



BUSINESS PAPER

**Civil and Environmental Services
Committee Meeting
Wednesday, 12 October 2022**

INVERELL SHIRE COUNCIL**NOTICE OF CIVIL AND ENVIRONMENTAL SERVICES COMMITTEE MEETING**

7 October, 2022

A Civil and Environmental Services Committee Meeting will be held in the Committee Room, Administrative Centre, 144 Otho Street, Inverell on Wednesday, 12 October, 2022, commencing at **9:00AM**.

Your attendance at this Civil and Environmental Services Committee Meeting 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 recorded. The 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.

I would like to remind those present that an audio recording of the meeting will be uploaded on the Council's website at a later time and participants should be mindful not to make any defamatory or offensive statements.

P J HENRY PSM

GENERAL MANAGER

Agenda

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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 Forms can be downloaded at [Disclosure of pecuniary interests form](#) or [non-pecuniary interests 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.



1 APOLOGIES

2 CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the Civil and Environmental Services Committee Meeting held on 14 September, 2022, as circulated to members, be confirmed as a true and correct record of that meeting.

**MINUTES OF INVERELL SHIRE COUNCIL
CIVIL AND ENVIRONMENTAL SERVICES COMMITTEE MEETING
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON WEDNESDAY, 14 SEPTEMBER 2022 AT 9:00AM**

PRESENT: Cr Stewart Berryman (Chairperson), Cr Paul Harmon (Mayor), Cr Di Baker, Cr Jacko Ross and Cr Wendy Wilks

IN ATTENDANCE: Cr Nicky Lavender, Cr Kate Dight, Cr Paul King OAM and Cr Jo Williams

Paul Henry (General Manager), Brett McInnes (Director Civil & Environmental Services), Paul Pay (Director Corporate and Economic Services), Justin Pay (Manager Civil Engineering); Anthony Alliston (Manager Development Services) and Chris Faley (Development Services Coordinator)

A minute silence was held to mark the death of Queen Elizabeth II.

1 APOLOGIES

Nil

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Wendy Wilks

That the Minutes of the Civil and Environmental Services Committee Meeting held on 10 August, 2022, as circulated to members, be confirmed as a true and correct record of that meeting.

CARRIED

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

Cr Nicky Lavender declared a Non-Pecuniary Interest in Item #5.1 of the Destination Report "Road Closure – Eat Drink Live New England" as she is a committee member of Eat Drink Live.

Cr Nicky Lavender declared a Pecuniary Interest in Item #5.5 of the Destination Report "Planning Proposal – Request to amend Inverell Local Environmental Plan 2012 – 1 Burgess Street, Inverell" as she is the CEO of IDFS, the applicant.

Mr Anthony Alliston, Manager Development Services, declared a Pecuniary Interest in Item 5.5 of the Destination Report "Planning Proposal – Request to amend Inverell Local Environmental Plan 2012 – 1 Burgess Street, Inverell" as his wife is an employee of IDFS, the applicant. Mr Alliston has been excluded from all staff discussion and Committee decisions on this matter.

4 PUBLIC FORUM

Mr Alex Wrobel and Cameron Neville from Inverell Polocrosse Club

Mr Wrobel provided a summary on the successful inaugural Swan Cup held in July 2022. The Swan Cup is a new concept for polocrosse – a registered Australian Stock Horse (ASH) sale with

an incentive polocrosse competition as well as Open Men's and Women's polocrosse competitions, modelled off the highly successful Nutrien Classic Sale and Campcraft. Put simply, the horses purchased out of the sale are eligible to come back and play in the Swan Cup incentive Polocrosse competition the following year. The Swan Cup is the richest polocrosse event held in the world, with \$70K in prizes. It is estimated that the event contributed \$500K to the local economy.

Mr Wrobel requested Council's support to prepare for the 2023 Swan Cup by providing the following:

- Topdressing the fields with sand
- Providing water throughout the event
- Assisting with event promotion through the Tourist Centre

At 9.20 am, Cr Nicky Lavender left the meeting having previously declared a:

- Pecuniary Interest in respect of Item #5.5 of the Destination Report "Planning Proposal – Request to amend Inverell Local Environmental Plan 2012 – 1 Burgess Street, Inverell" as she is the CEO of IDFS, the applicant.
- Non-Pecuniary Interest in respect of Item #5.1 of the Destination Report "Road Closure – Eat Drink Live New England" as she is a committee member of Eat Drink Live.

Mrs Katrina Garrett and Tom Devlin from IDFS

Mrs Garrett spoke in support of Item #5.5 Item of the Destination Report "Planning Proposal – Request to amend Inverell Local Environmental Plan 2012 – 1 Burgess Street, Inverell". IDFS propose to establish a 30 place bush pre-school at 1 Burgess Street, Inverell and requested that Council support the required changes to the Inverell Local Environmental Plan 2012.

5 DESTINATION REPORTS

5.1 ROAD CLOSURE - EAT DRINK LIVE NEW ENGLAND S30.9.2

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Wendy Wilks

That the Committee recommend to Council that:

- 1) *Council approve the closure of Evans Street between Otho Street and Campbell Street from 12pm on Friday, 11 November 2022 until 6pm Saturday, 12 November 2022; and*
- 2) *Council by way of donation cover the costs of the road closure and other in-kind support to facilitate the Eat Drink Live New England Event.*

CARRIED

At 9.28 am, Cr Nicky Lavender returned to the meeting.

5.2 INVERELL POLOCROSSE CLUB - REVIEW OF 2022 SWAN CUP S26.1.1/13**COMMITTEE RESOLUTION**

Moved: Cr Paul Harmon

Seconded: Cr Wendy Wilks

That the Committee recommend to Council that:

- 1) *Council assist the Inverell Polocrosse Club to prepare for the 2023 Swan Cup by investigating the available options to:*
 - a. *Supply and spread sand on the fields*
 - b. *Fill water tanks*
 - c. *Promote the event through the Inverell Tourist Centre*
- 2) *Council encourage the Inverell Polocrosse Club to prepare a detailed master plan for their polocrosse arena complex.*

CARRIED

5.3 EMPLOYMENT ZONES REFORM S18.6.49**COMMITTEE RESOLUTION**

Moved: Cr Di Baker

Seconded: Cr Wendy Wilks

That the Committee recommend to Council that:

- i. *a “recreation facility (outdoor)” be included as a permitted land use in the E4 General Industrial Zone and to advise the Department Planning and Environment’s employment zones reform team; and*
- ii. *The Director Civil and Environmental Services be authorised to undertake the procedural steps associated with the progress of the employment zones reform, including any changes and minor amendments consistent with the intent of the reforms.*

CARRIED

5.4 EXTENSION OF TEMPORARY TRAFFIC MANAGEMENT ARRANGEMENTS FOR DROUGHT RELIEF TRANSPORT S28.15.3/12**COMMITTEE RESOLUTION**

Moved: Cr Paul Harmon

Seconded: Cr Wendy Wilks

The Committee recommend to Council that the extension of the temporary Drought Recovery Access for Restricted Access Vehicles hauling agricultural commodities on the Shire road network until 19 September, 2023 be approved under the General Manager’s Delegation.

CARRIED

At 9.50 am, Cr Nicky Lavender left the meeting having previously declared a Pecuniary Interest in respect of the following:

- Item #5.5 of the Destination Report “Planning Proposal – Request to amend Inverell Local Environmental Plan 2012 – 1 Burgess Street, Inverell” as she is the CEO of IDFS, the applicant.

