



# **BUSINESS PAPER**

**Civil and Environmental Services  
Committee Meeting  
Wednesday, 8 March 2023**

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

3 March, 2023

A Civil and Environmental Services Committee Meeting will be held in the Committee Room, Administrative Centre, 144 Otho Street, Inverell on Wednesday, 8 March, 2023, 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 8 February, 2023, 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, 8 FEBRUARY 2023 AT 9.00AM**

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

**IN ATTENDANCE:** Cr Paul King OAM, Cr Nicky Lavender and Cr Jo Williams.

Brett McInnes (Acting General Manager), Paul Pay (Director Corporate and Economic Services), Justin Pay (Manager Civil Engineering), Chris Faley (Development Services Coordinator) and Anthony Alliston (Manager Development Services).

**1 APOLOGIES**

Nil

**2 CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION**

Moved: Cr Jacko Ross

Seconded: Cr Di Baker

*That the Minutes of the Civil and Environmental Services Committee Meeting held on 9 November, 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**

Mr Anthony Alliston (Manager Development Services) declared a conflict of interest in Item #5.1 DA-125/2021 – Two (2) Lot Subdivision and Manufactured Home Estate – 31 Brownleigh Vale Drive”, the nature of his interest is that a relative is part owner of 31 Brownleigh Vale Drive. Mr Alliston has not participated in the assessment of the development application.

**4 PUBLIC FORUM**

**Janice Thies – Development Application DA-125/2021**

Mrs Thies spoke in opposition to the proposed development at 31 Brownleigh Vale Drive, DA-125/2021. Mrs Thies cited the following objections to the proposed development:

1. Only one entry and exit point, this will generate excessive traffic on Brownleigh Vale Drive and Wesley Street;
2. Width of Brownleigh Vale Drive is only eight (8) metres wide which is not wide enough or suitable to carry the proposed volume of traffic;
3. Concerns of the volume of traffic that will enter Warialda Road from Auburn Vale Road; and
4. The bus stops at Vernon Street, Borthwick Street and Harland Street are too far from the proposed development to be considered as an alternative method of transport.

Mrs Thies asked the committee to take these comments into consideration when making a decision on the proposed development.

## 5 DESTINATION REPORTS

### 5.1 DA-125/2021 - TWO (2) LOT SUBDIVISION AND MANUFACTURED HOME ESTATE - 31 BROWNLEIGH VALE DRIVE, INVERELL DA-125/2021

#### COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Wendy Wilks

*That the Committee recommend to Council that Development Application 125/2021 be approved subject to:*

1. *General Terms of Approval being issued by the Department of Planning and Environment – Water for this development;*
2. *The following conditions of consent:*

#### **GENERAL CONDITIONS**

1. *Inverell Shire Council issues its consent, subject to conditions stated hereunder, in accordance with Section 4.17 of the Environmental Planning and Assessment Act 1979.*

*Consent is granted for:*

- *A two (2) lot subdivision; and*
- *Construction of a manufactured home estate on proposed Lot 2.*

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

2. *The development is to be undertaken in accordance with the General Terms of Approval (**Appendix 1** of this consent) and any subsequent Controlled Activity Approval (as amended), issued by the Department of Planning and Environment - Water.*
3. *All fees, Section 7.11 (formerly Section 94) contribution and other contributions will be adjusted in accordance with Council's fees and charges at the date of payment.*
4. *The development must comply with all relevant prescribed conditions as contained in Part 4, Division 2 of the Environmental Planning & Assessment Regulation 2021.*

#### **CONDITIONS RELATING TO THE 2 LOT SUBDIVISION**

##### **Prior to Commencement of any Subdivision Works**

5. *Prior to the commencement of any subdivision works, including earthworks, a Subdivision Works Certificate must be obtained.*

##### **Prior to issue of a Subdivision Works Certificate**

6. *Prior to the issue of a Subdivision Works Certificate, a detailed engineering survey and design must be submitted to and approved by Council for the following works:*
  - *The extension of Brownleigh Vale Drive and cul-de-sac, which is to be bitumen sealed with rollover kerb and gutter or similar;*
  - *The extension of the street lighting into the proposed cul-de-sac;*
  - *The two existing 100mm diameter water mains running along Brownleigh Vale Drive will need to be cross connected at the end of the cul-de-sac servicing the proposed*

development. Stop valves will need to be provided to allow flow from alternate sources during water main outages;

- Stormwater drainage for the cul-de-sac; and
- Erosion and sediment control during construction.

The detailed design must be in accordance with the following:

- **NATSPEC Specifications**

- Group 0 - Planning and Design;
- Group 01- General;
- Group 11- Construction- Roadways; and
- Group 13- Construction- Public Utilities.

- **Water Supply Code of Australia**

- WSA 02 - Sewerage Code of Australia; and
- WSA 03- Water Supply Code of Australia.

7. Prior to issue of a Subdivision Works Certificate, a geotechnical/hydrological report is to be submitted to and approved by Council. At minimum, this report must:

- Investigate geotechnical conditions below the depth of excavation and/or likely foundation depth to determine the presence of groundwater on both proposed Lot 1 and proposed Lot 2;
- Where groundwater is present, the report must include recommendations in relation to:
  - Design parameters for the Manufactured Home Estate (e.g. foundations, permanent and temporary supports, road pavement); and
  - Design parameters for any future residential construction on proposed lot 1; and
  - Measures to be implemented during construction of the Manufactured Home Estate and installation of homes to mitigate potential groundwater impacts.

8. Prior to issue of a Subdivision Works Certificate, a Traffic Management Plan (TMP) relating to the construction traffic shall be submitted to Council for approval. The TMP should at a minimum:

- Discuss measures to mitigate impacts to traffic flow and adjoining residents associated with construction traffic for the subdivision; and
- Provide a transport code of conduct that ensures any impacts are reduced as far as reasonably practical.

9. Prior to the issue of a Construction Certificate(s) separate approval(s) from Council under Section 138 of the Roads Act 1993 is required for any works within Council's road reserve. For any such works, design plans must be submitted to Council for approval prior to issue of the Subdivision Works Certificate.

#### **During Subdivision Works**

10. The applicant will:

- repair, or pay the full costs associated with repairing, any public infrastructure that is damaged by the development; and
- re-locate, or pay the full costs associated with relocating, any public infrastructure that needs to be relocated as a result of the development.



