



# **BUSINESS PAPER**

**Civil and Environmental Services  
Committee Meeting  
Wednesday, 9 August 2023**

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

9 August, 2023

A Civil and Environmental Services Committee Meeting will be held in the Committee Room, Administrative Centre, 144 Otho Street, Inverell on Wednesday, 9 August, 2023, commencing at **9.00am**.

Your attendance at this Civil and Environmental Services Committee Meeting would be appreciated.

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

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

**P J HENRY PSM**

**GENERAL MANAGER**

**Agenda**

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## Ethical Decision Making and Conflicts of Interest

A guiding checklist for Councillors, officers and community committees

### Ethical decision making

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

### Conflict of interest

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

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

### The test for conflict of interest

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

### Identifying problems

- 1st** Do I have private interests affected by a matter I am officially involved in?  
**2nd** Is my official role one of influence or perceived influence over the matter?  
**3rd** Do my private interests conflict with my official role?

### Local Government Act 1993 and Model Code of Conduct

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

### Disclosure of pecuniary interests / non-pecuniary interests

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

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

## Quick Reference Guide

Below is a legend that is common between the:

- Inverell Shire Council Strategic Plan;
- Inverell Shire Council Delivery Plan; and
- Inverell Shire Council Operational Plan.

## 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.

**1 APOLOGIES**

**2 CONFIRMATION OF MINUTES**

**RECOMMENDATION:**

*That the Minutes of the Civil and Environmental Services Committee Meeting held on 12 July, 2023, as circulated to members, be confirmed as a true and correct record of that meeting.*

**MINUTES OF INVERELL SHIRE COUNCIL  
CIVIL AND ENVIRONMENTAL SERVICES COMMITTEE MEETING  
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,  
INVERELL  
ON WEDNESDAY, 12 JULY 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 Kate Dight 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) and Anthony Alliston (Manager Development Services).

**1 APOLOGIES**

Nil

**2 CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION**

Moved: Cr Di Baker

Seconded: Cr Jacko Ross

*That the Minutes of the Civil and Environmental Services Committee Meeting held on 14 June, 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 Dight declared a non-pecuniary (significant) interest in Item #5.1 'Holdfast Crossing – Fish Passage Project'. The nature of the interest is that Cr Dight has a family connection to a land owner adjacent to Holdfast Crossing.

**4 PUBLIC FORUM**

**Mr Alex Wrobel – President Inverell Polocrosse**

Mr Wrobel thanked Council for the assistance in preparing the sand fields at the beginning of this year. Mr Wrobel also thanked Council for carting water to support this year's Swan Cup.

Mr Wrobel provided a summary on the second Swan Cup held March 2023. A total of 280 players competed across four days. However, due to wet weather impacting on safety conditions the event was called off after two days. The Committee chose to refund all nomination fees to competitors.

The Delungra CWA ran the canteen, Fruitilicious supplied a coffee van and Baker's Barn, an event sponsor, held a 20% off sale.

There were 34 horses entered into the horse sale (8 more than last year). 24 were sold, grossing over \$308,000 with the top priced horse selling for \$33,000.

Preparations are already underway for the 2024 Swan Cup. Dates are not yet determined but the Committee are looking to hold the event in May to escape the heat in March and reduce the possibility of wet weather.

The Polocrosse Club conducted a survey of those who participated in the event and the survey results were presented to Council.

Based on their feedback Mr Wrobel asked Council for more sand to upgrade the fields and create all weather playing surfaces. Ideally, they would like this to happen prior to weather warming up this year to enable time to work the fields and plant seed and allow for quality growing time. Mr Wrobel acknowledged that this is a large expense, however based on feedback from those who attended and from club members, they believe that it is vital for the ongoing success of the event.

## MOTION

### COMMITTEE RESOLUTION

Moved: Cr Wendy Wilks

Seconded: Cr Jacko Ross

*That staff report back to Council on:*

- I. the cost of supplying sand for field preparation and water for the 2023 Swan Cup; and*
- II. Cost estimates to supply more sand to create all weather playing fields.*

**CARRIED**

## 5 DESTINATION REPORTS

At 9.22 am, Cr Kate Dight left the meeting having previously declared a non-pecuniary (significant) interest in Item #5.1 'Holdfast Crossing – Fish Passage Project'. The nature of the interest is that Cr Dight has a family connection to a land owner adjacent to Holdfast Crossing.

### 5.1 HOLDFAST CROSSING - FISH PASSAGE PROJECT S28.10.SR17

#### COMMITTEE RESOLUTION

Moved: Cr Di Baker

Seconded: Cr Wendy Wilks

*That the Committee recommend to Council that:*

- 1) The information be received and noted;*
- 2) The proposal be supported in principle;*
- 3) Council undertake community consultation to determine if there are any likely significant impacts on the community; and*
- 4) A further report be presented to the Committee on the outcomes of the community consultation so that Council can make a final determination on the request.*

**CARRIED**

At 9.35 am, Cr Kate Dight returned to the meeting.

**5.2 WALKERS BRIDGE REPLACEMENT S28.7.18/78****COMMITTEE RESOLUTION**

Moved: Cr Jacko Ross

Seconded: Cr Wendy Wilks

*That the Committee recommend to Council that;*

1. *The alternative bridge replacement solution of a large box culvert structure be endorsed for consultation;*
2. *Council undertake community consultation to determine the level of community support for this option; and*
3. *A further report be presented to the Committee on the outcomes of the community consultation so that Council can make a final determination on the project.*

**CARRIED**

**5.3 EXPRESSION OF INTEREST PROCESS - VERNON STREET RESIDENTIAL PARCEL S18.6.51****COMMITTEE RESOLUTION**

Moved: Cr Di Baker

Seconded: Cr Wendy Wilks

*The Committee recommend to Council that:*

1. *The process as identified in the report for offering Council's Vernon Street land parcel for residential development via Expressions of Interest be endorsed; and*
2. *Upon completion, the Expressions of Interest package be approved by Council prior to going to the market.*

**CARRIED**

**5.4 COMMUNITY GARDEN - TINGHA S2.18.5****COMMITTEE RESOLUTION**

Moved: Cr Paul Harmon

Seconded: Cr Wendy Wilks

*The Committee recommends to Council that:*

- a) *the concept plan for a Community Garden submitted by the Tingha Community Spirit Aboriginal Corporation be noted;*
- b) *the proposed location of the road reserve adjacent to Guyra Road / Copes Creek Road be approved as the site for the community garden; and*
- c) *Council assist the Corporation and volunteers during the construction phase by preparing a traffic management plan for the site and installing the required warning signage.*

**CARRIED**



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

Moved: Cr Jacko Ross

Seconded: Cr Paul Harmon

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

**CARRIED****6.1 WORKS UPDATE S28.21.1/16**

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**6.2 COMPANION ANIMAL IMPOUNDING FACILITY UPDATE S5.9.33**

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**6.3 LAKE INVERELL RESERVE UPDATE S15.8.115**

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**6.4 REQUIREMENT TO ISSUE NOTICE OF DETERMINATIONS FOR DEVELOPMENT APPLICATIONS THROUGH THE NSW PLANNING PORTAL S18.6.60**

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**7 GOVERNANCE REPORTS****7.1 GOVERNANCE - PERFORMANCE REPORTING ON ROAD MAINTENANCE COUNCIL CONTRACTS S1.2.3/16****COMMITTEE RESOLUTION**

Moved: Cr Di Baker

Seconded: Cr Wendy Wilks

*That the information be received and noted.*

**CARRIED**

**The Meeting closed at 10.20 am.**

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

**4 PUBLIC FORUM**

## 5 DESTINATION REPORTS

### 5.1 YETMAN CEMETERY - QUESTION WITHOUT NOTICE

**File Number:** S5.11.16 / 23/25208

**Author:** Greg Doman, Manager Environmental Health

#### SUMMARY:

The purpose of this report is for the Committee to consider a request following a question without notice to investigate the construction of an amenity building at the Yetman Cemetery.