5.5 PLANNING PROPOSAL - REQUEST TO AMEND INVERELL LOCAL ENVIRONMENTAL PLAN 2012 - 1 BURGESS STREET, INVERELL S18.6.34/11

COMMITTEE RESOLUTION

Moved: Cr Wendy Wilks

Seconded: Cr Jacko Ross

That the Committee recommend to Council that:

- The Planning Proposal to amend the Inverell Local Environmental Plan 2012 to permit a ‘centre-based child care facility’ as an Additional Permitted Use on 1 Burgess Street, Inverell be forwarded to the NSW Department of Planning and Environment requesting a Gateway determination in accordance with sections 3.33 and 3.34 of the Environmental Planning and Assessment Act 1979;*
- The Director Civil and Environmental Services be authorised to undertake the procedural steps associated with the progress of the Planning Proposal and obtaining the Gateway determination, including any minor amendments, information requests and public exhibition; and*
- a further report be submitted in relation to this matter following public exhibition.*

CARRIED

S375A Record of Voting	Councillors For:	Councillors Against:
Harmon	√	
Baker	√	
Berryman	√	
Ross	√	
Wilks	√	

At 10:06 am, Cr Nicky Lavender returned to the meeting.

5.6 MEMORANDUM OF UNDERSTANDING - ACCESS AND USE OF ONEROAD S28.8.5

COMMITTEE RESOLUTION

Moved: Cr Di Baker

Seconded: Cr Wendy Wilks

That the Committee recommend to Council that the Memorandum of Understanding with Transport for NSW – Access and Use of OneRoad be executed by Council.

CARRIED

6 INFORMATION REPORTS

COMMITTEE RESOLUTION

Moved: Cr Di Baker

Seconded: Cr Jacko Ross

That the information reports be received and noted

CARRIED

6.1 WORKS UPDATE S28.21.1/15

The Meeting closed at 10.20 am.

- 3 DISCLOSURE OF CONFLICT OF INTERESTS/PECUNIARY AND NON-PECUNIARY INTERESTS**
- 4 PUBLIC FORUM**

5 DESTINATION REPORTS

5.1 ANNUAL HERITAGE ADVISORY SERVICE UPDATE

File Number: S18.8.3 / 22/33228

Author: Anthony Alliston, Manager Development Services

SUMMARY:

As part of funding agreements between Inverell Shire Council and the NSW Office of Environment and Heritage, annual funding reports are to be acquitted in May each year.

This report has been prepared for:

1. the Committee to note the annual heritage reports for 2021/22; and
2. the Committee to be informed of the general duties and progress made in respect to local heritage by Council's Heritage Advisor and support staff.

RECOMMENDATION:

- i. That the Committee suspend standing orders to allow Heritage Advisor, Mr Mitch McKay, the opportunity to address the Committee; and*
- ii. That the Committee recommend to Council that the 2021/2022 annual reporting and funding acquittals to the NSW Office and Environment and Heritage be noted.*

COMMENTARY:

Annual Heritage Reports for 2021/2022

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

The funding secured for the 2020/2021 and 2021/2022 years was on a \$1 for \$1 basis. This meant that for every \$1 Council spent \$1 was reimbursed by OEH. The Heritage Advisors Grant from OEH was \$5,500 (ex GST) and \$6,000 (ex GST) under the Local Heritage Places Grant.

The Local Government Places Grant partly funds Council's annual Local Heritage Assistance Fund. The Fund for 2021/2022 totalled \$36,000 (incl. GST), comprising \$6,000 in OEH funding, \$6,000 of Council's matching funding and \$20,000 of additional heritage conservation budget following Council's resolution on 10 February, 2016. The full fund was expended, and the OEH grant funding amount of \$6,000 claimed. A copy of the 2021/22 Local Heritage Places: Acquittal is included as **Attachment 1**.

In operating the Heritage Advisor service, Council expended \$16,565 (ex GST) during 2021/2022. Again, the full grant from OEH was claimed and a copy of the 2021/2022 Local Government Heritage Advisors: Acquittal is included as **Attachment 2**.

Heritage funding for 2023-2025

To receive heritage funding for 2023-2025, funding applications must be submitted to the Office of Environment and Heritage prior to 2 December 2022. The funding is for the continuation of the Heritage Advisor and a Small Heritage Places Grants.

If funding is secured, it will be a positive outcome for Inverell Shire Council to continue to offer both the Heritage Advisor service and local heritage assistance fund supported by the Office of Environment and Heritage.

There is also opportunity to apply for grant funding to care for State Heritage Items. Applications for this funding stream are also due on 2 December 2022. It is envisaged that the Wing Hing Long Store in Tingha (owned by Council) will be the target of this application.

Local Heritage Update

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

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

It is also intended that Mr McKay will give a general overview of his work with Council over the last 12 months at this meeting.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

1. **2021-22 Local Heritage Places: Acquittal** [↓](#)
2. **2021-22 Local Government Heritage Advisors: Acquittal** [↓](#)

2021-23 Community Heritage - Local Government Small Heritage Grants
21-23 Small Heritage Grants - Year 1 Acquittal
Application 21-23SHG089 From Inverell Shire Council
Form Submitted 10 May 2022, 8:51am AEST

Local Government Small Heritage Grants - Year 1 Acquittal

*** indicates a required field**

Completing this form

Help

If you need help contact the Heritage Grants Team on (02) 9873 8577 or email heritage.grants@environment.nsw.gov.au

Personal Information

Personal Information is protected by the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002*. If you need to change any personal information, please contact us.

Use of Information

The information you provide will be used by the NSW Government to determine if milestone requirements have been met and to make any associated payment. It may also be used by the NSW Government or its contractors in reporting or to audit or evaluate the NSW Heritage Grants program.

Some of your feedback on the program, photos or documents produced as part of the grant may be used by us, including on our website, in accordance with the permission form (to be completed and attached) and the conditions in your funding agreement.

Translation Information

Information on translation and interpreter services can be found at Multicultural NSW: http://multicultural.nsw.gov.au/our_services/interpreting_translation/

2021-22 - Year 1 Report

It is important to complete this report, even if you have not been able to run a small grants program in 2021-22.

1a. Did Council run a Small Grants Program in 2021-22? *

☒ Yes ☐ No

If YES, you will be taken to the next set of questions. If NO, you will be asked for brief feedback, and then taken to the submission page.

1b. Are the individual projects funded through the Small Grants Program complete?

☒ Yes ☐ No

If projects are outstanding, please contact us to discuss prior to submitting this form.

Year 1 - Outcomes and Measuring Success

*** indicates a required field**

Achievements and Measuring Success

2021-23 Community Heritage - Local Government Small Heritage Grants
21-23 Small Heritage Grants - Year 1 Acquittal
Application 21-23SHG089 From Inverell Shire Council
Form Submitted 10 May 2022, 8:51am AEST

2. Who benefitted from the Small Grants Program? *

Private property owners and businesses benefitted from the grants program this year.

We will compare this to question 2.2 of your application form where we asked you to describe the stakeholders who will benefit from the project, for example individuals, private owners, businesses, community groups, religious organisations, tourists etc

3. What was the focus for the Small Grants Program? *

The focus of this years grant program, was again, a range of conservation and maintenance works including replacement windows and doors, guttering repairs, subfloor works, foundation stabilisation, repointing and awning and facade restorations.

We will compare this to question 2.3 of the application form where we asked if you would have a particular focus on an area, type of heritage item, type of work, or issue you want to address or themes for funding and what are the expected outcomes.

