



INVERELL
SHIRE COUNCIL



The contract for the construction of a Companion Animals Impounding Facility being constructed at 55 Burtenshaw Road was signed on Wednesday, 19th April. This project was made possible by funding of \$1.1M from the Australian Government's Local Roads Community Infrastructure Program. The Facility is expected to be completed in November this year.

Pictured are Inverell Shire Council's General Manager Paul Henry with Mark Warrener from Build Me Constructions.

Business Paper

Ordinary Meeting of Council

Wednesday, 26 April 2023

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

21 April, 2023

An Ordinary Meeting of Council will be held in the Council Chambers, Administrative Centre, 144 Otho Street, Inverell on Wednesday, 26 April, 2023, commencing at **3.00pm**.

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

Please Note: Under the provisions of the Code of Meeting Practice the proceedings of this meeting (including presentations, deputations and debate) 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

1	Apologies	8
2	Confirmation of Minutes.....	8
3	Disclosure of Interests / Pecuniary and Non-Pecuniary Interests.....	19
4	Public Forum.....	19
5	Mayoral Minute.....	20
5.1	Request to Change Date - June Council Meeting.....	20
6	Advocacy Reports	22
6.1	Border Regional Organisation of Councils (BROC) Meeting - 23 February 2023.....	22
7	Notices of Business.....	40
	Nil	
8	Questions With Notice.....	40
	Nil	
9	Committee Reports.....	41
9.1	Audit Risk and Improvement Committee Meeting Minutes - 14 March 2023.....	41
9.2	Civil and Environmental Services Committee Minutes - 12 April 2023.....	48
9.3	Joint Committee Minutes - 12 April 2023.....	53
9.4	Consideration of the Aquatic Centre Sunset Committee Recommendations	58
9.5	Economic and Community Sustainability Committee Minutes - 12 April 2023	59
10	Destination Reports.....	75
10.1	Delungra District Development Council	75
10.2	Adoption of New Council Policies - Rates Refunds and Reprint Rates Notices	78

10.3	National Transport Museum - Reduction of Lease Payments	87
10.4	Allocation of Portfolios.....	96
10.5	Referral of Confidential Report	98
11	Information Reports.....	99
11.1	Ordinance Activities Report for March 2023	99
11.2	Summary of Development Applications, Construction Certificates and Complying Development Certificates during March 2023	100
11.3	Strategic Tasks - 'Sign Off' - March 2023	105
12	Governance Reports.....	106
12.1	Bank Signatories Policy.....	106
12.2	Adoption of Council Policies	111
13	Confidential Matters (Committee-of-the-Whole).....	114
13.1	Oliver Street Land	114

Recording of Council Meetings

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

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

Ethical Decision Making and Conflicts of Interest

A guiding checklist for Councillors, officers and community committees

Ethical decision making

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

Conflict of interest

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

- **Pecuniary** – regulated by the Code of Conduct and Office of Local Government
- **Non-pecuniary** – regulated by Code 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?

Code of Conduct

For more detailed definitions refer to Council's and Model Code of Conduct, Part 4 – Pecuniary Interests and Part 5 – Non – Pecuniary Conflicts of Interest.

Disclosure of pecuniary interests / non-pecuniary interests

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

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

OUR DESTINATIONS



01 LEADERSHIP



We will be an accountable and responsible Council that will be involved with the community and responsibly manage public resources.

02 PROSPERITY



The Shire has a diverse, strong local economy that provides opportunities that contribute to the quality of life for the community.

03 LIVEABILITY



Our community is healthy, safe, educated and offers opportunities for people of all ages and abilities. We value our natural and built environment.

04 SERVICES & INFRASTRUCTURE



Our community is enhanced by the provision of civic services and infrastructure. These services are planned and financially sustainable.



MEETING CALENDAR

January 2023 – December 2023

Ordinary Meetings:

Time: 3.00 pm

Venue: Council Chambers

JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed
25 (Special)	22	22	26	24	^28	26	23	27	25	22	13

Major Committee Meetings:

Civil and Environmental Services - 9.00 am

Economic and Community Sustainability - 10.30 am

Venue: Committee Room

JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed
No Meeting	8	8	12	10	14	12	9	13	11	8	No Meeting

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

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

^ Meeting at which the Management Plan for 2023/2024 is adopted.



INTERNAL CALENDAR

May 2023

SUN	MON	TUE	WED	THU	FRI	SAT
	Reports due for Committee Meetings by 4.30pm 1.	2.	10.00am Aboriginal Consultative Committee Meeting 3.	LIRS portal opens for claims 4.	5.	6.
Sapphire City Markets 7.	8.	9.	9.00am Civil & Environmental Committee Meeting 10.30am Economic & Community Sustainability Committee Meeting 2.00pm Community Health Forum 10.	11.	12.	13.
Mother's Day 14.	Reports due for Ordinary Council Meeting by 4.30pm 15.	16.	Expected fourth instalment of 2021-2022 Financial Assistance Grants 17.	18.	9.00am BROCC Meeting (St George) 19.	20.
Sapphire City Markets Annual Dance & Music Eisteddfod 21 st – 27 th May 21.	22.	23.	3.00pm Ordinary Council Meeting 24.	25.	26.	27.
28.	Reports due for June Committee Meetings by 4.30pm 29.	30.	Fourth quarterly rates instalments due LIRS – Progress/Final Report Due 31.			

 Council office closed

1 APOLOGIES

2 CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on 22 March, 2023, as circulated to members, be confirmed as a true and correct record of that meeting.

**MINUTES OF INVERELL SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON WEDNESDAY, 22 MARCH 2023 AT 3.00PM**

PRESENT: Cr Paul Harmon (Mayor), Cr Jo Williams, Cr Di Baker, Cr Stewart Berryman, Cr Kate Dight, Cr Paul King OAM, Cr Jacko Ross, Cr Wendy Wilks and Cr Nicky Lavender.

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

1 APOLOGIES

Nil

2 CONFIRMATION OF MINUTES

RESOLUTION 2023/25

Moved: Cr Di Baker

Seconded: Cr Kate Dight

That the Minutes of the Ordinary Meeting of Council held on 22 February, 2023, as circulated to members, be confirmed as a true and correct record of that meeting.

CARRIED

3 DISCLOSURE OF INTERESTS / PECUNIARY AND NON-PECUNIARY INTERESTS

Cr Jacko Ross declared a Pecuniary Interest in Item #11.6 "Summary of Development Applications, Construction Certificates and Complying Development Certificates during February 2023 S18.10.2/16." The nature of the interest is that Cr Ross is the Chairperson of the Inverell RSM Board and the Inverell RSM has a Construction Certificate under consideration.

Mr Paul Pay declared a Pecuniary Interest in Item #11.6 "Summary of Development Applications, Construction Certificates and Complying Development Certificates during February 2023 S18.10.2/16." The nature of the interest is that Mr Pay is a Director of the Inverell RSM Board and the Inverell RSM has a Construction Certificate under consideration.

4 PUBLIC FORUM

Nil

5 MAYORAL MINUTE

Nil

6 ADVOCACY REPORTS

Nil

7 NOTICES OF BUSINESS

Nil

8 QUESTIONS WITH NOTICE

Nil

9 COMMITTEE REPORTS**9.1 CIVIL AND ENVIRONMENTAL SERVICES COMMITTEE MINUTES - 8 MARCH 2023****RESOLUTION 2023/26**

Moved: Cr Stewart Berryman

Seconded: Cr Wendy Wilks

- i. *That the Minutes of the Civil and Environmental Services Committee held on Wednesday, 8 March, 2023, be received and noted; and*
- ii. *The following recommendations of the Civil and Environmental Services Committee be adopted by Council.*

CARRIED**9.1.1 Bitumen Resurfacing Program 2023/2024****RECOMMENDATION:***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.*

9.1.2 Governance - Performance Reporting on Road Maintenance Council Contracts**RECOMMENDATION:***That the information be received and noted.***9.1.3 Information Reports****RECOMMENDATION***That the information reports be received and noted.*

9.2 ECONOMIC AND COMMUNITY SUSTAINABILITY COMMITTEE MINUTES - 8 MARCH 2023**RESOLUTION 2023/27**

Moved: Cr Paul King OAM

Seconded: Cr Kate Dight

- i. *That the Minutes of the Economic and Community Sustainability Committee meeting held on Wednesday, 8 March, 2023, be received and noted; and*
- ii. *The following recommendations of the Economic and Community Sustainability Committee be adopted by Council, excluding Item #9.2.4 "Membership of Aboriginal Consultative Committee" which was referred to Closed Council under Clause 10A(2)(a) "Personnel matters concerning particular individuals (other than councillors.)" of the Local Government Act 1993 for further discussion.*

CARRIED

9.2.1 Expiring Licence Agreement - Mr Ian Vivers**RECOMMENDATION:**

That:

- i) *Council renew the Licence Agreement with Ian Vivers for Lot 287 DP 750076 Eastern Feeder Road, Inverell, for a two (2) year period with a further two (2) year option;*
- ii) *the Licence fee be \$225.11 per annum (GST Inclusive) with a 3% increase per annum; and*
- iii) *the Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

9.2.2 Expiring Licence Agreement - Mr George Hunt, Yetman General Store - Supply and Sale of Fuel**RECOMMENDATION:**

That:

- i) *Council renew the licence agreement with Mr George Hunt for the supply and sale of fuel at the Yetman General Store located at 40 Warialda Street, Yetman (Lot 1, DP335538);*
- ii) *The Licence Agreement be for a (5) year term with a further five (5) year option under the same terms and conditions;*
- iii) *The Licence fee be a 'peppercorn' rental; and*
- iv) *The Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

9.2.3 2023 General Land Revaluation (2022 Base Date)**RECOMMENDATION:**

That the report be received and noted.

9.2.5 Governance - Monthly Investment Report**RECOMMENDATION:**

That:

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

9.3 JOINT COMMITTEE MEETING MINUTES - 8 MARCH 2023**RECOMMENDATION:**

- i. That the Minutes of the Joint Committee Meeting held on Wednesday, 8 March, 2023, be received and noted; and*
- ii. The following recommendations of the Joint Committee Meeting be adopted by Council.*

9.3.1 Further Information Regarding Request to Host 2023 Joeys Mini World Cup**RECOMMENDATION:**

That:

- i) Council sponsor the 2023 Joeys Mini World Cup in 2023, with an option to sponsor the event in 2024 and 2025;*
- ii) Council provide up to \$50,000 sponsorship for Promotion, Website fees, Referees costs, Printing and advertising, Cup booklet, Trophies, Event insurance, Presentation night expenses, first aid and Administration subject to the event organiser providing sufficient evidence for payment;*
- iii) Council fund up to \$25,000 in support costs;*
- iv) Council be recognised and appropriately acknowledged as the major sponsor of the event;*
- v) the Event Organiser unconditionally indemnify (release) Council from all claims, suits, demands, actions or proceedings (whether at law, in equity or arising under any statute) arising out of, or in connection with, the conduct of the Event or associated activities;*
- vi) the contribution be subject to any other terms and conditions as determined appropriate by the General Manager; and*
- vii) Council offset the sponsorship provided in point 1 above by seeking grants or other third-party sponsorships.*

10 DESTINATION REPORTS**10.1 CONFLICT OF INTEREST POLICY - COUNCIL-RELATED DEVELOPMENT APPLICATIONS S4.14.5/01****RESOLUTION 2023/28**

Moved: Cr Di Baker

Seconded: Cr Jacko Ross

That Council endorse the Draft Conflict of Interest Policy and the revised Inverell Shire Community Participation Plan.

CARRIED

10.2 CODE OF MEETING PRACTICE S4.12.1**RESOLUTION 2023/29**

Moved: Cr Stewart Berryman

Seconded: Cr Kate Dight

That Council:

- i) Adopt the Draft Code,*
- ii) Place the Draft Code on public exhibition of a period of not less than 28 days, and*
- iii) Invite public submissions on the Draft Code for a period not less than 42 days commencing from the date which the Draft Code was placed on public exhibition.*

CARRIED

10.3 PROPOSED ORGANISATIONAL STRUCTURE S22.10.1**RESOLUTION 2023/30**

Moved: Cr Stewart Berryman

Seconded: Cr Nicky Lavender

In accordance with S.332 of the Local Government Act 1993, Council endorse the Senior Staff Structure detailed in the report.

CARRIED

10.4 ADOPTION OF CODES OF CONDUCT S4.14.1/01**RESOLUTION 2023/31**

Moved: Cr Wendy Wilks

Seconded: Cr Jo Williams

That the following Codes of Conduct be adopted:

- (a) Code of Conduct for Councillors;*
- (b) Code of Conduct for Council Staff; and*

(c) *Code of Conduct for Committee Members, Delegates of Council and Council Advisors.*

CARRIED

10.5 REQUEST FOR SPONSORSHIP - NULLAMANNA HALL 85TH BIRTHDAY CELEBRATION S12.22.1/16

RESOLUTION 2023/32

Moved: Cr Stewart Berryman

Seconded: Cr Kate Dight

That:

- i. Council does not accede to the funding request for the Nullamanna Hall's 85th birthday celebrations; and*
- ii. Council write a letter of support to the Department of Veteran Affairs in regards to the Saluting Their Services Commemorative Grant Program.*

CARRIED

10.6 REQUEST TO WAIVE ALCOHOL PROHIBITED AREA FOR VICTORIA PARK - GRAFTON TO INVERELL SPORTING EVENT S26.3.7/15

RESOLUTION 2023/33

Moved: Cr Wendy Wilks

Seconded: Cr Nicky Lavender

That:

- i. The serving of alcohol be permitted in a clearly designated and defined area (to a standard set by the Office of Liquor & Gaming) in Victoria Park from 4pm – 10pm on Saturday 29 April 2023 for the Grafton to Inverell Sporting Event dinner; and*
- ii. A notice of the suspension of the Alcohol Prohibited Area for the event be published in the Inverell Times, on Council's Website and social media.*

CARRIED

10.7 CROWN LAND - DRAFT PLAN OF MANAGEMENT - GRAMAN SPORTS GROUND S5.19.4/02

RESOLUTION 2023/34

Moved: Cr Nicky Lavender

Seconded: Cr Di Baker

That Council:

- 1. Approve the draft Plan of Management for Graman Sports Ground; and*
- 2. Refer the draft Plan of Management for Graman Sports Ground to the NSW Department of Industry for review and advice.*

CARRIED

**10.8 AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION (ALGWA) NSW
BRANCH CONFERENCE - NOMINATION OF DELEGATES S4.3.1****RESOLUTION 2023/35**

Moved: Cr Jacko Ross

Seconded: Cr Nicky Lavender

*That Council authorise Cr Wendy Wilks and Cr Jo Williams to attend the 2023 ALGWA Conference.***CARRIED****10.9 REFERRAL OF CONFIDENTIAL REPORT S13.5.2/16****RESOLUTION 2023/36**

Moved: Cr Nicky Lavender

Seconded: Cr Stewart Berryman

*That Council refer the items to Closed (Public excluded) meeting of the Council and that the press and members of the public be asked to leave the chambers whilst Council considers the following items:***Item:** *Companion Animal Impounding Facility***Authority:** *Section 10A (2) (d(i)) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.***CARRIED****11 INFORMATION REPORTS****11.1 STRATEGIC TASKS - 'SIGN OFF' - DECEMBER 2022 S4.13.2****RESOLUTION 2023/37**

Moved: Cr Wendy Wilks

Seconded: Cr Stewart Berryman

*That the information report be received and noted.***CARRIED****11.2 STRATEGIC TASKS - 'SIGN OFF' - JANUARY 2023 S4.13.2****RESOLUTION 2023/39**

Moved: Cr Kate Dight

Seconded: Cr Di Baker

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

11.3 STRATEGIC TASKS - 'SIGN OFF' - FEBRUARY 2023 S4.13.2**RESOLUTION 2023/40**

Moved: Cr Kate Dight

Seconded: Cr Di Baker

*That the information report be received and noted.***CARRIED****11.4 2023 JOEYS MINI WORLD CUP UPDATE S26.3.21/01****RESOLUTION 2023/41**

Moved: Cr Stewart Berryman

Seconded: Cr Nicky Lavender

*That the information report be received and noted.***CARRIED****11.5 ORDINANCE ACTIVITIES REPORT FOR FEBRUARY 2023 S18.10.1****RESOLUTION 2023/42**

Moved: Cr Kate Dight

Seconded: Cr Di Baker

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

At 3:15pm, Cr Jacko Ross left the meeting having previously declared a Pecuniary Interest in Item #11.6 of the Information Report "Summary of Development Applications, Construction Certificates and Complying Developments Certificates during February 2023". The nature of the interest is that Cr Ross is the Chairperson of the Inverell RSM Board and the Inverell RSM has a Construction Certificate under consideration.

At 3:15pm, Paul Pay left the meeting having previously declared a Pecuniary Interest in Item #11.6 of the Information Report "Summary of Development Applications, Construction Certificates and Complying Developments Certificates during February 2023". The nature of the interest is that Mr Pay is a Director of the Inverell RSM Board and the Inverell RSM has a Construction Certificate under consideration.

11.6 SUMMARY OF DEVELOPMENT APPLICATIONS, CONSTRUCTION CERTIFICATES AND COMPLYING DEVELOPMENT CERTIFICATES DURING FEBRUARY 2023 S18.10.2/16**RESOLUTION 2023/43**

Moved: Cr Stewart Berryman

Seconded: Cr Wendy Wilks

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

At 3:16pm, Cr Jacko Ross returned to the meeting.

At 3:16pm, Mr Paul Pay returned to the meeting.

12 GOVERNANCE REPORTS

Nil

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

At 3.18pm, the Chairperson noted that no members of the public or press were in attendance at the meeting therefore Council proceeded to consider the motion to close the meeting to the press and public.

RESOLUTION 2023/44

Moved: Cr Kate Dight

Seconded: Cr Wendy Wilks

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

CARRIED

RESOLUTION 2023/45

Moved: Cr Kate Dight

Seconded: Cr Nicky Lavender

That Council proceeds out of Closed Council into Open Council.