#### RECOMMENDATION:

*The Committee determine if it wishes to take any further action in relation to potential provision of an amenities building at the Yetman Cemetery.*

#### COMMENTARY:

During a recent Council briefing session a question without notice was raised regarding investigation of options for the construction of an amenity building at the Yetman Cemetery.

The Yetman Cemetery is located on a crown reserve (1027168) which is managed by Council. The Cemetery is accessed from the Bruxner Way via a gravel road. **Image 1** identifies the Yetman Cemetery and an indicative location for a potential amenity building on the site. The exact location would be subject to further survey works.



**Image 1: Yetman Cemetery**



Yetman Cemetery

The Yetman Cemetery is maintained by Council. There is no other existing infrastructure located at this site. **Photo 1** and **Photo 2** were taken from the entry to the Yetman Cemetery.



**Photo 1: Yetman Cemetery**



**Photo 2: Yetman Cemetery**

In 2021 Council received a Crown Land grant of \$43,609 for the construction of a new amenity building at the Ashford Cemetery. This project involved the construction of an accessible amenity building, installation of an on-site sewage management system and connection of the building to the existing reticulated water supply. **Photo 3** is of the completed Ashford Cemetery amenity building.



**Photo 3: Completed Ashford Cemetery Amenity Building**

To assist Council with their deliberations, regarding this request, the following matters have been highlighted as key considerations in determining this matter.

### **Proposed Design**

To ensure that the building meets relevant standards and adequately services projected needs, it is suggested that a unisex accessible amenity building consistent with that of the Ashford Cemetery would be an appropriate solution.

### **Site Location**

The Yetman Cemetery is relatively flat in topography and as there is no electricity onsite, consideration will need to be given to the location of the amenity building. Essentially the building will need to be serviced via a gravity feed rainwater tank and an on-site sewerage management system. The rainwater tank would be required to be located approximately 1m above the natural ground height. Local sandstone retaining wall blocks could be utilised to assist with constructing an elevated area for the tank to be situated.

**Water**

There is no existing water supply at the Yetman Cemetery. The following options are available:

- 1) Construction of a water main extension from the reticulated system in the Yetman village to the Cemetery, requiring approximately 4km of water main. Whilst this would provide potable treated water to the site, such a network extension is considered unwarranted, cost prohibitive and not suggested for further investigation.
- 2) Whilst little is known regarding ground water sources in the immediate area, licensing/approvals, bore establishment and running costs would mean this option is also considered unviable.
- 3) The third option available is for the installation of a suitable sized rainwater tank. As the roof area of the proposed amenity building is quite small, insufficient rainwater catchment would be generated. Hence, the rainwater tank would be required to be filled on an on-going basis. To minimise on-going costs, it is recommended that non-potable water be utilised at the amenity building which Council could then re-fill utilising existing plant. Suitable measures would also need to be put in place to ensure the judicious use of water on the site. This option would require further investigation to ensure service needs could be met without posing unreasonable operational impacts.

**On-site Waste water disposal**

An on-site sewerage management system would be required to be constructed to dispose of the sanitary water generated from the amenities building. This would necessitate the installation of a 3,200 litre tank and a 25 metre evapotranspiration trench. This type of system requires servicing every five (5) years at a minimum.

**On-going cleaning and servicing**

There is an expectation that once a new public infrastructure building is completed that it is to be maintained to a high standard of cleanliness. On this basis Council would be required to undertake regular cleaning of this facility in addition to the existing Yetman Village sites, meaning additional resources be allocated for cleaning of a new facility.

**Construction Cost Estimate**

In consideration of the above matters it is estimated the provision of a permanent amenities building at the Yetman Cemetery would be in the vicinity of \$60K.

**Potential Funding**

In the preparation of the 2023/24 Operational Plan, no budgetary allocation was specifically identified for the construction of an amenity building at the Yetman Cemetery.

Council has previously received grant funding from Crown Lands to improve assets, that support and encourage visitation of NSW Crown Reserves. The construction of an amenity building at the Yetman Cemetery may be a project Council wishes to nominate for the funding program. The Crown Reserves Improvement Fund (CRIF) is expected to open in September 2023.

**Conclusion**

The Yetman Cemetery does not currently have an amenity building for the public to utilise during visits. The level of amenities/facilities at Council Controlled Cemeteries across the shire varies and tends to reflect the level of visitation. In response to a recent question without notice a desk top investigation has been undertaken in regards to the options for providing an amenities building at the Yetman Cemetery. Should Council wish to pursue the project a possible source of funding has been identified. More detailed investigations would also be required to ensure any future amenities building could be feasibly and practically serviced.

**RISK ASSESSMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**CHIEF FINANCIAL OFFICERS COMMENT:**

Due to budgetary constraints no funding allocation was provided in Council's 2023/24 Operational Plan. External funding opportunity may exist under the Crown Reserves Improvement Fund.

**LEGAL IMPLICATIONS:**

Nil

**ATTACHMENTS:**

Nil



**5.2 REQUEST - GILGAI PUBLIC HALL AND RECREATION RESERVES MANAGER (GILGAI TRUST)****File Number:** S5.13.7 / 23/25217**Author:** Paul Henry, General Manager**SUMMARY:**

An event to mark the 100<sup>th</sup> Anniversary of the ANZAC Memorial in Gilgai is being held in September. Council is being asked to assist.

**RECOMMENDATION:**

*The Committee recommends to Council that:*

- a) Council hold urgent discussions with the Trust regarding their intentions for the future of the Tennis Courts;
- b) The availability of Council staff to conduct a clean up of the Tennis Courts be determined once the Trust advises of their intentions regarding the future use of this area; and
- c) Council determine if a donation is to be made to the Trust for the conduct of the September event.

**COMMENTARY:**

The Trust has advised that on Sunday, 17 September 2023 an event will be held to mark the 100<sup>th</sup> Anniversary of the ANZAC Memorial in Gilgai.

The event plan is as follows:

11am – **Inverell RSL** conducts the **re-dedication Service** at the Gilgai Memorial

Midday – to 4pm – All move to the Gilgai Hall where there will be a **FREE exhibition** about the men and women from Gilgai who were involved in WW1 and *Gilgai in the Past*. This topic has been researched and all findings will be displayed at the Gilgai Hall by the **Inverell District Family History Group (IDFHG)**.

- The Inverell **Red Cross** will sell **food and non-alcoholic beverages**. Tables and chairs will be set up in one part of the Hall to create a café.
- RSL and **Legacy** will display their products
- Sue Singleton (**Heritage Consultant**) and 2 other colleagues will display a **sock making machine** that was used during WW1
- **Gilgai Public School** is working on a display of **student work** and may perform items on the stage (yet to be confirmed) as might local high schools
- The **Inverell Singers** will perform WW1 songs in the Hall
- Others are working on car and bicycle displays from the WWI era.
- **STA FM** have been promoting the event through interviews and may broadcast from the site on the day

The Trust states that once this event is over, it will turn its attention to how best to use the tennis courts.