11. *Where the proposed development involves the disturbance of any existing survey monuments, those monuments affected will need to be relocated by a registered surveyor under the Surveying and Spatial Information Act 2002. A plan showing the relocated monuments will then be required to be lodged as a matter of public record at the Lands Titles Office.*
12. *Should any aboriginal artefacts or places be discovered during excavation/construction, all works are to cease immediately. Heritage NSW is to be contacted immediately and any direction or requirements complied with.*
13. *During construction the applicant must ensure that arrangements are made for Council to carry out inspections. Request for Council inspections may be made either by telephone or in person. Forty eight (48) hours notice must be given for inspections.*

*Inspections are required to be carried out in order to ensure that a Subdivision Certificate can be issued for the relevant stage. In the event that any inspection is not carried out, a Subdivision Certificate cannot be issued. Inspections will generally be required at the following stages:*

- After stripping of topsoil from roads and fill areas (all erosion and sediment control devices and traffic control signs shall be installed at this stage);*
- After completion and compaction of the road sub grade;*
- After placement and compaction of each layer of gravel pavement material prior to sealing;*
- After laying and jointing of all stormwater drainage pipelines, water pipelines and sewer pipelines, prior to backfilling;*
- During application of bitumen seal or asphaltic concrete wearing surface;*
- After restoration and completion of all works; and*
- As otherwise required to confirm that the works are satisfactorily executed and in conformity with engineering specifications, environmental controls and conditions of development consent.*

*It should be noted that Council charges fees for inspections. These inspection fees must be paid prior to release of the Subdivision Certificate associated with the development consent. Inspection fees will be adjusted in accordance with Council's fees and charges operating at the time of inspection. In the event additional inspections are required, those inspections will attract inspection fees at the rate applicable at the time the inspections are carried out.*

14. *During subdivision works, any relocation or alteration of public utilities required as a result of the development is to be carried out at no cost to Council.*
15. *During construction, stockpiles of topsoil, sand, aggregate, spoil or other material must be stored clear of any drainage path or easement, natural watercourse, footpath, kerb or road surface and measures must be in place to prevent the movement of such material off site.*
16. *Works on site are to be carried out in accordance with the Protection of the Environment Operations Act 1997 in relation to noise, dust and associated nuisances from the site. The carrying out of works must not interfere with the amenity of the surrounding lands.*
17. *During construction, stockpiles of topsoil, sand, aggregate, spoil or other material must be stored clear of any drainage path or easement, natural watercourse, footpath, kerb or road surface and measures must be in place to prevent the movement of such material off site.*

**Prior to Issue of a Subdivision Certificate**

18. *An application for a Subdivision Certificate must be submitted to and approved by Council. A Subdivision Certificate will not be issued nor the final plan signed by Council until all*

*relevant conditions have been complied with.*

19. *Prior to issue of a Subdivision Certificate, the extension of Brownleigh Vale Drive and cul-de-sac are to be dedicated as public road, at no cost to Council.*
20. *Prior to the issue of a Subdivision Certificate, all necessary easements, restrictions as-to user pursuant to Section 88B of the Conveyancing Act 1919 must be clearly marked on the plan of subdivision. Council is to be nominated as a party empowered to release, vary or modify only those easements and/or restrictions required by the conditions of this development consent.*
21. *Prior to the issue of a Subdivision Certificate, any pavement damage or structural deterioration caused to Council's roads by the use of roads as haulage routes for materials used in construction of the subdivision must either be repaired to the satisfaction of Council, or a payment made of the costs incurred by Council to undertake the repairs.*
22. *Prior to the issue of a Subdivision Certificate, electricity and National Broadband services are to be provided to all lots. The proponent is required to submit to Council, certificates from:*
  - *An approved electricity service provider indicating that satisfactory arrangements have been made for the provision of electricity to each lot in the subdivision; and*
  - *An approved National Broadband Network service provider indicating that satisfactory arrangements have been made for the provision of telecommunications to each lot in the subdivision.*
23. *Prior to the issue of a Subdivision Certificate, all civil works are to be completed in accordance with the approved Subdivision Works Certificate, engineering plans and specifications. The works are to have had all necessary inspections.*
24. *Prior to the issue of a Subdivision Certificate, the proponent is to enter into a Defects Liability Period contract with Council, guaranteeing performance of work of any contractors for a period of twelve (12) months from the date of the issue of a Subdivision Certificate.*
25. *Prior to the issue of a Subdivision Certificate, Works as Executed Plans must be submitted to and accepted by Council. The plans are to be endorsed by a suitably qualified and practicing civil engineer certifying that the plans accurately reflect the Works as Executed.*
26. *Prior to the issue of a Subdivision Certificate, a Community Services Contribution for Lot 2 must be paid to Council pursuant to Section 7.11 (formerly Section 94) of the Environmental Planning and Assessment Act 1979.*
27. *Prior to the issue of a Subdivision Certificate, in reliance upon Section 64 of the Local Government Act and Division 5 of Part 2 of Chapter 6 of the Water Management Act, a Certificate of Compliance must be issued by Council for Lot 2 and complied with by the applicant.*

*Note:*

- *This will require payment to Council of a Contribution (for water) for Lot 2 under Council's Development Servicing Plan No. 1 for one (1) equivalent tenement; and*
- *This will require payment to Council of a Contribution (for sewer) for Lot 2 under Council's Development Servicing Plan No. 1 for one (1) equivalent tenement.*

#### **CONDITIONS RELATING TO THE MANUFACTURED HOME ESTATE**

##### **Prior to Commencement of Works**

28. *Prior to commencement of any works for the manufactured home estate, a staging plan must be submitted to and approved by Council for the construction of civil infrastructure, landscaping and installation of manufactured homes.*

*This staging plan must nominate the following works to be completed as part of Stage 1:*

- Access crossings off Brownleigh Vale Drive;
- Construction of the main community building at the estate entrance;
- Construction of the community swimming pool;
- Construction of the lawn bowling green;
- Construction of the community shed;
- The car parking adjacent to the main community building; and
- Boundary landscaping.

