



INVERELL
SHIRE COUNCIL



On Wednesday, 13 March, Inverell Shire Council confirmed their Management Team. Pictured from left to right - Mr Anthony Alliston who has been appointed as Director Environmental Services, Mr Brett McInnes, General Manager and Mr Justin Pay who has been appointed as Director Civil Services.

Business Paper
Ordinary Meeting of Council
Wednesday, 27 March 2024

INVERELL SHIRE COUNCIL

NOTICE OF ORDINARY MEETING OF COUNCIL

22 March, 2024

An Ordinary Meeting of Council will be held in the Council Chambers, Administrative Centre, 144 Otho Street, Inverell on Wednesday, 27 March, 2024, 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.

BRETT MCINNES

GENERAL MANAGER

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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 2024 – December 2024

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
No meeting	28	27	24	22	^26	24	28	25	23	27	11

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	14	13	10	8	12	10	14	11	9	13	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 2024/2025 is adopted.

SUN	MON	TUE	WED	THU	FRI	SAT
	Easter Monday 1.	Reports due for Committee Meetings by 4.30pm 2.			Holy Trinity Easter Fair Macintyre High School – A Taste of Macintyre 5.	
Daylight Saving Ends Sapphire City Markets 7.			9.00am Civil & Environmental Committee Meeting 10.30am Economic & Community Sustainability Committee Meeting 2024 Premier Car Rally begins – until 14th April 2024 10.	Youth Week – until 21 st April 2024 11.	9.00am BROC Meeting 12.	
	Reports due for Ordinary Council Meeting by 4.30pm Start of School Holidays Youth Movie Event – Kung Fu Panda 4 14.					
Sapphire City Markets 21.		10.00am Liquor Consultative Committee Meeting 22.	3.00pm Ordinary Council Meeting 24.	ANZAC Day 25.		Grafton to Inverell Multicultural Festival Youth Event: Totem Skateboarding Workshop 27.
Grafton to Inverell – Circuit Races Last Day of School Holidays 28.						

 Council office closed

1 APOLOGIES

2 CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on 28 February, 2024, 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, 28 FEBRUARY 2024 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 and Cr Wendy Wilks.

IN ATTENDANCE: Brett McInnes (General Manager), Paul Pay (Director Corporate and Community Services), Justin Pay (Acting Director Civil Services), Anthony Alliston (Acting Director Environmental Services) and Sharon Stafford (Governance and Executive Services).

1 APOLOGIES

Nil

2 CONFIRMATION OF MINUTES

RESOLUTION 2024/1

Moved: Cr Di Baker

Seconded: Cr Jo Williams

That the Minutes of the Ordinary Meeting of Council held on 13 December, 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 Wilks declared a non-pecuniary interest of an insignificant nature in relation to Item #9.2.4 'Request for Donation - Waive of Town Hall Hire Fees and Cost of DJ - Inverell Chamber of Commerce S12.22.1/17'. The nature of the interest being Cr Wilks is related to the Inverell Chamber of Commerce representative who presented to the Committee during the Public Forum at the Civil and Environmental Services Committee meeting held on 14 February, 2024.

Cr Wilks declared a non-pecuniary interest of a significant nature in relation to Item #5.1 'Call for an External Independent Inquiry into the Management Practices of the Inverell Hospital and Associated Tablelands Sector of the Hunter New England Local Health District S24.20.5'. The nature of the interest being Cr Wilks is a Board Member of Hunter New England Health, the Governing body relevant to the Inquiry.

4 PUBLIC FORUM

At this juncture, the time being 3.05pm, the Mayor welcomed the members of the public and opened the Public Forum Session by inviting members of the public to speak.

Bob Bensley

Mr Bensley spoke about the CBD and praised Council staff on its appearance.

Mr Bensley expressed his disappointment regarding the overgrown nature of the property located at 139-141 Otho Street, especially given its proximity to the CBD and many historical buildings in town. Mr Bensley requested Council take action in respect of the property.

5 MAYORAL MINUTE

At 3.14pm Cr Wilks left the meeting, having previously declared a non-pecuniary interest of a significant nature in Item #5.1 'Call for an External Independent Inquiry into the Management Practices of the Inverell Hospital and Associated Tablelands Sector of the Hunter New England Local Health District S24.20.5'.

5.1 CALL FOR AN EXTERNAL INDEPENDENT INQUIRY INTO THE MANAGEMENT PRACTICES OF THE INVERELL HOSPITAL AND ASSOCIATED TABLELANDS SECTOR OF THE HUNTER NEW ENGLAND LOCAL HEALTH DISTRICT S24.20.5

RESOLUTION 2024/2

Moved: Cr Paul Harmon

Seconded: Cr Kate Dight

1. *That Council join Member for Northern Tablelands, the Hon Adam Marshall MP in support of an external independent inquiry into the management practices of the Inverell Hospital and associated Tablelands Sector of the Hunter New England Local Health District.*
2. *That Council seek, via the Hon Adam Marshall MP, an urgent follow up meeting with the NSW Health Minister, the Hon Ryan Park MP to discuss the declining level of service at the Inverell Hospital and the call for an external inquiry into the associated management practices.*

CARRIED

At 3.22pm, Cr Wilks returned to the meeting.

5.2 RESIGNATION OF COUNCILLOR NICOLE LAVENDER S13.6.1

RESOLUTION 2024/3

Moved: Cr Paul Harmon

Seconded: Cr Di Baker

That:

1. *Council note the resignation of Councillor Nicole Lavender effective 22 February 2024.*
2. *Council request the General Manager write to the Minister for Local Government, the Hon Ron Hoenig MP, seeking application to dispense with a by-election to replace the casual vacancy left following the recent resignation of Councillor Nicole Lavender in accordance with Section 294(2) of the NSW Local Government Act 1993.*
3. *As the sole nominee for the non-voting Councillor representative to Council's Audit, Risk and Improvement Committee, Cr Dight was duly elected to this role.*

CARRIED

6 ADVOCACY REPORTS

6.1 BORDER REGIONAL ORGANISATION OF COUNCILS (BROC) MEETING MINUTES - 9 FEBRUARY 2024 S14.10.1

RESOLUTION 2024/4

Moved: Cr Kate Dight
 Seconded: Cr Paul King OAM

That:

- a) *the minutes be received and noted; and*
- b) *Council seek to table the ‘Analysis of Service Provision’ report prepared by Moree Plains Shire Council at the March Committee Meetings with a view to have Inverell Shire Council determine what action they wish to take at a local level.*

CARRIED

7 NOTICES OF BUSINESS

Nil

8 QUESTIONS WITH NOTICE

Nil

9 COMMITTEE REPORTS

Cr Wilks declared a non-pecuniary interest of an insignificant nature in relation to Item #9.2.4 ‘Request for Donation - Waive of Town Hall Hire Fees and Cost of DJ - Inverell Chamber of Commerce S12.22.1/17’. The nature of the interest is Cr Wilks is related to the Inverell Chamber of Commerce representative who presented to the Committee during the Public Forum at the Civil and Environmental Services Committee meeting.

9.1 CIVIL AND ENVIRONMENTAL SERVICES COMMITTEE MINUTES - 14 FEBRUARY 2024

RESOLUTION 2024/5

Moved: Cr Stewart Berryman
 Seconded: Cr Di Baker

- i. *That the Minutes of the Civil and Environmental Services Committee Meeting held on Wednesday, 14 February, 2024, be received and noted; and*
- ii. *The following recommendations of the Civil and Environmental Services Committee be adopted by Council.*

CARRIED

9.1.1 Regional Emergency Road Repair Fund - Funding Allocation Strategy

RECOMMENDATION:

That:

1. *the information be received and noted*
2. *the proposed funding allocation model be endorsed for the Regional Emergency Road Repair Fund.*

Heavy Patching	25%
Maintenance Grading	20%
Gravel Patching	15%
Drainage Maintenance	15%
Crack Sealing/Bitumen Patching	15%
Unallocated	5%
Shoulder Maintenance	5%

9.1.2 Gravel Resheet Program 2023-2024

RECOMMENDATION:

That:

1. *the 2023-2024 Gravel Resheeting Program as presented be adopted*
2. *the adopted program be placed on Council’s website for the information of the community.*

9.1.3 Information Reports

RECOMMENDATION

That the information reports be received and noted.