4. What were the outcomes of the Small Grants Program in your LGA? *

The grant program sustained the amount of applications received previously. Given the recent pandemic affecting our LGA at the time applications were called, it was seen as positive and the community saw the benefit of applying for the program. Council staff were able to build a good relationship with new owners/applicants and maintain relationships built with owners of heritage items in the past. Funding the diverse range of projects has also contributed to the local economy, tourism and appreciation of heritage.

We will compare this to question 2.4 of your application form where we asked you what are the longer term heritage benefits and outcomes of the grants, their impact on your community

5. How many Small Grants applications/requests were recieved? *

15

Must be a number.

6. How many Small Grants were given out? *

10

Must be a number.

7a. Who worked on the small grants program and the individual projects?

- | | |
|--|-------------------------------------|
| <input checked="" type="checkbox"/> Local Government Staff | <input type="checkbox"/> Volunteers |
| <input checked="" type="checkbox"/> Heritage experts | <input type="checkbox"/> Other: |
| <input checked="" type="checkbox"/> Tradespeople | |

Answer any of the options that apply, and if you have not measured then please provide estimates.

Local Government Staff

7b. How many Local Government Staff were involved in the project?

3

Must be a number.

7c. How many hours did Local Government staff contribute?

55

Must be a number.

Heritage Experts

7d. How many Heritage Experts were employed by the project?

1

2021-23 Community Heritage - Local Government Small Heritage Grants

21-23 Small Heritage Grants - Year 1 Acquittal

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Must be a number.

7e. How many hours did the Heritage Experts contribute?

15

Must be a number.

Tradespeople

7f. How many Tradespeople were employed by the project?

24

Must be a number.

7g. How many hours did the Tradespeople contribute?

1520

Must be a number.

Use of Materials

Program materials may be used through various media including (but not limited to) NSW Government websites, publicity relating to your project, promotion and future planning of the heritage grants program and databases such as the State Heritage Register.

If you do not wish DPC to use the materials supplied through this acquittal you must advise accordingly

8. Insert any information, specific comments or feedback from your acquittal reports that you would NOT want reproduced and the reason why. Otherwise all of the written information provided may be used by DPC for the purposes specified on page 1.

No information

9. Please complete and sign the Use of Program Materials form and upload it here

Filename: Inverell Local Heritage Assistance Fund 2021-22 Use of Program Materials .pdf

File size: 131.1 kB

The Use of Program Materials form is available under the "Templates" section on our webpage <https://www.heritage.nsw.gov.au/grants/managing-your-grant/>

Individual Project Details

- The **Guide to Photo Point Monitoring** and associated **Photo Monitoring Template** are available at <https://www.environment.nsw.gov.au/topics/heritage/grants-and-d-funding/manage-grants> under *Project documents and templates*. Use one template per grant given to show the best before, during and after photos.
- The Total Cost (ex GST) will automatically calculate, however you may need to "save" the form for the calculation to work.

10a. Heritage Item Benefiting	Who recieved the grant?	Description of the works done and outcomes	Grant Given (ex GST)	Owner's Contribution (ex GST)	Total Cost (ex GST) - Automatic Calculated	Before and After Photos*
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Myall Creek Homestead - 2450 Bingara Road Myall Creek, LEP No I035	Mrs Rhonda McGregor	Repairs to rock foundations underneath the homestead by repointing mortar	\$2,125.00	\$2,125.00	\$4,250.00	Filename: heritage-projects-photo-monitoring - 2122-1 - 2450 Bingara Road Myall Creek.pdf File size: 198.1 kB
Byron Arcade - Otho Street Inverell, LEP No I150	Strata Management	Reinstate a heritage bronze plaque destroyed in 2010 by fire.	\$260.00	\$311.60	\$571.60	Filename: heritage-projects-photo-monitoring - 2122-2 - Byron Arcade Otho Street Inverell.pdf File size: 149.1 kB
'Yulara' 3 Brae Street Inverell, LEP No I065	Mr Bruce Barker & Mrs Gail Barker	Reinstate mortar to brickwork around and under two heritage windows to provide waterproofing	\$1,575.00	\$1,575.00	\$3,150.00	Filename: heritage-projects-photo-monitoring - 2122-4 - Yulara 3 Brae Street Inverell.pdf File size: 190.0 kB
1 Andrew Street Inverell, LEP No I054	Mr Jake Turner & Ms Laura Carroll	Restump house by removal of old piers and reinstate street post to rectify structural issues	\$19,375.00	\$44,425.00	\$63,800.00	Filename: heritage-projects-photo-monitoring - 2122-5 - 1 Andrew Street Inverell.pdf File size: 109.2 kB

2021-23 Community Heritage - Local Government Small Heritage Grants
21-23 Small Heritage Grants - Year 1 Acquittal
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 Form Submitted 10 May 2022, 8:51am AEST

'Warana' 227 Swanbrook Road Inverell, LEP No I172	Ms Eriko Kawaramoto	Replacement of piers to rectify structural defects to floor and foundations	\$9,000.00	\$22,250.00	\$31,250.00	Filename: heritage-projects-photo-monitoring - 2122-6 - Warana 227 Swanbrook Road Inverell.pdf File size: 115.9 kB
'Weranga' 526 Ashford Road, Inverell	Mr Chris Cleary & Mrs Diedre Cleary	Replacement and repair to damaged windows to maintain structural integrity of building	\$7,285.00	\$7,865.00	\$15,150.00	Filename: heritage-projects-photo-monitoring - 2122-7 - Weranga 526 Ashford Road Inverell.pdf File size: 80.4 kB
The Inverell Club 1-3 Evans Street Inverell, LEP No I102	The Inverell Club	Repair to collapsed pier and replacement of damaged guttering	\$1,680.00	\$1,697.00	\$3,377.00	Filename: heritage-projects-photo-monitoring - 2122-8 - Inverell Club 1-3 Evans Street Inverell.pdf File size: 94.2 kB
Former Post Office - 33 Albury Street Ashford, LEP No I006	Mr David Gordon & Mrs Rosemary Gordon	Replace sash windows, window canopies and front porch railing	\$5,625.00	\$5,625.00	\$11,250.00	Filename: heritage-projects-photo-monitoring - 2122-12 - Former Post Office 33 Albury Street Ashford.pdf File size: 156.9 kB

2021-23 Community Heritage - Local Government Small Heritage Grants
21-23 Small Heritage Grants - Year 1 Acquittal
Application 21-23SHG089 From Inverell Shire Council
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Tom Roberts Woolshed - 4157 Gwydir Highway Inverell - LEP No I039	Paraway Pastoral Company	Removal of weeds to maintain structural integrity of the woolshed	\$2,075.00	\$2,075.00	\$4,150.00	Filename: heritage-projects-photo-monitoring - 2122-13 - Tom Roberts Woolshed 4157 Gwydir Hwy Inverell.pdf File size: 69.0 kB
Commercial Hotel - 42 Albury Street Ashford, LEP No I011	Australasian Success Academy P/L - Douglas McCoy	External Painting of hotel to facilitate opening as hotel has been closed since 2012	\$7,000.00	\$130,698.00	\$137,698.00	Filename: heritage-projects-photo-monitoring - 2122-15 - Commercial Hotel 42 Albury Street Ashford.pdf File size: 102.9 kB
Address, name and LEP number	Name of person or group who recieved the grant	Brief description of works done and heritage outcomes achieved	How much did Council give as a grant for this project?	Did the owner/s of the heritage item contribute to their project costs?	Should equal owners contribution plus the grant amount given This number/amount is calculated.	*Use One Photo Monitoring Template per Grant Given to show the works done.

These amounts will be automatically calculated from the table above.