CARRIED

Upon resuming Open Council at 3.48pm, the Chairperson verbally reported that the Council had met in Closed Council, with the Press and Public excluded, and had resolved to recommend to Council the following:

13.1 COMPANION ANIMAL IMPOUNDING FACILITY CONSTRUCTION TENDER S5.9.33

RECOMMENDATION

That:

- a) *in accordance with Clause 178 (1) (a) of the Local Government (General) Regulation 2021 the Tender from Build Me Construction Group for the Companion Animal Impounding Facility Construction Project for the Tender price of \$1,258,397.27 (excluding GST) be accepted; and*
- b) *the General Manager be authorised to execute the contract as a Simple Works Contract.*

CARRIED

9.2.4 Membership of Aboriginal Consultative Committee

RECOMMENDATION

That Council appoint five (5) community representatives to the Inverell Shire Aboriginal Consultative Committee for a period of two (2) years and these appointments be made by the Mayor, Cr Paul King and General Manager.

CARRIED

ADOPTION OF RECOMMENDATIONS

RESOLUTION 2023/48

Moved: Cr Stewart Berryman

Seconded: Cr Di Baker

That the recommendations of Closed Council be adopted.

CARRIED

The Meeting closed at 3.49pm.

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

5 MAYORAL MINUTE

5.1 REQUEST TO CHANGE DATE - JUNE COUNCIL MEETING

File Number: S13.5.4 / 23/9663

Author: Paul Harmon, Mayor

RECOMMENDATION:

That the date of the June 2023 Council Meeting be changed to Thursday 29 June, 2023.

INFORMATION:

On Wednesday 28 June, 2023 Legacy Australia will be holding a series of events to commemorate the Legacy Centenary. These events will be held in a number of selected venues in the State.

Inverell has been chosen as one of the venues.

The event is set to have local and National media coverage.

The torch relay will begin in Pozieres, France on 23rd April, 2023, then will travel to London, arriving in Perth before travelling all over Australia.



The relay is due to arrive in Inverell on 28 June, 2023. Inverell's section of the relay will commence at the Kurrajong Memorial on Glen Innes Road, visiting local schools and will go along the Macintyre River walking track and down Byron Street, before finishing at the Mr Colin Campbell Memorial Legacy homes where the cauldron will be lit.

The event will be celebrated with a Gala Dinner in the evening.

I have been requested to participate in these events, including running the first leg of the 'relay'.

To facilitate full participation in these events, I request Council to consider a change to the date of the June Council meeting. I suggest Thursday 29 June as an alternate date.

Your consideration of this is requested.

ATTACHMENTS:

Nil

6 ADVOCACY REPORTS**6.1 BORDER REGIONAL ORGANISATION OF COUNCILS (BROC) MEETING - 23 FEBRUARY 2023****File Number:** S14.10.1 / 23/9994**Author:** Kate Dight, Councillor**SUMMARY:**

Cr Dight attended the Border Regional Organisation of Councils meeting held in Inverell on 23 February, 2023. Cr Dight presents the minutes of the meeting for the information of Council.

RECOMMENDATION:

That the minutes of the Border Regional Organisation of Councils meeting held on 23 February 2023 be received and noted.

COMMENTARY:

MINUTES OF THE BORDER REGIONAL ORGANISATION OF COUNCILS MEETING HELD AT THE INVERELL SHIRE COUNCIL ADMINISTRATION CENTRE, 144 OTHO STREET, INVERELL ON THURSDAY 23 FEBRUARY 2023 COMMENCING AT 2PM (NSW TIME).

Attendees:

Balonne Shire Council	Digby Whyte
Bulloo Shire Council	Donna Hobbs (Zoom)
Goondiwindi Regional Council	Cr Rob McKenzie
Gwydir Shire Council	Cr John Coulton
	Cr David Coulton
Inverell Shire Council	Cr Kate Dight (Chairperson)
	Sharon Stafford
Moree Plains Shire Council	Cr Lisa Orchin
	Nick Tobin
Paroo Shire Council	Cr Suzette Beresford (Zoom)
Southern Downs Regional Council	Cr Andrew Gale
Tenterfield Shire Council	Cr Bronwyn Petrie
Walgett Shire Council	Mike Urquardt (Zoom)

Also in Attendance:

Member for Northern Tablelands	The Hon Adam Marshall MP
NSW Cross Border Commissioner	James McTavish (Zoom)
QLD Police	Chris Mitchell
RDA Darling Downs/South West	Jenny Rix
SES (Guest Speakers)	Lukas Torr
	Craig Ronan (Zoom)
Inland Rail (Dept Infrastructure)	Laura Colley
ARTC	Jo Tait (Zoom)
QLD Dept Main Roads	Bill Lansbury (Zoom)

1 MEETING OPEN

Cr Paul Harmon, Mayor of Inverell welcomed delegates to Inverell. Cr Harmon noted the unique nature of this cross-border relationship and encouraged members to continue communicating and

advocating for the best outcomes for the border region. Cr Harmon thanked delegates and agencies for investing their time and energy and wished them every success moving forward.

2 ACKNOWLEDGEMENT OF COUNTRY

Cr Kate Dight acknowledged the Traditional Custodians of this land, the Gomeroi People, and paid respect to Elders past, present and emerging.

3 APOLOGIES

RESOLVED (Southern Downs/Goondiwindi) that the following apologies be accepted:

Balonne Shire Council	Cr Samantha O'Toole Matt Magin
Goondiwindi Regional Council	Cr Lawrence Springborg
Paroo Shire Council	Cassandra White
Southern Downs Regional Council	Cr Vic Pennisi
Walgett Shire Council	Cr Jane Keir
Member for Lismore	Janelle Saffin MP
Member for Warrego	Ann Leahy MP
QLD Dept Local Government	Bernadette Plummer Damon Meadows

Observers

Bourke Shire Council	Cr Barry Holman
Brewarrina Shire Council	Cr Vivian Slack-Smith David Kirby

CARRIED

4 CONFIRMATION OF MINUTES

4.1 MEETING MINUTES – 1 DECEMBER 2022

RESOLVED (Goondiwindi/Paroo) that the minutes of the Border Regional Organisation of Councils meeting held in Goondiwindi on 1 December, 2022, as circulated to members, be confirmed as a true and correct record of that meeting, noting the following amendments:

- Jenny Rix RDA was an apology for that meeting.
- ARTC - The Inland Rail Review by Dr Kerry Schott is not intended to look at the route.

CARRIED

4.2 MATTERS ARISING FROM THE MINUTES

Nil.

Cr Bronwyn Petrie arrived at 2.09pm.

5 CROSS BORDER COMMISSIONER UPDATE

James McTavish, NSW Cross Border Commissioner update to be held over till later in the meeting.

ADAM MARSHALL MP, MEMBER NORTHERN TABLELANDS

At this juncture, the time being 2.10pm the Chairperson invited the Hon Adam Marshall MP, Member for Northern Tablelands to address the meeting.

Mr Marshall briefed BROCC on the following matters:

- There is a State election in March 2023 and everything is currently geared towards campaigning for this as the government is in caretaker mode.
- If a new government is elected Adam doesn't foresee sweeping changes to communities.
- The roads & bridges program is being rolled out but the biggest problem is finding contractors to complete the construction work.
- Health is currently the biggest issue with the most recent announcement of the introduction of the Single Employer Model (SEM) trial to be rolled out throughout New England Hospitals beginning at the end of this year. This allows for junior doctors to be employed for up to 4 years across both state-run hospitals and in private clinics. This could allow up to an additional 20-30 new doctors practicing in our region and there is a second intake expected in early 2024. There is significant benefit to all parties with this model being a considerably cheaper alternative to the locum model currently in place. BROCC have equally been advocating on this issue for months so this is a very welcome resolve. BROCC recognised Mr Marshall for his tireless support of this issue and congratulated him on this latest announcement, thanking him for his support of local communities.

Mr Marshall left the meeting at 2.30pm.

6 DISASTER MANAGEMENT UPDATE

A/Senior Sergeant Chris Mitchell, District Disaster Management Coordinator – Cross Border Disaster Management briefed BROCC on the following:

- The Queensland MOG (Machinery of Government) for Disaster Management is undergoing structural change and now the QLD Police are acting as the umbrella agency to all other disaster management agencies in Qld, i.e. SES, Recovery Agencies, Qld Fire & Emergency Services etc. By July 1 2023 it is meant to be fully implemented. However, Chris is not anticipating any change in his role and the status quo remains.
- Consequently, the Disaster Management Forum planned for 12 & 13 July 2023 needs to be restructured and Chris suggested to the group that it be reduced to 1 day only of practical service delivery implementation. All agreed that this is the most effective part of the forum for BROCC and that we were willing to accommodate this change. Chris will come back to the group with firm details and designs for the forum and welcomes all member Councils input.

RESOLVED (Moree/Goondiwindi) that BROCC support the 2 x half day format proposed for the Disaster Management Workshop to be held 12/13 July 2023.

CARRIED

7 GUEST SPEAKER

A/Superintendent Lukas Torr, Central West, NSW SES and Craig Ronan, Planning & Intelligence, NSW SES, addressed the meeting on the subject of 'Flood Gauges and the Dissemination of Flood Data'.

- Lukas looks after the Central Western Region of NSW and the NE region role is currently changing over. The new position is to be taken up by Tammy Chefley. She is currently undergoing training but is willing to be the SES Disaster Management spokesperson going forward for BROCC.
- The SES are strongly advocating for the uptake of the Hazard Watch App for the dissemination of information during times of disaster. This was previously for fires but has been overhauled to include all climatic disasters i.e. floods as well.

- The SES act to get citizens to a safe place during times of disaster at which point the new Reconstruction Authority takes over responsibility. There has been extensive review of processes following the last flood and this is the new chain of responsibility.
- Craig Ronan was on screen and added to this presentation as the SES person responsible for liaising with the Bureau of Meteorology and disseminating their information. BOM discuss the flood situation and communicate with SES who manage the Hazards Watch App with this updated information. The app graphically highlights the impacted area, looking for flood peaks etc. They are doing extensive work trying to capture detailed flood data using GIS and special tools to ground truth the flood gauge data. They want to work with locals to further improve this.
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RESOLVED (Moree/Southern Downs) that BROCC advocate to the Bureau of Meteorology for improved cross border mapping and that individual Councils raise the issue at the ALGA Conference.

8 STRATEGIC PLANNING FOR BROCC

There are 7 areas of strategic importance for BROCC and all member Councils agreed to promote and support a restructure of BROCC operations so that these areas could be individually addressed and tailored to meet outcomes relevant to BROCC. Each area has one member Council electing to lead and drive the advocacy as per the following:

1. Attracting Population and Industry
Lead Council: Paroo
Associated Councils: Inverell, Moree
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Lead Council: Gwydir
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4. Health Services
Lead Council: Tenterfield
Associated Councils: Moree, Inverell, Goondiwindi, Paroo
5. Housing
Lead Council: Moree
Associated Councils: Bulloo, Walgett
6. Education & Childcare
Lead Council: Walgett
Associated Councils: Bulloo, Moree, Balonne
7. Telecommunication Connectivity
Lead Council: Goondiwindi
Associated Councils: Moree, Balonne, Inverell

The lead council will invite all councils to identify and inform the focus group of issues pertinent to that particular area of strategic importance. The working group will then meet to prioritise the issues and report back to the next quarterly BROC meeting.

At this juncture, the time being 3.30pm, Mike Urquhart and Jo Tait left the meeting.

9 AGENCY UPDATES

- Laura Colley, Inland Rail (Department Infrastructure)
 - Laura (based in Moree) recently commenced with Inland Rail having taken over the role that Angela Doering previously occupied.
 - The Independent Review of Inland Rail is still ongoing but its release is imminent.
 - It was noted that construction to North Star is to be completed by April 2023 with expected inland rail operations to begin early 2025. Sections north of the border are still very much in elementary negotiations with EIS to be completed.
- Jo Tait, Australian Rail Track Corporation (ARTC) – emailed through the following points for notation:
 - Some good progress on state approvals for the North Star to Border project – only announced on Thursday. North Star to Border project receives NSW Government approval - Inland Rail (artc.com.au)
 - The Inland Rail Review by Dr Kerry Schott is not intended to look at the route.
 - Hopefully by the time we next meet we will have some more clarity around the Review outcomes.
- Jenny Rix, Regional Development Australia (Darling Downs & South West)
 - The RDA is advocating on a number of issues. The Gas price caps are causing much angst and the flow on effects are having a huge impact on the Darling Downs.
 - The effects of the \$20B infrastructure fund to re-wire the nation is being felt everywhere.
 - RDA are heavily invested in providing Resilience workshops as a result of climate variability.
 - There is \$40M invested in agricultural resilience projects with community co-design.
 - Further funding opportunities are with Stronger Country Communities, Connecting Community Grants, Water Buy Backs, Regional Infrastructure Plan DDSSW.
 - There are numerous jobs & skills opportunities. The latest Future Jobs Forum indicated that there is a skills mis-match and the emphasis is to get jobs where they are needed. We have a once in a generation opportunity to get the unemployed into employment and DARMA is in agreement to fast track workers needing visas, particularly visas for rural & regional employment.

RESOLVED (Tenterfield/Moree) that BROC write to the Federal Minister for Immigration, the Hon Andrew Giles advocating for visa applications for people proposing to enter the fields of health & education in regional and rural areas to be fast-tracked in an effort to assist with easing the employment crisis.

At this juncture, the time being 4.00pm Bill Lansbury dialled in to the meeting to provide his update.

- Bill Lansbury (Regional Director, Department Transport & Main Roads QLD)

Bill provided BROC with an update in respect of the following matters:

- Inland Freight Route – Charters Towers to Mungindi
- TMP cost imposts increased by 30%

At this juncture, the time being 4.05pm, Bill Lansbury left the meeting.

10 CORRESPONDENCE

10.1 INWARDS

- Bank Statements and Fixed Term Certificate – National Australia Bank & Credit Union
- Letter from Tenterfield Shire Council confirming BROOC delegates

10.2 OUTWARDS

- Letter of Support for Regional Development Australia (Queensland Government's Workforce Connect Fund – Connecting Youth to Industry)
- Letter to the Hon Sam Faraway re: Regional Road Transfer/Classification Review - Bruxner Way
- Letter to Visitor Information Centres re: Border Tourism Trail Proposal
- Letter to the Hon Grace Grace re: Preschools/Kindergartens Funding Model Changes
- Letter to the Hon Di Farmer re: Recognition of Occupational Licensing

RESOLVED (Gwydir/Southern Downs) that the Inwards and Outwards correspondence be received and noted.

CARRIED

10.3 MATTERS ARISING FROM CORRESPONDENCE

Nil.

11 FINANCIAL REPORT

11.1 TRANSACTIONS

National Australia Bank – 69-022-2187

Opening Balance as at 12 October 2022	\$20,781.46
Interest	\$0.42
Sponsorship – Disaster Management Conference	-\$4998.41
Audit Fees – Vanguard Consulting	-\$330.00
Balance as at 11 January 2023	\$15,453.47

National Australia Bank – Term Deposit 42-388-8697

Lodged 27 December 2022 for 12 months @ 3.75%	\$10,583.97
Maturity Date – 27 December 2023	

Warwick Credit Union – Fixed Term Deposit 100005924

Opening Balance as at 31 December 2022	\$ 11,459.74
Interest Rate 1.55%	\$ 44.77
Reinvested 22 January 2023 @ 1.95%	\$ 11,504.51
Maturity Date – 22 April 2023	

RESOLVED (Tenterfield/Moree) that the Financial Report be accepted.

CARRIED

11.2 MATTERS ARISING FROM FINANCIAL REPORT

Nil.

12 ITEMS LISTED

12.1 BROCCONSTITUTION / TERMS OF REFERENCE

RESOLVED (Goondiwindi/Paroo) that Clause 2 (iv) of the BROCCONSTITUTION be amended as follows:

‘Areas of Regional Strategic Importance include:

1. Attracting Population and Industry
2. Transport Networks
3. Disaster Recovery Management & Betterment
4. Health Services
5. Housing
6. Education & Childcare
7. Telecommunication Connectivity’

CARRIED

At this juncture, the time being 4.30pm, Donna Hobbs left the meeting.

12.2 TOURISM TRAIL

RESOLVED (Moree/Goondiwindi) that:

- i) BROCCONSTITUTE to recognise the significant benefits this initiative could bring to the entire border region;
- ii) Note that the success of the initiative will depend on a commitment from all stakeholders along the border; and
- iii) Delegates go back to their respective visitor information centres to encourage a commitment to further investigate/scope the proposal if they haven’t committed already.

CARRIED

12.3 MEETING DATES & TIMES

RESOLVED (Tenterfield/Southern Downs) that generally speaking BROC meetings be held on the 2nd Friday of every 3rd month commencing at 9am local time.

Meeting dates for 2023 and 2024:

- Meeting Dates for 2023
 - 19 May 2023 - Balonne Shire Council (St George)
 - 11 August 2023 - Paroo Shire Council (Cunnamulla)
 - 10 November 2023 - Tenterfield Shire Council (Tenterfield)* (AGM & Ordinary)
- Meeting Dates for 2024
 - 9 February 2024 (Brewarrina Shire Council)
 - 10 May 2024 (Southern Downs Regional Council)
 - 9 August 2024 (Walgett Shire Council)
 - 15 November 2024 (Goondiwindi Regional Council)* (AGM & Ordinary)

CARRIED

13 ACTION ITEM LOG

RESOLVED (Goondiwindi/Tenterfield) that:

- a) the Action Item Log be received and noted: and
- b) the following items be removed from the Action Log:

- Flood Gauges / Flood Data Presentation
- Constitution

14 GENERAL BUSINESS

Membership of BROC

An invitation was extended in 2022 to Bourke & Brewarrina Councils inviting them to be members of BROC.

The Chairperson was pleased to inform that Brewarrina have agreed to become a member.

RESOLVED (Gwydir/Moree) that:

- i) Brewarrina Shire Council be accepted as a member of BROC;
- ii) A tax invoice for 2022/23 membership of \$500 be forwarded to Brewarrina Shire Council; and
- iii) The BROC Constitution reflect Brewarrina Shire Council as a member.

Premier's Regional Forums

Cr Rob Mackenzie informed delegates that Balonne Shire Council & Goondiwindi Regional Council have both committed funding for a case study to be prepared lobbying for a Queensland Cross Border Commissioner. The case study will be presented at the Premier's Regional Forum to be held in St George in mid-March.

Cr Mackenzie suggested that other QLD councils may wish to co-contribute towards funding the case study. If so, Councils are encouraged to contact Cr Mackenzie directly.

QLD Funding for Preschools and/or Kindergartens

Cr Orchin informed BROC that the Qld Government is no longer supporting the 0-3 year preschool age group at Mungindi as a result of the changed funding model for QLD Preschools and Kindergartens. BROC had noted at our December 2022 meeting that the majority of the children that attended the Mungindi preschool resided in New South Wales.