9.1.4 Governance - Performance Reporting on Road Maintenance Council Contracts

RECOMMENDATION:

That the information be received and noted.

9.2 ECONOMIC AND COMMUNITY SUSTAINABILITY COMMITTEE MINUTES - 14 FEBRUARY 2024

RESOLUTION 2024/6

Moved: Cr Paul King OAM

Seconded: Cr Kate Dight

- i. *That the Minutes of the Economic and Community Sustainability Committee held on Wednesday, 14 February, 2024, be received and noted; and*
- ii. *The following recommendations of the Economic and Community Sustainability Committee be adopted by Council.*

CARRIED

9.2.1 Expired Licence Agreement - Mr Robin Ponton**RECOMMENDATION:**

That:

- i) Council renew the agreement with Mr Ponton for Part Lots 4, 5 & 6, DP1101540 Lake Inverell Reserve, Rifle Range Road*
- ii) the licence agreement be for a further three (3) year term with a three (3) option under the same terms and conditions*
- iii) the licence agreement fee be \$842.86 including GST with a 3% increase per annum*
- iv) the licence agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

9.2.2 Expired Licence Agreement - PA and RL Ticehurst**RECOMMENDATION:**

That:

- i) Council renew the agreement with PA and RL Ticehurst for Part Public Road on Southern Boundary of Part Lot 99 DP 750079*
- ii) the licence agreement be for a five (5) year period with a five (5) year option*
- iii) the licence fee be \$231.41 per annum (GST Inclusive) with a 3% increase per annum*
- iv) the licence agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

9.2.3 Request for Donation - Waive of Hire Fee for Lake Inverell Off-Road Recreation Circuit - Inverell Mother's Day Classic 2024 Committee**RECOMMENDATION:**

That the \$100 hire fee for the exclusive use of the Lake Inverell Off-Road Recreation Circuit be waived for the 2024 Inverell Mother's Day Classic.

9.2.4 Request for Donation - Waive of Town Hall Hire Fees and Cost of DJ - Inverell Chamber of Commerce**RECOMMENDATION:**

That the \$770 hire fee for the Inverell Town Hall be waived for the Inverell Chamber of Commerce event being held on Saturday 9 March, 2024.

9.2.5 Bank Closures in Regional Australia**RECOMMENDATION:**

That Council make a submission to the Inquiry as outlined in the report.

9.2.6 Quarterly Budget and Operational Plan 2023/2024**RECOMMENDATION:**

That:

- i) Council's Quarterly Operational Plan and Budget Review for 31 December, 2023 be adopted*
- ii) The proposed variations to budget votes for the 2023/2024 Financial Year be adopted providing an estimated Cash Surplus at 31 December, 2023 from operations of \$7,834.*

9.2.7 Audit Arrangements for the Year-Ending 30 June 2024 and Beyond**RECOMMENDATION:**

That a letter be written to the NSW Audit Office expressing Council's disappointment with respect to the significant increase in audit fees.

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

That:

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

9.2.9 Audit, Risk and Improvement Committee - Terms of Reference**RECOMMENDATION:**

The adoption of the proposed Audit, Risk and Improvement Committee Terms of Reference.

9.2.10 2024 Rale Rasic Joey's Mini World Cup Sponsorship Proposal**RECOMMENDATION:**

That:

- 1. the report be received and noted*
- 2. Council provide sponsorship of the 2024 Joeys Mini World Cup by accepting Option 2 (a full-page advertisement in the Tournament Booklet at a cost of \$500.00) and Option 5 (waiving of hire fees for sporting fields, including line marking and lighting charges at an estimated combined cost of \$10,269).*

9.2.11 Information Reports**RECOMMENDATION**

That the information reports be received and noted.

9.3 INVERELL & DISTRICT LIQUOR CONSULTATIVE COMMITTEE MINUTES - 14 NOVEMBER 2023

RESOLUTION 2024/7

Moved: Cr Paul King OAM

Seconded: Cr Di Baker

That the Minutes of the Inverell & District Liquor Consultative Committee held on Tuesday, 14 November, 2023, be received and noted.

CARRIED

9.4 INVERELL & DISTRICT LIQUOR CONSULTATIVE COMMITTEE MINUTES - 23 JANUARY 2024

RESOLUTION 2024/8

Moved: Cr Paul King OAM

Seconded: Cr Kate Dight

That the Minutes of the Inverell & District Liquor Consultative Committee held on Tuesday, 23 January, 2024, be received and noted.

CARRIED

10 DESTINATION REPORTS

10.1 COUNCIL MEETING TIME S13.5.4

RESOLUTION 2024/9

Moved: Cr Paul King OAM

Seconded: Cr Kate Dight

That the General Manager inform the newly formed Council of the options available for meeting dates and times and the Council determine such at the first meeting of the newly elected Council.

CARRIED

10.2 AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION (ALGWA) CONFERENCE S4.3.1

RESOLUTION 2024/10

Moved: Cr Di Baker

Seconded: Cr Kate Dight

That Council vary the policy on this occasion to allow for an additional delegate to attend the 2024 ALGWA Conference.

CARRIED

10.3 REFERRAL OF CONFIDENTIAL MATTERS S13.5.2/17

RESOLUTION 2024/11

Moved: Cr Paul King OAM
 Seconded: Cr Kate Dight

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: Affordable/Social Housing Proposal - Homes North Community Housing Co Ltd (Homes North)

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.

CARRIED

11 INFORMATION REPORTS

RESOLUTION 2024/12

Moved: Cr Jo Williams
 Seconded: Cr Di Baker

That the following information report be received and noted.

CARRIED

11.1 2023 BUSH BURSARY PROGRAM S24.20.5

RESOLUTION 2024/13

Moved: Cr Kate Dight
 Seconded: Cr Wendy Wilks

That the following information report be received and noted.

CARRIED

11.2 NIAS 2024 SPORTS SELECTIONS S26.4.15

RESOLUTION 2024/14

Moved: Cr Kate Dight
 Seconded: Cr Stewart Berryman

That the following information report be received and noted.

CARRIED

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

RESOLUTION 2024/15

Moved: Cr Stewart Berryman

Seconded: Cr Kate Dight

That the following information report be received and noted.

CARRIED

11.4 PCG MEETING - INVERELL AQUATIC CENTRE REPLACEMENT S5.9.27

RESOLUTION 2024/16

Moved: Cr Di Baker

Seconded: Cr Kate Dight

That the following information reports be received and noted.

CARRIED

11.5 ORDINANCE ACTIVITIES REPORT FOR DECEMBER 2023 S18.10.1

11.6 ORDINANCE ACTIVITIES REPORT FOR JANUARY 2024 S18.10.1

RESOLUTION 2024/17

Moved: Cr Kate Dight

Seconded: Cr Paul King OAM

That the following information reports be received and noted.

CARRIED

11.7 STRATEGIC TASKS - 'SIGN OFF' - DECEMBER 2023 S4.13.2

11.8 STRATEGIC TASKS - 'SIGN OFF' - JANUARY 2024 S4.13.2

RESOLUTION 2024/18

Moved: Cr Stewart Berryman

Seconded: Cr Jo Williams

That the following information reports be received and noted.

CARRIED

11.9 SUMMARY OF DEVELOPMENT APPLICATIONS, CONSTRUCTION CERTIFICATES AND COMPLYING DEVELOPMENT CERTIFICATES DURING DECEMBER 2023 S18.10.2/16

11.10 SUMMARY OF DEVELOPMENT APPLICATIONS, CONSTRUCTION CERTIFICATES AND COMPLYING DEVELOPMENT CERTIFICATES DURING JANUARY 2024 S18.10.2/17

12 GOVERNANCE REPORTS

Nil

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

At 4.06pm, the Chairperson offered the opportunity to members of the public to make representations as to whether any part of the Council Meeting should not be considered in Closed Council. There was no response.