10b. Total Grant Amount Given by Council to the Community

\$56,000.00

This number/amount is calculated.

10c. Total Contribution from Heritage Owners

\$218,646.60

This number/amount is calculated.

10d. Grand Total of Project Costs

\$274,646.60

This number/amount is calculated.

The overall combined total.

The statutory declaration form can be found at: <https://www.environment.nsw.gov.au/topics/heritage/grants-and-funding/manage-grants> under the heading **Project documents**

2021-23 Community Heritage - Local Government Small Heritage Grants
21-23 Small Heritage Grants - Year 1 Acquittal
Application 21-23SHG089 From Inverell Shire Council
Form Submitted 10 May 2022, 8:51am AEST

and templates.

11. Attach a signed and certified statutory declaration to confirm total expenditure incurred in 2021-22 *

Filename: nsw-statutory-declaration-ninth-schedule-grants.pdf
File size: 69.6 kB

Year 1 Payment Claim

Refer to your amount approved and co-contribution conditions and the total grant amount given by council to the community.

For example, If your Council was approved for up to \$5,500 *with a matching co-contribution required*, and council has expended \$8,000 on small heritage grants in 2021-22, your claim amount will be \$4000.

However, if the co-contribution requirement was *waived* as part of your funding agreement, in this instance the claim would be \$5,500.

Approved amount and Co-contribution Conditions

This question is read only.

12. Amount being claimed for 2021-22 (ex GST) *

\$5,500

Must be a dollar amount.

If you are required to have a matching co-contribution this should be half of the total expenditure in Question 11b

13. Attach a Tax Invoice excluding GST to Department of Premier and Cabinet (Heritage NSW) for the grant amount that you are claiming. *

Filename: 2021-22 - Tax Invoice - 21-23SHG089.pdf
File size: 53.9 kB

Your invoice should be made out to Department of Premier and Cabinet (Heritage NSW) Locked Bag 5020 Parramatta NSW 2124 ABN 34 945 244 274. You must NOT add GST to the invoice.

Change to Financial and/or Contact Details

14a. Are there any changes to your financial or contact details that we should be aware of? *

☐ Yes ☒ No

For example a change in bank account, project officer or address.

Acknowledgement, Feedback and Submission

*** indicates a required field**

15. As the person submitting this form I warrant that: 1) the information in this form is true and correct to the best of my knowledge 2) I am authorised to sign

2021-23 Community Heritage - Local Government Small Heritage Grants
21-23 Small Heritage Grants - Year 1 Acquittal
Application 21-23SHG089 From Inverell Shire Council
Form Submitted 10 May 2022, 8:51am AEST

this form on behalf of my organisation and 3) I confirm that permissions have been sought from any and all third parties to use their materials. *

☒ Yes

16. Do you have any feedback for the Heritage Grants Team on the grant process, forms, payments or customer service?

Your honest feedback will help us to improve the grants program. Please take a few minutes to let us know your thoughts.

Please review and submit this acquittal form once you have completed it and have attached required supporting information.

Once you have submitted your acquittal form you will receive a confirmation email.

2021-23 Community Heritage - Local Government Advisors
21-23 Heritage Advisor Service - Year 1 Acquittal
Application 21-23HA081 From Inverell Shire Council
Form Submitted 10 May 2022, 8:40am AEST

Local Government Heritage Advisor Service - Year 1 Acquittal

Completing this form

Help

If you need help please contact the Heritage Grants Team on (02) 9873 8577 or email heritage.grants@environment.nsw.gov.au.

Personal Information

Personal Information on this form is protected by the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002*. If you need to change any personal information, please contact us.

Use of Material

The Department of Premier and Cabinet (DPC) plans to use certain program materials provided by you.

The information you provide will be used by DPC to determine if milestone requirements have been met and to make any associated payment. It may also be used by DPC or its contractors in reporting or to audit or evaluate the NSW Heritage Grants program and to update Heritage NSW records.

The materials may be used through various media including (but not limited to) NSW Government websites, publicity relating to your project, promotion and future planning of the heritage grants program and databases such as the State Heritage Register.

Translation Information

Information on translation and interpreter services can be found at Multicultural NSW: http://multicultural.nsw.gov.au/our_services/interpreting_translation/

2021-22 - Year 1

It is important to complete this report, even if you have not been able to provide a Heritage Advisor Service in 2021-22.

1a. Did Council provide a Heritage Advisor Service in 2021-22?

- ☒ Yes - for the full financial year
☐ Yes - for part of the financial year
☐ No

If YES, you will be taken to the next set of questions. If NO, you will be asked for brief feedback, and then taken to the submission page.

1b. How long was the service provided for?

- ☐ Less than 3 months ☐ Between 3 to 6 months ☐ Between 6 to 9 months ☒ Between 9 to 12 months

Can be an estimate

Year 1 - Outcomes and Measuring Success

*** indicates a required field**

2021-23 Community Heritage - Local Government Advisors
21-23 Heritage Advisor Service - Year 1 Acquittal
Application 21-23HA081 From Inverell Shire Council
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Year 1 Outcomes

2. What services did the Heritage Advisor provide? *

Preliminary development advice, Development Application comment, information gathering on local heritage items, working with the community for positive heritage outcomes, working with Inverell Tourism, advise to Council on heritage matters, strategies and grant applications.

We will compare this to the expected services you listed in question 2b of your application.

3. What were the heritage outcomes of having a Heritage Advisor Service in your LGA? *

The Heritage Advisor service continued to provide free access for the community to seek assistance and advice in relation to a variety of heritage matters. It also supported Council in driving continued improvements to the community perception of heritage. Supporting the delivery of the local heritage places grants, and the ongoing promotion of the best practice in adapting, conserving, maintaining and preserving local heritage were also achieved through the Heritage Advisor Service.

What was the impact of the service? We will compare this to the expected outcomes listed in question 2c of your application.

4. Attach a copy of Council's adopted Heritage Strategy for this financial year

Filename: Inverell Heritage Strategy (2018 - 2021).pdf

File size: 596.6 kB

5. How many items, areas and sites are listed under Schedule 5 Environmental Heritage of council's Local Environmental Plan?

229

Must be a number.

Changes to Heritage Advisor

6a. Has your Heritage Advisor changed since you applied for funding? *

☐ Yes ☒ No

Grant Claim - Year 1

Refer to your amount approved and co-contribution conditions and the total council expenditure **(including an ESTIMATE for the remainder of May and June)**.

For example, If your Council was approved for up to \$6,000 *with a matching co-contribution required*, and you expect to expend \$8,000 on the Heritage Advisor Service in 2021-22, your claim amount will be \$4000.

However, if the co-contribution requirement was *waived* as part of your funding agreement, in this instance the claim would be \$6,000.

Approved amount and Co-contribution Conditions

This question is read only.

7. Total Council expenditure on the Heritage Advisor service in 2021-22 (including an estimate for the remainder of May and June) (ex GST) *

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\$16,565

This is the total cost of the Heritage Advisor service for the financial year 2021-22

8. Amount being claimed from Department of Premier and Cabinet (Heritage NSW) for 2021-22 (ex GST) *

\$6,000

Must be a dollar amount.

If you are required to have a matching co-contribution this should be half of the total expenditure in Question 12

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

Filename: HA - Summary of Invoices .pdf

File size: 92.1 kB

Please combine invoices into one file before uploading

The statutory declaration form can be found at: <https://www.heritage.nsw.gov.au/grants/managing-your-grant/> under the heading **Project documents and templates**.