Council is requested to consider the following matters:

- a) Make a donation towards the cost of staging the event.



Note: No details have been provided of the costs of this event; how much funding the Trust has to be able to fund the activities; or if there is any other contributions being delivered by third parties.

b) Provide a 'one-off' clean-up of the Tennis Courts.

Note: The cost of the 'clean up' depends on the form of the 'clean up' envisaged by the Trust. The correspondent from the Trust is overseas until 16 August 2023.

**ATTACHMENTS:**

**Nil**

**5.3 BONSHAW PUBLIC SCHOOL - STUDENT REQUESTS****File Number:** S21.8.7 / 23/25341**Author:** Paul Henry, General Manager**SUMMARY:**

Council is in receipt of correspondence from the students of Bonshaw Public School requesting an upgrade of Bonshaw Park. Council is being asked to consider their request.

**RECOMMENDATION:**

*The Committee recommends to Council that:*

- a) Council develop a 'Park Equipment Replacement Priority Program', based on the assets management system data, and*
- b) Identify if funding is available to commence the 'Park Equipment Replacement Priority Program', when the September Quarterly Financial Review is prepared.*

**COMMENTARY:**

The Bonshaw Public School has a total school enrolment of 13 students from Years 1 – 6. Each student has written to Council regarding their wish to have a 'better park' in Bonshaw.

The students suggest:

- Replace 'rusty swings' with new equipment;
- Provide more than 4 swings;
- Need equipment for kids with a disability and 'younger kids';
- Replace the old bbq with new ones so travellers will stop;
- Provide a skate park; and
- Install a fence around the park.

Copies of the letters will be tabled at today's meeting.

**1. Existing Park**

The park the students are referring to is located at 7 Texas Street, Bonshaw, adjacent to the School.

The equipment in the park is:

- A toddler swing
- A swing set
- A shade shelter

The swing sets are the older style steel frames with rubber mat seats (images below).



The equipment is usable and albeit not the brightly coloured plastic equipment now available.

Two (2) shade shelters and a wood bbq are located immediately adjacent to the park, on the school grounds (images below).



## 2. Other Village Parks

This request is similar in nature to other requests made personally at the village meeting in Yetman and in correspondence from community members.

A brief summary of the situation at each village is:

- Ashford – Recently had a skatepark and shade sails installed in McRae Park. Major upgrade of play equipment currently underway (\$250K estimate).
- Delungra – Recently had play equipment upgraded (cost \$60K). A resident has requested a skate park be installed.
- Tingha – Request from Tingha Spirit Aboriginal Corporation for shade sails to be installed in Grahame Park. Recently had pathways, BBQ and shelters installed. Skatepark installed (opposite Sport & Recreation Club) in 2017.
- Yetman – Request for a Spire Tower made at 2022 Village meeting (cost determined by quote). This is a modular play station featuring climbing and slide options for users.
- Gilgai – No requests.

## 3. Council Direction

Councillors are requested to consider how it wishes to respond to the specific request from the Bonshaw students and other requests for park upgrades.

**RISK ASSESSMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**CHIEF FINANCIAL OFFICERS COMMENT:**

In conjunction with the September Quarterly Budget Review a review of available funding opportunities will be undertaken to fund the Park Equipment Replacement Priority Program'

**LEGAL IMPLICATIONS:**

Nil

**ATTACHMENTS:**

Nil

**5.4 INVERELL POLOCROSSE CLUB - COSTINGS FOR ASSISTANCE TO 2023 SWAN CUP****File Number:** S26.1.1/13 / 23/25343**Author:** Justin Pay, Manager Civil Engineering**SUMMARY:**

This report provides details of the actual costs of supplying sand for field preparation and water for the 2023 Swan Cup as per the request from the July 2023 Civil and Environmental Services Committee meeting.

**RECOMMENDATION:**

*A matter for the Committee.*

**COMMENTARY:**

As a result of a request from the Inverell Polocrosse Club, at the Ordinary meeting in October 2022 Council resolved inter alia:

*That:*

- i. Council supply and spread sand (30mm) for one polocrosse field;*
- ii. Council cart water over the three days of the 2023 Swan Cup*

These works were subsequently completed. It should be noted that the 2023 Swan Cup was held over a period of rainfall which limited competition therefore reduced the quantum of water required.

In response to a public forum address by Mr Alex Wrobel, President Inverell Polocrosse at the July 2023 Civil and Environmental Services Committee Meeting, it was subsequently resolved by Council that:

*That staff report back to Council on:*

- I) The cost of supplying sand for field preparation and water for the 2023 Swan Cup; and*
- II) Cost estimates to supply more sand to create all weather playing fields.*

A summary of the address from Mr Wrobel from the Civil and Environmental Services Committee minutes has been reproduced below:

*Mr Wrobel thanked Council for the assistance in preparing the sand fields at the beginning of this year. Mr Wrobel also thanked Council for carting water to support this year's Swan Cup.*

*Mr Wrobel provided a summary on the second Swan Cup held March 2023. A total of 280 players competed across four days. However, due to wet weather impacting on safety conditions the event was called off after two days. The Committee chose to refund all nomination fees to competitors.*

*The Delungra CWA ran the canteen, Fruitilicious supplied a coffee van and Baker's Barn, an event sponsor, held a 20% off sale.*

*There were 34 horses entered into the horse sale (8 more than last year). 24 were sold, grossing over \$308,000 with the top priced horse selling for \$33,000.*

*Preparations are already underway for the 2024 Swan Cup. Dates are not yet determined but the Committee are looking to hold the event in May to escape the heat in March and reduce the possibility of wet weather.*

*The Polocrosse Club conducted a survey of those who participated in the event and the survey results were presented to Council.*

*Based on their feedback Mr Wrobel asked Council for more sand to upgrade the fields and create all weather playing surfaces. Ideally, they would like this to happen prior to weather warming up*

*this year to enable time to work the fields and plant seed and allow for quality growing time. Mr Wrobel acknowledged that this is a large expense, however based on feedback from those who attended and from club members, they believe that it is vital for the ongoing success of the event.*

Information responding to the Council resolution is provided below.

The total cost to Council associated with completing the above works for the 2023 Swan Cup was \$40,974, comprising:

Supply and spread sand (30mm) for one polocrosse field	\$38,794
Council cart water over the three days of the 2023 Swan Cup	\$ 2,180

#### **Estimates for future works**

Given the above actual costs (noting that wet weather reduced water needs for the 2023 event) and applying slight increases for inflationary pressures, estimates for any potential future works are presented below:

Total cost to supply and spread sand (30mm) for one (1) field - \$40,150 ex GST

Total cost to provide approximately 120,000L over 3 days - \$2,620 ex GST

These estimates are based on cost to Council and does not include profit or contingency.

#### **RISK ASSESSMENT:**

Nil

#### **POLICY IMPLICATIONS:**

Nil

#### **CHIEF FINANCIAL OFFICERS COMMENT:**

Sufficient funding is available in Council's donation budget (\$42,900) to fund the cost of water delivery - \$2,620.

Council's 2023/2024 budget does not provide any specific budget allocation for the supply and spreading of sand.