At this juncture, the time being 4.07pm, Council adjourned and reconvened at 4.10pm.

RESOLUTION 2024/19

Moved: Cr Di Baker
 Seconded: Cr Kate Dight

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

CARRIED

RESOLUTION 2024/20

Moved: Cr Di Baker
 Seconded: Cr Stewart Berryman

That Council proceeds out of Closed Council into Open Council.

CARRIED

Upon resuming Open Council at 4.10pm, 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 AFFORDABLE/SOCIAL HOUSING PROPOSAL - HOMES NORTH COMMUNITY HOUSING CO LTD (HOMES NORTH) S3.16.8

RECOMMENDATION:

That Council reconfirm its resolution of the 27 September, 2023 in regards to the Affordable/Social Housing project to be undertaken with Homes North with the exception of point 4, which is to be amended with the following:

4. *That the title of the area of land required to be transferred to Homes North occur upon confirmation of a successful HAFF application for the project.*

ADOPTION OF RECOMMENDATIONS

RESOLUTION 2024/21

Moved: Cr Di Baker

Seconded: Cr Stewart Berryman

That the recommendations of Closed Council be adopted.

CARRIED

The Meeting closed at 4.41pm.

3 DISCLOSURE OF INTERESTS / PECUNIARY AND NON-PECUNIARY INTERESTS

4 PUBLIC FORUM

5 MAYORAL MINUTE

Nil

6 ADVOCACY REPORTS

6.1 AUSTRALIAN LOCAL GOVERNMENT WOMENS ASSOCIATION (ALGWA) CONFERENCE AND ANNUAL GENERAL MEETING

File Number: S4.3.1 / 24/9912

Author: Cr Di Baker

SUMMARY:

Cr Dianna Baker, Cr Kate Dight, Cr Wendy Wilks and Cr Jo Williams attended the Australian Local Government Women's Association (ALGWA) Branch Conference in Macquarie Park from 14 – 16 March 2024. The following report is provided for the information of Council.

RECOMMENDATION:

That the report be received and noted.

COMMENTARY:

Deputy Mayor Kate Dight and Councillors Jo Williams, Wendy Wilks, and Di Baker attended the Australian Local Government Women's Association of NSW (ALGWA NSW), Annual Conference in Ryde at Macquarie University, 14-16 March 2024 themed the **World Belongs to Optimists**. Ryde Mayor, Cr Sarkis Yedelian was very welcoming. MC, Juanita Phillips, of the ABC 7 o'clock news was delightful. The Welcome to Country was delivered by Dr Jo Anne Rey, a lecturer at the University. Marnie Mitchell, Executive Manager of City Life, at Ryde, managed the whole conference with assured friendliness. Cr Di Baker, President of ALGWA NSW, delivered the welcome speech and focused on the statewide survey report on *Bullying, Harassment and Intimidation in NSW Local Government*.

The speakers started with Melissa Neighbour who spoke on Future Crunch, an urban planning design for metro areas with sustainable and renewable elements, the '15-minute city'. Effie Zahos, a personal finance commentator, brought her no-nonsense approach to enlighten us on how to be smart with money with very useful tips on how to grow money. Amanda Johnstone, CEO of Transhuman, excited the room with her information on AI technologies being used now and emerging technologies. Australia is slow to recognise the need to have laws which control the use of everyone's personal data. We need proof of personhood because you can't tell if the person is real or a holograph. It is scary now that humans are being used as data collection machines, without our permission. Emily Croker, Kerri Glasscock and Lucy Joseph spoke about the 24-hour Economy. They advocated for music and artistic endeavors to revitalise the CBD at night. On Saturday, two NIDA actors showed us how to breath and stand to maximize our ability to control a situation and relieve anxiety. Debbie Haski-Leventhal, a professor of business, spoke about how some businesses are contributing to society by enabling others to find meaningfulness and purpose.

After lunch, at the Hot Spots session, Cr Di Baker presented the Bullying, Harassment and Intimidation survey results by Power Point. The full results are on the ALGWA website <https://www.algwa.org.au/>

Local Government Minister, the Hon Ron Hoenig MP, showed an understanding of local government problems when he addressed the conference. He said he would ask the Electoral Commission to discuss aspects of running the election with Councils, as the cost was ballooning, and local councils could help run a better election. Minister Hoenig recognised that ALGWA NSW worked hard to increase the number of women on Council and granted \$80,000 for this year's election.

The AGM results:

Congratulations to: Cr Penny Pederson, Chair. Cr Julie Griffiths, Secretary, Cass Coleman, Treasurer, and Executive members include Cr Kate Dight.

This report was prepared by Crs Kate Dight, Wendy Wilks, Jo Williams and Di Baker.

ATTACHMENTS:

Nil

7 NOTICES OF BUSINESS**7.1 COMMUNITY HEALTH FORUM MEETING MINUTES - FEBRUARY AND MARCH 2024****File Number:** S24.20.5 / 24/9852**Author:** Cr Wendy Wilks**SUMMARY:**

Cr Wendy Wilks convened the eighth and ninth Community Health Forum to scope the critical issues impacting the provision of health services in this Shire. The minutes from the Community Health Forum meetings held on 14 February and 13 March 2024 are attached for the information of Council.

RECOMMENDATION:

That the minutes of the Community Health Forum Meetings held on the 14th of February and 13 March 2024 be received and noted.

COMMENTARY:

Over the past 12 months Council has noted an increased level of debate on the state of Australia's 'health care' services and noted with concern that various matters raised indicate that the system is under stress. As a result, Council is interested in gaining an understanding of the state of our local 'health services'. The outcome would be to identify the issues and a set of solutions that could form the basis of an advocacy program for Council to pursue.

To enable Council to formulate an advocacy position, Cr Wendy Wilks convened a Community Health Forum to scope the critical issues impacting the provision of health services in this Shire. Meetings were held on 14 February and 13 March, 2024. The minutes from these meetings are attached for your information.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

1. Community Health Forum Meeting Minutes - 14 February 2024 [↓](#)
2. Community Health Forum Meeting Minutes - 13 March 2024 [↓](#)

**MINUTES OF INVERELL SHIRE COUNCIL
COMMUNITY HEALTH FORUM MEETING
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON WEDNESDAY, 14 FEBRUARY 2024 AT 2.00 PM**

PRESENT: Cr Wendy Wilks (Chair), Jackie Watts, Cr Kate Dight, Kath Randall, Shayne O'Brien, Caroline Palmer, Andrew McIntyre, Debbie McCowen, Rosie Bloch, Bob Bensley, David Maddigan and Cr Jo Williams.

Zoom: Maree Puxty, Dianna Woodlands, Jeff Eveleigh and Sundar Thavapalasundaram.

IN ATTENDANCE: Paul Pay (Director Corporate and Economic Services, Inverell Shire Council).

APOLOGIES

Chris Voll, John Williams, Vivi Ly & Caitlin Shepherd, Cheyenne Moody, Susan Heyman, Steven McGilvray, Greg Powell, Megan Hudson and Trish Bellinger.

SCOPING OF HEALTH ISSUES

Presentation from Maree Puxty UNE on the Longitudinal Integrated Clerkship (LIC) Program.

The Longitudinal Integrated Clerkship (LIC) program is a 19-week apprenticeship model of experiential learning in a rural community for Year 5 JMP students.

Students live, work and develop relationships over an extended time in a small rural community. Learning activities are integrated within all the health services of the rural community. Students see patients with their GP supervisor and then follow the patient journey to hospital, allied health services, rehabilitation, aged care and returning home to their community.

The program focuses on growing our own rural GPs in the New England Northwest by bringing young doctors to town to learn about medicine in rural towns.

Dr Paul Worley first started the program at Flinders University (South Australia) in 1997. The program also runs in Wollongong, University of Wollongong and in Queensland at James Cook University.