10. Attach a signed and certified statutory declaration on expenditure incurred in 2021-22 *

Filename: nsw-statutory-declaration-ninth-schedule-grants.pdf

File size: 63.6 kB

11. Attach a Tax Invoice (ex GST) to Department of Premier and Cabinet (Heritage NSW) for the grant amount that you are claiming. *

Filename: 2021-22 - Tax Invoice - 21-23HA081.pdf

File size: 54.4 kB

Your invoice should be made out to Department of Premier and Cabinet (Heritage NSW) Locked Bag 5020 Parramatta NSW 2124 ABN 34 945 244 274. You must not add GST to the invoice if the applicant is a local council or is not registered for GST

Changes to Council's Financial and/or Contact Details

12a. Are there any changes to your financial or contact details that we should be aware of? *

☐ Yes ☒ No

Measuring Impact through Indicators

Combined, the Heritage Advisors funded through this program provide a vast range of services across the state.

To help us understand the range and impact of these services, and any emerging areas of priority, please provide data for any of the following which applied to your project. This data will help us to evaluate the funding program.

Indicators - Part 1

Answer all that apply

2021-23 Community Heritage - Local Government Advisors**21-23 Heritage Advisor Service - Year 1 Acquittal****Application 21-23HA081 From Inverell Shire Council**

Form Submitted 10 May 2022, 8:40am AEST

13a. Average number hours worked per month by the Heritage Advisor	13b. Number of Develop- ment Applications the Heritage Advisor assisted stakeholders in developing	13c. Number of Develop- ment Applications the Heritage Advisor assisted Council in assessing	13d. Number of site visits by the Heritage Advisor	13e. Number of visits to monitor sites at risk	13f. Number of strategic projects managed, worked on and planning advice given	13g. Number of pieces of advice to Council on Council owned heritage	13h. Number of appointments booked for Heritage Advisor - existing stakeholders who have used the service previously
8	2	4	13	1	16	2	20
Must be a number.	Must be a number.	Must be a number.	Must be a number.	Must be a number.	Must be a number.	Must be a number.	Must be a number.

Indicators - Part 2

Answer all that apply

13i. Number of appointments booked for Heritage Advisor - new stakeholders using the service for the first time	13j. Number of State Heritage Register nominations the Heritage Advisor provided advice for	13k. Number of LEP nominations the Heritage Advisor provided advice for	13l. Number of site information upgrades to the States Heritage Inventory	13m. Number of educational and promotional opportunities provided	13n. Number of collections of resource materials collated (in consultation with local library and historical society) to assist management and promotion of heritage in the area	13o. Number of research or studies undertaken to improve heritage management	13p. Number of potential applicants the Heritage Advisor assisted to apply for grants
4	0	0	0	0	0	1	1
Must be a number.	Must be a number.	Must be a number.	Must be a number.	Must be a number.	Must be a number.	Must be a number.	Must be a number.

2021-23 Community Heritage - Local Government Advisors
21-23 Heritage Advisor Service - Year 1 Acquittal
Application 21-23HA081 From Inverell Shire Council
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13q. Please list the number and type of stakeholders worked with e.g. private individual owners, community, tradespeople, council *

The Heritage Advisor provided advice and discussed heritage matters with Council, 2 architects, 4 private individuals and 18 Council staff.

Involvement in Small Heritage Grants Program

Heritage NSW also offered a Small Heritage Grants Program for local heritage items in the 2021-22 funding round, with many council's receiving funding through this program as well.

14. Did Council receive funding to run a Small Heritage Grants Program?

☒ Yes ☐ No

15. If yes, was the Heritage Advisor involved in developing and delivering the Small Grants Program program?

☒ Yes ☐ No

16a. Did the Heritage Advisor undertake any strategic projects this year?

☐ Yes ☒ No

Acknowledgement, Feedback and Submission

*** indicates a required field**

Use of Material

Program materials may be used through various media including (but not limited to) NSW Government websites, publicity relating to your project, promotion and future planning of the heritage grants program and databases such as the State Heritage Register.

If you do not wish DPC to use the materials supplied through this acquittal you must advise accordingly

17. Insert any information, specific comments or feedback from your acquittal reports that you would NOT want reproduced and the reason why. Otherwise all of the written information provided may be used by DPC for the purposes specified on page 1.

No information

18. Please complete and sign the Use of Program Materials form and upload it here

Filename: Inverell Local Heritage Assistance Fund 2021-22 Use of Program Materials .pdf
File size: 131.1 kB

The Use of Program Materials form is available under the "Templates" section on our webpage <https://www.heritage.nsw.gov.au/grants/managing-your-grant/>

2021-23 Community Heritage - Local Government Advisors**21-23 Heritage Advisor Service - Year 1 Acquittal****Application 21-23HA081 From Inverell Shire Council**

Form Submitted 10 May 2022, 8:40am AEST

19. As the person submitting this form I warrant that: 1) the information in this form is true and correct to the best of my knowledge 2) I am authorised to sign this form on behalf of my organisation and 3) I confirm that permissions have been sought from any and all third parties to use their materials. *

☒ Yes

20. Do you have any feedback for the Heritage Grants Team on the grant process, forms, payments or customer service?

Your honest feedback will help us to improve the grants program. Please take a few minutes to let us know your thoughts.

Please review and submit this acquittal form once you have completed it and have attached required supporting information.

Once you have submitted your acquittal form you will receive a confirmation email.

5.2 INVERELL POLOCROSSE CLUB - OPTIONS TO ASSIST**File Number:** S26.1.1/13 / 22/34729**Author:** Justin Pay, Manager Civil Engineering**SUMMARY:**

At the ordinary meeting in September, Council resolved to investigate available options to assist the Inverell Polocrosse Club to prepare for the 2023 Swan Cup. The below report provides costings associated.

RECOMMENDATION:

A matter for the Committee.

COMMENTARY:

At the ordinary meeting in September, Council resolved RES 2022/123:

That:

- 1) *Council assist the Inverell Polocrosse Club to prepare for the 2023 Swan Cup by investigating the available options to:*
 - a. *Supply and spread sand on the fields*
 - b. *Fill water tanks*
 - c. *Promote the event through the Inverell Tourist Centre*
- 2) *Council encourage the Inverell Polocrosse Club to prepare a detailed master plan for their polocrosse arena complex.*

This report will discuss options available to address items 1) a and b.

The other aspects of the resolution will be the subject of a separate report.

Supply and Spread Sand

An estimate has been prepared to supply and spread sand on the fields at the site. This estimate is based on the information (field dimensions and sand specifications) provided from members of the Inverell Polocrosse Club. The Club has indicated that they have the capacity to aerate the fields prior to and after the sand has been spread.

There are five (5) fields at the site, the below estimate is per field and based on cost to Council, no profit or contingency has been applied.

Area – 190m x 70m = 13,000 m² (this allows for a “run off area” at the end and side of the field the playing area of each field is 150m long and 50m wide)

Sand required – 950 tonnes

Cost of sand –

Supply - \$30/tonne

Delivery - \$10/tonne

Spread - \$1/tonne

Total = \$41/tonne

Council would also need to consider provision of water cart to suppress dust on Eddy Park Lane while sand is being hauled (this is in line with standard Council practice to minimise impacts on local residents). This would cost approximately \$500 per field.

Total cost to supply and spread sand (30mm) for one (1) field - \$39,450 ex GST

Total cost to supply and spread sand (30mm) for all five (5) fields - \$197,250 ex GST

The Club indicated that while it would be optimal to have sand spread on all fields, it would be their request that if this is not achievable, applying sand on two (2) fields be considered.