The 2023/2024 Operational Plan does include an allocation for the assistance and promotion of Business and Industry of \$105K - Joint Industrial Promotions budget. These funds may be utilised, subject to a resolution of Council, for works on Private Lands or for the provision of direct financial assistance to private individuals and businesses during 2023/2024. Current available funding is \$45,000.

#### **LEGAL IMPLICATIONS:**

Nil

#### **ATTACHMENTS:**

Nil



**5.5 UPDATE ON SUNDOWN SOLAR FARM (SSD-8911)****File Number:** S18.6.52/09 / 23/25372**Author:** Anthony Alliston, Manager Development Services**SUMMARY:**

The purpose of this report is to provide Committee members with an update on the Sundown Solar Farm Development Application (SSD-8911) and the status of the “access scheme declaration” for the New England Renewable Energy Zone.

The Committee is requested to recommend to Council that:

- the submission in response to the Sundown Solar Farm be endorsed; and
- that a further report be prepared for the Committee once Council staff receive further information in regard to the status of the “access scheme declaration” for the New England Renewable Energy Zone.

**RECOMMENDATION:**

*That the Committee recommend to Council that:*

- *the submission in response to the Sundown Solar Farm be endorsed; and*
- *that a further report be prepared for the Committee once Council staff receive further information in regard to the status of the “access scheme declaration” for the New England Renewable Energy Zone.*

**COMMENTARY:****BACKGROUND**

A report was presented to the Ordinary Meeting of Council on 26 July, 2023 in response to the exhibition of the Sundown Solar Farm Development Application. It was subsequently resolved (RES:2023/106) that:

*“Council make an on-line submission in respect of State Significant Development 8911 – Sundown Solar Farm – Sturmans Road, Spring Mountain in relation to the following matters:*

- *After construction, a subsequent report to assess the damage that may have resulted from construction;*
- *On-going and regular measures to restore and reinstate road damage resulting from construction of the project;*
- *The final design of the upgrades to Spring Mountain Road and Sturmans Road being approved by Council;*
- *A detailed waste management plan being prepared for Sundown Soar Farm, in consultation with Council, noting that the Inverell Waste Depot may not be able to accept all waste;*
- *Council support of the commitment by Sundown Solar Farm to provide a community benefits fund;*
- *Council having the opportunity to review the draft approval conditions prior to being finalised; and*
- *Any other matters as deemed relevant by the Director Civil and Environmental Services”.*

## COUNCIL'S SUBMISSION

Council staff prepared a submission consistent with Council's resolution. It was submitted on-line in the NSW Planning Portal on 3 August, 2023. A copy of the submission is included as **Attachment 1**. In summary the matters raised in Council's submission include:

- Roads and traffic;
- Waste management;
- Community Benefits Fund;
- Submissions raised by landowners / community members; and
- Review of draft conditions.

## SUBMISSIONS BY LAND OWNERS / COMMUNITY MEMBERS

Four (4) submissions from land owners / community members were received by Council. Three (3) of the submissions were received subsequent to Council initially considering the matter. Councillors received the initial submission around the time of the Council meeting on 26 July, 2023. A copy of the submissions received has been provided to Councillors under separate cover.

These submissions were included within Council's submission (**Attachment 1**). Council has also encouraged the land owners / community members to lodge their submissions directly onto the NSW Planning Portal.

The matters raised by landowners / community members include matters such as:

- Objection to the project access via Spring Mountain Road and Sturms Road and a request to consider the alternative route;
- Adverse impacts on dwellings close to Spring Mountain Road (particularly R14 & R15) including dust impacts, noise and vibration, and vehicle numbers, sizes and speeds;
- Impacts on farming practices including movement of stock, health of stock and stock/workers safety;
- Hours of operation;
- Bushfire risks;
- Lack of consultation by Sundown Solar with landowners and the limited timeframe to review and respond to the proposal;
- Contamination to waterways, soil profiles and lack of adequate waste management plans;
- The location of the project on prime agricultural land;
- Water consumption during construction and operations;
- Visual impacts inconsistent with the rural outlook.

Council's submission to the Department of Planning and Environment has requested that the Department take into consideration the matters raised by landowners / community members and where appropriate include conditions or amendments to the project to mitigate such impacts.

## NEXT STEPS IN THE ASSESSMENT OF THE PROJECT

Sundown Solar Farm is a State Significant Development. As such, the Department of Planning and Environment or the Independent Planning Commission is the consent authority (not Inverell Shire Council).

At the close of the exhibition period, the Department will collate the submissions and give Sundown Solar the opportunity to prepare a "response to the submissions". In discussions with the Department of Planning and Environment staff, it was confirmed that Council will have the opportunity to review and comment on the proponents "response to submissions" and any amended report(s).



After this step the Department will undertake their formal assessment of the project and make a recommendation to either the Minister for Planning or the Independent Planning Commission. The Independent Planning Commission make the determination on projects where there are significant submissions or objections. The formal determination on the project would be made either by way of refusal or approval (consent granted subject to conditions).

It is also anticipated that Council will have the opportunity to review and comment on the draft conditions of consent should the project be recommended for approval. It is intended that Council be kept briefed throughout this assessment process.

### THE NEW ENGLAND RENEWABLE ENERGY ZONE

The Sundown Solar Farm is located in the New England Renewable Energy Zone. In recent weeks there has been media coverage in regard to “Renewable Energy Zones” throughout the State, including the New England Renewable Energy Zone.

Large scale renewable projects within Renewable Energy Zones are planned to be the subject of “access fees” to be levied by Energy Corporation of NSW (EnergyCo). EnergyCo is responsible for the administration and coordination of the transition to renewable energy within the Renewable Energy Zones.

It has recently been reported (*ABC Rural – David Claughton, 25 July 2023*) that:

- Those who connect to the new REZ network infrastructure will pay a minimum of \$1,700 per MW per year;
- Another payment of \$600 per MW per year will go towards employment-related activities; and
- The money can be spent on a range of programs, including health, housing, and First Nations projects.

The mechanism to levy the “access fees” is via the *Electricity Infrastructure Act 2020 Clause 24* whereby the “Minister may declare access scheme for renewable energy zone”. At this stage it is understood that the “access scheme declaration” has not been made for the New England Renewable Energy Zone. It is also understood that the access fee may only apply to the connection to the new electricity transmission lines in the Renewable Energy Zones. This is yet to be confirmed.

On 2 August, 2023, Council staff contacted the NSW Department of Planning in regard to the status of the “access scheme declaration” for the New England Renewable Energy Zone. The following questions were forwarded via e-mail.

- *“What is the status of the Access Scheme Declaration for the New England REZ? Is there a timeframe for this?”*
- *Will the Access Scheme Declaration – “access fees” be applicable to existing approved projects (e.g. Sapphire, White Rock wind farms)?*
- *Will this “access fee” be applicable only to new network infrastructure? i.e. not levied on access to existing infrastructure (e.g. the existing north south 330KV line which Sapphire Wind Farm accesses).*
- *Will the Access Scheme Declarations impact on Community Benefits Funds negotiated between proponents and Councils via VPAs and conditioned by the Department? Is this totally separate?”*

Council has not yet received a response to the e-mail. A further report will be prepared for the Committee once Council staff receive a response in regard to the status of the “access scheme declaration” for the New England Renewable Energy Zone, and the possible implications for existing renewable energy projects and Community Benefits Funds.

