balances, Council is expected to meet interest revenue targets in 2019/2020. However, further rate cuts may require Council to downgrade this target in future years. This will require Council to reduce expenditure to offset the reduced income from investment revenue. Expenditure can be reduced by cutting various programs from the budget or by reducing/freezing budget increases, that is, no CPI increases. This results in an expenditure decrease in real terms.

C) Investment Portfolio Performance

Investment Portfolio Return		Benchmarks		
	% pa	RBA Cash Rate	Aus Bond Bank Bill	11am Cash Rate
Benchmark as at 30-11-2019		0.75%	1.58%	0.75%
Term Deposits	2.20%			
Cash Deposit Accounts	1.60%			
Floating Rate Notes	2.01%			

D) Investment Commentary

Council's investment portfolio returns exceeded the Australia Bond Bank Bill benchmark in all investment categories except for Council's cash deposit accounts. These accounts are held for liquidity purposes. Term Deposits exceeded all benchmarking indexes.

Council's investment portfolio of \$58.6M is almost entirely invested in fixed term deposits. Overall, the portfolio is highly liquid, highly rated and short-dated from a counterparty perspective.

Council's Investment advisor, Michael Chandra, Imperium Markets provides the following commentary on the fixed interest market:

After cutting rates for a third time this year in late October, the US Fed has signalled it may pause from cutting further, providing a more tempered language in its forward guidance, noting "the Committee will continue to monitor the implications of incoming information for the economic outlook as it assesses the appropriate path of the target range for the federal funds rate" and that bank officials "see the current stance of

monetary policy as likely to remain appropriate". The market is currently factoring around a 50-50 chance of a US Fed cut over the course of 2020.

Domestically, the RBA remains on an easing bias and is now targeting 'full employment', as opposed to merely 'reducing' unemployment. They have repeatedly indicated to expect an "extended period" of low interest rates in order to achieve full employment and progress towards their inflation target.

The global key risks for the RBA stem from the impact of ongoing trade and technology disputes, persistently low inflation, political uncertainty (e.g. US, Brexit, Hong Kong) and a broader slowdown in the global economy. In Australia, they are closely monitoring employment, inflation, wage growth, housing and consumption.

Governor Lowe also discussed unconventional policies and stated "QE becomes an option" at a cash rate of 0.25%, but he believes it is unlikely that the RBA will need to undertake quantitative easing (QE) in the near future as the economy is still moving towards full employment and the inflation target.

The RBA Minutes for November's meeting highlighted the Board considered cutting rates but decided to stay on hold to assess the impact of recent rate cuts. These comments were interpreted as dovish and reaffirmed the RBA's clear easing bias. The futures market continues to factor in the possibility of another 25bp rate cut by early-mid 2020, which would take the official cash rate down to 0.50%.

F) Certification – Responsible Accounting Officer

I Scott Norman, hereby certify that the investments listed in this report have been made in accordance with Section 625 of the *Local Government Act 1993*, Clause 212 of the Local Government (General) Regulations 2005 and Council's Investment Policy.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

It is noted that the volatility for current financial markets and pending legal actions will not impact on Council's rates and charges, its ability to deliver its existing services across the funds, or its medium or long term sustainability. Council's overall Investment Portfolio remains sound.

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

Nil

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

Nil