Inverell's pilot program was implemented during 2022 and 2023 where 8 year 5 students lived and worked in Inverell for 19 weeks were the participants change from being a 'student' to an 'apprentice'. The students experienced rural medicine with the support of the following entities:

- Inverell Medical Centre
- Armajun
- Inverell Hospital
- Allied health
- Community health
- Visiting specialists

The Primary Health Network (PHN) supports the scholarships for each of these students with scholarships of \$250 per week. Accommodation is provided at a maximum of \$80-100 per week.

There is a need for the students to be integrated and feel welcome and included with a view to making life in Inverell a reality for the future. Inverell Community Health Forum can assist in this

element by providing support and activities similar to the experience provided to the Bush Bursary students as coordinated by Cr Jo Williams.

A copy of Maree's presentation is **attached**.

Presentation from Cr Jo Williams on the Bush Bursary students.

Cr Jo Williams provided a wrap up on the 2023 Bush Bursary program. A summary of the program is **attached**.

Cr Williams acknowledged Inverell Medical Centre, Armajun and Inverell Diagnostics for their input in providing supervision and experiences to the two students. Cr Williams also thanked Rosie & Robbie Bloch and Dan & Kylie Wilks for hosting the two students for a week each.

Meeting Structure

Wendy Wilks explained the structure of the meetings going forward will be:

- Introductions around the room for those present
- Apologies
- Presentation from anyone planned
- Report from the Inverell Hospital
- Report from the Doctors
- Report from the Community
- General business

Meeting invites will go out in the week prior to the meeting which is to be 2pm on the second Wednesday of each month unless for a specific reason it has to change.

Our Goal:

'Working together to have a deserving adequate level of service for the people of Inverell'.

Report from the Inverell Hospital

Kath Randal will present the Hospital report next month.

Report from the Doctors

Caroline Palmer

- mentioned they now have an overseas trained Doctor that has joined the practice but still quite a lot to do to get him to work at the Hospital but helping in relation to the shortage of Doctors generally.
- Losing 3 doctors in 6 months has been a huge thing for us all. It's just trying to help the community to understand that we can only do as much as we can do and we need to protect the doctors that we have because if we burn them out we are in deeper trouble.

Andrew McIntyre

- We have a new registrar Madison James and she is here for 6 months attached to ACCRM.
- The strain is quite real in having to tell patients we have no capacity to help them. The people are angry when they can't get a Doctor and have to go to Tamworth or Coffs Harbour for a Doctor.
- We do need to find more people and it's difficult to turn people away and we have 100 a month not turning up to appointments and after that we have to block them.

- The reality is they cannot waste an appointment or they need to go to the GP surgery at the hospital.

Debbie McCowen.

- I would like to address Maree's issue of getting young professionals and their social life sorted. We have a new young dentist from Darwin in Inverell and I have just linked her up with Vital Health staff. However, I believe there is someone based here in Inverell who works in Allied Health and we need to link her to these students who come to town to have peers and a social connection.
- Kath said the hospital has a physio who supports the people she works with and thinks this is the person described.
- Kath will research this and we will provide this information to Maree and Cr Williams in planning the social life engagements with future students.
- Debbie would like to see this link happen so they can connect all the allied health professionals.

Anesthetist at Inverell Hospital

- Sundar was asked, "I have a work colleague that is about to have a baby and she has been told she cannot have her planned c-section in Inverell due to no Anesthetist for the last three weeks. Is it true that a community this size has no anesthetist?"
- Sundar explained that the rate we have to pay and the difficulty in getting an anesthetist is just too hard. Visiting surgeons also state the difficulty. We have gone to high prices to try to attract people to come in. Inverell is not alone (we hear this all the time). Armidale and Tamworth are in similar position (but they have Anesthetists).
- Kath indicated that they have an Anesthetist coming for the short term.
- What can the Inverell Community Forum do? Can we agitate or advocate for this to change and get these services?
- One of the main issues is the college of anesthetists. They control the specialist's pathways and the colleges are very metro focused and they restrict the numbers of doctors trained.
- We had an anesthetist come and work in the Tablelands and he had not been trained in Australia but in UK but the college said they have to have a year of supervision at an accredited site. Armidale is not an accredited site and Tamworth is the nearest and maybe Newcastle. We need to be able to provide a supervision framework in Armidale but it was shut off. Paul Craven has taken this up to the Ministry but they control the flow of specialists.
- Sundar was asked to provide us with a recommendation in writing so we can advocate for change.
- Sundar was asked how many qualified anesthetists in Inverell? Dr Duc is qualified but currently on leave and not available. Due to a change in accreditation the currently doctor providing the services is no longer qualified even though he has done a great job without any incidents.

The situation now is you need to have a fellowship of Anesthesia or a General Practitioner Anesthetist and Fellowed in Rural and remote medicine to be accredited.

We can't find appropriately qualified anesthetists by today's standards. Similar problems in Armidale in the obstetrics and gynecology space.

- Sundar was asked, did they raise the bar on the qualification required for anesthetist for this situation to transpire?

Sundar advised, years ago an anesthetist did not need this level accreditation and now it's not only competence, you also need the required medical certifications. That is, post grad credentials.

- Can the one anesthetist (Duc) be called to the Hospital?

Duc is currently rostered on for two (2) days a week at the Hospital. He is called in for emergency situations.

Duc is supporting Cheryl and Rob when required.

We have clear retrieval processes and Dr Duc has always helped in the past and I am confident he will be there. We cannot progress with our normal surgery list and we are sending them to Mehi and other places in the LHD. Resumes coming through at the moment.

- Comment made to Sundar, births happening at the moment will be registered as born in Armidale and will strengthen a case down the track to close down Inverell as a birthing Hospital due to distorted numbers in the data. This is only because you cannot supply an anesthetist, so our births will be in Armidale but they are relevant to Inverell.
- Next meeting could we also register how many times we are on by-pass to Armidale and to Tamworth.
- Are there any efforts being made to attract people to the profession?

It's clearly not enough money and the conditions are not attractive at all. This is being addressed with the colleges. There needs to be a review of the GP award.

- Can we have a presentation from the anesthetist college? Sundar alluded to the idea they were likely way above our station to consider coming to Inverell.
- Maree reiterated it's better to become a GP Anesthetist, it's a faster method of getting someone into town.
- How many anesthetists north of Tamworth?

McIntyre and Mehi there is less than 10. Armidale has 1 who splits between private and public hospital, 2 guys over 60 and not completely well.

- 2 in Armidale
- 1 in Inverell
- 2 in Moree
- 2 in Glen Innes
- 1 in Narrabri

- One of the challenges in filling vacancies at Inverell is doctors/ anesthetists don't want to fly to Armidale or Tamworth and then don't want to jump in a car and come to Inverell.
- The registrar working in Tamworth said "why would I go to Inverell". We do the district recruitment and try to get as many as we can and it is a joint force and we all compete. The general feedback is that a specialist wants to go to a metro site.

- Rosie said the whole travel thing...the community can help to get the doctors here. With the assistance of a private plane we can solve this. We need to think outside the box to help us get them here by private plane. We do have an airport.
- The point was made that there is not enough work available at the Inverell hospital. Until we use the theatre as it's been intended we will never have enough work. We need to use our own facility. This may encourage more doctors/anesthetists to Inverell.
- We need to have surgeon anesthetist and nurses and equipment to do 10 sessions a week to utilise the current facility.

General Business

- Funding has been approved for PHN & HNE to introduce a pilot Health Hub at Glen Innes. It will include multi-disciplinary medical professionals to work in the Hub.

The model is similar to Armajun where the patient can go to see a GP, or dentist, a nurse, physio or counsellor in a one stop shop. Go to see a GP or an allied health professional. Fantastic model and would be good if councils get on board.

- Kath spoke about the VAS system where the Hospital can admit patients without a local doctor so they can stay in town.

We can admit virtually which gives us the option to admit up to 16 people from where it was about 7 as we didn't always have a doctor to assist. Nurses and teams have embraced this well.

- There is a Doctor in the hospital Emergency Department (ED) and most shifts are covered for this month. The GP practice is called an urgent Care Centre and is currently staffed most of the time.
- Maree said the feminisation of the medical workforce has had an effect because they end up often working part time and men have often worked full time. Too many female medical students and GPs and not enough men.