**CONCLUSION**

The purpose of this report was to provide Committee members with an update on the Sundown Solar Farm Development Application (SSD-8911) and the status of the “access scheme declaration” for the New England Renewable Energy Zone.

**Attachment 1** includes the submission which has been made on-line to the NSW Planning Portal. The submission was made in the context of:

- The resolution of Council (RES:2023/106);
- The proponents Environmental Impact Statement (June 2023);
- Subsequent representations made to Council from landowners / community members;
- Council’s inspection of the site, locality, roads and infrastructure; and
- Discussions with Department of Planning and Environment.

Council will have the opportunity to review and comment on the proponents “response to submissions” as well as the draft conditions of consent should the project be recommended for approval. Council will be kept briefed throughout this assessment process.

A further report will be prepared for the Committee once Council staff receive further information in regard to the status of the “access scheme declaration” for the New England Renewable Energy Zone, and the possible implications for existing renewable energy projects and Community Benefits Funds.

The Committee is requested to recommend to Council that:

- the submission in response to the Sundown Solar Farm be endorsed; and
- that a further report be prepared for the Committee once Council staff receive further information in regard to the status of the “access scheme declaration” for the New England Renewable Energy Zone.

**RISK ASSESSMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**CHIEF FINANCIAL OFFICERS COMMENT:**

Nil

**LEGAL IMPLICATIONS:**

Nil

**ATTACHMENTS:**

1. Inverell Shire Council Submission - Sundown Solar Farm Development Application (SSD-8911) [↓](#)

[www.inverell.nsw.gov.au](http://www.inverell.nsw.gov.au)

Our Ref: s18.6.52/09  
Your Ref: SSD-8911  
Contact: Anthony Alliston, Manager Development Services

3 August 2023

**Department of Planning & Environment  
ATTENTION – Nestor Tsambos**

Dear Nestor Tsambos

**SSD-8911 – SUNDOWN SOLAR FARM**

Reference is made to the proposed Sundown Solar Farm, SSD-8911 and the exhibition period from 7 July 2023 until 3 August 2023.

A report outlining the project was presented to the Ordinary Meeting of Council on 26 July 2023. It was subsequently resolved (RES:2023/106) that:

*"Council make an on-line submission in respect of State Significant Development 8911 – Sundown Solar Farm – Sturmans Road, Spring Mountain in relation to the following matters:*

- *After construction, a subsequent report to assess the damage that may have resulted from construction;*
- *On-going and regular measures to restore and reinstate road damage resulting from construction of the project;*
- *The final design of the upgrades to Spring Mountain Road and Sturmans Road being approved by Council;*
- *A detailed waste management plan being prepared for Sundown Soar Farm, in consultation with Council, noting that the Inverell Waste Depot may not be able to accept all waste;*
- *Council support of the commitment by Sundown Solar Farm to provide a community benefits fund;*
- *Council having the opportunity to review the draft approval conditions prior to being finalised; and*
- *Any other matters as deemed relevant by the Director Civil and Environmental Services".*

The following represents Council's submission to the project which has been made in the context of:

- The resolution of Council;
- The proponents Environmental Impact Statement (June 2023);
- Representations made to Council from landowners / community members;
- Council's inspection of the site, locality, roads and infrastructure; and
- Discussions with Department of Planning and Environment.

---

Administration Centre, 144 Otho Street (PO Box 138), Inverell NSW 2360  
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[council@inverell.nsw.gov.au](mailto:council@inverell.nsw.gov.au)

## **ROADS & TRAFFIC**

One of the primary areas of focus for Council is to ensure adequate measures are in place during the construction phase of the project so that impacts on Council's local infrastructure, including roads, bridges and causeways will be minimised. Should consent be granted for the project access via Spring Mountain and Sturmans Roads, Council considers that suitable conditions should be included on the Project Approval in relation to:

- The final design of the upgrades to Spring Mountain Road and Sturmans Road being approved by Council;
- Independent road dilapidation reporting prior to construction traffic, for all local and state roads;
- Ongoing and regular measures to restore and reinstate road damage resulting from construction of the project;
- After construction, a subsequent report to assess the damage that may have resulted from construction;
- Council being able to review and provide input into the Traffic Control Plan and the Construction Traffic Management Plan.

## **WASTE MANAGEMENT**

The proposed solar farm has the potential to generate large volumes of waste, in particular construction waste and solar infrastructure waste (panels, batteries) damaged at the time of construction or during operation.

The Environmental Impact Statement (pp231) notes that Sundown Solar Farm reached out to the Inverell Waste Depot in relation to the capacity to accept waste; however, Council has no record of any formal correspondence relating to this matter.

Whilst the Inverell Waste Depot on Burtenshaw Road has limited capacity to accept waste from the Sundown Solar Farm, the acceptance of this waste would be dependent on the type and volume of waste to be disposed. In this regard, the Environmental Impact Statement contains limited information in relation to waste (particularly volume) from Sundown Solar Farm.

Council supports Sundown Solar's commitment to liaise with Council to establish an effective waste management strategy. It is therefore requested that prior to issue of a Construction Certificate a detailed waste management plan be prepared, and approved, for Sundown Solar Farm, in consultation with Council, noting that the Inverell Waste Depot may not be able to accept all waste.

In regard to decommissioning and rehabilitation at the end of the project's life, Council requests that the Department impose adequate conditions to ensure the land is restored to the pre-development land capability and adequate measures are imposed such that the owner of the development (at the time of decommissioning) be responsible for the appropriate removal, recycling or disposal of all infrastructure and waste from the project.

## **COMMUNITY BENEFIT FUND**

Sundown Solar met with Council representatives in March 2022 and October 2022 to discuss the options to establish and manage a Community Benefits Fund.

Section 2.10.2 of the Environmental Impact Statement states that:

“Sundown Solar will establish a community benefits fund which will allocate funds annually for community-based projects. The details of the fund are yet to be determined but will likely be managed through a committee comprising representatives from the project owner, Inverell Shire Council and the local community”.

Council requests that the Department impose an appropriate condition of consent in regard to “community enhancement”. For example, *“prior to commencing construction, or other timeframe agreed by the Planning Secretary, the Applicant must enter into a VPA with Council in accordance with Division 7.1 of Part 7 of the EP&A Act”*. It is acknowledged that Council will need to discuss the terms of the Voluntary Planning Agreement direct with Sundown.

#### **SUBMISSIONS BY LANDOWNERS / COMMUNITY MEMBERS**

At the time of preparing this submission Council had received four (4) submissions in relation to the project. Copies of the four (4) submissions have been attached to Council's submission.

The matters raised by landowners / community members include:

- Objection to the project access via Spring Mountain Road and Sturmans Road and a request to consider the alternative route;
- Adverse amenity impacts on dwellings close to Spring Mountain Road (particularly R14 & R15) including dust impacts, noise and vibration (exceedances), and vehicle numbers, sizes and speeds;
- Impacts on farming practices including movement of stock, health of stock and stock/workers safety;
- Hours of operation;
- Bushfire risks;
- Lack of consultation by Sundown Solar with landowners and the limited timeframe to review and respond to the proposal;
- Contamination to waterways, soil profiles and lack of adequate waste management plans;
- The location of the project on prime agricultural land;
- Water consumption during construction and operations;
- Visual impacts inconsistent with the rural outlook.