The above costing is based on applying a 30mm layer of sand. It was indicated by the Club that this process may be required to be undertaken a number of times over a period of years to achieve the required outcome. It was noted that Polocrosse Clubs in other locations had attempted to apply sand to fields at greater depths in one application and this was not successful.

Given Council's significant workload at the current time, plant and staff resources would not be available to complete this work prior to the proposed 2023 Swan Cup, this work would need to be completed by contractors. Given current difficulty in engaging earthmoving/haulage contractors it would be necessary to provide a long lead-time to engage contractors to complete such a job. As the above estimates have been based on actual cost to Council (no profit) it is likely the actual costs would be greater if contractors were engaged.

Fill Water Tanks

Earlier this year Council's Manager Environmental Engineering investigated provision of restricted flow water service to the site. The indicative cost of this was in excess of \$172K. The Club considered this to be cost prohibitive and not able to meet their peak demand needs.

The Club have indicated that they have 120,000L storage capacity in tanks on site. They have estimated that with this storage full at the start of the Swan Cup event – they would require a further 120,000L provided over the 4 day period. In order to achieve this, Council's water cart would be required to operate 5 hours a day over 3 days, at a cost of:

Provide Water Cart - \$451 per day (5 hour day)

Water Cart Operator - \$312 per day (overtime rates)

Total to provide Water Cart and Operator (3 days) - \$ 2,289 ex GST

Cost of water at stand pipe - \$240

Total cost to provide 120,000L over 3 days - \$2,529 ex

This estimate is based on cost to Council and does not include profit or contingency.

Conclusion

Cost estimates have been provided for the physical assistance requested by the Inverell Polocrosse Club to assist Council with their deliberations on this matter.

RISK ASSESSMENT:

NIL

POLICY IMPLICATIONS:

Council may wish to consider *Council Plant Assistance to Non Profit Local Organisations* policy.

CHIEF FINANCIAL OFFICERS COMMENT:

Sufficient funding is available in Council's donation budget to fund the cost of water delivery - \$2,529.

Council's 2022/2023 budget does not provide any specific budget allocation for the supply and spreading of sand. Should Council commitment to funding this project or part thereof, a further report will be presented to Council with possible funding options.

Council should encourage the Inverell Polocrosse Club to apply for grant funding where possible. However, grant funding may not provide a suitable outcome prior to the 2023 Swan Cup.

The next suitable grant to fund this activity would be the NSW Government Infrastructure Grants – Sport & Recreation, which are made possible by the Clubgrants Category 3 Fund, which reinvest profits from gaming machines into community projects. The next round opens on 10 October 2022 and close on 31 October 2022. Funding from \$50,000 to \$300,000 is available.

LEGAL IMPLICATIONS:

NIL

ATTACHMENTS:

Nil

5.3 REPAIR PROGRAM FUNDING ALLOCATION 2022/2023**File Number:** S15.8.22 / 22/34886**Author:** Justin Pay, Manager Civil Engineering**SUMMARY:**

Council receives State Government funding for rehabilitation and development of the Regional Road network through the Regional Roads REPAIR program. This program is undertaken on a four (4) year cycle, the 2022/2023 financial year will be the final year of the current program. The REPAIR Program funding allocation for the 2022/2023 financial year has been recommended accordingly.

RECOMMENDATION:

The Committee recommend to Council that the 2022/2023 REPAIR Program funding be allocated as follows:

- i. MR137 "Wandera South" Road rehabilitation project (Stage 1) additional works - \$350,000; and*
- ii. MR137 "Wandera South" Stage 2 - \$739,986.*

COMMENTARY:

The REPAIR Program is one (1) of two (2) programs under which the State Government assists Councils in the management of their Regional Road infrastructure. The objective of the REPAIR Program is to provide additional assistance to Councils to undertake larger works of rehabilitation and development on Regional Roads to minimise the long-term maintenance costs of these roads. Council also receives BLOCK grant funding from the State Government for the maintenance on regional roads.

A review of how the REPAIR Program is administered in the northern area of the State was undertaken in 2018. This review concluded that the existing business rules for the program were working well and supported by a majority of Councils. Only minor changes were adopted for the following four (4) years, the most significant being the removal of the Technical Sub-Committee.

In the past Council were required to submit projects to the Technical Sub-Committee for approval and inclusion in the program. Under the new rules, Council is now responsible for ensuring that proposed projects meet the REPAIR Program objectives and Council must demonstrate that recognised asset management principles have been applied in determining priorities.

In March 2022 Council allocated the 2021/2022 REPAIR Program Funding of \$1,089,986 to the MR137 "Wandera South" Road rehabilitation project. This project involves the realignment and rehabilitation of Ashford Road to the south of the village of Wandera. Councillors will recall the site visit to this construction project while en-route to the August 2022 Committee meetings in Yetman. At the site visit it was highlighted that due to environmental conditions (rain and sub-soil moisture) the scope of the project was extended and this would impact the project costings and the project completion time frame.

This project is continuing and project staff have calculated that an extra \$350,000 of funds in addition to the existing allocation will be required to complete the project. This cost is attributed to additional earthworks, drainage, sub-grade preparation and additional pavement depth in areas impacted by sub-soil moisture (natural springs) as well as rain impacts/delays. Additional traffic control costs were also encountered to the extended project schedule, requiring contract traffic controller for many weeks longer than originally budgeted.

Whilst at the above project site Council staff have started completing MR137 “Wandera South” Stage 2. This project was also a priority on Council’s rehabilitation program. This project commences 800m to the south of the above “Stage 1” project and involves pavement rehabilitation (via stabilisation/heavy patching) and drainage maintenance. This project is being completed concurrently with Stage 1 in order to achieve operational efficiencies and to maximise available contractor resources. This project is scheduled for completion along with Stage 1 in November 2022.

MR137 “Wandera South” Stage 2 was originally intended to be funded by various heavy patching and drainage maintenance votes with an additional portion funded from Council’s Bitumen Road Renewal Fund. These funding sources do not need to be expended by the end of the financial year in order to meet any grant funding requirements.

Council’s allocation for the 2022/2023 REPAIR Program is \$1,089,986 (comprised of TfNSW \$544,993 and Councils 50:50 contribution of \$544,993 which is funded from the BLOCK grant).

Given that REPAIR Program funds are required to be fully spent by the end of the financial year (or funds are forfeited) it is recommended that Council allocate the 2022/2023 REPAIR Program funding to:

MR137 “Wandera South” Road rehabilitation project (Stage 1) additional works - \$350,000

MR137 “Wandera South” Stage 2 - \$739,986*

*This allocation includes a 10% contingency allowing for potential wet weather impacts.

This will ensure that the 2022/2023 REPAIR Program funding is fully expended and the funds currently allocated to MR137 “Wandera South” Stage 2 can be re-allocated to priority projects that can be completed at a later date (these funds are from allocations that can be re-voted if the works aren’t completed by the end of the current financial year).

As explained in the report to the August Committee meeting, Council’s asset management staff, maintenance overseers and engineers are continuing our annual review of the Sealed Road Rehabilitation Plan and associated programs. These works are nearing completion and it is intended that a further report be presented to the November Committee meeting for Council to endorse the updated Regional and Local Sealed Road Rehabilitation Programs. This report will also recommend funding allocations from the Fit for the Future Road backlog prevention program, BLOCK Grant Supplementary Program and will discuss the strategy to fund maintenance/heavy patching works required across the Regional Road network.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Sufficient funding is available in the 2022/2023 Repair Program to fund each respective project.