29. *Prior to commencement of any works for the manufactured home estate, a Construction Certificate must be obtained for the construction of civil and infrastructure and community facilities.*

*Separate Construction Certificates may be obtained for each stage, or a combined Construction Certificate inclusive of multiple stages may be obtained, consistent with the approved staging plan.*

**Prior to Issue of a Construction Certificate**

30. *Prior to the issue of a Construction Certificate, detailed engineering survey and design must be submitted to and approved by Council for the following works (as relevant to the stage)*

- *Bulk earthworks and retaining walls, which are to be wholly contained within the development site (including footing and sub-surface drainage);*
- *Sealed access roads;*
- *Sealed car parking, including line marking and visitor parking signage;*
- *Provision of water services to each lot;*
- *Fire hydrants in accordance with Clause 34 of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005*
- *Adjustments to Council's sewer main and provision of sewer services, which must comply with the following:*
  - *New Council sewer mains to be constructed in the footpaths (not centre of road);*
  - *No horizontal bending of sewer mains at deflection points. Sewer manholes will be required; and*
  - *Council does not use "Wang" sewer junctions. "Cut-in" sewer junctions will be required.*
- *Stormwater drainage, including the provision of inter-allotment drainage along the boundary with Auburn Road properties. This inter-allotment drainage must be wholly located within the development site;*
- *Provision of lighting along the internal access roads; and*
- *Erosion and sediment control during construction.*

*The detailed design must be in accordance with the following:*

- **NATSPEC Specifications**
  - *Group 0 - Planning and Design;*
  - *Group 01- General;*

- Group 11- Construction- Roadways; and
- Group 13- Construction- Public Utilities.
- **Water Supply Code of Australia**
  - WSA 02 - Sewerage Code of Australia; and
  - WSA 03- Water Supply Code of Australia.
- **NSW Water Directorate, building in the Vicinity of Sewer Mains Guidelines 2019 (or any subsequent revisions); and**
- **The geotechnical/hydrological report provided prior to issue of a Subdivision Works Certificate.**

31. *Prior to issue of a Construction Certificate, a Traffic Management Plan (TMP) relating to the construction traffic for the relevant stage/s shall be submitted to Council for approval. The TMP should at a minimum:*

- *Discuss measures to mitigate impacts to traffic flow and adjoining residents associated with construction traffic; and*
- *Provide a transport code of conduct that ensures and impacts are reduced as far as reasonably practical.*

32. *Prior to the issue of a Construction Certificate(s) separate approval(s) from Council under Section 138 of the Roads Act 1993 is required for any works within Council's road reserve. For any such works, design plans must be submitted to Council for approval prior to issue of the Subdivision Works Certificate.*

#### **During Construction**

33. *The applicant will:*

- *repair, or pay the full costs associated with repairing, any public infrastructure that is damaged by the development; and*
- *re-locate, or pay the full costs associated with relocating, any public infrastructure that needs to be relocated as a result of the development.*

34. *Where the proposed development involves the disturbance of any existing survey monuments, those monuments affected will need to be relocated by a registered surveyor under the Surveying and Spatial Information Act 2002. A plan showing the relocated monuments will then be required to be lodged as a matter of public record at the Lands Titles Office.*

35. *Should any aboriginal artefacts or places be discovered during excavation/construction, all works are to cease immediately. Heritage NSW is to be contacted immediately and any direction or requirements complied with.*

36. *During construction, any relocation or alteration of public utilities required as a result of the development is to be carried out at no cost to Council.*

37. *During construction, stockpiles of topsoil, sand, aggregate, spoil or other material must be stored clear of any drainage path or easement, natural watercourse, footpath, kerb or road surface and measures must be in place to prevent the movement of such material off site.*

38. *Works on site are to be carried out in accordance with the Protection of the Environment Operations Act 1997 in relation to noise, dust and associated nuisances from the site. The carrying out of works must not interfere with the amenity of the surrounding lands.*

39. *During construction, stockpiles of topsoil, sand, aggregate, spoil or other material must be stored clear of any drainage path or easement, natural watercourse, footpath, kerb or road surface and measures must be in place to prevent the movement of such material off site.*

### **Prior to Operation of the Manufactured Home Estate**

40. Prior to operation of the manufactured home estate, an approval to operate must be obtained for the relevant stage/s in accordance with Section 68 of the Local Government Act 1993.

#### **Prior to issue of an Approval to Operate under Section 68 of the Local Government Act 1993**

41. Prior to issue of an approval to operate under Section 68 of the Local Government Act 1993, all civil works, services, car parking, lighting and landscaping is to be completed in accordance with the approved staging plan, landscaping plans and relevant Construction Certificate.
42. Prior to issue of a Subdivision Certificate, a three (3) metre easement for sewer is to be created over all sewer mains through the site and dedicated in favour of Council.
43. Prior to issue of an approval to operate under Section 68 of the Local Government Act 1993, in reliance upon Section 64 of the Local Government Act and Division 5 of Part 2 of Chapter 6 of the Water Management Act, a Certificate of Compliance must be issued by Council for the relevant stage/s of the manufactured home estate.

*Note: This will require payment to Council of contributions for water and sewer under Council's Development Servicing Plan No. 1 for each dwelling site consistent with the following table.*

	Water Contribution	Sewer Contribution
Manufactured Home Type	Equivalent Tenement (ET)	Equivalent Tenement (ET)
3 bedrooms	0.8	1 ET
2 bedrooms	0.6	0.75
2 bedrooms	0.6	0.75
1 bedroom	0.4	0.5

44. Prior to issue of an approval to operate under Section 68 of the Local Government Act 1993, a Traffic Management Plan (TMP) relating to the transport of manufactured homes for the relevant stage/s shall be submitted to Council for approval. The TMP should at a minimum:
- Identify the transport route;
  - Discuss measures to mitigate impacts to traffic flow and adjoining residents associated with the process of transporting moveable dwellings; and
  - Provide a transport code of conduct that ensures and impacts are reduced as far as reasonably practical.
45. Prior to issue of an approval to operate under Section 68 of the Local Government Act 1993, a flood emergency plan for the manufactured home estate is to be submitted to and approved by Council.
46. Prior to issue of an approval to operate under Section 68 of the Local Government Act 1993, a suitable agreement must be in place with a private contractor or Council for collection of waste. A copy of this agreement is to be provided to Council.

### **Ongoing Use**

47. Manufactured homes are not permitted to be constructed on-site.
48. Each manufactured home must be connected to:
- Reticulated water;