Council requests that the Department take into consideration the matters raised by landowners / community members and where appropriate include conditions or amendments to the project to adequately mitigate such impacts.

Council notes that Sundown Solar propose a number of mitigation measures relating to traffic and transport (Appendix N – Mitigation Measures). Council also suggests that in making a decision in regard to Spring Mountain Road and Sturmans Roads being the transport route for the project, consideration should be given to added mitigation measures for impacted dwellings, particularly 155 and 489 Spring Mountain Road (R14 & R15). It is noted that the Noise and Vibration Impact Assessment (Appendix H) specifically identifies exceedances for R14 and R15. Consideration should also be given to additional dust abatement for these dwellings including the construction of a sacrificial bitumen seal to serve the construction phase of the project. The seal may also assist with noise and vibration impacts on these dwellings.

After undertaking a site inspection on 2 August 2023, it is also Council's view that the Department should consider the safety impacts associated with unfenced paddocks (which are stocked) along Spring Mountain Road and Sturmans Road. There is an obvious need to consider the conflict between stock, workers, working dogs and the significant increase in construction traffic. Consideration should be given to the proponent adequately managing this risk so as not to unreasonably impact on farming operations or road user safety. This may include the provision of stock proof property fencing as a solution.

#### **DRAFT CONDITIONS**

Council wishes to ensure the most appropriate and transparent outcome for all stakeholders including the proponent, Council and the local community. Therefore, it is requested that the opportunity to view the draft conditions of the Project Approval be provided to Council during the same period in which the proponent is given to review them, should the project proceed to this stage.

Should you have any queries or require further clarification please contact me on 0425271633.

Yours faithfully



**ANTHONY ALLISTON**  
**MANAGER DEVELOPMENT SERVICES**

\*Attachments – Landowners submissions

## 6 INFORMATION REPORTS

### 6.1 WORKS UPDATE

**File Number:** S28.21.1/16 / 23/24699

**Author:** Justin Pay, Manager Civil Engineering

#### **SUMMARY:**

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

#### **COMMENTARY:**

##### **Fixing Country Roads Funding Grant**

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

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

This project includes the following works:

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

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

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

The guardrail on the approaches has now been installed. The asphalt surface on the bridge and the bitumen sealing of the bridge approaches has also been completed.

The bridge was open to traffic on the last week of July however, some rectification works on the bridge deck asphalt surface will be required to improve the ride quality. Council has been in



discussions with the contractor responsible for the placement of the asphalt and remedial works are scheduled to be completed within the next 4 weeks.

Some heavy patching works are still being completed either side of the bridge approaches which will bring the road up to road train standard as per the funding guidelines. These sections of road are programmed to be bitumen sealed the week of writing this report. Line marking is proposed to be completed after the bitumen reseal program commencing in September/October 2023.

Furthermore, once the remediation works on the bridge and the heavy patching has been completed, the road from the saleyards to Stewart's Grain Trading will have been upgraded to meet road-train specifications. Therefore, Council can start the process to have this section of road gazetted and included in the Transport for NSW Restricted Access Vehicle maps for road-train access. A report will be prepared for Council to address this.



Moseley Dene Bridge Replacement – Bridge Open for Traffic

### **Fixing Country Bridges Funding Grant**

Council has been successful in obtaining \$4.109M from the Fixing Country Bridges Funding Grant to replace Mathers Bridge that crosses Frasers Creek just north of the Nullamanna village. Council has committed to a co-contribution of \$250K to bring the total funding to \$4.359M for the project. This funding is required to be expended by April 2024 as per the funding requirements.

Mathers Bridge is located along Nullamanna Road and crosses Frasers Creek just north of the Nullamanna village. The existing bridge consisting of a timber superstructure and concrete deck was constructed in the late 1950s and is now nearing the end of its useful life. A structural report completed on the bridge in 2019 found the bridge to be in very poor condition. A recommendation to reduce the bridge to single lane use was put forward in the report to allow continued heavy



vehicle use until the bridge is replaced. This is an imposition on the efficient movement of freight along this road, hence the need to replace the bridge at the earliest possible time.

The bridge replacement project has recently been awarded to DavBridge Constructions and contracts are being drawn up at the time of writing this report.

Council will construct and maintain the side track and the Contractor will be responsible for the demolition of the existing bridge plus the construction of the replacement concrete bridge, including the re-construction of the road approaches. Preliminary works have been completed which include the bridge options report, bridge design plans, geotechnical investigations, environmental reports and Aboriginal Heritage reports.

An existing side track located upstream of Mathers Bridge will be upgraded and utilised as the bypass for the duration of the project. This will include the installation of a temporary bridge structure that Council utilises for temporary works and a bitumen sealed pavement either side of Frasers Creek. Due to the amount of traffic that utilise Nullamanna Road on a daily basis, the temporary bridge will allow for increased flood immunity during the project if minor flooding was to occur.

The side track works have commenced with the existing dilapidated low-level crossing being partly removed for the temporary bridge structure to be installed. Either side of the crossing has been cleared in preparation for the road to be constructed and bitumen sealed. The side track is on target to be completed and open to traffic before the bridge Contractor mobilises to site at the end of August 2023.



Mathers Bridge Replacement – Existing dilapidated crossing being removed for temporary bridge installation

### **Bundarra Road Gilgai South Rehabilitation Stage 1 & Stage 2**

Council were successful in securing funding through the Local Roads and Community Infrastructure Program to undertake pavement widening and rehabilitation works and major culvert widening works on MR73 Bundarra Road from Schwenkes Lane to Bonvale Lane, south of Gilgai.

Project works initially included vegetation clearing, culvert extensions, drainage improvements and pavement widening and overlay works on a 680 metre length of road between Schwenkes Lane and Tingha Road (Stage 1) including a box culvert extension at the Gilgai Creek Tributary 440 metres south of the Tingha Road. Stage one (1) has now been completed with a primer seal applied on Saturday, 22 July 2023.

Stage two (2) roadworks have now commenced from Tingha Road to Bonvale Lane, a total length of 1760 metres. Site re-establishment has been completed on the southern end of the project site with earthworks currently underway on the Tingha Road end. Pavement widening and overlay works will follow mid to late August 2023. Stage 2 being an extended length has been separated



into two (2) smaller sections, the first from Tingha Road 620 metres south and the second a 1140 metre section from section one to Bonvale Lane.

Stage 2 project duration is estimated at eight (8) weeks with an expected completion at the end of September 2023.



Stage 1 Primer Seal Tingha Road to Schwenkes Lane





Stage 2 Earthworks - Gilgai Creek Tributary to Tingha Road Intersection



**Moore Street Upgrade – Hospital Entrance**

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

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

The project includes works along a 1000 metre section of Moore Street and includes pavement rehabilitation, widening, a turning lane into the hospital and drainage upgrades including construction of kerb and gutter. The key aim of the project is to improve sight distance impacting safe access to the new hospital.

The underground stormwater drainage works have now been completed on both sides of the hospital hill. The stormwater drainage links that cross Moore Street have been completed with the exception of those links that will be completed in conjunction with the pavement works. The road construction crew will commence works on the road mid-August once they have completed the side track works at Mathers Bridge.

The Hospital, Ambulance Service and Bus Services have been continually updated on the projects progress each week to ensure there is an open line of communication throughout.

As previously reported, this project is to be completed prior to December 2023 as per the funding grant requirements.