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

Nil

6 INFORMATION REPORTS

6.1 WORKS UPDATE

File Number: S28.21.1/15 / 22/34191

Author: Justin Pay, Manager Civil Engineering

SUMMARY:

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

COMMENTARY:

Fixing Country Roads Funding Grant

Council has been successful in obtaining \$3.685M from the Fixing Country Roads Funding Grant to complete works on Yetman Road between Palaroo Lane and Oakwood.

An additional private contribution of \$20K from an industry beneficiary brings the total funding to \$3.705M. This grant will allow Council to upgrade this section of road to allow road train access. This will result in improved freight access and efficiency. Currently, road train access on Yetman Road terminates at the Inverell Regional Livestock Exchange however, once this project is complete, a further 12km along Yetman Road will have road train access.

This project includes the following works:

- Construction of a new two-lane bridge on a new and improved alignment crossing at Rob Roy Creek to replace the old narrow bridge at Moseley Dene.
- Construction of 400m of approaches for the new bridge alignment.
- Full reconstruction and widening of 2km of road from Hunts Gully to approx. 300m past Stewarts Grain Trading.
- Widening and drainage works to 3.6km of road to bring the existing road up to standard for road train access.
- Drainage works for 1.2km to clean out and restore table drains.
- Replacement of 9 pipe sets between Palaroo Lane and Stewart's Grain Trading.

The new bridge at Moseley Dene has been designed and the review of the Environmental Factors and Aboriginal Cultural Heritage Study has been completed. A Fisheries Permit has also been obtained.

Works commenced in January 2022, which included the opening up of the existing table drains for the full reconstruction section from Hunts Gully to Stewart's Grain Trading. The pavement works for Hunts Gully to Stewart's Grain Trading full reconstruction have now been completed with the bitumen seal applied at the end of May as planned. The issues identified with the bitumen seal were rectified by the bitumen seal supplier and the line marking has been installed which completes this section of the project.

The six (6) bored piles for the replacement bridge at Moseley Dene, crossing Rob Roy Creek, have now been installed up to the abutment level ready for the construction of the abutments and wingwalls.

A request for quotation was sent out for the construction of the abutments and wingwalls to multiple concrete contractors however, Council received no responses to this request. Council is currently negotiating with suitably qualified contractors to determine a timeframe for completion of these works.

Due to the issues with not being able to engage contractors to complete works for the bridge project and with Council staff fully allocated to other projects, we are currently in the process of

seeking an extension for the completion milestone for the grant funding. An update on this determination will be given in due course.



Yetman Road – Moseley Dene Bridge Replacement Project – Bridge piers in place up to Abutment Level

Yetman Road – Taylor Avenue Intersection Upgrade

Council secured funding from the Local Roads and Community Infrastructure Program for the upgrade of Yetman Road-Taylor Avenue Intersection.

The works included pavement widening to accommodate a turning lane into Taylor Avenue and a drainage upgrade at the location. Kerb and gutter have been constructed as well as a significant extension to underground drainage at the site.

The road has now been bitumen sealed and open to the public. Line marking will occur in the near future.

There are still some minor works remaining which include the installation of a secondary pipe across Fernhill Road and turfing which will be completed when resources permit.



Taylor Avenue Intersection Upgrade Project – Bitumen Seal Completed



Taylor Avenue Intersection Upgrade Project – Bitumen Seal Completed

Roundabout Construction – Intersection of Gwydir Highway, Bundarra Road and Chester Street

Project work is continuing on the construction of a roundabout at the intersection of Gwydir Highway, Bundarra Road and Chester Street. A construction budget of \$5,882,000 has been provided which includes contributions from the State Government of \$2.2M and the Federal Government of \$1.5M. The key budget components include:

- Design & Legal - \$660,000
- Works Authority Deed (TfNSW) - \$172,446
- Demolition/Rehabilitation - \$203,062
- Roundabout Construction - \$4,156,302
- Contingency - \$690,190

Council has entered into funding deeds with both the State and Federal Governments. These deeds require the completion of the roundabout construction by November 2022.

The project includes the following:

- Earthworks
- Vegetation clearing and grubbing
- Significant storm water drainage works
- Realignment of underground services including power, Telstra, NBN, water and sewer
- Realignment of the intersection
- Construction of a concrete pavement and roundabout
- Flexible pavement construction on roundabout approaches
- Kerb and gutter construction
- Footpath works
- Traffic management at multiple intersections in Inverell township

Construction of the majority of the storm water drainage for the project is now complete. The protective barrier on the centreline of the highway has now been moved approximately 2m to the south. This will allow earthworks and other pavement related works to be undertaken in this area. Once construction of the Lean Mix Concrete (LMC) is completed in this location, pavement construction will commence.

Contractors are continuing relocating telecommunication services at the site and this work will continue for several weeks.

Current traffic management at the site includes Chester Street being closed at the intersection of Gwydir Highway and traffic light control on the other legs of the intersection. As an added safety measure, the northern leg of the Rosslyn Street – Gwydir Highway intersection is closed. This is to ensure that any traffic that may detour past the roundabout construction site does not cause safety issues at the Rosslyn Street intersection.

Approval from Essential Energy for relocation of power assets is now finalised and removal of the street lighting has been completed. Relocation of other power assets will follow the mandatory public notification period.

The project is behind schedule due to wet weather and other delays associated with third party asset relocation. The project team has a strategy in place that allows for the area to be open to traffic, without traffic lights over the Christmas period. Staff will then recommence works in January 2023 to finalise the project.



Overhead Aerial view of Roundabout construction project progress



Drainage construction works at the Roundabout construction project



Drainage construction works at the Roundabout construction project

Moore Street Upgrade – Hospital Entrance

Council has secured funding to complete upgrade works on Moore Street at the Inverell Hospital entrance. The project cost is \$1,349,000 funded by the State Government's Fixing Local Roads Program (\$911,654), contribution from NSW Health Infrastructure (\$337,250) and Council contribution (\$100,096).

The recent redevelopment of the Inverell Hospital resulted in the 'main entrance' for this facility being moved to Moore Street. Council has received grant funding from the State Government to undertake upgrade works to Moore Street to meet subsequent demand.

The project includes works along a 1,000 metre section of Moore Street and includes pavement rehabilitation, widening, a turning lane into the hospital and drainage upgrades including construction of kerb and gutter. The key aim of the project is to improve sight distance impacting safe access to the new hospital.

In order to meet the milestones of the funding deed for the project, Council commenced construction during April and must have construction completed and open to the traffic no later than 30 June, 2023.

Site preparation works have been undertaken to meet the project commencement milestone. The main body of works will be undertaken later in the calendar year and construction is expected to be completed and open to the traffic in accordance with the completion milestone.

Ashford Road Rehabilitation and Widening – Wandera South

Council has allocated \$1,742,253 (\$1,089,986 from the Repair Program and \$652,267 from the Bitumen, Heavy Patching Stabilisation Fund) to complete rehabilitation and widening works on a section of Ashford Road 11.47km to 13.90km north of Inverell. This section of road, south of the village of Wandera is undulating with narrow travel lanes and substandard horizontal curves.

Base material has now been placed for a length of 1600 metres with compaction of the base layer to be carried out over the next few weeks. At this time the first 1600 metres will be bitumen sealed and remaining works can then be undertaken on the northern end of the project site.

Crews have addressed all areas of significant ground water ingress. Earthworks are still outstanding on the remaining 830 metres and provided there are no significant ground water issues pavement rehabilitation and construction will continue on this remaining section. Project completion is planned for November 2022.