- *Reticulated sewer;*
  - *Electricity; and*
  - *Telephone.*
49. *No manufactured home is permitted to exceed one (1) storey in height’.*
50. *A manufactured home must have a floor level equal to (or above), 1 metre above the 1 in 100 flood level.*
51. *The community facilities are only permitted to be used by residents of the manufactured home estate and their guests.*
52. *The community facilities must comply with the following hours of operation:*
- *Main communal facilities building – 7:00am – 9:00pm Mon-Sun;*
  - *Main communal outdoor facilities – 7:00am – 8:00pm Mon-Sun; and*
  - *Communal shed – 7:00am – 6:00pm Mon-Sun.*
53. *The swimming pool pump and filtration equipment must not be used in such a manner that it emits noise that can be heard within a habitable room in any other residential premises (regardless of whether any door or window to that room is open):*
- (a) *before 8.00 am or after 8.00 pm on any Sunday or public holiday; and*
  - (b) *before 7.00 am or after 8.00 pm on any other day.*
54. *Musical instruments and electrically amplified sound equipment must not be used in the community facilities in such a manner that it emits noise that can be heard within a habitable room in any other residential premises (regardless of whether any door or window to that room is open):*
- *Before 8 am and after midnight on any Friday, or Saturday or the day immediately before a public holiday; and*
  - *Before 8 am and after 10 pm on any other day.*
55. *Service vehicles (e.g. waste) for the manufactured home estate and delivery vehicles to the community facilities are restricted to:*
- *7 am to 6 pm Monday to Saturday; and*
  - *8 am to 6 pm on Sundays and public holidays.*
56. *All access roads must be adequately lit between sunset and sunrise.*
57. *All external lighting must:*
- *Comply with AS/NZS 4282:2019, Control of the obtrusive effects of outdoor lighting, and*
  - *Be mounted, screened and directed in a way that it does not create a nuisance or light spill on to buildings on adjoining lots or public places.*
58. *The use of the main community building as a food premises must comply with all applicable legislation/regulation and standards including:*
- *The Food Act 2003;*
  - *Food Regulation 2004;*
  - *Food Standards Australia and New Zealand – Food Standards Code 2001;*
  - *Relevant Australian Standards for Design, Construction and Fit out of Food Premises; and*
  - *Mechanical ventilation – Australian Standard 1668.2-2002 The use of ventilation and air conditioning in buildings - Ventilation design for indoor air contaminant*

control.

59. To comply with the Swimming Pools Act 1992 the owner of the premises on which a swimming pool is situated must ensure that the swimming pool is at all times surrounded by a child-resistant barrier:
- that separates the swimming pool from any residential building situated on the premises and from any place (whether public or private) adjoining the premises; and
  - that is designed, constructed, installed and maintained in accordance with the regulations and Australian Standard 1926-2007 Swimming pool safety.
60. A resuscitation techniques flow sequence sign/poster is to be displayed in a prominent position adjacent to the pool. The sequence must be in accordance with the Cardiopulmonary Resuscitation Guideline, illustrated by drawings with key words only in bold print, and contain a statement to the effect that formal instruction in resuscitation is also essential. The sign shall comply with the other relevant guidelines of the Australian Resuscitation Council and include the name of the teaching organisation or other body that published the sign and the date of its publication.

#### **Advice Only**

- (a) It is the Applicant's responsibility to make the appropriate application with Essential Energy for the supply of electricity to the development, which may include the payment of fees, contributions and if required, new designated electrical infrastructure, which may also require easements to be created. If it is deemed that designated electrical infrastructure is required, then all fees for such infrastructure (which may be substantial) will be borne by the Applicant. Refer Essential Energy's Contestable Works Team for requirements via email [contestableworks@essentialenergy.com.au](mailto:contestableworks@essentialenergy.com.au).
- (b) The Applicant will need to engage the services of an Accredited Service Provider to ensure adequate provision of power is available to all dwelling(s) in accordance with NSW Service and Installation Rules. A Level 2 Electrician will be able to advise on these requirements and carry out the required work to ensure compliance.
- (c) Any proposed landscaping in the vicinity of electrical infrastructure must comply with the latest industry guideline currently known as ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure.
- (d) As part of the subdivision, easement/s are to be created for any existing electrical infrastructure, using Essential Energy's standard easement terms current at the time of registration of the plan of subdivision. This will also include satisfactory arrangements with Essential Energy in relation to the existing overhead powerlines and poles located at the proposed extension of Brownleigh Vale Drive. Refer to Essential Energy's Contestable Works Team for requirements via email [contestableworks@essentialenergy.com.au](mailto:contestableworks@essentialenergy.com.au).
- (e) Essential Energy's records indicate there is overhead electricity infrastructure located within close proximity to the property. Any activities within this location must be undertaken in accordance with ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure. Approval may be required from Essential Energy should activities within the property encroach on the electricity infrastructure.
- (f) Prior to carrying out any works, a "Dial Before You Dig" enquiry should be undertaken in accordance with the requirements of Part 5E (Protection of Underground Electricity Power Lines) of the Electricity Supply Act 1995 (NSW).
- (g) Given there is electricity infrastructure in the area, it is the responsibility of the person/s completing any works around powerlines to understand their safety responsibilities. SafeWork NSW ([www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)) has publications that

*provide guidance when working close to electricity infrastructure. These include the Code of Practice – Work near Overhead Power Lines / Underground Assets.*

3. *Any other condition, or amendment to the conditions, deemed appropriate by the Director Civil and Environmental Services.*

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

**CARRIED**

At 9.42am, Chris Faley left the meeting.

At 9.44am, Anthony Allison entered the meeting.

## 5.2 REVIEW OF COUNCIL POLICY - B DOUBLE, RESTRICTED ACCESS VEHICLE, HIGH MASS LIMIT VEHICLE ASSESSMENT FOR ROUTE APPROVAL ON SHIRE ROADS WITHIN INVERELL SHIRE COUNCIL LOCAL GOVERNMENT AREA. S30.9.11

### COMMITTEE RESOLUTION

Moved: Cr Di Baker

Seconded: Cr Jacko Ross

*The Committee recommends to Council that the amended policy – ‘B-Double, Restricted Access Vehicle, High Mass Limit Vehicle Assessment for Route Approval on Shire Roads within Inverell Shire Council Local Government Area’, be adopted.*

**CARRIED**

## 5.3 FIXING LOCAL ROADS POTHOLE REPAIR FUNDING S15.8.100/04

### COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Jacko Ross

*The Committee recommends to Council that:*

- 1. The information be received and noted; and*
- 2. The proposed funding allocation model be endorsed for Round 1 and Round 2 of the Fixing Local Roads Pothole Repair funding.*

**CARRIED**



**5.4 MODULAR B TRIPLE ACCESS REQUEST INVERELL TO TEXAS S28.15.3****COMMITTEE RESOLUTION**

Moved: Cr Di Baker

Seconded: Cr Jacko Ross

*The Committee recommends to Council that Council approve the application for Modular B-Triple access under pilot arrangement from Inverell Freighters Depot to the Shire Boundary at Texas, QLD through the NHVR permit system.*

**CARRIED****5.5 SPECIAL FLOOD CONSIDERATION CLAUSE S18.6.34****COMMITTEE RESOLUTION**

Moved: Cr Paul Harmon

Seconded: Cr Jacko Ross

*The Committee recommends to Council that Council endorse the intent of the submission as outlined in the report regarding the potential mandating of a Special Flood Considerations Clause.*

**CARRIED****6 INFORMATION REPORTS****COMMITTEE RESOLUTION**

Moved: Cr Di Baker

Seconded: Cr Wendy Wilks

*That the following information report be received and noted.*

**CARRIED****6.1 WORKS UPDATE S28.21.1/15****7 GOVERNANCE REPORTS****7.1 GOVERNANCE - PERFORMANCE REPORTING ON ROAD MAINTENANCE COUNCIL CONTRACTS S1.2.3/16****RECOMMENDATION:**

*That the information be received and noted.*

**The Meeting closed at 10am.**

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

## 5 DESTINATION REPORTS

### 5.1 BITUMEN RESURFACING PROGRAM 2023/2024

**File Number:** S28.21.1/16 / 23/4331

**Author:** Scott Hamilton, Project Engineer

#### SUMMARY:

Funding allocations have been determined for the 2023-2024 Bitumen Resurfacing Program. This report details the breakdown of this funding and which road resurfacing works are proposed to be undertaken.