RESOLVED (Moree/Gwydir) that a letter be sent to the Hon Adam Marshall MP, Member for Northern Tablelands detailing the situation which currently exists in Mungindi and supporting the NSW Department of Education in their efforts in trying to resolve the day care issues facing that community.

CARRIED

15 CROSS BORDER COMMISSIONER UPDATE

At James McTavish, NSW Cross Border Commissioner briefed BROC on the following:

- As stated earlier in the day, the government in NSW is in caretaker mode but the Commission is operating as usual and is not expecting much change regardless of the outcome of the election.
- The Commission office has expanded considerably and they have multiple areas of advocacy. Areas of particular focus: infrastructure and transport, service delivery, building communities, Moree & Goondiwindi MOU to deal with indigenous outcomes for border communities, emergency management & creation of Reconstruction NSW.
- There is a huge amount of work being done with QLD Premier & Cabinet to finalise a memorandum of understanding for cross border collaboration which is exciting and announcements on this are imminent.

At this juncture, the time being 5.15pm, Cr John Coulton and Cr David Coulton left the meeting.

16 NEXT MEETING

The next meeting will be hosted by Balonne Shire Council (in St George) on Friday, 19 May 2023 commencing at 9am local time.

17 MEETING CLOSED

There being no further business the meeting closed at 5.20pm.

ATTACHMENTS:

1. **BROC Meeting Minutes - 23 February 2023** [↓](#)

Correspondence to: PO Box 138, Inverell Shire Council NSW 2360
Email: broc@inverell.nsw.gov.au



MINUTES OF THE BORDER REGIONAL ORGANISATION OF COUNCILS MEETING HELD AT THE INVERELL SHIRE COUNCIL ADMINISTRATION CENTRE, 144 OTHO STREET, INVERELL ON THURSDAY 23 FEBRUARY 2023 COMMENCING AT 2PM (NSW TIME).

Attendees:

Balonne Shire Council	Digby Whyte
Bulloo Shire Council	Donna Hobbs (Zoom)
Goondiwindi Regional Council	Cr Rob McKenzie
Gwydir Shire Council	Cr John Coulton
	Cr David Coulton
Inverell Shire Council	Cr Kate Dight (Chairperson)
	Sharon Stafford
Moree Plains Shire Council	Cr Lisa Orchin
	Nick Tobin
Paroo Shire Council	Cr Suzette Beresford (Zoom)
Southern Downs Regional Council	Cr Andrew Gale
Tenterfield Shire Council	Cr Bronwyn Petrie
Walgett Shire Council	Mike Urquardt (Zoom)

Also in Attendance:

Member for Northern Tablelands	The Hon Adam Marshall MP
NSW Cross Border Commissioner	James McTavish (Zoom)
QLD Police	Chris Mitchell
RDA Darling Downs/South West	Jenny Rix
SES (Guest Speakers)	Lukas Torr
	Craig Ronan (Zoom)
Inland Rail (Dept Infrastructure)	Laura Colley
ARTC	Jo Tait (Zoom)
QLD Dept Main Roads	Bill Lansbury (Zoom)

1 MEETING OPEN

Cr Paul Harmon, Mayor of Inverell welcomed delegates to Inverell. Cr Harmon noted the unique nature of this cross border relationship and encouraged members to continue communicating and advocating for the best outcomes for the border region. Cr Harmon thanked delegates and agencies for investing their time and energy and wished them every success moving forward.

2 ACKNOWLEDGEMENT OF COUNTRY

Cr Kate Dight acknowledged the Traditional Custodians of this land, the Gomeroi People, and paid respect to Elders past, present and emerging.

3 APOLOGIES

RESOLVED (Southern Downs/Goondiwindi) that the following apologies be accepted:

Balonne Shire Council	Cr Samantha O'Toole Matt Magin
Goondiwindi Regional Council	Cr Lawrence Springborg
Paroo Shire Council	Cassandra White
Southern Downs Regional Council	Cr Vic Pennisi
Walgett Shire Council	Cr Jane Keir
Member for Lismore	Janelle Saffin MP
Member for Warrego	Ann Leahy MP
QLD Dept Local Government	Bernadette Plummer Damon Meadows

Observers

Bourke Shire Council	Cr Barry Holman
Brewarrina Shire Council	Cr Vivian Slack-Smith David Kirby

CARRIED

4 CONFIRMATION OF MINUTES

4.1 MEETING MINUTES – 1 DECEMBER 2022

RESOLVED (Goondiwindi/Paroo) that the minutes of the Border Regional Organisation of Councils meeting held in Goondiwindi on 1 December, 2022, as circulated to members, be confirmed as a true and correct record of that meeting, noting the following amendments:

- Jenny Rix RDA was an apology for that meeting.
- ARTC - The Inland Rail Review by Dr Kerry Schott is not intended to look at the route.

CARRIED

4.2 MATTERS ARISING FROM THE MINUTES

Nil.

Cr Bronwyn Petrie arrived at 2.09pm.

5 CROSS BORDER COMMISSIONER UPDATE

James McTavish, NSW Cross Border Commissioner update to be held over till later in the meeting.

ADAM MARSHALL MP, MEMBER NORTHERN TABLELANDS

At this juncture, the time being 2.10pm the Chairperson invited the Hon Adam Marshall MP, Member for Northern Tablelands to address the meeting.

Mr Marshall briefed BROCC on the following matters:

- There is a State election in March 2023 and everything is currently geared towards campaigning for this as the government is in caretaker mode.

- If a new government is elected Adam doesn't foresee sweeping changes to communities.
- The roads & bridges program is being rolled out but the biggest problem is finding contractors to complete the construction work.
- Health is currently the biggest issue with the most recent announcement of the introduction of the Single Employer Model (SEM) trial to be rolled out throughout New England Hospitals beginning at the end of this year. This allows for junior doctors to be employed for up to 4 years across both state-run hospitals and in private clinics. This could allow up to an additional 20-30 new doctors practicing in our region and there is a second intake expected in early 2024. There is significant benefit to all parties with this model being a considerably cheaper alternative to the locum model currently in place. BROCC have equally been advocating on this issue for months so this is a very welcome resolve. BROCC recognised Mr Marshall for his tireless support of this issue and congratulated him on this latest announcement, thanking him for his support of local communities.

Mr Marshall left the meeting at 2.30pm.

6 DISASTER MANAGEMENT UPDATE

A/Senior Sergeant Chris Mitchell, District Disaster Management Coordinator – Cross Border Disaster Management briefed BROCC on the following:

- The Queensland MOG (Machinery of Government) for Disaster Management is undergoing structural change and now the QLD Police are acting as the umbrella agency to all other disaster management agencies in Qld, ie SES, Recovery Agencies, Qld Fire & Emergency Services etc. By July 1 2023 it is meant to be fully implemented. However Chris is not anticipating any change in his role and the status quo remains.
- Consequently the Disaster Management Forum planned for 12 & 13 July 2023 needs to be restructured and Chris suggested to the group that it be reduced to 1 day only of practical service delivery implementation. All agreed that this is the most effective part of the forum for BROCC and that we were willing to accommodate this change. Chris will come back to the group with firm details and designs for the forum and welcomes all member Council's input.

RESOLVED (Moree/Goondiwindi) that BROCC support the 2 x half day format proposed for the Disaster Management Workshop to be held 12/13 July 2023.

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7 GUEST SPEAKER

A/Superintendent Lukas Torr, Central West, NSW SES and Craig Ronan, Planning & Intelligence, NSW SES, addressed the meeting on the subject of 'Flood Gauges and the Dissemination of Flood Data'.

- Lukas looks after the Central Western Region of NSW and the NE region role is currently changing over. The new position is to be taken up by Tammy Chefley. She is currently undergoing training but is willing to be the SES Disaster Management spokesperson going forward for BROCC.
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7. Telecommunication Connectivity
Lead Council: Goondiwindi
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The lead council will invite all councils to identify and inform the focus group of issues pertinent to that particular area of strategic importance. The working group will then meet to prioritise the issues and report back to the next quarterly BROC meeting.

At this juncture, the time being 3.30pm Mike Urquhart and Jo Tait left the meeting.

9 AGENCY UPDATES

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 - Laura (based in Moree) recently commenced with Inland Rail having taken over the role that Angela Doering previously occupied.
 - The Independent Review of Inland Rail is still ongoing but it's release is imminent.
 - It was noted that construction to North Star is to be completed by April 2023 with expected inland rail operations to begin early 2025. Sections north of the border are still very much in elementary negotiations with EIS to be completed.
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At this juncture, the time being 4.00pm Bill Lansbury dialled in to the meeting to provide his update.

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Bill provided BROCC with an update in respect of the following matters:

- Inland Freight Route – Charters Towers to Mungindi
- TMP cost imposts increased by 30%

At this juncture, the time being 4.05pm, Bill Lansbury left the meeting.

10 CORRESPONDENCE

10.1 INWARDS

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- Letter from Tenterfield Shire Council confirming BROC delegates

10.2 OUTWARDS

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- Letter to the Hon Di Farmer re: Recognition of Occupational Licensing

RESOLVED (Gwydir/Southern Downs) that the Inwards and Outwards correspondence be received and noted.

CARRIED

10.3 MATTERS ARISING FROM CORRESPONDENCE

Nil.

11 FINANCIAL REPORT

11.1 TRANSACTIONS

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Reinvested 22 January 2023 @ 1.95%	\$ 11,504.51
Maturity Date – 22 April 2023	

RESOLVED (Tenterfield/Moree) that the Financial Report be accepted.

CARRIED

11.2 MATTERS ARISING FROM FINANCIAL REPORT

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12 ITEMS LISTED

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RESOLVED (Goondiwindi/Paroo) that Clause 2 (iv) of the BROCCONSTITUTION be amended as follows:

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- i) BROCCONSTITUTE continue to recognise the significant benefits this initiative could bring to the entire border region;
- ii) Note that the success of the initiative will depend on a commitment from all stakeholders along the border; and
- iii) Delegates go back to their respective visitor information centres to encourage a commitment to further investigate/scope the proposal if they haven’t committed already.

CARRIED

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CARRIED

13 ACTION ITEM LOG

RESOLVED (Goondiwindi/Tenterfield) that:

- a) the Action Item Log be received and noted: and
- b) the following items be removed from the Action Log:

- Flood Gauges / Flood Data Presentation
- Constitution

14 GENERAL BUSINESS

Membership of BROC

An invitation was extended in 2022 to Bourke & Brewarrina Councils inviting them to be members of BROC.

The Chairperson was pleased to inform that Brewarrina have agreed to become a member.

RESOLVED (Gwydir/Moree) that:

- i) Brewarrina Shire Council be accepted as a member of BROC;
- ii) A tax invoice for 2022/23 membership of \$500 be forwarded to Brewarrina Shire Council; and
- iii) The BROC Constitution reflect Brewarrina Shire Council as a member.

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QLD Funding for Preschools and/or Kindergartens

Cr Orchin informed BROC that the Qld Government is no longer supporting the 0-3 year preschool age group at Mungindi as a result of the changed funding model for QLD Preschools and Kindergartens. BROC had noted at our December 2022 meeting that the majority of the children that attended the Mungindi preschool resided in New South Wales.

RESOLVED (Moree/Gwydir) that a letter be sent to the Hon Adam Marshall MP, Member for Northern Tablelands detailing the situation which currently exists in Mungindi and supporting the NSW Department of Education in their efforts in trying to resolve the day care issues facing that community.

CARRIED

5 CROSS BORDER COMMISSIONER UPDATE

At James McTavish, NSW Cross Border Commissioner briefed BROC on the following:

- As stated earlier in the day, the government in NSW is in caretaker mode but the Commission is operating as usual and is not expecting much change regardless of the outcome of the election.
- The Commission office has expanded considerably and they have multiple areas of advocacy. Areas of particular focus; infrastructure and transport, service delivery, building communities, Moree & Goondiwindi MOU to deal with indigenous outcomes for border communities, emergency management & creation of Reconstruction NSW.
- There is a huge amount of work being done with QLD Premier & Cabinet to finalise a memorandum of understanding for cross border collaboration which is exciting and announcements on this are imminent.

At this juncture, the time being 5.15pm, Cr John Coulton and Cr David Coulton left the meeting.

15 NEXT MEETING

The next meeting will be hosted by Balonne Shire Council (in St George) on Friday 19 May 2023 commencing at 9am local time.

15 MEETING CLOSED

There being no further business the meeting closed at 5.20pm.

7 NOTICES OF BUSINESS

Nil

8 QUESTIONS WITH NOTICE

Nil

9 COMMITTEE REPORTS**9.1 AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES - 14 MARCH 2023****File Number:** S4.11.21 / 23/12248**Author:** Kristy Paton, Corporate Support Officer - Publishing**SUMMARY:**

Please see below for the unconfirmed minutes of the Audit Risk and Improvement Committee Meeting held on Tuesday, 14 March, 2023.

RECOMMENDATION:

That the minutes from the Audit Risk and Improvement Committee meeting held on Tuesday, 14 March, 2023 be received and noted.

COMMENTARY:

**MINUTES OF INVERELL SHIRE COUNCIL
AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON TUESDAY, 14 MARCH 2023 AT 10.00AM**

PRESENT: Mr Phil Schwenke (Independent Member) - Chairperson and Mr Les Hullick (Independent Member).

ATTENDANCE: Mr Paul Pay (Director and Corporate Economic Services), Mr David Thirlway (Manager Information Services) for Item #9.1, Mr Ryan Dick (Workforce Services Coordinator) for Item #10.1 and Kristy Paton (Corporate Support Officer – Publishing) – Minutes.

1 APOLOGIES**COMMITTEE RESOLUTION**

Moved: Mr Phil Schwenke (Independent Member)

Seconded: Mr Les Hullick (Independent Member)

That the apology received from Cr Nicky Lavender for business reasons be accepted and leave of absence granted.

CARRIED

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

Nil

3 CONFIRMATION OF PREVIOUS MINUTES

COMMITTEE RESOLUTION

Moved: Mr Phil Schwenke (Independent Member)

Seconded: Mr Les Hullick (Independent Member)

That the Minutes of the Audit Risk and Improvement Committee Meeting held on 20 September, 2022, as circulated to members, be confirmed as a true and correct record of that meeting.

CARRIED

COMMITTEE RESOLUTION

Moved: Mr Les Hullick (Independent Member)

Seconded: Mr Phil Schwenke (Independent Member)

That the Minutes of the Audit Risk and Improvement Committee Meeting held on 13 December, 2022, as circulated to members, be confirmed as a true and correct record of that meeting.

CARRIED

4 INFORMATION REPORTS

4.1 QUARTERLY BUDGET REVIEW PERIOD AS AT 31 DECEMBER, 2022 S4.11.21

SUMMARY:

The Quarterly Budget Review for period ending 31 December, 2022 is provided for the Committee's information.

The Quarterly Budget Review was briefly discussed. It was noted there is nothing significant that stands out and the budget is on track.

4.2 NSW AUDIT OFFICE PERFORMANCE AUDITS S4.11.21

SUMMARY:

The NSW Audit Office has released four performance audits since December 2022. These audits are provided for the Committee's information.

The performance audits were discussed briefly by the Committee.

5 RISK MANAGEMENT FRAMEWORK & CONTROLS REPORTS

5.1 RISK APPETITE STATEMENTS S4.11.21/01

SUMMARY:

Council has endorsed the draft Risk Appetite Statements developed after the Enterprise Risk Management Workshop held in December, 2022. The Committee is asked to review the Statements with a mind to include them in Council's Risk Management Framework.

COMMITTEE RESOLUTION

Moved: Mr Phil Schwenke (Independent Member)

Seconded: Mr Les Hullick (Independent Member)

That the Committee:

1. *Note Council's endorsement of the Risk Appetite Statements, and*
2. *Support the inclusion of the statements in Council's Risk Management Framework.*

CARRIED

6 EXTERNAL ACCOUNTABILITY REPORTS

6.1 EXTERNAL AUDIT 2021-22 MANAGEMENT LETTER S4.11.21/02

SUMMARY:

The NSW Audit Office has issued a final Management Letter for the external audit year ended 30 June, 2022. It is provided for the Committee's Information.

The prior year's matter not resolved by Management and the current year matters listed in the Management Letter were discussed by the Committee.

Mr Pay explained the process of notifying staff who have excess leave balances.

COMMITTEE RESOLUTION

Moved: Mr Les Hullick (Independent Member)

Seconded: Mr Phil Schwenke (Independent Member)

That the Committee note the final Management Letter relating to the external Audit for the year ended 30 June 2022.

CARRIED

7 LEGISLATIVE COMPLIANCE REPORTS

7.1 COMPLIANCE REPORTING S4.11.21

SUMMARY:

This report details Council's achievements in meeting the requirements of the Office of Local Government (OLG) compliance calendar. The most recent Strategic Task Council Reports are attached for the Committee's information.

COMMITTEE RESOLUTION

Moved: Mr Les Hullick (Independent Member)
Seconded: Mr Phil Schwenke (Independent Member)

That the Committee note the information.

CARRIED

8 INTERNAL AUDIT PROGRAM REPORTS

8.1 CYBER SECURITY S4.11.21

SUMMARY:

The Audit Risk and Improvement Committee (ARIC) were provided with a report at the December 2022 meeting detailing several Cyber Security vulnerability assessments provided by Cyber Security NSW. Two security audits have already been presented to ARIC. Information Services have completed and actioned the third audit, Password Hygiene Assessment. The Report is presented for the Committee's consideration.

Mr David Thirlway (Manager Information Services) provided a summary of the report to the Committee. Password Hygiene was discussed and Mr Thirlway advised that steps have been taken to improve password hygiene for staff. The toll will be re-run to gauge if improvements have been made and further action will be taken if required.

The 27 recommendations from the 'first phase' of the audit have been completed.

COMMITTEE RESOLUTION

Moved: Mr Phil Schwenke (Independent Member)
Seconded: Mr Les Hullick (Independent Member)

That the Committee:

- i) Receive the Password Hygiene Assessment;*
- ii) Consider the Report's recommendations; and*
- iii) Remove all completed Cyber Security actions from Table 8 – Cyber Security in the Internal Audit Action List.*

CARRIED

8.2 2022/23 INTERNAL AUDIT SCOPES S4.11.21**SUMMARY:**

At the Audit Risk and Improvement Committee meeting held 13 December, 2022, the Committee resolved to alter the audits within the 2022/23 internal audit program. This report details the proposed scope for the HR Policies & Procedures Audit and Workplace Wellbeing Audit for review by the Committee.