Moore St – Hospital Hill Upgrade – Underground drainage works on the southern side of the hill have been completed

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

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

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

**Victoria Park**

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

**Lions Park**

- Replace netting inside playground

**Campbell Park**

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

**Lake Inverell Reserve**

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

**Delungra Park**

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

Works have been completed at Victoria Park, Delungra Park and Lions Park. Campbell Park equipment is still being made by the manufacturer. A recent update from the manufacturer indicated that the equipment will be delivered in December 2023 as some of the parts are sourced from overseas.

**Road Maintenance****Maintenance Grading**

The following maintenance grading works were undertaken during July 2023.

Road Number	Road Name	Length Graded (km)
SR158	Wynella Road	4.45km
SR215	Schwenkes Lane	1.85km
SR156	Anderson Lane	0.95km

SR159	Turners Lane	2.05km
SR135	Prestons Lane	2.40km
SR167	Sheep Station Creek Road	1.00km
SR166	Reserve Creek Road	8.85km
SR172	Ewens Road	2.95km
SR171	Strattons Lane	4.05km
SR246	Elsmore Road (Segments 120-130)	2.45km
SR352	Quiomong Road	2.10km
SR163	Kents Road	2.10km
SR136	Dintonvale Road	14.95km
SR033	Limestone Road	17.55km
SR050	Bukkulla Road	10.45km
SR012	Blue Nobby Road	9.80km
	<b>TOTAL</b>	<b>87.95km</b>

### **Reactive Spot Grading**

There were no reactive spot grading works undertaken during July 2023.

### **Gravel Patching**

The following gravel patching works were undertaken during July 2023.

<b>Road Number</b>	<b>Road Name</b>	<b>Area Patched (m2)</b>
SR255	Silvermines Road	800m2
SR225	Goomerah Lane	800m2
SR232	Poolbrook Road	1000m2
SR231	Pineleigh Lane	600m2
	<b>TOTAL</b>	<b>3,200m2</b>

### **Gravel Re-sheeting**

The following gravel re-sheeting works were completed in July 2023.

<b>Road Number</b>	<b>Road Name</b>	<b>Area Re-sheeted (m2)</b>
SR425	Georges Creek Road	52,848m2
	<b>TOTAL</b>	<b>52,848m2</b>

**Heavy Patching**

The following heavy patching works were undertaken by contractors during July 2023.

<b>Road Number</b>	<b>Road Name</b>	<b>Area Patched (m2)</b>
MR137	Inverell Bonshaw Road	2,600m2 (RLR Pothole Fund)
SR010	Tarwoona Road	8,600m2 (RLR Pothole Fund)
MR063	Warialda Road	6,300m2 (RLR Pothole Fund)
	<b>TOTAL</b>	<b>17,500m2</b>

**Other Maintenance Activities**

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

**ATTACHMENTS:**

Nil



**6.2 MAINTENANCE GRADING 2022-2023****File Number:** S28.21.1/16 / 23/24821**Author:** Justin Pay, Manager Civil Engineering**SUMMARY:**

This report is intended to keep the Committee informed of the outcomes of maintenance grading works completed during the 2022/2023 financial year.

**COMMENTARY:**

In the 2022/2023 budget, Council allocated \$1,542,740.00 for maintenance grading. The program exceeded the budget allocation by \$25,753.37.

A summary of total grade lengths completed each financial year since 2006/2007 appears below:

<b>Financial Year</b>	<b>Grade Length Completed (km)</b>
2006/07	1252
2007/08	1256
2008/09	963
2009/10	1216
2010/11	1228
2011/12	1224
2012/13	1324
2013/14	1416
2014/15	1635
2015/16	1513
2016/17	1288
2017/18	1306
2018/19	1248
2019/20	1439
2020/21	1198
2021/22	905
2022/23	943
<b>Average</b>	<b>1256</b>

In the 2022/2023 financial year Council's maintenance crews completed a total of 943km of programmed maintenance grading on the unsealed road network. The actual expenditure to complete the works was \$1,568,493.37. The total expenditure exceeded the budget allocation by 1.66%. This additional expenditure was funded from savings in other programs.

There was also approximately 300km of additional grading works undertaken as flood damage repairs. The details and outcomes of these works will be presented to Council in a further report on flood damage repair works outcomes.

A comparison of cost per kilometre of grade length, since the 2012/2013 year is provided below:

<b>Financial Year</b>	<b>Total Expenditure</b>	<b>Total Kilometres Graded</b>	<b>Avg. cost per Kilometre</b>
2012/13	\$1,224,212	1324	\$924
2013/14	\$1,199,069	1416	\$846
2014/15	\$1,403,956	1635	\$858
2015/16	\$1,301,650	1513	\$860
2016/17	\$1,149,479	1288	\$892
2017/18	\$1,352,213	1306	\$1035
2018/19	\$1,404,605	1248	\$1125
2019/20	\$1,739,407	1439	\$1208
2020/21	\$1,474,502	1198	\$1230
2021/22	\$1,841,502	905	\$2034
2022/23	\$1,568,493	943	\$1663

The average cost per kilometre for programmed maintenance grading during the 2022/2023 financial year was reduced from the 2021/2022 financial year, but remains elevated when compared to the average of previous years. The following commentary provides some context for comparison of unit rates over recent years.

- The 2021/2022 financial year and the first 5 months of the 2022/2023 year was a wet period with record rainfall and flood conditions. These conditions significantly impacted road maintenance operations, with high establishment costs. Crews were required to constantly move machinery to areas that required immediate attention to make roads safe and accessible.
- The high levels of rainfall during 2021/2022 and the first 5 months of the 2022/2023 year caused significant erosion, leading to much higher costs associated with road side drainage maintenance that was undertaken during grading that period.
- Council's works program during the 2021/2022 and 2022/2023 years was significantly larger than normal. Resource availability was an issue and hired plant was required in order to achieve Council's outcomes. Hired water cart and rollers are more expensive to use than items of Council's fleet.

Council's maintenance grading crews continue to provide cost effective grading works at a unit rate that is very competitive to contractors. The unit rate for maintenance grading has increased significantly over the previous five (5) years. This is a matter that staff will continue to monitor and review to ensure that the most cost-effective service is being provided.

The report also highlights that diversions from Council's cyclical grading program and/or the supplementary use of contractor resources comes as a significant cost.

#### **ATTACHMENTS:**

**Nil**

**6.3 PCG MEETING - INVERELL AQUATIC CENTRE REPLACEMENT**

**File Number:** S5.9.27 / 23/25348

**Author:** Brett McInnes, Director Civil and Environmental Services

**SUMMARY:**

A Project Control Group (PCG) has been established for the Inverell Aquatic Centre Replacement. Minutes of the PCG meetings are provided to the Committee for their information.

**COMMENTARY:**

A Project Control Group (PCG) meeting was held on the 6 July 2023 for the Inverell Aquatic Centre Replacement.

**Attachment 1** contains a copy of the minutes from the meeting held on 6 July 2023 for the information of the Committee.

**ATTACHMENTS:**

1. Inverell Aquatic Centre Replacement - Project Control Group Minutes 6 July 2023 [↓](#)

**MINUTES OF INVERELL SHIRE COUNCIL  
INVERELL AQUATIC CENTRE REPLACEMENT - PROJECT CONTROL GROUP MEETING  
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,  
INVERELL  
ON THURSDAY, 6 JULY 2023 AT 2.30PM**

**PRESENT:** Brett McInnes (Director Civil & Environmental Services), Paul Pay (Director Corporate and Economic Services), Greg Doman (Manager Environmental Health), Cr Stewart Berryman and Peter Atkinson (Project Manager).