Meeting closed at 3.40pm.

**MINUTES OF INVERELL SHIRE COUNCIL
COMMUNITY HEALTH FORUM MEETING
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON WEDNESDAY, 13 MARCH 2024 AT 2.00 PM**

PRESENT: Cr Wendy Wilks (Chair), Cr Kate Dight, Cr Jo Williams, Kath Randall, Belinda Robinson, Shayne O'Brien, Andrew McIntyre, David Maddigan, John Williams, Greg Powell and Chris Voll.

Zoom: Maree Puxty, Dianna Woodlands, Jeff Imms and Sundar Thavapalasundaram.

IN ATTENDANCE: Sharon Stafford (Inverell Shire Council) and David Jones (Observer).

APOLOGIES

Debbie McCowen, Bob Bensley, Trish Bellinger and Lisa Ramsland.

REPORT FROM INVERELL HOSPITAL

Presentation from Kath Randall on the Inverell Hospital Virtual Admission Service

The Virtual Admission Service (VAS) was introduced at the Inverell Hospital in January 2024 after trials in other locations. Currently 11 GPs from various locations across Australia provide the virtual service.

The VAS was introduced as a response to the loss of 2 local GPs who were both GP VMOs (Visiting Medical Officers). Historically all GP VMOs covered patients who did not have a GP with admitting rights. To be admitted to hospital, you need to be under the care of a GP VMO. Without an admitting GP VMO, you need to be transferred to another facility despite the nursing staff and facility being able to provide this level of care safely and effectively.

Without VAS, many patients are not able to be admitted adding pressure to larger facilities who need to have beds available for patients needing higher level care.

The system has shown promise, reducing transfers/patient transport, allows patients to stay close to family, ensuring Inverell facility is used to its maximum capacity. Since implementation, potentially VAS has saved 53 patients from being transferred out.

It was stressed this is a supportive system for our community, staff and local GP VMOs – it does not replace GPs.

A copy of the presentation will be distributed with the minutes for the information of the forum.

Question: What is the anesthetist situation at the hospital?

Response: This is being worked on every day. Locums are taking up blocks.

Question: Is there prospect of an alternate arrangement?

Response: Private practices can hopefully assist in filling the void.

Question: What happens about continuance of care? Is it a different doctor every day?

Response: Potentially yes, it is a different doctor each day.

Question: What if a patient deteriorates?

Response: Staff follow escalation process.

Question: Has Dr Orr submitted his resignation?

Response: Resignation has not been received yet.

Concern expressed that we will lose Dr Orr as currently there is no anesthetist available. Noted that a contract VMO/Anesthetist has been secured for some days from Glen Innes.

Dr Sundar: Unfortunately, the hospital is at the mercy of the locums at the moment. Hospital are advertising for permanent and locum staff – ideally, they would like to be 60% in practice, 30% at hospital. It needs to be sustainable for the doctor.

Small hospitals don't have the need for a full-time anesthetist.

Wendy countered that Dr Orr has one day/ Glen Innes doctor has one day plus ad hoc emergencies - so we are getting close to the need for a full time anesthetist.

Question: Has the new doctor/anesthetist at Palmers Surgery lodged all his paperwork? How can we help expedite the process?

Response: The process for recognising overseas qualifications and training is time consuming and the paperwork onerous. Cr Wilks and Cr Dight to make contact with the surgery and offer to assist with expediting the matter so as not to lose Dr Orr. It was noted that once the system was navigated, a procedure could be put in place to make it easier for next time.

Dr Sundar left the meeting at 3.10pm.

Question: Would it be advantageous to invite Dr Kruger to the forum so that he knows he has the support of the community and so we can understand the issues he is being faced with?

Response: Cr Dight to progress this matter.

Question: What is the going rate for a locum.

Response: \$2.5K - \$3K per day. Ideally, we need multiple GP anesthetists that share their time between their surgery and the hospital.

REPORT FROM THE CHAIR

Cr Wilks advised that we have been invited to provide an updated submission to the Inquiry on the improvements that have come about since our previous submission.

Cr Wilks advised that we need to include something positive in the submission. Perhaps having 11 doctors available on the VAS system, potentially 53 patients that did not have to be transferred out, keep people in their own community, reducing transfers/patient transport.

Please contact Cr Wilks at your earliest opportunity if you would like to provide input.

GENERAL BUSINESS

Single Employer Model – What level of doctor do we need to have the Single Employer Model?

We can't have the current status continue.

What about the Mudgee Model?

Shayne O'Brien left at 3.30pm.

We need a supervising doctor here in Inverell like Dr Sundar.

The discrepancy between \$3K/day for a locum working alongside a \$300/day GP doing the same thing is an issue.

The PHN New England GP Registrar Networking Dinner held recently was very successful.

One challenge is young professionals feeling isolated. To assist in this regard, the forum was informed that a PHN Allied Health Breakfast was held this morning and a social event at the Art Gallery has been arranged.

A number of international nurses from India, along with their families, are coming to Inverell in 8 weeks time. Discussion held on welcoming packs, information available on Council's website, availability of housing.

One of the challenges in filling vacancies at Inverell is doctors/anesthetists don't want to fly to Armidale or Tamworth and then don't want to jump in a car and come to Inverell. Car hire situation is now dire also.

Meeting closed at 3.50pm

8 QUESTIONS WITH NOTICE

Nil

9 COMMITTEE REPORTS**9.1 JOINT COMMITTEE MINUTES - 13 MARCH 2024**

File Number: S4.11.16/16 / 24/10290

Author: Kristy Paton, Corporate Support Officer - Publishing

SUMMARY:

Meeting held on Wednesday, 13 March, 2024.

For the consideration of Council.

COMMENTARY:

Refer to the attached minutes of the meeting.

RECOMMENDATION:

That the Minutes of the Joint Committee meeting held on Wednesday, 13 March, 2024, be received and noted.

ATTACHMENTS:

1. Minutes of Joint Committee Meeting 13 March, 2024

**MINUTES OF INVERELL SHIRE COUNCIL
JOINT COMMITTEE MEETING
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON WEDNESDAY, 13 MARCH 2024 AT 8.30AM**

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

IN ATTENDANCE: Brett McInnes (General Manager) and Sharon Stafford (Governance and Executive Services Coordinator).

1 APOLOGIES

COMMITTEE RESOLUTION

Moved: Cr Wendy Wilks

Seconded: Cr Kate Dight

That the apology received from Cr Ross for personal reasons be accepted and leave of absence granted.

CARRIED

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

Nil

3 DESTINATION REPORTS

3.1 REFERRAL OF CONFIDENTIAL MATTERS S4.11.17/16

COMMITTEE RESOLUTION

Moved: Cr Di Baker

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: 4.1 Council Consultation Senior Staff Appointments: Director Civil Services & Director Environmental Services.

Authority: Section 10A (2) (a) Personnel matters concerning particular individuals (other than councillors).

CARRIED

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

At 8.34am, 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.

COMMITTEE RESOLUTION

Moved: Cr Di Baker
 Seconded: Cr Stewart Berryman

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

CARRIED

COMMITTEE RESOLUTION

Moved: Cr Di Baker
 Seconded: Cr Wendy Wilks

That Council proceeds out of Closed Council into Open Council.

CARRIED

Upon resuming Open Council at 8.43am, 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:

5.1 COUNCIL CONSULTATION SENIOR STAFF APPOINTMENTS: DIRECTOR CIVIL SERVICES & DIRECTOR ENVIRONMENTAL SERVICES S22-3/24

That:

- a) *the report be received and noted; and*
- b) *a supplementary report in the matter be received.*

5.2 COUNCIL CONSULTATION SENIOR STAFF APPOINTMENTS: DIRECTOR CIVIL SERVICES & DIRECTOR ENVIRONMENTAL SERVICES S4.11.16/13

That the Committee note the outcome of the recruitment process and the General Manager's intention to proceed with the appointment process of the identified preferred candidates.

ADOPTION OF RECOMMENDATIONS

COMMITTEE RESOLUTION

Moved: Cr Di Baker
 Seconded: Cr Stewart Berryman

That the recommendations of Closed Council be adopted.