The scopes for the audits were discussed. Mr Schwenke asked about the timeframe for the completion of the HR Policies and Procedures Audit and if it will be completed in time for the next Committee meeting being held on 13 June, 2023. Mr Pay advised that the aim is to have it complete in time for the next meeting, at least in draft form.

Mr Schwenke asked if the audits can be completed in line with the risk appetite statements.

Mr Pay advised that he will request quotes from Crowe and Centium. The Committee agreed that it is logical to use both providers so the audits are completed at the same time.

COMMITTEE RESOLUTION

Moved: Mr Les Hullick (Independent Member)

Seconded: Mr Phil Schwenke (Independent Member)

That the Committee review the proposed scope for the HR Policies & Procedures Audit and Workplace Wellbeing Audit.

CARRIED

9 GENERAL BUSINESS REPORTS

9.1 WHS UPDATE REPORT S4.11.21

SUMMARY:

This report is to update the Committee on progress to implement a corrective action plan that was developed following StateCover's audit of Inverell Shire Council's WHS Management System (WHSMS), and inform of the overall activity within the Workforce Services Team.

Mr Ryan Dick, Workforce Services Coordinator provided a summary of his report to the Committee.

The positions of Workforce Services Support Officer (Risk) and Workforce Services Corporate Support Officer have now been filled and the Workforce Services team is complete.

The Workforce Services Support Officer (Risk) has been working on the recommendations of the Audit completed in 2018 and it is currently 51% complete. The Risk Officer has also been working on training for Supervisors on SWMs.

Mr Dick met with Statewide Mutual last week and insurance claims are tracking well in comparison to other Councils.

Workers Compensation is also tracking well and the insurance premium is expected to decrease.

An insurance claim for hail damage to several buildings in Ashford has progressed.

Recruitment is still busy but it is hoped this will begin to slow down in the coming months.

COMMITTEE RESOLUTION

Moved: Mr Les Hullick (Independent Member)

Seconded: Mr Phil Schwenke (Independent Member)

That the Committee receive the report and note the information provided.

CARRIED

9.2 OUTSTANDING ACTIONS REPORT S4.11.21

SUMMARY:

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

COMMITTEE RESOLUTION

Moved: Mr Les Hullick (Independent Member)

Seconded: Mr Phil Schwenke (Independent Member)

That:

1. *The Committee receive the report and note the information provided; and*
2. *Items 2022.3 and 2022.4 be removed.*

CARRIED

9.3 INTERNAL AUDITS - OUTSTANDING ACTIONS REPORT S4.11.21**SUMMARY:**

The purpose of this report is to provide the Committee with an update on outstanding internal audit recommendations.

The Committee noted there are some items that have been listed in the outstanding actions report for quite some time. Mr Pay advised that he would review the outstanding actions list and determine if the items will be completed, and if so, determine what actions are required in order to have the items complete so they can be removed.

COMMITTEE RESOLUTION

Moved: Mr Les Hullick (Independent Member)

Seconded: Mr Phil Schwenke (Independent Member)

That the Committee receive the report and note the information provided.

CARRIED**9.4 DRAFT INTERNAL AUDIT AND RISK MANAGEMENT GUIDELINES S4.11.21****SUMMARY:**

OLG has issued the approved Guidelines in draft form pending the supporting Regulation amendments being made so that councils can start to implement them. ARIC is requested to review the draft guidelines and provide recommendations to Council on its Implementation.

The Guidelines, in particular, the Implementation section were discussed by the Committee. The membership of Committees was confirmed as being: Chair, 2 independent members and a non-voting Councillor. The requirement for members to be pre-qualified has been removed.

COMMITTEE RESOLUTION

Moved: Mr Phil Schwenke (Independent Member)

Seconded: Mr Les Hullick (Independent Member)

That the checklists contained within the guidelines be used as a template to start making changes pending the adoption of the Guidelines.

CARRIED**10 OTHER BUSINESS**

Nil

11 NEXT MEETING

Tuesday, 13 June, 2023.

The Meeting closed at 11.42am.

ATTACHMENTS:

Nil

9.2 CIVIL AND ENVIRONMENTAL SERVICES COMMITTEE MINUTES - 12 APRIL 2023

File Number: S4.11.16/15 / 23/12418

Author: Kristy Paton, Corporate Support Officer - Publishing

SUMMARY:

Meeting held on Wednesday, 12 April, 2023.

For the consideration of Council.

COMMENTARY:

Refer to the attached minutes of the meeting.

RECOMMENDATION:

- i. *That the Minutes of the Civil and Environmental Services Committee held on Wednesday, 12 April, 2023, be received and noted; and*
- ii. *The following recommendations of the Civil and Environmental Services Committee be adopted by Council.*

9.2.1 Proposed Garden at Tingha**RECOMMENDATION:**

That:

- a) *The Tingha Spirit Committee be advised that Council is prepared to receive a proposal for a garden on a portion of a road reserve in the village of Tingha, and*
- b) *The proposal to include full details of the proposal, including, but not limited to:*
 - *Fencing to be utilised to prevent access by cattle,*
 - *Subject matter for inclusion on plaques, and*
 - *How will the area be maintained?*

9.2.2 Planning Proposal - Request to Amend Inverell Local Environmental Plan 2012 - 1 Burgess Street, Inverell**RECOMMENDATION:**

That subject to no objections being received from the Anaiwan Local Aboriginal Land Council:

1. *The Planning Proposal to permit a 'Centre-Based Child Care Facility' on 1 Burgess Street, Inverell as an 'Additional Permitted Use' under Schedule 1 of the Inverell Local Environmental Plan 2012 be endorsed by Council and the NSW Department of Planning and Environment be requested to finalise the Planning Proposal; and*
2. *The Director Civil and Environmental Services be authorised to undertake any administrative and procedural functions requested of Council by the NSW Department of Planning and Environment to finalise the Planning Proposal.*

9.2.3 Changes to Regional Planning Panels

RECOMMENDATION:

That the appointment of alternate members to the Northern Regional Planning Panel be considered on a case-by-case basis, if required after lodgement of a relevant planning matter.

9.2.4 Information Reports

RECOMMENDATION

That the information reports be received and noted.

ATTACHMENTS:

1. Minutes of Civil and Environmental Services Committee Meeting 12 April, 2023

**MINUTES OF INVERELL SHIRE COUNCIL
CIVIL AND ENVIRONMENTAL SERVICES COMMITTEE MEETING
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON WEDNESDAY, 12 APRIL 2023 AT 9.00AM**

PRESENT: Cr Stewart Berryman (Chair), 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).

1 APOLOGIES

Nil

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Di Baker

Seconded: Cr Wendy Wilks

That the Minutes of the Civil and Environmental Services Committee Meeting held on 8 March, 2023, 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 Pecuniary Interest in Item #5.2 "Planning Proposal - Request to Amend Inverell Local Environmental Plan 2012 - 1 Burgess Street, Inverell S18.6.34/11". The nature of the interest is Cr Lavender is the CEO of IDFS, the applicant.

Mr Anthony Alliston, Manager Development Services, declared a Pecuniary Interest in Item #5.5 "Planning Proposal - Request to Amend Inverell Local Environmental Plan 2012 - 1 Burgess Street, Inverell S18.6.34/11". The nature of the interest is Mr Alliston's 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

Nil

5 DESTINATION REPORTS

5.1 PROPOSED GARDEN AT TINGHA S2.18.5

COMMITTEE RESOLUTION

Moved: Cr Di Baker

Seconded: Cr Jacko Ross

The Committee recommends to Council that:

- a) *The Tingha Spirit Committee be advised that Council is prepared to receive a proposal for a garden on a portion of a road reserve in the village of Tingha, and*
- b) *The proposal to include full details of the proposal, including, but not limited to:*
 - *Fencing to be utilised to prevent access by cattle,*
 - *Subject matter for inclusion on plaques, and*
 - *How will the area be maintained?*

CARRIED

At 9.11 am, Cr Nicky Lavender left the meeting having previously declared a Pecuniary Interest in Item #5.2 "Planning Proposal - Request to Amend Inverell Local Environmental Plan 2012 - 1 Burgess Street, Inverell S18.6.34/11". The nature of the interest is Cr Lavender is the CEO of IDFS, the applicant.

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

COMMITTEE RESOLUTION

Moved: Cr Di Baker

Seconded: Cr Wendy Wilks

That the Committee recommends to Council that subject to no objections being received from the Anaiwan Local Aboriginal Land Council:

1. *The Planning Proposal to permit a 'Centre-Based Child Care Facility' on 1 Burgess Street, Inverell as an 'Additional Permitted Use' under Schedule 1 of the Inverell Local Environmental Plan 2012 be endorsed by Council and the NSW Department of Planning and Environment be requested to finalise the Planning Proposal; and*
2. *The Director Civil and Environmental Services be authorised to undertake any administrative and procedural functions requested of Council by the NSW Department of Planning and Environment to finalise the Planning Proposal.*

CARRIED

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

At 9.26 am, Cr Nicky Lavender returned to the meeting.

5.3 CHANGES TO REGIONAL PLANNING PANELS S18.6.11

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Wendy Wilks

That the Committee recommends to Council that the appointment of alternate members to the Northern Regional Planning Panel be considered on a case-by-case basis, if required after lodgement of a relevant planning matter.

CARRIED

6 INFORMATION REPORTS

COMMITTEE RESOLUTION

Moved: Cr Di Baker

Seconded: Cr Wendy Wilks

That the following information reports be received and noted.

CARRIED

6.1 MAINTENANCE GRADING 2020/2021 - 2021/2022 S28.21.1/16

6.2 WORKS UPDATE S28.21.1/16

6.3 RECENT DWELLING APPROVALS S18.6.71

The Meeting closed at 9.48 am.

9.3 JOINT COMMITTEE MINUTES - 12 APRIL 2023

File Number: S4.11.17/15 / 23/12429

Author: Kristy Paton, Corporate Support Officer - Publishing

SUMMARY:

Meeting held on Wednesday, 12 April, 2023.

For the consideration of Council.

COMMENTARY:

Refer to the attached minutes of the meeting.

RECOMMENDATION:

- i. That the Minutes of the Joint Committee held on Wednesday, 12 April, 2023, be received and noted; and*
- ii. The following recommendations of the Joint Committee be adopted by Council*

9.3.1 Council Portfolio Holders**RECOMMENDATION:**

That:

- i. An optional portfolio system to be implemented for the current term of Council; and*
- ii. Councillors be invited to nominate portfolio areas at the April Council Meeting.*

9.3.2 Health Issues**RECOMMENDATION:**

That:

- i. Council establish a 'Health and Wellbeing Taskforce' to prepare advice to Council on any matters effecting the provision of Health Services in the Shire and any relevant 'social determinant of health' issues;*
- ii. The Terms of Reference for the Taskforce be adopted;*
- iii. The Taskforce shall comprise of two (2) Councillors as appointed by Council;*
- iv. Cr Wilks will initiate a community health forum and Council will provide facilities to host the forum.*

9.4.3 Health and Wellbeing

RECOMMENDATION:

That Cr Kate Dight and Cr Jo Williams be appointed to the 'Health and Wellbeing Taskforce'.

9.4.4 Dumaresq Solar Farm

RECOMMENDATION:

That the Memorandum of Understanding for the Establishment of a Community Benefit Fund from Dumaresq Solar Farm be accepted and the General Manager be authorised to sign all relevant documents.

9.4.5 Oliver Street Land Proposal

RECOMMENDATION:

That:

- i. Council grant an exclusive option to New England Properties P/L for a period of twelve (12) months to facilitate the preparation of a proposal for Council's consideration.*
- ii. The option will require a \$10K non-refundable fee paid by New England Properties.*
- iii. The option is exercisable over Lot 1 DP 89422, Lot 10 DP 1123153, Lot 9 DP 1089168, Lot B DP 154797, Lot A DP 154797, Lot 8 DP 1110038, Lot 1 DP 1038122, Lot 2 DP 1038122; and*
- iv. Council does not give any warranty or undertaking in respect of the proposal that New England Properties P/L may develop during the option.*

9.4.6 Angel Avenue - Social Housing

COMMITTEE RESOLUTION

- A. That Council support Homes North with a proposed development of community housing in Angel Avenue by making available a portion of Lot 2 DP 1169924 including all civil services at no cost.*
- B. That Council's contribution to this project be acknowledged at appropriate times and in a manner approved by the General Manager.*

ATTACHMENTS:

- 1. Minutes of Joint Committee Meeting 12 April, 2023**

**MINUTES OF INVERELL SHIRE COUNCIL
JOINT COMMITTEE MEETING
HELD IN THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON WEDNESDAY, 12 APRIL 2023 AT 10.12 AM**

PRESENT: Cr Paul Harmon (Mayor) – Chair, Cr Stewart Berryman, Cr Di Baker, Cr Kate Dight, Cr Paul King OAM, Cr Nicky Lavender, Cr Jacko Ross, Cr Wendy Wilks and Cr Jo Williams.

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

1 APOLOGIES

Nil

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

Nil

3 DESTINATION REPORTS

3.1 COUNCIL PORTFOLIO HOLDERS S13.6.7

RECOMMENDATION:

That the Committee recommend to Council that:

- i. An optional portfolio system to be implemented for the current term of Council; and*
- ii. Councillors be invited to nominate portfolio areas at the April Council Meeting.*

3.2 HEALTH ISSUES S24.20.5

COMMITTEE RESOLUTION

Moved: Cr Di Baker

Seconded: Cr Stewart Berryman

That the Committee recommend to Council that:

- i. Council establish a 'Health and Wellbeing Taskforce' to prepare advice to Council on any matters effecting the provision of Health Services in the Shire and any relevant 'social determinant of health' issues;*
- ii. The Terms of Reference for the Taskforce be adopted;*
- iii. The Taskforce shall comprise of two (2) Councillors as appointed by Council;*
- iv. Cr Wilks will initiate a community health forum and Council will provide facilities to host the forum.*

CARRIED**3.3 HEALTH & WELLBEING TASKFORCE****COMMITTEE RESOLUTION**

Moved: Cr Jacko Ross

Seconded: Cr Paul King OAM

That the Committee recommend to Council that Cr Kate Dight and Cr Jo Williams be appointed to the 'Health and Wellbeing Taskforce'.

CARRIED**3.4 DUMARESQ SOLAR FARM**

The General Manager reported that a Memorandum of Understanding (MOU) detailing the establishment of a Community Benefit Fund by Dumaresq Solar Farm p/l had been prepared to reflect the discussions between Council and the Company's representative. The company sought only one change to provide for quarterly payment of the annual contribution.

COMMITTEE RESOLUTION

Moved: Cr Stewart Berryman

Seconded: Cr Di Baker

That the Committee recommend to Council that the Memorandum of Understanding for the Establishment of a Community Benefit Fund from Dumaresq Solar Farm be accepted and the General Manager be authorised to sign all relevant documents.

CARRIED**3.5 OLIVER STREET LAND PROPOSAL**

The General Manager reported that a request for Council to grant an option over the eight (8) parcels of land owned by council in Oliver street was received from New England Properties. The Company requested that the option be for a twelve-month period. The purpose would be to permit the Company to prepare a proposal for Council's consideration. A sum of \$10K was offered.

COMMITTEE RESOLUTION

Moved: Cr Jacko Ross

Seconded: Cr Paul King OAM

That the Committee recommend to Council that:

- i. Council grant an exclusive option to New England Properties P/L for a period of twelve (12) months to facilitate the preparation of a proposal for Council's consideration.*
- ii. The option will require a \$10K non-refundable fee paid by New England Properties.*
- iii. The option is exercisable over Lot 1 DP 89422, Lot 10 DP 1123153, Lot 9 DP 1089168, Lot B DP 154797, Lot A DP 154797, Lot 8 DP 1110038, Lot 1 DP 1038122, Lot 2 DP 1038122; and*

- iv. *Council does not give any warranty or undertaking in respect of the proposal that New England Properties P/L may develop during the option.*

CARRIED

3.6 ANGEL AVENUE - SOCIAL HOUSING

The General Manager informed Council of the renewed interest by Homes North to construct a number of social housing units in Inverell. Councillors were requested to consider renewing the offer to provide land to the organisation for the purpose of constructing public housing.

COMMITTEE RESOLUTION

Moved: Cr Nicky Lavender

Seconded: Cr Jo Williams

- A. *That the Committee recommend to Council that it support Homes North with a proposed development of community housing in Angel Avenue by making available a portion of Lot 2 DP 1169924 including all civil services at no cost.*
- B. *That Council's contribution to this project be acknowledged at appropriate times and in a manner approved by the General Manager.*

CARRIED

The Meeting closed at 11.45am

9.4 CONSIDERATION OF THE AQUATIC CENTRE SUNSET COMMITTEE RECOMMENDATIONS**File Number:** S5.9.27 / 23/12292**Author:** Nicole Riley, Administration Coordinator**SUMMARY:**

An Aquatic Centre Planning Sunset Committee meeting is being held on Wednesday, 26 April, 2023. It is intended that the consideration of the Aquatic Centre Planning Sunset Committee recommendations from this meeting be tabled at the Council meeting.

RECOMMENDATION:

That a supplementary report on this matter be received.

COMMENTARY:

This report is intended to request Council to accept the tabling of the Aquatic Centre Planning Sunset Committee recommendations from the meeting being held on Wednesday, 26 April 2023.

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

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

Nil

9.5 ECONOMIC AND COMMUNITY SUSTAINABILITY COMMITTEE MINUTES - 12 APRIL 2023**File Number:** S4.11.17/15 / 23/12701**Author:** Kristy Paton, Corporate Support Officer - Publishing**SUMMARY:**

Meeting held on Wednesday, 12 April, 2023.

For the consideration of Council.

COMMENTARY:

Refer to the attached minutes of the meeting.

RECOMMENDATION:

- i. That the Minutes of the Economic and Community Sustainability Committee held on Wednesday, 12 April, 2023, be received and noted; and*
- ii. The following recommendations of the Economic and Community Sustainability Committee be adopted by Council.*

9.5.1 2025 Australian Local Government Womens Association (ALGWA) Conference**RECOMMENDATION:**

That an expression of interest to host the 2025 ALGWA NSW Branch conference not be submitted.

9.5.2 Request for Donation - Nullamanna Reserve Land Manager - Country Halls Tour**RECOMMENDATION:**

That Council provides sponsorship for the amount of \$200 to the Country Halls Tour.