#### RECOMMENDATION:

*The Committee recommend to Council that:*

- *the 2023-2024 Bitumen Resurfacing Program be adopted as presented; and*
- *the adopted Bitumen Resurfacing Program be placed on Council's website for the information of the community.*

#### COMMENTARY:

The 2023-2024 Bitumen Resurfacing Program is scheduled to commence in October 2023. Council's recurrent funding allocation for bitumen resurfacing is \$2,122,852.

The funding allocation for State Roads RMCC Ordered Works has not yet been determined by TfNSW.

Details of the funding allocations and sources for the program are as follows:

i)	Urban Street (Inverell) -	ACRD	\$ 188,490
ii)	Village Streets (Ashford)	ACRD	\$ 43,720
		Council	\$ 25,350
iii)	Rural Roads – Northern and Southern - R2R5 Yr4		\$ 693,280
		ACRD	\$ 89,830
	Regional & Local Roads Repair Program		\$ 646,552
iv)	Regional Roads	Block Grant	\$ 435,630
v)	State Roads	RMCC Ordered Works	subject to confirmation by TfNSW
		Total funding allocation	\$2,122,852
		Estimated cost	\$2,122,852

The funding has been allocated on a priority basis, as determined by Council's Asset Management System. A detailed investigation into the sealed road network was undertaken in 2020, which included a condition assessment by an independent contractor, in accordance with recognised asset management standards. The technical assessment includes data on:

- Cracking
- Roughness
- Rutting
- Edge break

- Local surface defects etc

This assessment produces a score. Council's asset staff and maintenance supervisors continually inspect and assess the sealed road network to ensure that service levels are being met. The results of these inspections are recorded in Council's asset management system and are considered when formulating capital expenditure and maintenance works programs.

This information was assessed, along with consideration of the age of existing seal, to determine the condition of the bitumen surface. This information was then confirmed in the field by Council's operational staff and the final program determined. Heavy patching has yet to be determined however; it will be undertaken on all segments with excessive defects, such as pavement failures and roughness and rutting issues prior to the program commencing. This ensures the longevity of the new sealed surface, whilst improving the ride quality of the road network. Council has commenced some preparation works on the regional and rural road network with further preparation works on the Urban Streets and Village Streets due to commence shortly.

A detailed list of each road identified for bitumen resurfacing in the 2023-2024 financial year is contained in **Attachment 1** for the information of the Committee.

**RISK ASSESSMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**CHIEF FINANCIAL OFFICERS COMMENT:**

Nil

**LEGAL IMPLICATIONS:**

Nil

**ATTACHMENTS:**

1. Bitumen Resurfacing Program 2023-2024 [↓](#)

BITUMEN RESURFACING PROGRAM 2023-2024						
Road & Segment Id	Road Name	Description (BTW = between)	L (m)	Area (m2)	Classification	Estimated Cost
IU024-070	Brae Street	BTW O'Connor Street & Whittingham Street	211	2110	Urban	\$12,660
IU024-080	Brae Street	BTW Ring Street & Whittingham Street	359	3590	Urban	\$21,540
IU025-050	Brewery Street	From Atlantica Avenue to 70 Metres South	70	700	Urban	\$4,200
IU025-060	Brewery Street	80 Metres South of Atlantica To Squash Courts	657	6570	Urban	\$39,420
IU094-030	High Street	BTW Brae Street & Rose Street	178	1780	Urban	\$10,680
IU113-020	Lawrence Street	BTW Greaves Street & Chester Street	131	1310	Urban	\$7,860
IU113-030	Lawrence Street	BTW Chester Street & Granville Street	131	1310	Urban	\$7,860
IU113-040	Lawrence Street	BTW Granville Street & Henderson Street	131	1310	Urban	\$7,860
IU113-080	Lawrence Street	BTW Evans Street & Oliver Street	130	1300	Urban	\$7,800
IU122-010	Mather Street	BTW Moore Street & Brewery Street	423	4230	Urban	\$25,380
IU132-060	Moore Street	BTW 340M South of Woodland Avenue to 235 M	235	1269	Urban	\$7,614
IU143-010	Oliver Street	BTW Vivian Street & Lawrence Street	234	2340	Urban	\$14,040
IU162-020	Rivers Street	BTW Otho Street & Vivian Street	136	1360	Urban	\$8,160
IU197-010	Wesley Street	BTW Auburn Vale Road & Brownleigh Vale Drive	101	1010	Urban	\$6,060
IU198-040	Whittingham Street	BTW Brae Street & Oswald Street	145	1450	Urban	\$8,700
IU201-010	Wolbah Close	BTW Caloola Drive & Cu- De-Sac	465	4650	Urban	\$27,900
IU202-010	Wood Street	BTW Clive Street & East Street	120	1104	Urban	\$6,624
IU202-020	Wood Street	BTW East Street & Bennett Street	131	1205	Urban	\$7,231
IU202-030	Wood Street	BTW Bennett Street & Greaves Street	129	1187	Urban	\$7,121
IU205-010	Wynne Street	BTW Borthwick Street & Mawson Street	177	1770	Urban	\$10,620
IU205-020	Wynne Street	BTW Mawson Street & William Street	159	1590	Urban	\$9,540
IU205-030	Wynne Street	BTW William Street & Old Bundarra Road	254	2540	Urban	\$15,240
DU245-010	Dumboy Street	BTW Railway Street & Gwydir Highway	215	1462	Village	\$8,772
DU247-020	Gunnee Street	BTW Burnett Street & Gwydir Highway	136	843	Village	\$5,059
DU247-030	Gunnee Street	BTW Burnett Street & Wallangra Street	137	849	Village	\$5,096
DU247-040	Gunnee Street	BTW Wallanga Street & Coles Lane	95	589	Village	\$3,534
DU251-010	Railway Street	BTW Gunnee Street & Gwydir Street	225	1215	Village	\$7,290
AU219-020	Frazer Street	BTW Bala Street & Albury Street	132	686	Village	\$4,118
AU219-030	Frazer Street	BTW Albury Street & Inverell Street	233	4217	Village	\$25,304
AU219-060	Frazer Street	BTW Kniepp Street & Concrete Causeway West	200	1120	Village	\$6,720
AU228-010	McRae Lane	BTW Duff Street & Martyn Street	188	1128	Village	\$6,768
SR050-200	Bukkulla Road	Wilvern	717	4159	Rural	\$24,952
SR050-203	Bukkulla Road	Culvert	26.5	159	Rural	\$954
SR050-205	Bukkulla Road	Wilvern	744	4315	Rural	\$25,891
SR050-220	Bukkulla Road	Beaumont Road	1753	10167	Rural	\$61,004
SR035-085	Coolatai Road	The Gap	184	1067	Rural	\$6,403
SR035-100	Coolatai Road	Durkins Gravel Pit	1393	11423	Rural	\$68,536
SR363-010	Corella Court	Corella Court	170	1360	Rural	\$8,160
SR128-010	Delungra Road	Coles Lane North	1739	9738	Rural	\$58,430
SR246-010	Elsmore Road	Elsmore S Bends	1151	6446	Rural	\$38,674
SR246-020	Elsmore Road	Rosneath lane	1031	5361	Rural	\$32,167
SR101-210	Gragin Road	Lecion Road	313	1941	Rural	\$11,644
SR234-160	Kings Plains Road	East f Property 'Dunoola'	523	3033	Rural	\$18,200
SR209-010	Kookaburra Lane	Gwydir Highway	121	605	Rural	\$3,630
SR104-070	Lecoin Road	BTW Gragin Road & End of Seal	183	1135	Rural	\$6,808
SR142-050	Loxton Road	Mackies Lane	94	470	Rural	\$2,820
SR143-010	Mackie Lane	Loxton Road	170	680	Rural	\$4,080