Placement of Base Material – Ashford Road Wandera South

Bitumen Resealing Program 2022-2023

Council has allocated \$1.73M from various funding programs to undertake the annual bitumen resealing program on Regional Rural Roads, Local Rural Roads, Inverell Urban Streets and Ashford Village Streets with TfNSW allocating \$800K to undertake bitumen resealing works on the Gwydir Highway.

Council at its August meeting resolved to accept the quotation from NSW Spray Seal Pty Ltd (NSWSS) under a full service contract for the 2022-2023 Bitumen Resealing Program.

Due to the ongoing presence of La Nina extending into the warmer months of this year and the fact that significant weather events of last year impacted the 2021-2022 bitumen resealing program, Council and NSWSS have agreed to commence our resealing program one month early.

The program will commence on 4 October 2022 and will continue for approximately 4 weeks until 4 November 2022. The order of roads in the program will be Gwydir Highway, Regional and Rural Local Roads North, Ashford Village Streets, Inverell Urban Streets and Regional and Rural Local Roads South.

Maintenance Grading

The following maintenance grading works were undertaken during September 2022.

Road Number	Road Name	Length Graded (km)
SR224	Airlie Brake Lane	8.25km
SR173	Delungra Bypass	8.30km
SR215	Schwenkes Lane	1.90km
SR214	Old Bundarra Road	2.90km
SR286	Monterey Road	0.90km
SR213	Pine Ridge Road	3.00km
SR009	North Star Road	15.10km
SR054	Emmaville Road	28.00km
SR019	Yetman West Road	15.20km
SR065	Tucka Tucka Road	12.65km
	TOTAL	96.20km

Reactive Spot Grading

There were no reactive spot grading works undertaken during September 2022.

Gravel Patching

The following gravel patching works were undertaken during September 2022.

Road Number	Road Name	Area Patched (m2)
SR266	Duftys Lane	600m2
SR174	Abbotts Lane	400m2
SR350	Jindalee Road	400m2
SR234	Kings Plains Road	500m2
SR246	Elsmore Road	400m2
SR136	Dintonvale Road	300m2
	TOTAL	2,600 m²

Gravel Re-sheeting

Due to the regular wet weather, Council was unable to gain access to gravel pits with machinery which resulted in no gravel re-sheeting works being completed during September 2022.

Heavy Patching

The following heavy patching works were undertaken during September 2022.

Road Number	Road Name	Area Patched (m2)
SR148	Bolands Lane	1,440m2
SR199	Auburn Vale Road	1,618m2
SR249	Dodds Lane	570m2
IU103	Killeen Street	895m2
	TOTAL	4,523 m²

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

7 GOVERNANCE REPORTS

7.1 GOVERNANCE - PERFORMANCE REPORTING ON ROAD MAINTENANCE COUNCIL CONTRACTS

File Number: S1.2.3/15 / 22/34186

Author: Nicole Riley, Administration Coordinator

SUMMARY:

Council is in receipt of an audit report from Transport for NSW (TfNSW), on Council's performance on road maintenance as a contractor.

RECOMMENDATION:

That the information be received and noted.

COMMENTARY:

TfNSW conducts regular Contract Performance Reporting on the Road and Maintenance Council Contracts. Reports are submitted to Council four (4) times a year with the most recent one being completed for quarter two (2), April 2022 to June 2022.

A copy of the report has been included in **Attachment 1**.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

1. Quarter Two (2) 2022 Contractor Performance Report [↓](#)



Transport for NSW

Form No 517 (amended)
Catalogue No. 45062482
(October 2018)

Contractor Performance Report Single Invitation Maintenance Contract

General Information

Contractor's Name

Inverell Shire Council

Trading as

ABN 72 695 204 530

Contract No. 20.0000303560.1432

Equip Contract No. CW2419142

Contract Description

RMCC - Inverell Shire Council

At Acceptance of Tender

Original Due date for

Contract Period (weeks) 104

Completion 29/09/2022

Date of Acceptance of Tender 01/07/2020

Original Contract Sum \$ 8,505,200.00

Reason for Report

Progress

Quarter 1

☐

Quarter 2

☒

Quarter 3

☐

Quarter 4

☐

Key Milestones

Defect Correction Period

☐

After construction or
call
back

☐

Continuing unsatisfactory
Performance

☐

Termination of Contract

☐

Contract Sum as

Varied at Report Date \$ 0.00

2022-10-12

**Contractor's Performance**

	Unsatisfactory	Marginal	Acceptable	Good	Superior	Rating
Collaboration - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
ISC staff continue to collaborate with TfNSW staff across all areas from senior management down to field staff. The field staff actively engage with TfNSW surveillance officer and seek to meet expectations.						
Community and Stakeholder Engagement - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
None undertaken during Q2 - Not applicable						
Contract Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
A low volume of work orders during the past two quarters however ISC contract manager has continued to deliver detailed documentation to prepare for the upcoming heavy patching and reseal program.						
Environmental Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
Not applicable - No environmental incidents.						
People Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
All nominated key personnel have been present throughout with demonstrated knowledge of work to be carried out. Councils contract manager regularly and proactively updates TfNSW of potential staffing changes and training needs. Site rules and procedures are regularly in place for all maintenance and ordered work.						
Quality Management Systems - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
ISC has generally produced good quality documentation and noticeable improved timeframes for submitting quality documents.						
Standard of Work - RMCC - Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
ISC use a dedicated team delivering the routine maintenance on HW12 and this continues to be a very effective arrangement with strong stewardship of the network and excellent outcomes.						



**Transport
for NSW**

Standard of Work 2 - RMCC - Minor Works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
ISC staff are very responsive to requests for minor works and keep the network at a good standard. There is a good understanding of the requirements of the RMCC. Quality of the recent heavy patching works was observed to be of good quality.						
Standard of Work 3 - RMCC - Pavement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
No pavement work undertaken during Q2 - Not applicable.						
Subcontractor Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
No subcontractors used during Q2 - Not applicable.						
Time Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
Routine reports have been delivered in a timely manner with regular updates on for scheduled work and inspections. All delivery and maintenance issues are raised and discussed ahead of time.						
Traffic Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
ISC management take responsibility for ensuring a high standard of traffic management on their works and where issues arise they are very responsive to take corrective actions. They continue to deliver high standards of traffic management for their works. Council has also been proactive in making suggestions for improvement of spray seal aftercare.						
Workplace Health and Safety Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
The RMCC team use best practice WH&S approach to their routine works and are very responsive to requests from the SO. For RMCC works Council has now provided site staff with tablets to access all documentation including competency information.						
Workplace Relations Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
There are no known workplace relations issues with staff appearing to enjoy their roles at Council. There have been no WR issues reported.						
Performance Score	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	71%



Overall Comments *(Use separate report if necessary)*

Reporting Officer*In my opinion:*

ISC continue to deliver quality works through an efficient and effective management team for all works and issues raised during Quarter 2.

RMCC works on the Inverell Shire Council network are proactively managed with issues and improvements identified for future years funding.

per *Scott Brady*

Name: Rhys Banfield

Report Date: 26/07/2022

Phone: 6640 1043

Reviewing Officer:*In my opinion:*

Reviewed.

The report has been forwarded to the Contractor **Yes** *(All reports are to be forwarded)*

Review Officer Name:

Review Date: 22/07/2022

Review Officer Phone:

Response from Contractor Received and report finalised: **Yes**

Contractor Rep Name:

Discussion Date:

Contractor Rep Phone:

Approving Officer*In my opinion:*

I concur with the above comments.

Name: David Pattison

Report Date: 27/07/2022

Phone: 6640 1078

Attachments:

Distribution:

1. Contractor's Representative
2. TfNSW's Representative