9.5.3 Request for Sponsorship - District 90 Toastmasters**RECOMMENDATION:**

That Council decline the opportunity to take out a sponsorship package.

9.5.4 2023/2024 Draft Estimates and Operational Plan, and Long Term Financial Plan**RECOMMENDATION:**1. *That:*

The following works be funded from the Urban Works Vote and be included in the 2023/2024 Budget:

i) *Inverell and Villages - Urban Renewal and Upgrade General Fund, Water Fund*

		General Fund	Water Fund
A	Inverell and Villages - Urban Renewal and Upgrade <i>Project subject to a further report to Civil and Environmental Committee</i>	\$531.14K	\$ 0K
B	Urban Work Contribution to Pool Loan	\$78.75K	
C	Footpaths and Cycleway Construction \$ for \$ Contribution to PAMP Program (Subject to RMS approving the 2023/2024 Program)	\$48.69K	
D	Village Works – Community suggested projects		
	Ashford	\$ 7.70K	
	Delungra	\$ 7.70K	
	Gilgai	\$ 7.70K	
	Yetman	\$ 7.70K	
	Tingha	\$ 7.70K	
	Oakwood	\$ 1.17K	
	Bonshaw	\$ 1.17K	
	Graman	\$ 1.17K	
	Nullamanna	\$ 1.17K	
	Elsmore	\$ 1.17K	
	Stannifer	\$ 1.17K	
	Gum Flat	\$ 1.17K	
	TOTALS	\$ 705.06K	\$0K

2. *That:*

- i) *the budget allocation of \$2.563M for the 2023/2024 ACRD Program be endorsed and a further report be presented to the Civil and Environmental Services Committee in respect of the funding allocations and individual works proposed to be undertaken under this program;*
- ii) *the budget allocation of the \$160K RMS Supplementary Block Grant Program be the subject of a further report to the Civil and Environmental Services Committee Meeting;*
- iii) *the budget allocation of \$2.972M for the 2023/2024 Block Grant Program be endorsed and a further report be presented to the Civil and Environmental Services Committee in respect of the specific projects to be funded;*

iv)	<i>the budget allocation of \$1.402M for the 2023/2024 Roads to Recovery Program be endorsed and a further report be presented to the Civil and Environmental Services Committee in respect of the specific projects to be funded; and</i>
v)	<i>the budget allocation of \$544.99K for the RMS Repair Program be endorsed and a report on the projects for the RMS approved Repair Program for 2023/2024 be presented to the Civil and Environmental Services Committee once advice has been received.</i>
3.	<i>That Council utilises the maximum permissible rate increase allowed by IPART of 3.7%.</i>
4.	<i>That:</i>
i)	<i>Council provide an allocation of \$105K for joint industry promotions and assistance;</i>
ii)	<i>the 2023/2024 Strategic Capital Infrastructure Fund of \$650K be utilised for loan repayments for the Inverell Aquatic Centre Redevelopment;</i>
iii)	<i>The budget allocation of \$324K for the 2023/2024 Special Projects – Roads Infrastructure Fund be endorsed;</i>
iv)	<i>A further report be presented to the Civil and Environment Committee in respect of the specific projects to be funded under the Special Projects – Roads Infrastructure Fund;</i>
v)	<i>the transfers to and from Internally Restricted Assets be endorsed; and</i>
vi)	<i>the list of inclusions as included in the 2023/2024 draft Operational Plan/Budget and listed in section 5.2.2 & 5.2.3 of the report be endorsed.</i>
5.	<i>That:</i>
i)	<i>The following rating categories be utilised for the 2023/2024 rating year:</i>
	<i>Residential – Inverell</i>
	<i>Residential – General</i>
	<i>Residential – Ashford</i>
	<i>Residential – Delungra</i>
	<i>Residential – Gilgai</i>
	<i>Residential – Yetman</i>
	<i>Residential - Tingha</i>
	<i>Residential – Rural</i>
	<i>Business – Inverell Industrial/Commercial</i>
	<i>Business – Other</i>
	<i>Farmland</i>
	<i>Mining</i>
ii)	<i>A General Base Amount of \$235 plus an Ad Valorem Rate be determined for the categories detailed in above.</i>

6. *The Interest Rate applicable to Outstanding Rates and Charges for 2023/2024 be the maximum allowable as advised by the Office of Local Government.*
7. *That the following Waste Management Charges be adopted:*

i)	<i>Waste Management Charge – All Properties</i>	<i>\$96.00</i>
ii)	<i>Domestic Waste Management - Occupied Charge: per service per assessment</i>	<i>\$398.00</i>
iii)	<i>Domestic Waste Management - Occupied Charge</i>	<i>\$398.00</i>
	<i>Tingha Boundary Adjustment – properties with 140lt garbage bin per service per assessment</i>	
iv)	<i>Domestic Waste Management – Unoccupied Charge</i>	<i>\$72.00</i>
v)	<i>Weekly Commercial Waste Management Charge</i>	<i>\$398.00</i>
	<i>(This Charge is levied per Service, and GST is charged if applicable)</i>	
vi)	<i>Weekly Commercial Recycling Charge (ex GST)</i>	<i>\$150.00</i>
vii)	<i>Fortnightly Commercial Recycling Charge (ex GST)</i>	<i>\$80.00</i>
	<i>(These Charge are levied per Service, and GST is charged if applicable)</i>	
8. *That the Fees and Charges, as recommended, be adopted.*
9. *That:*
 - i) *the Stormwater Management Service Charge be set at the maximum amount allowable of \$25.00 per Residential Premises, \$12.50 per Residential Strata lot, and \$25.00 for Business Premises for each 350 square metres or additional part thereof, subject to a maximum charge on Business Premises of \$200.00; and*
 - ii) *the Stormwater Management Program as recommended being Gilgai Drainage Project as per the adopted Gilgai Drainage Upgrade Plan, be adopted.*
10. *That:*
 - i) *the report on the balanced budget be noted;*
 - ii) *the draft estimates (incorporating the Operational Plan and Long-Term Financial Plans) for the General Activities for 2023/2024 be adopted and placed on public exhibition for a period of 28 days as required by Section 405 of the Local Government Act 1993.*
11. *That:*
 - i) *the Sewerage Charges as listed below be adopted for 2023/2024:*

Charge	\$
Sewerage Charge Occupied	612.00
Sewerage Charge Unoccupied	385.00
Sewerage Charge Flats/Units	385.00
Sewerage Charge Nursing Homes	2,870.00
Sewerage Charge Inverell Showground	3,882.00
Sewerage Charge Hotel/Licensed Clubs	1,830.00

Number of Services per Assessment	Annual Charge Per Assessment \$
1	612.00
2	997.00
3	1,382.00
4	1,767.00
5	2,152.00
6	2,537.00
7	2,922.00
8	3,307.00
9	3,692.00
10	4,077.00
11	4,462.00
12	4,847.00
13	5,232.00
14	5,617.00
15	6,002.00
16	6,387.00

Charge Structure for Non-Rateable Properties

In accordance with the charge structure for Non rateable Properties the following charges are proposed for 2023/2024

Charge	\$
Non-ratable - Schools - wc's	116.00
Non-ratable - Other - wc's	146.00
Non-rayable - Urinals	116.00

Charge Structure for Motels and Caravan Parks

In accordance with the charge structure for Motels and Caravan Parks the following charges are proposed for 2023/2024:

Charge	\$
Motel Residence	1,830.00
Motel Restaurant	612.00
Motel Ensuite	193.00
Caravan Park Residence	612.00
Caravan Park Amenities Block	1,830.00
Caravan Park Ensuite Cabins	193.00

Charge Structure for Showgrounds

In accordance with the charge structure for Inverell Showgrounds the following charges are proposed for 2023/2024:

Charge	\$
Inverell Showgrounds	3,882.00

- ii) *The Draft Estimates (incorporating Operational Plan) for the Sewerage Fund for 2023/2024 be adopted and placed on public exhibition for a period of 28 days as required by Section 405 of the Local Government Act 1993.*

12. That:

- i) *a water availability base charge of \$430.00 per assessment (includes first water meter) be adopted for 2023/2024;*
- ii) *a water charge of \$430.00 per additional water meter, per assessment be adopted for 2023/2024;*
- iii) *a water charge of \$430.00 per assessment (includes first water meter) be adopted for properties within the Tingha Boundary Adjustment area for 2023/2024;*
- iv) *a water charge of \$430.00 per additional water meter, per assessment be adopted for properties within the Tingha Boundary Adjustment area for 2023/2024;*
- v) *a charge of \$2.02 per kilolitre be adopted for commercial water consumption for 2023/2024;*
- vi) *a charge of \$2.02 per kilolitre, 0 to 600 kilolitres and \$2.33 per kilolitre over 600 kilolitres be adopted for residential water consumption for 2023/2024;*
- vii) *a charge of \$1.08 per kilolitre be adopted for water consumption - Abattoirs, plus a 20 per cent early settlement discount for 2023/2024;*
- viii) *a charge of \$1.08 per kilolitre be adopted for Community Facilities water consumption; eligible entities include: Inverell Minor League, Inverell Golf Club, Inverell Tennis Club, Inverell Rugby Club, Gilgai Tennis Club, Inverell Equestrian Council and Inverell Shire Council (Sporting fields and Parks) for 2023/2024;*
- ix) *a charge of \$0.53 per kilolitre be adopted for Raw Water consumption for 2023/2024; and*
- x) *the draft Estimates (incorporating Operational Plan) for the Water Fund for 2023/2024 be adopted and placed on public exhibition for a period of 28 days as required by Section 405 of the Local Government Act, 1993.*

9.5.5 Governance - Monthly Investment Report**RECOMMENDATION:**

That:

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

9.5.6 Sale of Land - Swanbrook Road**RECOMMENDATION:**

That:

- i) the offer to purchase Part Lot 1 DP 1231214 for the sum of \$110K plus GST if applicable, from G & T Fraser be accepted; and*
- ii) The General Manager be duly authorised to take all actions necessary to complete the sale.*

9.5.7 Commercial Lease Temporary Service Station - 13 Glen Innes Road, Inverell**RECOMMENDATION:**

That:

- i) Council enter into a commercial lease agreement with McKinlay Enterprises P/L, Mitala P/L and LJM Enterprises (NSW) P/L for the continued operation of a temporary Service Station at 13 Glen Innes Road, Inverell;*
- ii) The lease commence on the 1 July 2023 and be for a period of 12 months with a lessee option of a further 6 months extension;*
- iii) The lessee be provided with the option to terminate the lease early subject to providing thirty (30) days notice;*
- iv) The lease fee be consistent with the commercial valuation obtained by Council;*
- v) Council advise the lessee that it offers no warranty in relation to any development applications either directly or in-directly associated with the lease;*
- vi) The General Manager be authorised to negotiate any additional terms of the commercial lease agreement; and*
- vii) The General Manager be authorised to execute the lease agreement.*

ATTACHMENTS:

- 1. Minutes of Economic and Community Sustainability Committee Meeting 12 April, 2023**

**MINUTES OF INVERELL SHIRE COUNCIL
ECONOMIC AND COMMUNITY SUSTAINABILITY COMMITTEE MEETING
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON WEDNESDAY, 12 APRIL 2023 AT 12.00 PM**

PRESENT: Cr Paul King OAM (Chair), Cr Paul Harmon (Mayor), Cr Kate Dight, Cr Nicky Lavender and Cr Jo Williams.

IN ATTENDANCE: Cr Stewart Berryman, Cr Di Baker, Cr Jacko Ross and Cr Wendy Wilks.
Paul Henry (General Manager), Brett McInnes (Director Civil & Environmental Services) and Paul Pay (Director Corporate and Economic Services).

1 APOLOGIES

Nil

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Nicky Lavender
Seconded: Cr Jo Williams

That the Minutes of the Economic and Community Sustainability Committee Meeting held on 8 March, 2023, as circulated to members, be confirmed as a true and correct record of that meeting.

CARRIED

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

Nil

4 DESTINATION REPORTS

4.1 2025 AUSTRALIAN LOCAL GOVERNMENT WOMENS ASSOCIATION (ALGWA) NSW BRANCH CONFERENCE S4.3.1

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon
Seconded: Cr Nicky Lavender

The Committee recommends to Council that an expression of interest to host the 2025 ALGWA NSW Branch conference not be submitted.

CARRIED

4.2 REQUEST FOR DONATION - NULLAMANNA RESERVE LAND MANAGER - COUNTRY HALLS TOUR S12.22.1/16

RECOMMENDATION:

The Committee recommends to Council that Council provides sponsorship for the amount of \$200 to the Country Halls Tour.

CARRIED

4.3 REQUEST FOR SPONSORSHIP - DISTRICT 90 TOASTMASTERS S12.22.1/16

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Kate Dight

The Committee recommends to Council that Council decline the opportunity to take out a sponsorship package.

CARRIED

4.4 2023/2024 DRAFT ESTIMATES AND OPERATIONAL PLAN, AND LONG TERM FINANCIAL PLAN S12.5.3

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Kate Dight

RECOMMENDATION:

1. *The Committee recommends to Council that:*

The following works be funded from the Urban Works Vote and be included in the 2023/2024 Budget:

i) Inverell and Villages - Urban Renewal and Upgrade General Fund, Water Fund

		General Fund	Water Fund
A	Inverell and Villages - Urban Renewal and Upgrade <i>Project subject to a further report to Civil and Environmental Committee</i>	\$531.14K	\$ 0K
B	Urban Work Contribution to Pool Loan	\$78.75K	
C	Footpaths and Cycleway Construction \$ for \$ Contribution to PAMP Program (Subject to RMS approving the 2023/2024 Program)	\$48.69K	
D	Village Works – Community suggested projects		
	Ashford	\$ 7.70K	
	Delungra	\$ 7.70K	
	Gilgai	\$ 7.70K	
	Yetman	\$ 7.70K	
	Tingha	\$ 7.70K	
	Oakwood	\$ 1.17K	
	Bonshaw	\$ 1.17K	
	Graman	\$ 1.17K	
	Nullamanna	\$ 1.17K	
	Elsmore	\$ 1.17K	
	Stannifer	\$ 1.17K	
	Gum Flat	\$ 1.17K	
	TOTALS	\$ 705.06K	\$0K

2. *That:*

- i) *the budget allocation of \$2.563M for the 2023/2024 ACRD Program be endorsed and a further report be presented to the Civil and Environmental Services Committee in respect of the funding allocations and individual works proposed to be undertaken under this program;*
- ii) *the budget allocation of the \$160K RMS Supplementary Block Grant Program be the subject of a further report to the Civil and Environmental Services Committee Meeting;*
- iii) *the budget allocation of \$2.972M for the 2023/2024 Block Grant Program be endorsed and a further report be presented to the Civil and Environmental Services Committee in respect of the specific projects to be funded;*
- iv) *the budget allocation of \$1.402M for the 2023/2024 Roads to Recovery Program be endorsed and a further report be presented to the Civil and Environmental Services Committee in respect of the specific projects to be funded; and*
- v) *the budget allocation of \$544.99K for the RMS Repair Program be endorsed and a report on the projects for the RMS approved Repair Program for 2023/2024 be presented to the Civil and Environmental Services Committee once advice has been received.*

3. *That Council utilises the maximum permissible rate increase allowed by IPART of 3.7%.*

4. *That:*

- i) *Council provide an allocation of \$105K for joint industry promotions and assistance;*
- ii) *the 2023/2024 Strategic Capital Infrastructure Fund of \$650K be utilised for loan repayments for the Inverell Aquatic Centre Redevelopment;*
- iii) *The budget allocation of \$324K for the 2023/2024 Special Projects – Roads Infrastructure Fund be endorsed;*
- iv) *A further report be presented to the Civil and Environment Committee in respect of the specific projects to be funded under the Special Projects – Roads Infrastructure Fund;*
- v) *the transfers to and from Internally Restricted Assets be endorsed; and*
- vi) *the list of inclusions as included in the 2023/2024 draft Operational Plan/Budget and listed in section 5.2.2 & 5.2.3 of the report be endorsed.*

5. *That:*

- i) *The following rating categories be utilised for the 2023/2024 rating year:*
Residential – Inverell
Residential – General
Residential – Ashford
Residential – Delungra
Residential – Gilgai
Residential – Yetman
Residential - Tingha
Residential – Rural
Business – Inverell Industrial/Commercial
Business – Other
Farmland
Mining
- ii) *A General Base Amount of \$235 plus an Ad Valorem Rate be determined for the categories detailed in above.*

6. *The Interest Rate applicable to Outstanding Rates and Charges for 2023/2024 be the maximum allowable as advised by the Office of Local Government.*7. *That the following Waste Management Charges be adopted:*

- i) *Waste Management Charge – All Properties* *\$96.00*
- ii) *Domestic Waste Management - Occupied Charge: per service* *\$398.00*
per assessment
- iii) *Domestic Waste Management - Occupied Charge* *\$398.00*
Tingha Boundary Adjustment – properties with 140lt garbage

bin per service per assessment

- iv) *Domestic Waste Management – Unoccupied Charge* *\$72.00*
- v) *Weekly Commercial Waste Management Charge* *\$398.00*
(This Charge is levied per Service, and GST is charged if applicable)
- vi) *Weekly Commercial Recycling Charge (ex GST)* *\$150.00*
- vii) *Fortnightly Commercial Recycling Charge (ex GST)* *\$80.00*
(These Charge are levied per Service, and GST is charged if applicable)

8. *That the Fees and Charges, as recommended, be adopted.*

9. *That:*

- i) *the Stormwater Management Service Charge be set at the maximum amount allowable of \$25.00 per Residential Premises, \$12.50 per Residential Strata lot, and \$25.00 for Business Premises for each 350 square metres or additional part thereof, subject to a maximum charge on Business Premises of \$200.00; and*
- ii) *the Stormwater Management Program as recommended being Gilgai Drainage Project as per the adopted Gilgai Drainage Upgrade Plan, be adopted.*

10. *That:*

- i) *the report on the balanced budget be noted;*
- ii) *the draft estimates (incorporating the Operational Plan and Long-Term Financial Plans) for the General Activities for 2023/2024 be adopted and placed on public exhibition for a period of 28 days as required by Section 405 of the Local Government Act 1993.*

11. *That:*

- i) *the Sewerage Charges as listed below be adopted for 2023/2024:*

Charge	\$
Sewerage Charge Occupied	612.00
Sewerage Charge Unoccupied	385.00
Sewerage Charge Flats/Units	385.00
Sewerage Charge Nursing Homes	2,870.00
Sewerage Charge Inverell Showground	3,882.00
Sewerage Charge Hotel/Licensed Clubs	1,830.00