CARRIED

The Meeting closed at 8.45am.

9.2 CIVIL AND ENVIRONMENTAL SERVICES COMMITTEE MINUTES - 13 MARCH 2024

File Number: S4.11.16/16 / 24/9479

Author: Kristy Paton, Corporate Support Officer - Publishing

SUMMARY:

Meeting held on Wednesday, 13 March, 2024.

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 meeting held on Wednesday, 13 March, 2024, be received and noted; and*
- ii. The following recommendations of the Civil and Environmental Services Committee be adopted by Council.*

9.2.1 Dam Safety NSW Proposed Levy on Declared Dams**RECOMMENDATION:**

That:

- i) the report be received and noted;*
- ii) Council objects to the proposed introduction of a levy on declared dam owners; and*
- iii) Council seek the support and representation of the Local Member the Hon Adam Marshall in not implementing the proposed levy on declared dam owners.*

9.2.2 Special Projects Roads Infrastructure Funding Allocation 2023/2024**RECOMMENDATION:**

That the Special Projects Roads Infrastructure Funding for 2023/2024 of \$461,048 be allocated to gravel resheeting and drainage maintenance on Western Feeder Road.

9.2.3 Request for Upgrade - Cameron Street - Inverell Women's Shed**RECOMMENDATION:**

That:

- i) Council accede to the request of the Inverell Women's Shed to upgrade the 170m section of Cameron Street that runs adjacent to the Inverell Racecourse utilising Option 2 (minor gravel patching, reshaping and recompacting existing gravel and bitumen sealing); and*

ii) Council seek a financial contribution from the Inverell Jockey Club and the Inverell Equestrian Council Management Committee towards the upgrade.

9.2.4 Information Reports

RECOMMENDATION

That the information reports be received and noted.

ATTACHMENTS:

- 1. Minutes of Civil and Environmental Services Committee Meeting 13 March, 2024**

**MINUTES OF INVERELL SHIRE COUNCIL
CIVIL AND ENVIRONMENTAL SERVICES COMMITTEE MEETING
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON WEDNESDAY, 13 MARCH 2024 AT 9.30AM**

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

IN ATTENDANCE: Brett McInnes (General Manager), Paul Pay (Director Corporate and Community Services), Justin Pay (Director Civil Services), Anthony Alliston (Director Environmental Services) and Sharon Stafford (Governance and Executive Services).

1 APOLOGIES

COMMITTEE RESOLUTION

Moved: Cr Di Baker

Seconded: Cr Paul Harmon

That the apology received from Cr Ross for personal reasons be accepted and leave of absence granted.

CARRIED

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Wendy Wilks

Seconded: Cr Di Baker

That the Minutes of the Civil and Environmental Services Committee Meeting held on 14 February, 2024, 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 PUBLIC FORUM

Nil

5 DESTINATION REPORTS

5.1 DAM SAFETY NSW PROPOSED LEVY ON DECLARED DAMS S32.12.3

COMMITTEE RESOLUTION

Moved: Cr Di Baker
 Seconded: Cr Wendy Wilks

The Committee recommend to Council that:

- i) the report be received and noted;*
- ii) Council objects to the proposed introduction of a levy on declared dam owners; and*
- iii) Council seek the support and representation of the Local Member the Hon Adam Marshall in not implementing the proposed levy on declared dam owners.*

CARRIED

**5.2 SPECIAL PROJECTS ROADS INFRASTRUCTURE FUNDING ALLOCATION
 2023/2024 S28.16.7**

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon
 Seconded: Cr Di Baker

The Committee recommend to Council that the Special Projects Roads Infrastructure Funding for 2023/2024 of \$461,048 be allocated to gravel resheeting and drainage maintenance on Western Feeder Road.

CARRIED

**5.3 REQUEST FOR UPGRADE - CAMERON STREET - INVERELL WOMEN'S SHED
 S3.16.18**

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon
 Seconded: Cr Wendy Wilks

The Committee recommend to Council that:

- i) Council accede to the request of the Inverell Women's Shed to upgrade the 170m section of Cameron Street that runs adjacent to the Inverell Racecourse utilising Option 2 (minor gravel patching, reshaping and recompacting existing gravel and bitumen sealing); and*
- ii) Council seek a financial contribution from the Inverell Jockey Club and the Inverell Equestrian Council Management Committee towards the upgrade.*

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 POST COMPLETION PROJECT CONTROL GROUP MEETING MINUTES 13 FEBRUARY 2024 - BUNDARRA ROAD PAVEMENT REHABILITATION AND WIDENING PROJECT - PIONEER VILLAGE TO CUNNINGHAMS HILL S28.7.18/87

6.2 BIOSECURITY UPDATE S15.8.36

6.3 WORKS UPDATE S28.21.1/17

6.4 NSW HOUSING CRISIS - "LOW AND MID-RISE HOUSING REFORMS" S18.6.71

6.5 REVIEW OF FUNDING MODELS FOR LOCAL WATER UTILITIES S14.18.6/17

The Meeting closed at 9.53am.

9.3 ECONOMIC AND COMMUNITY SUSTAINABILITY COMMITTEE MINUTES - 13 MARCH 2024

File Number: S4.11.17/16 / 24/9492

Author: Kristy Paton, Corporate Support Officer - Publishing

SUMMARY:

Meeting held on Wednesday, 13 March, 2024.

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 meeting held on Wednesday, 13 March, 2024, be received and noted; and*
- ii. The following recommendations of the Economic and Community Sustainability Committee be adopted by Council.*

9.3.1 Service Mapping Report**RECOMMENDATION:**

That:

- i) Council acknowledge and commend Moree Plains Shire Council for undertaking the service mapping project; and*
- ii) encourage Moree Plains Shire Council to showcase the report through the NSW Country Mayors Association.*

9.3.2 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.*

9.3.3 Investment Policy**RECOMMENDATION:**

That:

- i) the report be received and noted;*

- ii) the Investment Policy remain unchanged; and*
- iii) the Investment Policy be reviewed again in three (3) years.*

9.3.4 Information Reports

RECOMMENDATION

That the information reports be received and noted.

ATTACHMENTS:

- 1. Minutes of Economic and Community Sustainability Committee Meeting 13 March, 2024**

**MINUTES OF INVERELL SHIRE COUNCIL
ECONOMIC AND COMMUNITY SUSTAINABILITY COMMITTEE MEETING
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON WEDNESDAY, 13 MARCH 2024 AT 9.55AM**

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

IN ATTENDANCE: Brett McInnes (General Manager), Paul Pay (Director Corporate and Community Services), Justin Pay (Director Civil Services), Anthony Alliston (Director Environmental Services) and Sharon Stafford (Governance and Executive Services).

1 APOLOGIES

Nil

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Kate Dight
Seconded: Cr Jo Williams

That the Minutes of the Economic and Community Sustainability Committee Meeting held on 14 February, 2024, 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

Nil

4.1 SERVICE MAPPING REPORT S14.10.1

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon
Seconded: Cr Kate Dight

The Committee recommend to Council that:

- i) Council acknowledge and commend Moree Plains Shire Council for undertaking the service mapping project; and*
- ii) encourage Moree Plains Shire Council to showcase the report through the NSW Country Mayors Association.*

CARRIED

5 INFORMATION REPORTS

5.1 INVERELL LIBRARY CUSTOMER SURVEY S3.6.1/18

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Kate Dight

That the informaton report be received and noted.

CARRIED

5.2 STRONGER COUNTRY COMMUNITIES GRANT - YOUTH EVENTS IN INVERELL - FINAL REPORT S15.8.104

COMMITTEE RESOLUTION

Moved: Cr Kate Dight

Seconded: Cr Jo Williams

That the informaton report be received and noted.

CARRIED

5.3 NSW INVESTMENT ORDER S4.11.17/16

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Kate Dight

That the informaton report be received and noted.