Road & Segment Id	Road Name	Description	L (m)	Area (m2)	Classification	Estimated Cost
SR123-150	Mount Russell Road	Causeway Towards Mount Russell	790	4661	Rural	\$27,966
SR123-170	Mount Russell Road	BTW Gwydir Highway & Causeway	795	4691	Rural	\$28,143
SR214-060	Old Bundarra Road	End of Seal	856	5136	Rural	\$30,816
SR214-070	Old Bundarra Road	South of Schwenkes Lane	1058	6348	Rural	\$38,088
SR214-130	Old Bundarra Road	Devon Street Urban	323	2746	Rural	\$16,473
SR362-010	Rosella Place	Rosella Place	170	1360	Rural	\$8,160
SR010-035	Tarwoona Road	700 Metres North of Bruxner Way	143	858	Rural	\$5,148
SR010-050	Tarwoona Road	700 Metres North of Bruxner Way	1793	10758	Rural	\$64,548
SR010-055	Tarwoona Road	4 Km's North of Bruxner Way	572	3432	Rural	\$20,592
SR010-070	Tarwoona Road	4.5 Km's North of Bruxner Way	1226	7356	Rural	\$44,136
SR010-090	Tarwoona Road	5.8 Km's North of Bruxner Way	163	978	Rural	\$5,868
SR010-255	Tarwoona Road	Hurford Downs	896	6720	Rural	\$40,320
SR158-010	Wynella Road	Yetman Road	140	756	Rural	\$4,536
SR101-010	Gragin Road	Gwydir Highway Int	212	1060	Rural	\$6,360
SR101-030	Gragin Road	Between Gwydir Highway and Property Wanderbar	134	670	Rural	\$4,020
SR101-050	Gragin Road	Between Gwydir Highway and Property Wanderbar	89	445	Rural	\$2,670
SR101-070	Gragin Road	Between Gwydir Highway and Property Wanderbar	250	1250	Rural	\$7,500
SR101-090	Gragin Road	Between Gwydir Highway and Property Wanderbar	105	525	Rural	\$3,150
SR101-110	Gragin Road	Between Gwydir Highway and Property Wanderbar	147	735	Rural	\$4,410
SR101-130	Gragin Road	Wundebar	344	1720	Rural	\$10,320
SR101-140	Gragin Road	Wundebar	1450	7250	Rural	\$43,500
SR101-150	Gragin Road	Silo Complex	2018	10090	Rural	\$60,540
SR060-020	Nullamanna Road	BTW Kimminces & Property 'Kalimnah'	1726	9666	Rural	\$57,994
SR060-030	Nullamanna Road	Kalimnah	1347	7543	Rural	\$45,259
SR060-040	Nullamanna Road	Gunneena	1513	9078	Rural	\$54,468
SR060-050	Nullamanna Road	Gunneena	1122	6283	Rural	\$37,699
SR060-060	Nullamanna Road	Wandera Lane	958	5365	Rural	\$32,189
SR234-040	Kingsplains Road	East of property 'Glenrock' @ Causeway	401	2246	Rural	\$13,474
SR234-060	Kingsplains Road	East of property 'Glenrock'	228	1277	Rural	\$7,661
SR234-080	Kingsplains Road	East of property 'Glenrock'	799	4474	Rural	\$26,846
SR234-150	Kingsplains Road	East of Property 'Dunoola'	1623	9089	Rural	\$54,533
SR234-180	Kingsplains Road	East of New Causeway Through to 'Charrington'	1239	6691	Rural	\$40,144
SR234-200	Kingsplains Road	Charrington' / Rickies Lane	1582	8543	Rural	\$51,257
MR462-240	Bruxner Way	Bonshaw Weir	1319	8574	Regional	\$51,441
MR462-250	Bruxner Way	Coomooroo Cottage	215	1398	Regional	\$8,385
MR462-255	Bruxner Way	Coomooroo Cottage	690	4485	Regional	\$26,910
MR462-259	Bruxner Way	Coomooroo Cottage	389	2529	Regional	\$15,171
MR462-260	Bruxner Way	Coomooroo	1312	8528	Regional	\$51,168
MR462-280	Bruxner Way	G 120 Km Post	1336	8684	Regional	\$52,104
MR462-290	Bruxner Way	B 15 Km Post	891	5792	Regional	\$34,749
MR462-440	Bruxner Way	B 35 Km Post	869	5649	Regional	\$33,891
MR462-443	Bruxner Way	B 35 Km Post	334	2171	Regional	\$13,026
MR462-445	Bruxner Way	Camp Creek	535	3478	Regional	\$20,865
MR137-585	Inverell-Bonshaw Road	Hillview Road	1272	5724	Regional	\$34,344
MR063-100	Warialda Road	Turkey Plain	1406	7874	Regional	\$47,242
MR063-110	Warialda Road	Turkey Plain	1417	7652	Regional	\$45,911
MR063-120	Warialda Road	Turkey Plain	1289	7218	Regional	\$43,310
MR187-040	Yetman Road	Saleyards	734	4404	Regional	\$26,424
<b>Totals</b>			<b>56801</b>	<b>353809</b>		<b>\$2,122,852</b>

## 6 INFORMATION REPORTS

### 6.1 BITUMEN RESURFACING PROGRAM OUTCOMES - 2022/2023

**File Number:** S28.21.1/16 / 23/4328

**Author:** Scott Hamilton, Project Engineer

#### SUMMARY:

This report is intended to keep the Committee updated on the completed Bitumen Resurfacing Program for the 2022/2023 financial year.