<i>Number of Services per Assessment</i>	<i>Annual Charge Per Assessment \$</i>
1	612.00
2	997.00
3	1,382.00
4	1,767.00
5	2,152.00
6	2,537.00
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10	4,077.00
11	4,462.00
12	4,847.00
13	5,232.00
14	5,617.00
15	6,002.00
16	6,387.00

Charge Structure for Non-Rateable Properties

In accordance with the charge structure for Non rateable Properties the following charges are proposed for 2023/2024

<i>Charge</i>	<i>\$</i>
Non-ratable - Schools - wc's	116.00
Non-ratable - Other - wc's	146.00
Non-rayable - Urinals	116.00

Charge Structure for Motels and Caravan Parks

In accordance with the charge structure for Motels and Caravan Parks the following charges are proposed for 2023/2024:

<i>Charge</i>	<i>\$</i>
Motel Residence	1,830.00
Motel Restaurant	612.00
Motel Ensuite	193.00
Caravan Park Residence	612.00
Caravan Park Amenities Block	1,830.00
Caravan Park Ensuite Cabins	193.00

Charge Structure for Showgrounds

In accordance with the charge structure for Inverell Showgrounds the following charges are proposed for 2023/2024:

Charge	\$
Inverell Showgrounds	3,882.00

- ii) *The Draft Estimates (incorporating Operational Plan) for the Sewerage Fund for 2023/2024 be adopted and placed on public exhibition for a period of 28 days as required by Section 405 of the Local Government Act 1993.*

12. *That:*

- i) *a water availability base charge of \$430.00 per assessment (includes first water meter) be adopted for 2023/2024;*
- ii) *a water charge of \$430.00 per additional water meter, per assessment be adopted for 2023/2024;*
- iii) *a water charge of \$430.00 per assessment (includes first water meter) be adopted for properties within the Tingha Boundary Adjustment area for 2023/2024;*
- iv) *a water charge of \$430.00 per additional water meter, per assessment be adopted for properties within the Tingha Boundary Adjustment area for 2023/2024;*
- v) *a charge of \$2.02 per kilolitre be adopted for commercial water consumption for 2023/2024;*
- vi) *a charge of \$2.02 per kilolitre, 0 to 600 kilolitres and \$2.33 per kilolitre over 600 kilolitres be adopted for residential water consumption for 2023/2024;*
- vii) *a charge of \$1.08 per kilolitre be adopted for water consumption - Abattoirs, plus a 20 per cent early settlement discount for 2023/2024;*
- viii) *a charge of \$1.08 per kilolitre be adopted for Community Facilities water consumption; eligible entities include: Inverell Minor League, Inverell Golf Club, Inverell Tennis Club, Inverell Rugby Club, Gilgai Tennis Club, Inverell Equestrian Council and Inverell Shire Council (Sporting fields and Parks) for 2023/2024;*
- ix) *a charge of \$0.53 per kilolitre be adopted for Raw Water consumption for 2023/2024; and*
- x) *the draft Estimates (incorporating Operational Plan) for the Water Fund for 2023/2024 be adopted and placed on public exhibition for a period of 28 days as required by Section 405 of the Local Government Act, 1993.*

CARRIED

At this juncture, the time being 1pm, the Committee adjourned a reconvened at 1.28pm.

4.5 REFERRAL OF CONFIDENTIAL REPORTS S4.11.17/15

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon
Seconded: Cr Nicky Lavender

That the Committee refer the items to Closed (Public excluded) meeting of the Committee and that the press and members of the public be asked to leave the chambers whilst the Committee considers the following items:

Item: Sale of Land - Swanbrook Road

Authority: Section 10A (2) (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Item: Commercial Lease Temporary Service Station - 13 Glen Innes Road, Inverell

Authority: Section 10A (2) (d(i)) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

CARRIED**5 GOVERNANCE REPORTS****5.1 GOVERNANCE - MONTHLY INVESTMENT REPORT S12.12.2****COMMITTEE RESOLUTION**

Moved: Cr Kate Dight

Seconded: Cr Nicky Lavender

The Committee recommends to Council that:

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

CARRIED**6 CONFIDENTIAL MATTERS (COMMITTEE-OF-THE-WHOLE)**

At 1.51pm, the Chairperson noted that no members of the public or press were in attendance at the meeting therefore the Committee proceeded to consider the motion to close the meeting to the press and public.

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Kate Dight

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

CARRIED**COMMITTEE RESOLUTION**

Moved: Cr Paul Harmon

Seconded: Cr Kate Dight

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

CARRIED

Upon resuming Open Committee at 1.55pm, the Chairperson verbally reported that the Committee had met in Closed Committee, with the Press and Public excluded, and had resolved to recommend to Council the following:

6.1 SALE OF LAND - SWANBROOK ROAD S5.2.2/08

RECOMMENDATION:

That:

- i) the offer to purchase Part Lot 1 DP 1231214 for the sum of \$110K plus GST if applicable, from G & T Fraser be accepted; and*
- ii) The General Manager be duly authorised to take all actions necessary to complete the sale.*

6.2 COMMERCIAL LEASE TEMPORARY SERVICE STATION - 13 GLEN INNES ROAD, INVERELL S5.2.59

RECOMMENDATION:

That:

- i) Council enter into a commercial lease agreement with McKinlay Enterprises P/L, Mitala P/L and LJM Enterprises (NSW) P/L for the continued operation of a temporary Service Station at 13 Glen Innes Road, Inverell;*
- ii) The lease commence on the 1 July 2023 and be for a period of 12 months with a lessee option of a further 6 months extension;*
- iii) The lessee be provided with the option to terminate the lease early subject to providing thirty (30) days notice;*
- iv) The lease fee be consistent with the commercial valuation obtained by Council;*
- v) Council advise the lessee that it offers no warranty in relation to any development applications either directly or in-directly associated with the lease;*
- vi) The General Manager be authorised to negotiate any additional terms of the commercial lease agreement; and*
- vii) The General Manager be authorised to execute the lease agreement.*

ADOPTION OF RECOMMENDATIONS

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Kate Dight

That the recommendations of Closed Council be adopted.

CARRIED

The Meeting closed at 1.56pm.

10 DESTINATION REPORTS**10.1 DELUNGRA DISTRICT DEVELOPMENT COUNCIL****File Number:** S3.15.13 / 23/10731**Author:** Kristy Paton, Corporate Support Officer - Publishing**SUMMARY:**

The Delungra District Development Council (DDDC) held their Annual general meeting on 15 March, 2023. Council is requested to endorse the appointment of the new office bearers for this organisation.

RECOMMENDATION:

That:

- i) the information be received and noted; and*
- ii) the following persons be authorised as office bearers of the Delungra District Development Council Committee:*

<i>Chairperson</i>	<i>Elizabeth Sheather</i>
<i>Vice Chairperson</i>	<i>Jim Townsend</i>
<i>Secretary/Treasurer</i>	<i>Lorna Ogilvie</i>

COMMENTARY:

Council has consented to the formation of the Delungra District Development Council as a Committee of Council.

A requirement of the Plan of Management established for this Committee is the need to provide Council with an Annual Report of the Committee's activities. This requirement is satisfied by the President of this organisation submitting a copy of the President's Report. A copy of the report is attached for Council's information.

The Committee is also required to advise Council of the office bearers following the Annual General Meeting.

The recently elected Executives are as follows:

<i>Chairperson:</i>	<i>Elizabeth Sheather</i>
<i>Vice Chairperson</i>	<i>Jim Townsend</i>
<i>Secretary/Treasurer</i>	<i>Lorna Ogilvie</i>

Council is required to endorse the abovementioned persons as office bearers of the Committee and therefore authorising those persons to act on behalf of the Committee in undertaking the activities stated in the Plan of Management.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

1. Delungra District Development Council Annual General Meeting Minutes - 15 March 2023 [↓](#)

Delungra District Development Council**Annual Meeting****15th March 2023**

Present:- P. Raw, E. Sheather, J. Townsend, L. Ogilvie, J. Williams (I.S.C.) M. Ballinger, A. Harvey & S.

Apologies:- Moved J. Townsend Sec. E. Sheather that apologies from N. Lavender (I.S.C.) and w Rogers be accepted. Carried,

Minutes:- Moved E. Sheather Sec. J. Townsend that Minutes of the previous A.G.M. be accepted as read. Carried.

Chairpersons Report. Phillipa stated that she felt the D.D.D.C. was doing ok. Achieved quite a bit for the year including both gardens at the Post Office and the one in Anzac Park plus the extra flag pole. But the Gardens still need more soil in them. The Rosemary is growing in the garden in Anzac Park ok. The Play Ground is looking very good with the new equipment, and children are now enjoying it, as they haven't been able to use it for the past 3 years. There is still a Swing Set to come.

All Positions were then Vacated.

Chair was taken by J. Williams (I.S.C.) for the election.

Chairperson E. Sheather

Moved A. Harvey - Sec. L. Ogilvie

Vice Chair J. Townsend

" L. Ogilvie " P. Raw

Se. Tres. L. Ogilvie

" P. Raw " M. Ballinger

Publicity Secretary to put notices in Servo, Star F.M. and Newslink if it continues. Special Notices to be sent as a flyer. Meeting Dates to be advertised.

Bank Signatures to be changed to E. Sheather, J. Townsend and L. Ogilvie with 2 to sign cheques,

Meeting Closed 8:12pm

Next A.G. Meeting 13-3-2024

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10.2 ADOPTION OF NEW COUNCIL POLICIES - RATES REFUNDS AND REPRINT RATES NOTICES**File Number:** S25.9.3 / 23/12138**Author:** Emma Murphy, Revenue Coordinator**SUMMARY:**

Council is being asked to consider two (2) new Council policies for adoption:

- 1) Refunding of Rates and or Water accounts; and
- 2) Reprinting of Rates and or Water Notices.

RECOMMENDATION:

That:

1. *The Refunds – Rates and Water Policy be adopted, and*
 - (a) *A line be entered in the 2023/24 Fees and Charges “Refund Processing Fee - EFT” of \$25,*
 - (b) *A line be entered in the 2023/24 Fees and Charges “Refund Processing Fee - Cheque” of \$50.*
2. *The Reprint of a Rates Notice Policy be adopted, and*
 - (a) *A line be entered in the 2023/24 Fees and Charges “Print or email rates and or water notices” of \$0,*
 - (b) *The 2024/25 Fees and Charges “Print or email rates and or water notices” fee be \$10 per notice with the minimum fee being \$25.*

COMMENTARY:

The two (2) policies being proposed have been developed in response to an increased volume of refunds provided to Inverell Shire Council ratepayers, along with the number of rates and water notice reprints that are also requested. Both tasks are time costly and the requests are increasing.

Refunds

Ratepayers can currently request a refund when their rates and or water account is in credit, a double payment has been made in error, or if they wish to transfer a credit balance to another Council debt.

The process for Council to complete the request can take in excess of one (1) hour per refund transaction. This time includes the initial discussion with the ratepayer, validating and verifying their request, completing the rates/water processing, processing within the financial accounting system and having the cheque issued or having the bank transaction finalised. While the verification and validation can be a lengthy process it is also a necessary process for auditor requirements.

Historically, ratepayers have paid their rates annually or in four (4) payment instalments, so providing a refund for an overpayment or credit balance was not a common request. However, due to the increased number of payment options available to ratepayers and the frequency that a ratepayer can make these payments it is more common that a rates/water account will have a credit balance.

During the past three (3) years the number of requests for refunds has significantly increased. To date this financial year, 184 have been processed by the rates and water department. A significant

number of these refunds have been issued to the same ratepayer on multiple occasions, i.e. one (1) ratepayer has received a total of seven (7) refunds in nine (9) months.

The processing time for the 184 refunds equates to approximately five (5) working weeks; this time could be better utilised completing some of the necessary functions of Council, such as debt recovery.

The purpose of this proposed policy is to:

- encourage ratepayers to review their payment deductions,
- seek a refund for the whole credit balance; or
- seek fewer refunds within a financial year; and
- deter ratepayers from making unnecessary periodic payments.

Council has reviewed the refund process with a number of other Councils. Similar processes have been introduced as they too have been faced with providing an excessive number of refunds. Based on the Councils reviewed, a refund processing fee has been adopted within their Fees and Charges, these fees range between \$19 and \$60, the majority being between \$25 and \$30, with some Councils charging more refund processed by cheque.

Should Council adopt this policy, all ratepayers who have received a refund during 2022/23 year will be notified of the new policy and the process to obtain a refund.

Reprinting of a Rates Notice

Ratepayers are issued with their annual rates notice in July of each year, while ratepayers are encouraged to retain this notice for financial and identification purposes, frequently ratepayers are continuing to request a copy from Council.

Council notes that a high volume of reprint requests are processed in July of each year for the previous financial year. The majority of these requests are by ratepayers who own an investment property within the Shire and are preparing their annual tax return.

The requests are not always limited to the one financial year, they can often be for numerous, and also include requests for the water usage notice, which can be as many as four (4) notices within a year.

Most recently, this month a request to provide rates notices and water notices for the past seven (7) years was received. While Council can accommodate this request, it is a time-consuming process, as ratepayer/owner verification needs to be completed, the notices need to be produced and then provided. This request was for a total of 35 notices; seven (7) rates and 28 water notices.

Issuing rates notices by email has not deterred the process, noting that often a notice is reissued to a ratepayer that has previously had the notice delivered by email rather than post.

The purpose of this proposed policy is to:

- Encourage ratepayers to retain their rates notices; and
- Charge an administrative fee for processing the request.

Council has reviewed the reprinting process with a number of other Councils. Similar processes have been introduced as they too have been faced with providing an excessive number of notices. Based on the Councils reviewed, a reprint/copy fee has been adopted within their Fees and Charges, these fees range between \$7.60 - \$25 (current year) and up to \$46 (previous years).

Should Council adopt this policy, the recommended administrative fee for 2023/24 is \$0.00, the suggested fee in 2024/25 is \$10 per notice with the minimum fee being \$25. This will provide a 12month 'phase in' period to educate ratepayers on the new policy.

Council will place a message on the front of the annual rates notice informing ratepayers on the importance of retaining the notice. The back of the rates notice will be updated to include details on

the process to obtain a reprint. As written and verbal requests are received during 2023/24 ratepayers will be advised of the policy and the fee associated in obtain a reprint.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

1. Refunds - Rates and Water Policy [↓](#)
2. Reprint of a Rates or Water Notice Policy [↓](#)



Refunds – Rates and Water Policy

2

Refunds – Rates and Water Accounts

COUNCIL POLICY:	Refunds – Rates and Water Policy
Ref:	

Contact Officer	Director Corporate & Economic Services, Corporate Services
Approval Date	
Approval Authority	Council
Reviewed	
Date of Next Review	

1. Purpose

The purpose of this policy is as follows:

To provide guidelines for the issuing of any refunds to Inverell Shire Council ratepayers required for rates and water accounts.

2. Types of Refunds

Refunds may be required for a variety of reasons, which may not be limited to the below:

- Overpayments
- Incorrect payment
- Duplicate payment

3. Delegated Authority

All refunds must be authorised by a Council officer with Delegated Authority. The Director of Corporate and Economic Services has the authority to waive the refund administration fee.

4. Credit Balance

For ratepayers making regular scheduled payments via an external method, ie direct debit, scheduled bpay or centerpay.

A refund will not be processed until the rates for the whole current financial year have been fully paid.

5. Refund Amount

Refunds will be for the full credit amount unless it is appropriate to provide only a partial refund under particular circumstances. These particular circumstances would include when a duplicate payment for amount for the same quarter has been made in error or duplication.

The minimum refund amount that will be processed is \$100, unless the refund is for a duplicate payment for the same quarter, which may be under \$100.

6. Maximum number of refunds

A maximum of one (1) refund will be provided per assessment within the financial year, before a refund processing fee will be deducted from the refund amount at time of processing. This fee will be nominated in the Annual Fees and Charges.

7. Processing method and times

The preferred method of refund is via Electronic Funds Transfer "EFT". This removes the risk of unrepresented cheques.

Refund requests will be processed within 14 business days of being received.



Reprinting of a Rates or Water Notice Policy

2

Reprinting a Rates Notice or Water Notice

COUNCIL POLICY:	Reprinting of a Rates or Water Notice
Ref:	

Contact Officer	Director Corporate & Economic Services, Corporate Services
Approval Date	
Approval Authority	Council
Reviewed	
Date of Next Review	

3

Reprinting a Rates Notice or Water Notice

1. Purpose

The purpose of the policy is as follows:

Ratepayers be charged an administration fee for a copy of their annual rates and or water notice, the fee is to be charged per notice, in accordance with the Annual Fees and Charges.

2. Delegated Authority

The Director of Corporate and Economic Services has the authority to waiver the reprint administration fee.

3. Fees to be paid

The processing fee must be paid prior to the notice being issued, and be charged in accordance with the Annual Fees and Charges.

4. Fees not charged

No fee will be charged for copies of the current Financial Year's rate notices for requests received between 1 July - 30 September.

5. Processing times

Request for notices will be processed within 10 business days of the administration fee being received.

10.3 NATIONAL TRANSPORT MUSEUM - REDUCTION OF LEASE PAYMENTS**File Number:** S5.10.145 / 23/12300**Author:** Paul Pay, Director Corporate and Economic Services**SUMMARY:**

Council has received a request from the National Transport Museum requesting a reduction in their lease payments.

RECOMMENDATION:

A Matter for Council.

COMMENTARY:

Council has received a letter (attachment 1) from Mr John Hermann, Secretary of the National Transport Museum requesting a moratorium be placed on the museum's lease payments.

In a conversation with Mr Hermann he stated the museum is currently operating on reserves and cites the current economic down turn, natural disasters and the slow post-COVID recovery for a reduction in visitors to the museum. Mr Hermann is hoping a reduction in lease payments will help them through this difficult time until the situation improves and visitor numbers increase.

The Museum Committee has sought to increase visitation by constructing a Facebook page, improving their website, mounting a shop window display in Otho Street and they are planning a car show and a Drive-In movie night. The Committee have also increased Vehicle Display charges to increase revenue.

To reduce expenditure the two employed office staff, have each offered to work without pay for one (1) day per week. Volunteers have been trained so that all possible tasks can be carried out with no cost to the Museum.