**1 APOLOGIES**

Nil

**2 CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION**

*That the Minutes of the Inverell Aquatic Centre Replacement - Project Control Group Meeting held on 21 June, 2023, as circulated to members, be confirmed as a true and correct record of that meeting.*

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

Nil

**4 BUSINESS ARISING FROM PREVIOUS MINUTES**

**4.1 Moveable Boom (Bulkhead)**

DCES confirmed that post PCG meeting of 21 June 2023 Hines were notified of acceptance of moveable boom variation and design plans have been modified accordingly.

**5 MATTERS FOR DETERMINATION**

**5.1 Demolition and Preliminary Site Works**

Noted demolition works now complete and site excavation to commence week of 10 July, 2023.

**5.2 Design Plans**

Design Plans have been completed for DA issue. A few minor modifications required that DCES will follow up with Hines (no impact on DA). DA placed in the Portal 30 June, 2023 and formally lodged 6 July, 2023, DA-87/2023.

**5.3 Consideration of Payment Claim 4**

**COMMITTEE RESOLUTION:**

*That the PCG unanimously support the payment of Progress Claim Number 4 in the amount of \$398,996.76 GST Exclusive.*

Inverell Aquatic Centre Replacement - Project Control Group Meeting  
Minutes

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6 July 2023

**6 MATTERS WITHOUT NOTICE**

**6.1 Subcontractor Waste Account**

DCES to follow up with Hines to ensure sub-contractor DEMEX pays waste account within terms.

**7 NEXT MEETING**

To be advised.

**The Meeting closed at 2.40pm.**

**The minutes of this meeting were confirmed at the Inverell Aquatic Centre Replacement - Project Control Group held on .**

.....  
**CHAIRPERSON**

## 7 GOVERNANCE REPORTS

### 7.1 GOVERNANCE - PERFORMANCE REPORTING ON ROAD MAINTENANCE COUNCIL CONTRACTS

**File Number:** S1.2.3/16 / 23/25055

**Author:** Nicole Riley, Administration Coordinator

#### **SUMMARY:**

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

#### **RECOMMENDATION:**

*That the information be received and noted.*

#### **COMMENTARY:**

TfNSW conducts regular Contract Performance Reporting on the Road and Maintenance Council Contracts. Reports are submitted to Council four (4) times a year with the most recent one being completed for quarter two (2), April 2023 – June 2023.

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

#### **RISK ASSESSMENT:**

Nil

#### **POLICY IMPLICATIONS:**

Nil

#### **CHIEF FINANCIAL OFFICERS COMMENT:**

Nil

#### **LEGAL IMPLICATIONS:**

Nil

#### **ATTACHMENTS:**

1. Quarter Two (2) 2023 Contractor Performance Report [↓](#)



## Transport for NSW

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

# Contractor Performance Report Single Invitation Maintenance Contract

### General Information

#### Contractor's Name

Inverell Shire Council

#### Trading as

**ABN** 72 695 204 530

**Contract No.** 20.0000303560.1432

**Equip Contract No.** CW2419142

#### Contract Description

RMCC - Inverell Shire Council

#### At Acceptance of Tender

**Contract Period (weeks)** 104

#### Original Due date for

**Completion** 29/09/2022

**Date of Acceptance of Tender** 01/07/2020

**Original Contract Sum** \$ 8,505,200.00

### Reason for Report

#### Progress

Quarter 1

☐

Quarter 2

☒

Quarter 3

☐

Quarter 4

☐

#### Key Milestones

Defect Correction Period

☐

After construction  
or call  
back

☐

Continuing unsatisfactory  
Performance

☐

Termination of Contract

☐

#### Contract Sum as

**Varied at Report Date** \$ 0.00



**Contractor's Performance**

	Unsatisfactory	Marginal	Acceptable	Good	Superior	Rating
<b>Collaboration - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
Councils RMCC Contract Manager and field staff actively engage with TfNSW staff to resolve network and design issues.						
<b>Community and Stakeholder Engagement - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
None undertaken during Q2 - Not applicable.						
<b>Contract Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
ISC contract manager has continued to deliver detailed documentation on time.  All claim submissions are up to date.						
<b>Environmental Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
Not applicable - No environmental incidents.						
<b>People Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
All nominated key personnel have been present throughout Q2 with demonstrated knowledge of work to be carried out.  Councils contract manager regularly and proactively updates TfNSW of potential staffing changes and training needs.  Site rules and procedures are regularly in place for maintenance work carried out.						
<b>Quality Management Systems - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
ISC has produced good quality documentation within timeframes required.						
<b>Standard of Work - RMCC - Maintenance</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
ISC use a dedicated team delivering the routine maintenance on HW12 and this continues to be a very effective arrangement with strong stewardship of the network and excellent outcomes.						



Transport  
for NSW

<b>Standard of Work 2 - RMCC - Minor Works</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
<p>Councils heavy patching crew has progressed well through to completion of all heavy patching works.</p> <p>Inverell Shire Council continues to construct good quality durable heavy patching repairs on the RMCC network.</p>						
<b>Standard of Work 3 - RMCC - Pavement</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
<p>Not assessed - No pavement work undertaken during Q2. Council has advised they are not able to undertake any pavement rehabilitation projects until February 2024 due to resources required to complete its Fixing Local Roads pothole repair funding program.</p>						
<b>Subcontractor Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
<p>Not assessed. No subcontractors engaged for RMCC works in Q2.</p>						
<b>Time Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
<p>Routine reports have been delivered in a timely manner with regular updates on for scheduled work and inspections. All delivery and maintenance issues are raised and discussed ahead of time.</p> <p>Submission and updating an annual program schedule remains an area for improvement.</p>						
<b>Traffic Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
<p>ISC management take responsibility for ensuring a high standard of traffic management on their works and were very responsive to take corrective actions where issues arose. They continue to deliver high standards of traffic management for their works.</p>						
<b>Workplace Health and Safety Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
<p>The RMCC team use best practice WH&amp;S approach to their routine works and are very responsive to requests from TfNSW Surveillance Officer.</p>						
<b>Workplace Relations Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
<p>There are no known workplace relation issues with staff appearing to enjoy their roles at Council.</p> <p>Councils RMCC Contract Manager demonstrates understanding and takes practical steps towards building a productive workplace culture with cooperative relations, effective communication, and consultation.</p>						
<b>Performance Score</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	69%

**Overall Comments** (Use separate report if necessary)**Reporting Officer**

*In my opinion:*

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

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

Council reiterated that they are not able to undertake any pavement rehabilitation projects until February 2024 due to resources required to complete its Fixing Local Roads pothole repair funding program.

Name: Rhys Banfield

Phone: 0439 805 743

Report Date: 25/07/2023

**Reviewing Officer:**

*In my opinion:*

Reviewed.

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

Review Officer Name:

Review Date: 24/07/2023

Review Officer Phone:

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

Contractor Rep Name: Scott Hamilton

Discussion Date:

Contractor Rep Phone:

**Approving Officer**

*In my opinion:*

*I concur with the above comments.*

*Darren Patch*

Name: Darren Patch

Report Date: 25/07/2023

Phone: 0418 775 528

Attachments:

Distribution:

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