#### COMMENTARY:

Bitumen sealing contractors, NSW Spray Seal (NSWSS), were awarded a full-service contract and completed Council's Bitumen Resurfacing Program in December 2022. The program commenced early in October 2022 and was completed as planned prior to the Christmas break. Expenditure against the program has now been reconciled for Council controlled roads and a detailed analysis has been undertaken.

The table below shows the cost per square metre for Council's previous five (5) years of bitumen resealing works.

	<b>2022/2023</b>	<b>2021/2022</b>	<b>2020/2021</b>	<b>2019/2020</b>	<b>2018/2019</b>
	<b>Unit Rate</b>	<b>Unit Rate</b>	<b>Unit Rate</b>	<b>Unit Rate</b>	<b>Unit Rate</b>
Rural Roads	\$5.69/m <sup>2</sup>	\$4.96/m <sup>2</sup>	\$4.50/m <sup>2</sup>	\$4.09/m <sup>2</sup>	\$4.63/m <sup>2</sup>
Urban Streets	\$6.87/m <sup>2</sup>	\$4.98/m <sup>2</sup>	\$4.55/m <sup>2</sup>	\$3.74/m <sup>2</sup>	\$4.29/m <sup>2</sup>

The binder utilised for the rural roads program was S35E, a polymer modified binder. This product has superior qualities when compared to the standard C170 class binder that has been used in the past. The S35E binder has been used for the past three (3) resealing programs with excellent results. As long as the cost of S35E bitumen remains cost effective Council will continue to utilise this product on its rural road network.

The binder utilised for the urban streets program was C170 with 5% crumb rubber. The addition of crumb rubber to the standard C170 binder significantly improves product quality. Council has been using C170 with 5% crumb rubber on its urban streets program for a number of years now with good results.

During the 2022-2023 program, a total of 56.8 kilometres of pavement was resealed on Council's road network. The budget allocation adopted by Council (excluding the Gwydir Highway) was \$1,730,000. The total expenditure for the program was \$1,824,260, equating to an over expenditure of \$94,260. This over expenditure has been funded from efficiencies in other programs.

The resealing program is contracted through Local Government Procurement whereby tenderer's submit unit rates prior to the tender closing. With all bitumen resealing contracts unit rates for bitumen supply are subject to a rise and fall clause and is dependent on the bitumen refinery price at the time of spraying. Bitumen refinery prices are adjusted monthly.

The program over expenditure is attributed to bitumen refinery price rises during the latter half of 2022. Refinery prices increased from \$1646.75 per tonne in June 2022 (when unit rates were submitted) to \$1816.75 per tonne in December 2022 (when resealing works were completed). This equates to a price increase of \$0.18 per litre of bitumen. The volume of bitumen sprayed during the program was 587,813 litres equating to a potential bitumen price increase of \$105,806.

NSWSS performed well and delivered the program efficiently and to a high-quality standard. Savings throughout areas of program delivery were able to slightly offset the cost of the bitumen

price increase. The main contributor was by spraying larger quantities on a daily basis in the rural areas, however spraying large daily quantities on urban streets is simply not possible due to the short street lengths and the complexity of spray sealing in residential areas. This is evident in the differing unit rates from rural roads to urban streets.

**ATTACHMENTS:**

**Nil**



**6.2 WORKS UPDATE****File Number: S28.21.1/16 / 23/5794****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

Works commenced in January 2022 and the following have been completed to date:

- Full construction and widening from Hunts Gully to Stewarts Grain Trading
- 1.2km of drainage works
- Pipe replacements along the route
- Design of the new bridge at Moseley Dene
- Review of Environmental Factors completed for the works
- Fisheries permit obtained for construction of the bridge
- Construction of the bridge piers
- Preliminary earthworks for the new road alignment
- Bridge abutments and wingwalls

The remaining works include:

- Installing the bridge planks, guardrail, batter protection and AC wearing surface
- Construction of the new bridge approaches on the new alignment

Crane contractors are currently being sourced to lift the bridge planks onto the abutments and quotations have been received for the construction of the guardrail. These will be awarded once the evaluation has been completed which will occur the week of writing this report. The road approaches will commence construction after the works crew have completed the heavy patching on the Gwydir Highway.



Yetman Road – Moseley Dene Bridge Replacement Project – Abutments and Wingwalls completed

**Inverell Netball Court Upgrade – Twin Show Courts**

Council was successful in receiving \$485,150 from the Stronger Country Communities Funding Grant to replace the two (2) show courts at the Inverell Netball Precinct. The existing asphalt courts had severe cracking and were reaching the end of their asset life.

The project consists of demolishing the two (2) show courts closest to the canteen and replacing the foundation material with a more suitable and durable road base type material. The new courts will consist of reinforced concrete with a plexipave surface.

The new courts have been constructed and had the two (2) coats of plexipave applied and the line marking has been completed. The contractors missed completing the expansion joints, therefore they are coming back to fix these the week of writing this report. This will finalise the project.



Inverell Netball Court Upgrade – Plexipave Surface and linemarking completed

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

Project work is nearing completion 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

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

The roadworks portion of the project is nearing practical completion. The concrete pavement was constructed during February. The final Asphalt was laid during the last week of February with the road planned to be open to traffic on Friday, 3 March 2023.

Contractors relocating telecommunication services and street lighting have been delayed and are now scheduled to complete these works by the end of March 2023.

Council staff have landscaping, signage and footpath works to be completed which are also planned to be completed in March. Initial line marking will be completed to allow the roundabout to be opened to traffic, the final line marking will take place in coming months once the bitumen in the asphalt has had sufficient time to settle.