Based on visitation numbers and tourist enquiries the museum is in the top four local tourism assets with Copeton Dam, the Pioneer Village, and Green Valley Farm. The Museum has an ever-increasing profile in the regional tourism market and the Committee are very proactive in promoting the facility. The Committee have recently formed a partnership with the Pioneer Village in an attempt to further increase local tourism numbers. These considerations go a long way to justify a change in approach to setting the annual lease payment.

Under the original Licence Agreement, the Museum is required to pay an Annual Licence Fee of \$28,053.30 (\$25,503.00 GST exclusive) to Council. This amount is equivalent to the repayments on a \$346,000 Loan repayable over 20 years at an Interest Rate of 4.0%. When the project was proposed this is the amount the Committee agreed to.

At an Economic and Community Sustainability Committee meeting held 8 March, 2017, it was recommended Council offer the Museum a 50% reduction in the licence fee for a period of two years, commencing 1 July, 2016:

21/17 RESOLVED (Watts/Michael) *that:*

- i) *Option 2 be adopted being a 50% reduction in the License Fee for a period of two (2) years commencing from 1 July, 2016, with the License Period to be extended by a further 12 months to recoup this amount; and*
- ii) *The matter be reviewed in 12 months time and include a review of the Museum's Financial Results.*

At an Economic and Community Sustainability meeting held on 8 August, 2018 it was resolved the 50% reduction of the licence fee be extended a further two (2) years. The payment schedule was also changed from quarterly to monthly.

98/18 RESOLVED (Watts/Dight) that:

- i) *the 50% reduction of the Licence Fee for the use of the National Transport Museum premises at 69 Rifle Range Road, Inverell be extended for a further 2 years commencing 1 July 2018; and*
- ii) *Council request regular periodic financial updates and forecasts from the National Transport Museum.*

Council, at its April 2020 meeting resolved to provide further support during the COVID pandemic by:

RESOLUTION 2020/1

That:

- i) *Council grant the National Transport Museum a rent-free period from 1 March, 2020 until the current COVID-19 health restrictions are lifted and the Museum can reopen; and*
- ii) *notwithstanding recommendation i), set the regular monthly lease payments for the National Transport Museum building at \$1,200 + GST for the period 1 July, 2020 until 30 June 2022.*

Since July 2022 the Transport Museum have received monthly Licence fee invoices of \$2,337.77 which equates to the original Licence Agreement fees of \$28,053.30 including GST.

Under the original Licence Agreement, Council is responsible for the payment of the Rates and Charges, insurance and ongoing maintenance on the property.

Council will typically spend approximately \$3,000 in building repairs, \$3,880 on building insurance and \$10,230 on rates in per year. That makes a total operational cost of \$17,110 or \$1,426 per month, a little over the “half rent” the Museum has been paying. Recovering these costs is suggested as a possible compromise method of setting the rent moving forward. While it will require the Museum to make ongoing improvements to their business model hopefully it strikes a balance between challenging and achievable; while at least covering Council's associated cash outgoings.

This logic accepts that Council retains ownership of the property, and the return on investment is largely the social and economic benefits arising from the museum. If this approach is taken it would be reasonable for Council to seek reimbursement for its operating costs, primarily the rates, insurance and ongoing maintenance. The logic is the original investment was a one off, and the objective now is not to put pressure on Council's future operating budgets and to minimise the impact on the operating result of the Museum.

The Museum has struggled to meet the full rent payments since they moved to the new site. Reducing the lease payments to fund Council's operating costs would improve the financial situation for the Museum enabling them to continue trading providing a positive outcome for our Community. It is recommended that the monthly licence fee be reduced to \$1426.00 plus GST and be backdated to the beginning of the current financial year (1 July 2022).

Should Council wish to support the Museum request a suggested resolution may be:

- i. Council enter into a new five (5) year Licence agreement with the National Transport Museum.
- ii. The Monthly Licence fees to be set at \$1,426.00 plus GST from 1 July 2022.
- iii. The Licence fee be indexed annually at 3%.

- iv. Council receive regular periodic financial updates and forecasts from the National Transport Museum.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

The Transport Museum's lease payments are currently up to date.

Below are broad observations in regard to the Association's financial position:

- In 2021 an operating surplus of \$28,370 was achieved. However, this includes a Government COVID Boost payment of \$10,000. This operating surplus would reduce to \$18,370 if you exclude the COVID Boost payment.
- In 2022 an operating result of \$4,074 was achieved. However, this includes a Government COVID Boost payment of \$30,562. Excluding the COVID Boost payment would result in an operating deficit \$26,488.
- The 2022/2023 Year to Date (YTD) (as at 28 February) financials indicates an operating deficit of \$23,171 with four months remaining in the financial year.
- Entry fees decreased by \$22,030 from 2021 to 2022, an estimate for 2023 is \$64,000 indicating that the promotional work undertaken by the Committee is having a positive effect on visitation.
- Operating expenditure has increased from \$83,960 in 2021 to \$104,457 in 2022 and a further increase is expected in 2023. The main increases in expenditure are rental expense, wages, and electricity.
- Membership revenue has decreased each year from 2021.
- Storage fee revenue has increased each year from 2021.

LEGAL IMPLICATIONS:

Nil

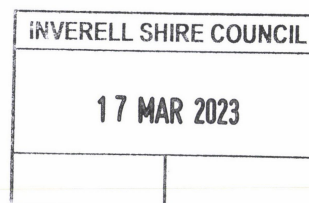
ATTACHMENTS:

1. National Transport Museum - Letter and Financials [↓](#)



Inverell Shire Council
144 Otho St
Inverell

Paul Pay
Director Corporate & Economic Services
Inverell Shire Council



16/03/2023

Dear Sir

In reference to our recent meeting, I enclose a statement of income and expenditure for the Museum prepared by our accountants Roberts & Morrow. These cover the years ended 30/6/2022 and 30/6/2021. Also enclosed is a profit and loss report prepared by our Book keeper for the eight months 1/7/2022 to the 28/2/2023.

As a result of the Covid situation, there has been a significant reduction in visitation to the Museum, the effect of which was offset in the 21/ 22 years by grants and cash boosts of \$10,000 and \$30,562 respectively. In the 22/23 financial year there have been no cash boosts or grants and to date a loss of \$23171 has been incurred.

Visitation by individuals and small groups of three to four improved in the first half of the 22/23 year but has significantly slowed post Christmas. Patronage by bus and other large groups has not returned to pre-covid levels. This has a large impact on income as the loss is not only the entry fees but the profit gained from catering morning/afternoon teas and lunches.

The Committee has sought to increase visitation by constructing a Face book page, improving our web page, mounting a shop window display in Otho St, planning a car show and a Drive-In movie night. Vehicle display charges have also been increased but will not result in additional income until May when the next accounts are sent to vehicle owners.

The financial situation of the Museum has been discussed by the Museum members and also other clubs and groups that have displays at or hold meetings at the Museum such as STA FM, The Model Train Club, The Model Vehicle Club, The Inverell Motorcycle Restorer's Club and The Grafton to Inverell Bicycle Group. They have all offered to assist where possible.

The only other method we see to redress the financial situation is to reduce expenditure. To this end our two employed office staff have each offered to work without pay for 1 day per week and a training day has been held for volunteers so that all possible tasks can be carried out with no cost to the Museum.



One of our major expenses is the building rent. This was \$6,508 in the 20/21 year and \$16,800 in the 21/22 year. Currently the monthly rent is \$2337.77 which would be \$28,053.24 per year.

The Museum is a significant Institution in the area and is supported by several hundred members and other volunteers who do so, not for any personal benefit but for the Community as a whole. It is the largest volunteer operated Transport Museum on the east coast of Australia and attracts a large volume of business to the Community. To ensure that this can continue we request that the lease charge be reduced.

Yours Faithfully

John Hermann
National Transport Museum Inc
Secretary

Rifle Range Road
INVERELL NSW 2360
(PO Box 1103)
Ph/Fax 02 67 212270

ABN 90 113 696 796

Email: transportmuseum@bigpond.com

Website: www.nationaltransportmuseum.com.au

National Transport Museum Inc
PO Box 1103
Inverell NSW 2360
0267212270

Profit and loss report

Cash mode

01 Jul 2022 - 28 Feb 2023

	Total
4-0000 Income	
4-1000 Donations	3,103.31
4-2000 Door Ticket Sales	48,348.19
4-3000 Showcase	4,251.65
4-4000 Miscellaneous Income	427.28
4-5000 Memberships	2,887.96
4-7000 Sales - Food & Drink	870.06
4-8000 Storage Fees	12,682.06
4-9000 Fundraising Income	27.27
Total Income	72,597.78
Gross Profit	72,597.78
6-0000 Expenses	
6-0600 Drinks & Confectionery	367.79
6-0700 Showcase Expenses	6,376.53
6-1000 Advertising	845.00
6-1050 Bank Fees	623.34
6-1055 Computer & Software Expenses	1,216.64
6-1080 Permits, Licences & Fees	50.00
6-1100 Office Supplies	475.01
6-1200 Grocery Supplies & Catering Expenses	1,032.60
6-1250 Cleaning Supplies	607.81
6-1350 Donations	100.00
6-1420 Fuel	529.67
6-1450 Security Monitoring	1,257.27
6-1600 Insurance	4,445.34
6-1700 Bookkeeping	1,356.10
6-1900 R&M - Plant	203.23
6-2400 Telephone	1,445.60
6-2500 Reimburse Volunteers	8,460.00
6-2600 Postage & Shipping	24.10
6-2620 Electricity	1,566.48
6-2800 Lease - Council	13,951.50
6-2900 Subscriptions	572.72
6-3100 Travel & Entertainment	506.09
6-4000 Tools & Equipment	142.50
6-5100 Employment Expenses	
6-5110 Staff & Committee Amenities	27.27
6-5120 Superannuation	4,096.27
6-5130 Wages & Salaries	43,407.73
6-5170 Uniforms	92.64

	Total
Total Employment Expenses	47,623.91
Total Expenses	93,779.23
Operating Profit	(21,181.45)
9-0000 Other Expenses	
9-2000 Income Tax Expense	1,755.00
9-3000 Sundry	234.55
Total Other Expenses	1,989.55
Net Profit	(23,171.00)

**NATIONAL TRANSPORT MUSEUM INC.
STATEMENT OF INCOME & EXPENDITURE
FOR THE YEAR ENDED 30TH JUNE 2022**

	2022	2021
TRADING ACCOUNT		
FOOD & DRINK SALES	589	3,332
SHOWCASE SALES	4189	5,197
	<u>4778</u>	<u>8,529</u>
LESS COST OF SALES		
OPENING STOCK	2865	3,271
ADD PURCHASES	1072	3,280
LESS CLOSING STOCK	<u>2065</u>	<u>2,865</u>
	1872	3,686
TRADING PROFIT	2906	4,843
INCOME		
TRADING PROFIT	2906	4,843
MEMBERSHIP	4900	5,518
ATO CASH BOOST		10,000
GRANTS - Covid	30562	
DONATIONS	2014	2,809
ENTRY FEES	51286	73,316
INTEREST EARNED	61	117
STORAGE FEES	16659	15,727
SUNDRY INCOME	<u>273</u>	
	108661	112,330
EXPENDITURE		
ACCOUNTING & AUDIT	4024	1,090
ADVERTISING	3321	2,744
BANK FEES	148	420
BOOKKEEPING	5167	50

CLEANING SUPPLIES	760	1,372
ELECTRICITY	1582	82
GROC & CATERING SUPPLIES	954	
INSURANCE	4849	4,127
LICENSES & REGISTRATION	1294	3,647
LEASE OF PREMISES	16800	6,508
OFFICE SUPPLIES	1048	1,265
POSTAGE, FREIGHT & Stationery	1320	237
REPAIRS & MAINTENANCE	1315	4,833
SECURITY MONITORING	1756	1,436
SUNDRY EXPENDITURE	820	1,082
SUPERANNUATION	3873	3,686
TELEPHONE	2126	1,788
WAGES	42350	38,854
WATER		292
TRAVEL & Reimbursements	11080	10,447
	104587	83,960
SURPLUS (DEFICIT)	4074	28,370

DISCLAIMER

These accounts have been prepared from information supplied by the members' Boards of the National Transport Museum Inc. The figures have not been audited. We do not offer an opinion as to the accounts showing a true and fair view, and will not be held liable to anyone using these statements for financial decisions.

Roberts & Morrow

6/10/2022

10.4 ALLOCATION OF PORTFOLIOS**File Number:** S13.6.7 / 23/12395**Author:** Paul Henry, General Manager**SUMMARY:**

Councillors expressed an interest in establishing a set of 'Councillor Portfolios'. The Council is requested to determine portfolios.

RECOMMENDATION:

A matter for Council.

COMMENTARY:

At a Joint Committee Meeting Councillors expressed an interest in establishing a portfolio system for Councillors. The outcome of the Joint Committee was for Councillors at today's meeting to determine the portfolios.

At the meeting, it was stressed that there is no portfolio structure that sets the division of responsibilities 'in stone'. Each Council can determine a portfolio structure that suits the 'situation at the time'.

However, establishing a structure that aligns with the themes in the Council's Strategic Plan could produce a natural alignment of responsibility.

If the Strategic Plan alignment approach is adopted, the portfolio structure would be:

A. PORTFOLIO STRUCTURE**1. Civic Leadership**

- i) Strategic Plan Theme: Leadership
- ii) Portfolio Holder: Mayor
- iii) Responsibilities:
 - Representations in State & Federal forums
 - Chief spokesperson

2. Finance

- i) Strategic Plan Theme: Prosperity
- ii) Portfolio Holder: To be determined
- iii) Responsibilities:
 - Economic Studies
 - Financial Management

3. Community Services

- i) Strategic Plan Theme: Liveability
- ii) Portfolio Holder: To be determined
- iii) Responsibilities:
 - Health

- Community Safety
- Education
- Environment
- Parks & Gardens

4. Civil Services

- i) Strategic Plan Theme: Services & Infrastructure
- ii) Portfolio Holder: To be determined
- iii) Responsibilities:
 - Transport
 - Water Services
 - Sewer Services
 - Waste
 - Community Buildings
 - Cemeteries

A division of responsibilities in this manner would result in two (2) portfolios having a very broad spread of responsibilities. This could result in two (2) councillors being given the portfolio and/or the portfolio being 'divided' into two (2) sub-portfolios.

Alternatively, the approach taken by a previous Council of selecting core policy areas Council is involved in and establish portfolios for these policy areas eg:

- Civic Leadership
- Finance
- Planning (Economic & Statutory)
- Transport
- Community Services (Health, Education, Law & Order)
- Civil Infrastructure (Water, Sewerage, Parks)

B. ALLOCATION OF PORTFOLIO HOLDERS

The practice adopted in the past has been for Councillors to advise the Mayor of an area of interest. The Mayor then allocated the portfolios.

Councillors are requested to determine the method of allocating portfolios.

ATTACHMENTS:

Nil

10.5 REFERRAL OF CONFIDENTIAL REPORT**File Number:** S13.5.2/16 / 23/12522**Author:** Kristy Paton, Corporate Support Officer - Publishing**SUMMARY:**

Referral of Confidential Report

RECOMMENDATION:

That Council refer the items to Closed (Public excluded) meeting of the Council and that the press and members of the public be asked to leave the chambers whilst Council considers the following items:

Item: Oliver Street Land

Authority: Section 10A (2) (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

COMMENTARY:

In accordance with the provisions of Section 9 (2A) Local Government Act 1993, the General Manager is of the opinion that consideration of the following item(s) is likely to take place when the meeting is closed to the public.

Item: Oliver Street Land

Description: An update on developments regarding the Oliver Street parcels of land.

Reason: Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (s. 10A (2) (c) Local Government Act 1993).

ATTACHMENTS:

Nil

11 INFORMATION REPORTS

11.1 ORDINANCE ACTIVITIES REPORT FOR MARCH 2023

File Number: S18.10.1 / 23/10886

Author: Robyn Waters, Administration Officer

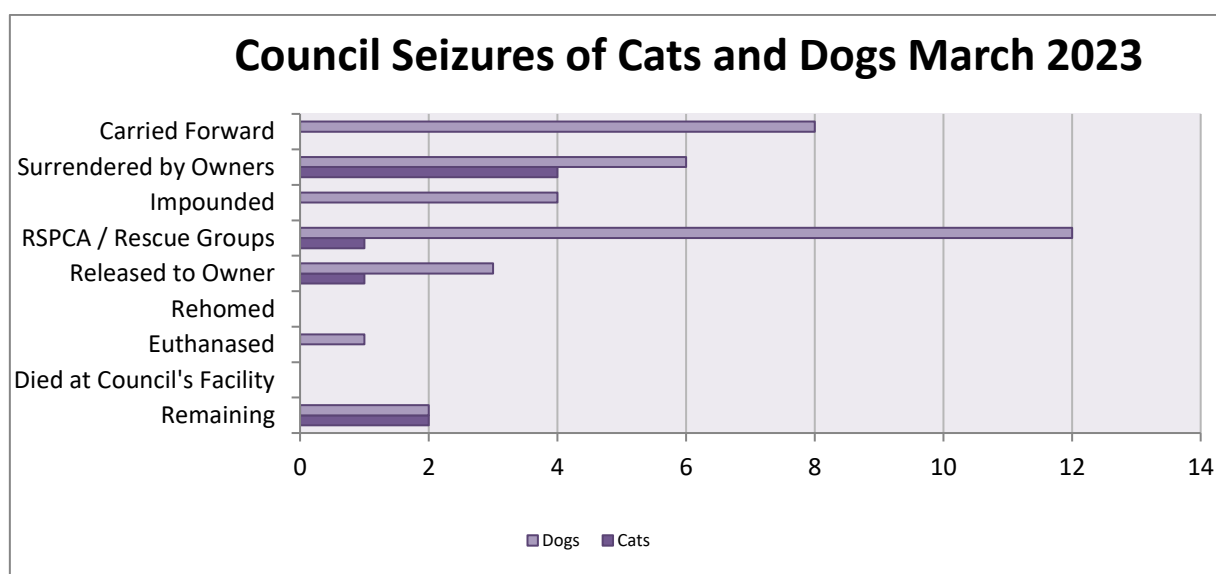
SUMMARY:

The following details the number of various Ordinance activities carried out during March 2023, in comparison to the same month in 2022.