CARRIED

6 GOVERNANCE REPORTS

6.1 GOVERNANCE - MONTHLY INVESTMENT REPORT S12.12.2

COMMITTEE RESOLUTION

Moved: Cr Kate Dight

Seconded: Cr Jo Williams

The Committee recommend 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

6.2 INVESTMENT POLICY S12.12.5/15

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Kate Dight

The Committee recommend to Council that:

- i) the report be received and noted;*
- ii) the Investment Policy remain unchanged; and*
- iii) the Investment Policy be reviewed again in three (3) years.*

CARRIED

The Meeting closed at 10.16am.

9.4 AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES - 12 MARCH 2024

File Number: S4.11.21 / 24/9764

Author: Kristy Paton, Corporate Support Officer - Publishing

SUMMARY:

Meeting held on 12 March, 2024.

For Council's information.

RECOMMENDATION:

That the minutes from the Audit Risk and Improvement Committee meeting held on Tuesday, 12 March, 2024 be received and noted.

COMMENTARY:

Refer to the attached minutes of the meeting.

ATTACHMENTS:

1. **Audit Risk and Improvement Committee Meeting Minutes - 12 March 2024** [↓](#)

**MINUTES OF INVERELL SHIRE COUNCIL
AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON TUESDAY, 12 MARCH 2024 AT 10.00AM.**

1 PRESENT: Mr Phil Schwenke (Independent Member) – Chair, Mr Les Hullick (Independent Member), Mr Paul Pay (Director Corporate and Community Services), Mr Stephen Jones (Workforce Services Coordinator) for Item #8.4 and Kristy Paton (Corporate Support Officer) – Minutes.

2 APOLOGIES

COMMITTEE RESOLUTION

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

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

CARRIED

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

Nil

4 CONFIRMATION OF PREVIOUS MINUTES

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 14 November, 2023, as circulated to members, be confirmed as a true and correct record of that meeting.

CARRIED

Audit Risk and Improvement Committee Meeting Minutes

12 March 2024

5 INFORMATION REPORTS

5.1 COUNCIL CIRCULARS S4.11.21

COMMITTEE RESOLUTION

Moved: Mr Les Hullick (Independent Member)

Seconded: Mr Phil Schwenke (Independent Member)

That the information be received and noted.

SUMMARY:

This report lists Council Circulars released from the Office of Local Government for the information of the Committee.

CARRIED

Mr Schwenke commented that the report provides a good insight into the scope of things that are being issued by the Office of Local Government. A question was raised about the number of attachments. Mr Pay advised the Committee that this report contained Council Circulars issued since July 2023, ongoing reports would contain the Circulars issued since the last meeting.

5.2 NSW AUDIT OFFICE PERFORMANCE AUDITS S4.11.21

COMMITTEE RESOLUTION

Moved: Mr Les Hullick (Independent Member)

Seconded: Mr Phil Schwenke (Independent Member)

That the information be received and noted.

SUMMARY:

The NSW Audit Office has released one performance audit since June 2023. This audit is provided for the Committee's information. It was noted that while this performance audit appeared to have no direct application to Council, it is prudent to be mindful of the lessons for procurement practice generally.

CARRIED

Audit Risk and Improvement Committee Meeting Minutes

12 March 2024

5.3 ARIC BUDGET S4.11.21/02

COMMITTEE RESOLUTION

Moved: Mr Les Hullick (Independent Member)

Seconded: Mr Phil Schwenke (Independent Member)

That the information be received and noted.

SUMMARY:

ARIC Chair, Mr Phil Schwenke noted the usefulness of this update and that more regular updates on the ARIC budget should be included going forward, especially with the link to the new requirements for a 4 year internal audit plan. Mr Pay clarified that the revote amounts included more than just the 22/23 amount carried forward.

CARRIED

5.4 QUARTERLY BUDGET REVIEW PERIOD AS AT 31 DECEMBER 2023 S4.11.21/02

COMMITTEE RESOLUTION

Moved: Mr Les Hullick (Independent Member)

Seconded: Mr Phil Schwenke (Independent Member)

That the information be received and noted.

SUMMARY:

Council's Quarterly Operational Plan and Budget Review for December 2023 as reported to Council's Economic and Community Sustainability Committee in February 2024 is provided for the information of the Audit Risk and Improvement Committee.

CARRIED

5.5 ARIC MEMBERSHIP S4.11.21/02

COMMITTEE RESOLUTION

Moved: Mr Les Hullick (Independent Member)

Seconded: Mr Phil Schwenke (Independent Member)

That the information be received and noted.

SUMMARY:

Council has appointed a new *non-voting Councillor representative to Council's Audit, Risk and Improvement Committee (ARIC)*.

Mr Pay advised the Committee of Councillor Kate Dight's appointment to the Committee after the recent resignation of Nicky Lavender. Mr Pay also advised Committee members that the role of Chairperson for the ARIC Committee is currently being advertised.

CARRIED

Page 3

5.6 ARIC TERMS OF REFERENCE S4.11.21/02

COMMITTEE RESOLUTION

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

That the information be received and noted.

SUMMARY:

Council at its Ordinary February 2024 Meeting adopted new Audit, Risk and Improvement Committee (ARIC) Terms of Reference (TOR) in accordance with the Office of Local Government’s “Risk Management and Internal Audit for local government in NSW” guidelines. A copy of the new Terms of Reference are provided for the Committee’s information. Mr Pay confirmed that the adopted TOR are essentially the same as the sample provided with the new guidelines with only some minor adjustments to wording. It was generally agreed that the TOR may need some adjustments across time as implementation issues came to light.

CARRIED

6 EXTERNAL ACCOUNTABILITY REPORTS

6.1 EXTERNAL AUDIT 2022-23 MANAGEMENT LETTER S4.11.21/02

SUMMARY:

The NSW Audit Office has decided not to issue a final Management Letter for the External Audit year ended 30 June 2023. The correspondence from the NSW Audit Office is provided for the Committee’s information. Mr Schwenke noted that:

- Prior Year Matters Issue 1 – Policies & Procedures (Fraud control in particular) has been on the ARIC agenda for some time, alongside requests for improvements to the Risk Management Plan, noting that more generally steady progress has been made in updating many of Council’s Policies.
- Prior Year Matters, Observation: The Charter mentioned pertains to the Internal Audit function rather than the ARIC TOR and the Charter is a subject of this meeting. See also comment next section about the suitability of the OLG Calendar.
- Prior Year Matters Issue 2 - Asset Management raised as an issue was a topic for internal audit due 2024 (in the original 2022 plan).
- Current Year Issue 1 – Contract Register – possibly an example of a general procurement improvement in the context of the procurement performance audit presented at this meeting

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 2023.

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.

Mr Schwenke spoke about the point raised in the final Management Letter about Council's Compliance Calendar, noting it includes compliances required from the Office of Local Government but does not include other critical legislative management requirements.

The Committee agreed that establishing and maintaining a calendar for all compliances required would be ideal but the workload for this size Council would be too onerous.

COMMITTEE RESOLUTION

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

That the Committee note the information.

8 GENERAL BUSINESS REPORTS

8.1 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.

Mr Pay updated the Committee on the status of the pending Internal Audits – DA Process and Public Health Function. Quotes have been received from Centium for the two audits but quotes have not yet been received from Crowe as they don't believe they can meet Council's deadline of 31 May, 2024.

Noting the ongoing delays with these audits the Committee decided to proceed with the quote provided from Centium and forgo the request to Crowe to provide quotes.

Mr Hullick suggested the company Lambourne as another possible provider and will send through the contact details for them to Mr Pay.

Mr Schwenke suggested the tables in the outstanding actions report needs to include a historical date reference. This will be updated for the next meeting.

Mr Schwenke also spoke about the need for internal audits to be tracked, this is to keep track of completed audits, planned audits and 'flagged' audits.

The Committee noted there are no actions that can removed from the list.

COMMITTEE RESOLUTION

Moved: Mr Les Hullick (Independent Member)

Seconded: Mr Phil Schwenke (Independent Member)

That the quotes received from Centium for separate Internal Audits to be completed on both Council's DA Process and its Public Health Function be accepted.

CARRIED

8.2 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.

The Committee noted there are no actions that can be removed from the list.