Final pour for the concrete pavement

**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 1000 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 2022 to meet the project commencement milestone. Recently, Council received notification of an extension to the grant funding start of construction and completion milestones due to Transport for NSW recognising the challenges of delivering the project on time as a result from the COVID-19 pandemic and natural disaster events. The new start of construction and completion milestone has been extended by Transport for NSW as follows:

Start of Construction – 12 month extension from May 2022 to May 2023.

Project Completion – 6 month extension from June 2023 to December 2023.

Council is in the process of ordering materials to re-commence works in March and will continue liaising with the Hospital, Bus Services and Ambulance Service as the project progresses to ensure minimal interruptions to these services.

**Playground and Amenities Upgrades and Repairs – Inverell and Delungra**

Council has been successful in receiving \$300,000 under the Local Roads and Community Infrastructure Program Phase 3 to complete upgrade and repair works to Victoria Park, Lions Park, Campbell Park and Lake Inverell Reserve. Council was also successful in receiving \$50,000 under the 2021/2022 Black Summer Bushfire Grants Program for the replacement of playground equipment at Delungra Park.

The following works are included as part of the grant funding.

**Victoria Park**

- Drainage works inside the playground
- Repair soft floor
- New ropes on climbing web and cradle swing

**Lions Park**

- Replace netting inside playground

**Campbell Park**

- Remove existing climbing frame playground at the end of the amphitheatre
- Install new larger climbing frame with attached covered slide at a new site north of the existing children's fenced playground
- Install new soft fall and fencing
- Install additional play equipment if funds allow

**Lake Inverell Reserve**

- Install blocks around playground to stop the soft fall bark chips washing out
- Levelling of the playground area

**Delungra Park**

- Remove old playground equipment
- Install new playground equipment including dual swing, slide including landing, fire engine rocker and Geo-climber
- Replace soft fall bark chips

Works have been completed at Victoria Park and Delungra Park. The works at Lions Park will be completed when the netting arrives. Campbell Park will proceed once confirmation of site suitability has been discussed with a representative from the contractor. The works at Lake Inverell Reserve will be completed in conjunction with the new toilet block works when there is machinery onsite to move the blocks. The blocks have been purchased for this project and work has commenced at Lake Inverell.



Victoria Park – New Drainage Installed





Delungra Park Upgrade – New Playground Equipment and Bark Chips Installed

### **Maintenance Grading**

The following maintenance grading works were undertaken during February 2023. Machinery breakdowns impacted upon the grading schedule during the month of February.

Road Number	Road Name	Length Graded (km)
SR238	Woodstock Road	14.70 km
SR054	Emmaville Road	12.00 km
	<b>TOTAL</b>	<b>26.70 km</b>



**Reactive Spot Grading**

The following reactive spot grading works were undertaken during February 2023.

Road Number	Road Name	Length Graded (km)
SR033	Limestone Road	2.00 km (Flood Damage)
SR033	Limestone Road	10.00 km
	<b>TOTAL</b>	<b>12.00 km</b>

**Gravel Patching**

The following gravel patching works were undertaken during February 2023.

Road Number	Road Name	Area Patched (m2)
SR244	Western Feeder Road	11,500 m2
	<b>TOTAL</b>	<b>11,500 m²</b>

**Gravel Re-sheeting**

Gravel re-sheeting will recommence in February 2023.

Road Number	Road Name	Area Re-Sheeted (m2)
SR418	Grove Road	36,000 m2
SR243	Waterloo Road	75,000 m2
	<b>TOTAL</b>	<b>111,000 m2</b>

**Heavy Patching**

The following heavy patching works were undertaken during December 2022 & January 2023.

Road Number	Road Name	Area Patched (m2)
SR411	Howell Road	11,951 m2
	<b>TOTAL</b>	<b>11,951 m²</b>

**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:** S1.2.3/16 / 23/4664

**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 four (4), October 2022 to December 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 Four (4) 2022 Contractor Performance Report [↓](#)



Transport  
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## 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



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### Contractor's Performance

	Unsatisfactory	Marginal	Acceptable	Good	Superior	Rating
<b>Collaboration - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
ISC staff continue to collaborate with TfNSW staff across all areas from management to field staff.  The Contract Manager and field staff actively engage with TfNSW staff to resolve network and design issues.						
<b>Community and Stakeholder Engagement - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
None undertaken during Q4 - not applicable.						
<b>Contract Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
ISC contract manager has continued to deliver detailed documentation on time.  All claim submissions are up to date.						
<b>Environmental Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
Not applicable - no environmental incidents.						
<b>People Management - RMCC</b>	<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 Q4 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 maintenance work carried out.						
<b>Quality Management Systems - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
ISC has produced good quality documentation within timeframes required and scored well relative to its peers during the recent audit of RMCC maintenance documentation.  The lead auditor also noted improvements since its previous audit conducted January 2020.						
<b>Standard of Work - RMCC - Maintenance</b>	<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.						



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<b>Standard of Work 2 - RMCC - Minor Works</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
Not assessed -no minor works were undertaken during Q4.						
<b>Standard of Work 3 - RMCC - Pavement</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
Not assessed - no pavement work undertaken during Q4.						
<b>Subcontractor Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
Council has proactively managed its spray sealing subcontractor in reviewing documentation and developing the spray seal program.  In addition, Council and its spray seal service provider showed good adaptability in its progress during the wet weather.						
<b>Time Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
Routine reports have been delivered in a timely manner with regular updates for scheduled work and inspections.  All delivery and maintenance issues are raised and discussed ahead of time.  Councils spray seal program has been completed well in advance of December 2022.  Submission and updating an annual program schedule is an area for improvement.						
<b>Traffic Management - RMCC</b>	<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.						
<b>Workplace Health and Safety Management - RMCC</b>	<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.						

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<b>Workplace Relations Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
<p>There are no known workplace relations issues with staff appearing to enjoy their roles at Council.</p> <p>The Contractor demonstrated an understanding and took practical steps towards building a productive workplace culture with cooperative relations, effective communication and consultation.</p>						
<b>Performance Score</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	74%

**Transport  
for NSW****Overall Comments** *(Use separate report if necessary)*

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**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 4.

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

Name: Rhys Banfield

Phone: 6640 1043

Report Date: 08/02/2023

**Reviewing Officer:***In my opinion:*

Reviewed

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

Review Officer Name:

Review Date:

Review Officer Phone:

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

Contractor Rep Name: Scott Hamilton

Discussion Date: 16/12/2022

Contractor Rep Phone: 6728 8200

**Approving Officer***In my opinion:**I concur with the above comments.*

Name: Darren Patch

Report Date: 08/02/2023

Phone: 0418 775 528

Attachments:

Distribution:

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

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