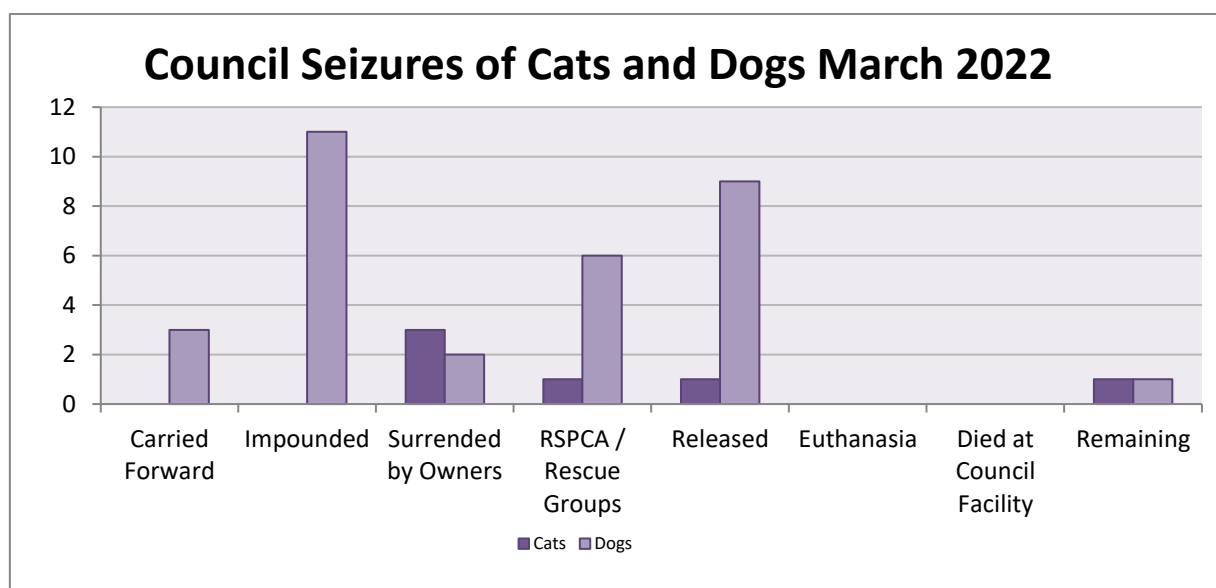
INFORMATION:

COMPLIANCE

Inverell Shire Council Pound Monthly Report March 2023



Inverell Shire Council Pound Monthly Report March 2022



ATTACHMENTS:

Nil

11.2 SUMMARY OF DEVELOPMENT APPLICATIONS, CONSTRUCTION CERTIFICATES AND COMPLYING DEVELOPMENT CERTIFICATES DURING MARCH 2023

File Number: S18.10.2/16 / 23/11493

Author: Robyn Waters, Administration Officer

SUMMARY:

This report is intended to keep Council updated on the Development Applications, Construction Certificates and Complying Development Certificates determined during the month of March 2023.

DEVELOPMENT APPROVALS, REFUSALS AND VARIATIONS DURING MARCH 2023

Development Approvals

<u>Development Application Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Development</u>	<u>\$ Amount</u>
DA-8/2023	Abode Building Design	69 Vivian Street, INVERELL 2360	Plunge pool and pergola	44,000
DA-10/2023	TBN Construct Pty Ltd	425 Mastermans Rd, GRAMAN 2360	Alterations and additions to dwelling	300,000
DA-11/2023	Perception Planning Pty Ltd	7 Sweaney Street, INVERELL 2360	Change of use (Laundromat), associated alterations, additions and signage	230,000
DA-12/2023	TBN Construct Pty Ltd	36 Wood Street, GILGAI 2360	Alterations and additions to existing dwelling and new shed	260,000
DA-13/2023	Abode Building Design	11 Oakland Lane, INVERELL 2360	Dwelling and Shed	556,500
DA-16/2023	Abode Building Design	123 Byron Street, INVERELL 2360	Outdoor covered area and upgrading other storm water system	132,000
DA-17/2023	Abode Building Design	101-121 Byron Street INVERELL 2360	Alterations to Commercial Premises	55,000
DA-18/2023	B.J. Campbell & J.M. Ehsman & E. Freebairn	66 Otho Street, INVERELL 2360	Renovation of existing Chemist space (66 Otho Street), and extension of chemist into adjacent building (64 Otho Street)	160,000
DA-19/2023	Abode Building Design	11 Sylvan Drive,	Dwelling and Shed	503,800

		INVERELL 2360		
DA-20/2023	Abode Building Design	55 Mather Street, INVERELL 2360	Dwelling with attached garage and associated works	311,520
DA-21/2023	Mr Luke James Cummins	375 Old Bundarra Road, INVERELL 2360	Shed	45,000
DA-22/2023	Abode Building Design	13 Terry Drive, INVERELL 2360	Semi-Detached Dwellings (Duplex) and Subdivision	498,960
DA-23/2023	Mrs Sarah Anne Clarke	25 Sylvan Drive, INVERELL 2360	Dwelling and Shed	591,180
DA-24/2023	Abode Building Design	2929 Elsmore Road, PARADISE 2360	Shed	88,000
DA-26/2023	Abode Building Design	95B Ring Street, INVERELL 2360	Shed	44,000
DA-27/2023	Inverell Shire Council	24 Lawrence Street, INVERELL 2360	Demolition	40,000
DA-28/2023	Libby Cumming	53 George Street, INVERELL 2360	Alterations and additions to existing building. Demolition of old shed and construction of new shed.	150,000
DA-32/2023	Ruralplan Consultants	15 Hampton Court, INVERELL 2360	Shed	27,000
DA-34/2023	Abode Building Design	52 Prince Street, INVERELL 2360	Shed with internal bathroom	19,900
DA-37/2023	Peter Tanner	52 Brosnans Lane, INVERELL 2360	Shed	23,400
DA-42/2023	Abode Building Design	120 Byron Street, INVERELL 2360	Change of use, signage and internal alterations	19,900
Monthly estimated value of Approvals: March 2023			21	4,100,160

Development Amendments

<u>Development Application</u>	<u>Applicant</u>	<u>Property</u>	<u>Development</u>	<u>\$ Amount</u>
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<u>Number</u>				
DA-172/2022/A	Boss Engineering	40 Taylor Avenue, INVERELL 2360	Excavation for a building pad and emergency vehicle access & construction of a 78.5m x 25m prefabricated steel shed.	NIL
Monthly estimated value of Approvals: March 2023			1	NIL

Development Refusals

Nil

Variation to Development Standards Approved

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

The following details the variations to development standards approved during March 2023.

INFORMATION:

Nil

CONSTRUCTION CERTIFICATES APPROVED AND AMENDED DURING MARCH 2023**Construction Certificates approved by Council**

<u>Construction Certificate Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CC-105/2022	Local Government Engineering Services	449 Hoskins Road, ATHOLWOOD 2361	New Dwelling	366,840
CC-4/2023	Abode Building Design	77 Mather Street, INVERELL 2360	Dwelling with attached garage, earthworks, fence and retaining wall	424,270
CC-9/2023	MDR Building	3 Rosslyn Street, INVERELL 2360	Shed	8,300
CC-10/2023	TBN Construct Pty Ltd	425 Mastermans Road, GRAMAN 2360	Alterations and additions to dwelling	300,000
CC-19/2023	Mr Luke James Cummins	375 Old Bundarra Road, INVERELL 2360	Shed	45,000

Monthly estimated value of Approvals: March 2023	5	1,144,410
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Amended Construction Certificates approved by Council

NIL

Construction Certificates approved by Private Certifier

<u>Construction Certificate Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CC-28/2023	McCarthy Consulting Group NSW Pty Ltd	220-222 Byron Street, INVERELL 2360	Alterations and additions to existing KFC Restaurant.	650,000
Monthly estimated value of Approvals: March 2023			1	650,000

Amended Construction Certificates approved by Private Certifier

NIL

COMPLYING DEVELOPMENT CERTIFICATES APPROVED AND AMENDED DURING MARCH 2023**Complying Development Certificates Approved by Council**

NIL

Amended Complying Development Certificates approved by Council

Nil

Complying Development Certificates approved by Private Certifier

<u>Construction Certificate Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CD-5/2023	Lavanya Bezawada and Sridhar Ammula	6 Terry Drive, INVERELL 2360	Attached Primary & Secondary Dwelling	267,000
CD-6/2023	Geetanjali Bhatia	2 Terry Drive, INVERELL 2360	Attached Primary & Secondary Dwelling	331,156
CD-7/2023	Pavan Navanitha and Chaitra Nagaraja	8 Terry Drive, INVERELL 2360	Attached Primary & Secondary Dwelling	264,000
CD-8/2023	Mr Luke Anthony Psa Miletic and Kannika Chuapram	4 Terry Drive, INVERELL 2360	Attached Primary & Secondary Dwelling	380,000

CD-10/2023	Sudhir Kumar Puppala and Anitha Pinisetty	16 Terry Drive, INVERELL 2360	Attached Primary & Secondary Dwelling	264,000
CD-11/2023	Srujana Chitneni and Mallikarjun Chitneni	18 Terry Drive, INVERELL 2360	Attached Primary & Secondary Dwelling	269,000
Monthly estimated value of Approvals: March 2023			6	1,775,156

Amended Complying Development Certificates approved by Private Certifier

Nil

TOTAL BUILDING CONSTRUCTION FOR INVERELL SHIRE DURING MARCH 2023:

Type of Consent	Number	\$ Amount
Construction Certificates – Council Approved	5	1,144,410
Construction Certificates – Private Certifier	1	650,000
Complying Development – Council Approved	NIL	NIL
Complying Development – Private Certifier	6	1,775,156
Totals	12	3,569,566

Estimated Value of Approvals issued in the financial ytd in: **2022/2023** (111) \$19,500,030
2021/2022 (149) \$22,414,969

Attachments:

Nil

11.3 STRATEGIC TASKS - 'SIGN OFF' - MARCH 2023**File Number:** S4.13.2 / 23/12489**Author:** Kristy Paton, Corporate Support Officer - Publishing**SUMMARY:**

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

COMMENTARY:

The March 2023 tasks required to be undertaken are detailed below. Any of these tasks may be added to as Council becomes familiar with this new initiative.

Date	Compliance Requirement	Achieved/Not Achieved	Comments
1 March 2023	Valuer General to provide estimates of changes in the value of land for which supplementary valuations are required within one (1) month of date of request (LGA s 513(2))	Achieved	
14 March 2023	Councils can apply to the Minister to dispense the need for a by-election for any casual vacancies that occur in the last 18 months of the term [LGA 294]		Noted

I confirm that the performance criteria as set out in the criteria for scheduled tasks have been met for the month of March, 2023. I confirm the accuracy and completeness of the information provided above, in that to the best of my knowledge and understanding, all material information has been herein disclosed.

P J HENRY PSM
GENERAL MANAGER

ATTACHMENTS:**Nil**

12 GOVERNANCE REPORTS**12.1 BANK SIGNATORIES POLICY****File Number:** S12.4.11/04 / 23/12430**Author:** Paul Pay, Director Corporate and Economic Services**SUMMARY:**

Council's Bank Signatories Policy is due for review. This report provides a summary of the proposed amendments. Council is requested to adopt the revised policy.

RECOMMENDATION:

That Council adopt the revised Bank Signatory policy and set the next review date as September 2024.

COMMENTARY:

Council undertakes periodic policy reviews to determine if they remain consistent with the current standards, rules and regulations.

Council's current Bank Signatories Policy is attached (Attachment 1) to this report for your reference. The revised policy now under consideration is attached (Attachment 2) for your reference.

The revised policy is very similar to the existing policy in that it provides authorisation for two groups of employees to authorise payment files and cheques. A minimum of two (2) employees are required to authorise payment files and sign cheques.

The new policy adds a third group to create and upload payment files to Council's Banking Software. Employees in this third group cannot authorise the payment file once uploaded.

The revised policy also increases security by requiring three (3) employees to authorise payment files greater than \$2,000,000.

Payments files (such as, payroll, creditors, direct debits) less than \$2,000,000 require three (3) employees to complete the payment process. One employee to create and load the payment file and then two (2) other employees from groups A & B (only one from group B permitted) to authorise the file.

Payment files exceeding \$2,000,000 require four employees to complete the payment process. One (1) employee to create and load the payment file and three (3) other employees from groups A & B (only one from group B permitted) to authorise the file.

RISK ASSESSMENT:

Segregation of Duties eliminates instances in which someone could engage in theft or other fraudulent activities by having an excessive amount of control over a process. Requiring separate groups of employees to authorise payment files decreases the risk of theft or other fraudulent activities.

POLICY IMPLICATIONS:

Council's Bank Signatories Policy be amended as per report.

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

1. Old Bank Signatories Policy [↓](#)
2. Revised Bank Signatories Policy [↓](#)



MANAGEMENT POLICY:	BANK SIGNATORIES
Ref:	

Contact Officer	Director Corporate & Economic Services, Corporate Services
Approval Date	26 September 2006
Approval Authority	Council
Reviewed	November 2009
Date of Next Review	September 2021

1 Policy statement

The following positions be Signatories on the various authorities to operate Council's Bank Accounts:

Mayor
Deputy Mayor
General Manager
Director Corporate & Economic Services
Director Civil & Environmental Services
Manager Financial Services

Further, that the Manager Accounting and Accounting Clerk be authorised to sign in conjunction with any one of the abovementioned, provided that the Manager Accounting and Accounting Clerk do not sign together;

The General Manager be authorised to approve any changes to the authorities, empowering operations of Council's Bank Accounts, following a change in personnel of the above nominated positions.



MANAGEMENT POLICY:	BANK SIGNATORIES
Ref:	

Contact Officer	Director Corporate & Economic Services, Corporate Services
Approval Date	26 September 2006
Approval Authority	Council
Reviewed	November 2009, April 2023
Date of Next Review	September 2024

1 Policy statement

The following positions be Signatories on the various authorities to operate Council's Bank Accounts as per the attached conditions.

Group A

Mayor
General Manager
Director Corporate & Economic Services
Director Civil & Environmental Services
Manager Financial Services

Group B

Accountant
Graduate Accountant
Executive Assistant
Manager Administrative and Marketing Services

Group C

Creditors Clerk
Revenue Coordinator
Payroll Officer
Debtors Clerk
Any Position as listed in Group A & B.

Conditions for Signing of cheques and Internet Banking:

1. Amount \$0.00 to \$2,000,000

For the purpose of signing cheques and internet banking a minimum of two (2) person are required:

- Any two (2) signatories from Group A; or
- Any one (1) signatory from Group A together with any one (1) signatory from Group B.
- No two signatories from Group B can sign together.
- A person who created and/or uploaded a payment into Council Banking Software cannot authorise the payment.



2. Amounts greater than \$2,000,000

For the purpose of internet banking three (3) signatories are required for amounts exceeding \$2,000,000:

- Any three (3) signatories from Group A; or
- Any two (2) signatory from Group A together with any one (1) signatory from Group B; or
- Any one (1) signatory from Group A together with any two (2) signatory from Group B
- No three signatories from Group B can sign together.
- A person who created and/or uploaded a payment into Council Banking Software cannot authorise the payment.

Conditions for Creating, Uploading banking file:

Any person from Group A, B or C above can create and upload a banking file into Councils Banking Software.

A person from Group A or B that creates and uploads a banking file into Councils Banking Software cannot authorise that payment.

General Manager Delegation

The General Manager be authorised to approve any changes to the authorities, empowering operations of Council's Bank Accounts, following a change in personnel of the above nominated positions.

12.2 ADOPTION OF COUNCIL POLICIES**File Number:** S4.14.5/01 / 23/12453**Author:** Paul Pay, Director Corporate and Economic Services**SUMMARY:**

Councillors have completed their review of Council Policies and Council is requested to adopt these policies.

RECOMMENDATION:*That:*

1. Council adopt the thirty-eight (38) policies as listed in the report and set the next review date to September 2024; and
2. Council make the three (3) policies listed in the report obsolete.

COMMENTARY:

Council undertakes periodic policy reviews to determine if they remain consistent with the current standards, rules and regulations. Councillors reviewed the following list of policies at regular policy briefing session and found that these policies remain current and can be adopted.

Policies for Adoption

1. Access to Information Policy – GIPA Government Information (Public Access) Act 2009
2. Civic Recognition Awards
3. Conference Expenses – Councillors and Senior Staff
4. Conferences Attended Annually (*minor change to add Library Conference*)
5. Consumption of Alcohol in Parks and Reserves (*minor change to add Lake Inverell*)
6. Business Ethics Statement
7. Council Meetings – Late Item and Supplementary Reports
8. Goondiwindi Regional Council Roads & Bridges Maintenance & Repairs
9. Investment Policy & Strategy
10. Kerb & Gutter, Footpaths Contributions
11. Key Management Personnel KMP – Related Party Transactions
12. Library Customer Code of Conduct
13. Library Deposit Stations
14. Library Funding
15. Library Public Electronic Services Policy and Guidelines
16. Library Unattended Children Policy
17. Membership of Tourism Organisations
18. Outstanding Rates – Disconnection of Water
19. Procurement & Disposal Policy
20. Rates Near Water Truck Mains

21. Sewerage Deferred Payment Arrangement
22. Street Banners Display in CBD
23. Water Charges – Dialysis
24. Write-Offs – Extra Charges (Pensioners) Hardship
25. Write-Offs – Rates, Charges & Debts, Hardship
26. Outstanding Rates – Disconnection of Water
27. Councillor Travelling Expenses
28. Designated Persons Policy
29. Public Interest Disclosure – Internal Reporting Policy
30. Services Clubs Attendance by Mayor Policy
31. Financial Assistance to Others
32. Community Mowers
33. Ordinary Meeting Business Papers – Public Availability
34. Administration Centre – Office Hours
35. Sporting Fields – Contributions
36. Policy Formulation
37. Flags
38. Membership of Associations

Councillors found that the following policies are now obsolete and can be removed from the policy register.

Obsolete Policies

1. Local Government New South Wales (LGNSW) Weekly Circulars
2. Pioneer Village – Budget Provisions
3. Water Supply Fluoridation

The following policies were found to require some revisions so they remain consistent with the current standards, rules and regulations. These policies have been revised and submitted to Council for adoption via separate council reports.

Policies Revised

1. B Double Restricted Access Vehicle Hing Mass Limits Vehicle Assessment for Route Approval on Shire Roads
2. Bank Signatories
3. Complaints Policy
4. Council Plant Assistance to Non-Profit Local Organisations
5. Development Control Unit
6. Tourist Information Centre Advertising
7. Councillors Training & Personal Development
8. Portfolio Holders Policy

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Council policies are periodically reviewed to determine if they remain consistent with the current standards, rules and regulations.

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

Nil

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

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

13.1 Oliver Street Land