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

8.3 INTERNAL AUDIT CHARTER S4.11.21/03

SUMMARY:

The Risk Management and Internal Audit for Local Government in NSW Guidelines (November 2023) (Audit Guidelines) requires each council to adopt an Internal Audit Charter. The Audit Risk and Improvement Committee (ARIC) is requested to review the attached draft Internal Audit Charter and make recommendations to Council for adoption.

Mr Pay advised the Committee that the Charter is closely aligned to the Guidelines but felt the following items highlighted in yellow in the Draft required discussion by the Committee. They are as follows:

Page 92 – default comment – ‘Individual Councillors are not entitled to request or receive information from the Committee. This wording was discussed by the Committee but decided the wording is appropriate and can remain as any information requested needs to be by the Councillors as a group.

Mr Pay advised that the new requirement relating to Council ownership of Intellectual Property was not objected to by suppliers for the latest internal audit round.

Page 93 – option 1 to be taken out, option 2 will remain and the option heading can be removed.

Page 94 – option 1 to be taken out, option 2 will remain and the option heading can be removed.

Page 95 – full stop to be inserted in the 2nd paragraph after the wording ‘relevant professional standards’, all wording after that in this paragraph can be removed.

Page 96 – wording changed to ‘as required’ instead of ‘once a year’.

Page 97 – further information table can be deleted.

Page 98 – the wording highlighted in yellow at the top will be removed.

Page 100 – Under Financial Management (5th dot point). The word ‘accuracy’ to be changed to ‘adequacy’ and the words ‘prior to’ to be replaced with the word ‘for’.

COMMITTEE RESOLUTION

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

That:

- i. the above changes be made; and*
- ii. Tthe Draft Internal Audit Charter be presented to Council for adoption.*

CARRIED

8.4 WHS UPDATE REPORT S4.11.21/02

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 Jones (Workforce Services Coordinator) provided a summary of his report to the Committee.

COMMITTEE RESOLUTION

Audit Risk and Improvement Committee Meeting Minutes

12 March 2024

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 OTHER BUSINESS

Internal Audits

Mr Scwenke spoke about the workplan for Internal Audits with reference back to the ARIC March 2022 meeting which shows the audits previously 'flagged' but still relevant. This includes the audits in the currently delayed 3 year plan plus a list of other possible topics forming a good basis for the upcoming 4 year Internal Audit Plan. Mr Pay advised that he is hoping to have a draft prepared for the next meeting. Mr Hullick to send a template through to Mr Pay. The workplan is to include a date eference and the budget amount. The workplan will become a standing item on the agenda.

Committee members

Applications are currently being accepted for the position of Chair for the ARIC Committee. All going to plan, the Chair will be appointed by Council at the April or May Council meeting. Mr Schwenke will step down from his position of Chair and become an Independent member.

10 NEXT MEETING

11 June, 2024.

The Audit Engagement Plan will be circulated to members prior to the next meeting.

The Meeting closed at 11.49am

10 DESTINATION REPORTS

10.1 REFERRAL OF CONFIDENTIAL MATTERS

File Number: S13.5.2/17 / 24/9930

Author: Kristy Paton, Corporate Support Officer - Publishing

SUMMARY:

Referral of Confidential Report.

RECOMMENDATION:

That Council refer the item 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 item:

Item: #13.1 Contract for the Management and Operation of the Inverell Aquatic Centre and the Ashford Swimming Pool - Evaluation of Tender.

Authority: 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).

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: Contract for the Management and Operation of the Inverell Aquatic Centre and the Ashford Swimming Pool - Evaluation of Tender

Description: Tenders for the management and operation of the Inverell Aquatic Centre and the Ashford Swimming Pool closed on 8 February, 2024. Only one (1) tender was received at the conclusion of the tender period.

After considering the tender submission, Council is being asked to determine an appropriate course of action.

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*).

11 INFORMATION REPORTS

11.1 SUMMARY OF DEVELOPMENT APPLICATIONS, CONSTRUCTION CERTIFICATES AND COMPLYING DEVELOPMENT CERTIFICATES DURING FEBRUARY 2024

File Number: S18.10.2/17 / 24/9328

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 February 2024.

DEVELOPMENT APPROVALS, REFUSALS AND VARIATIONS DURING FEBRUARY 2024

Development Approvals

<u>Development Application Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Development</u>	<u>\$ Amount</u>
DA-159/2023	Abode Building Design	365 Fernhill Road, INVERELL 2360	Shed	77,000
DA-1/2024	Abode Building Design	3620 Yetman Road, GRAMAN 2360	Dwelling	339,680
DA-2/2024	Abode Building Design	9 Terry Drive, INVERELL 2360	Duplex with Proposed Subdivision	591,624
DA-5/2024	Rural Cert Pty Ltd	44 King Street, INVERELL 2360	Alterations and Additions to Dwelling and New Shed	140,000
DA-6/2024	Church Communities Australia Ltd	4188 Gwydir Highway, ELSMORE 2360	Child Care Facility	2,000,000
DA-10/2024	Mr Joshua Richard Cousins	101 Oswald Street, INVERELL 2360	Shed	14,000
DA-11/2024	Ms Nicole Lee O'Neil	40 Greaves Street, INVERELL 2360	Shed	8,000
DA-13/2024	Mr Bryce Matthew Thomson	72 Mackie Lane, INVERELL 2360	Shed	50,000
DA-16/2024	LEGS	51 Warialda Road, INVERELL 2360	Shed	19,500
Monthly estimated value of Approvals: February 2024			9	3,239,804

Development Amendments

<u>Development Application Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Development</u>	<u>\$ Amount</u>
DA-33/2022/A	Mr James Innes Noad	27 Alsace Road, INVERELL 2360	One (1) into Three (3) Lot Subdivision	NIL
Monthly estimated value of Approvals: February 2024			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 February 2024.

INFORMATION:

Nil

CONSTRUCTION CERTIFICATES APPROVED AND AMENDED DURING FEBRUARY 2024

Construction Certificates approved by Council

<u>Construction Certificate Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CC-134/2023	Ruralcert Pty Ltd	6 Sylvan Drive, INVERELL 2360	New Dwelling	700,000
CC-141/2023	Abode Building Design	42 Sapphire Street, INVERELL 2360	Pool	44,000
Monthly estimated value of Approvals: February 2024			2	744,000

Amended Construction Certificates approved by Council

Nil

Construction Certificates approved by Private Certifier

Nil

Amended Construction Certificates approved by Private Certifier

Nil

COMPLYING DEVELOPMENT CERTIFICATES APPROVED AND AMENDED DURING FEBRUARY 2024

Complying Development Certificates Approved by Council

<u>Construction Certificate Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CD-19/2023	Abode Building Design	396 Old Bundarra Road, INVERELL 2360	Alterations and Additions to Dwelling	440,000
CD-1/2024	Mr John David Williams	226 Old Bundarra Road, INVERELL 2360	Deck and Pool Fence, Alterations and Additions	26,600
CD-3/2024	Abode Building Design	12 Chester Street, INVERELL 2360	Alterations and Additions to Dwelling	75,000
Monthly estimated value of Approvals: February 2024			3	541,600

Amended Complying Development Certificates approved by Council

Nil

Complying Development Certificates approved by Private Certifier

Nil

Amended Complying Development Certificates approved by Private Certifier

Nil

TOTAL BUILDING CONSTRUCTION FOR INVERELL SHIRE DURING FEBRUARY 2024:

Type of Consent	<u>No.</u>	<u>\$ Amount</u>
Construction Certificates – Council Approved	2	744,000
Construction Certificates – Private Certifier	NIL	NIL
Complying Development – Council Approved	3	541,600
Complying Development – Private Certifier	NIL	NIL
TOTALS	5	\$1,285,600

Estimated Value of Approvals issued in the financial ytd in: **2023/2024 (75) \$14,940,926**
2022/2023 (99) \$15,930,464

Attachments:

Nil

11.2 ORDINANCE ACTIVITIES REPORT FOR FEBRUARY 2024

File Number: S18.10.1 / 24/9414

Author: Robyn Waters, Administration Officer

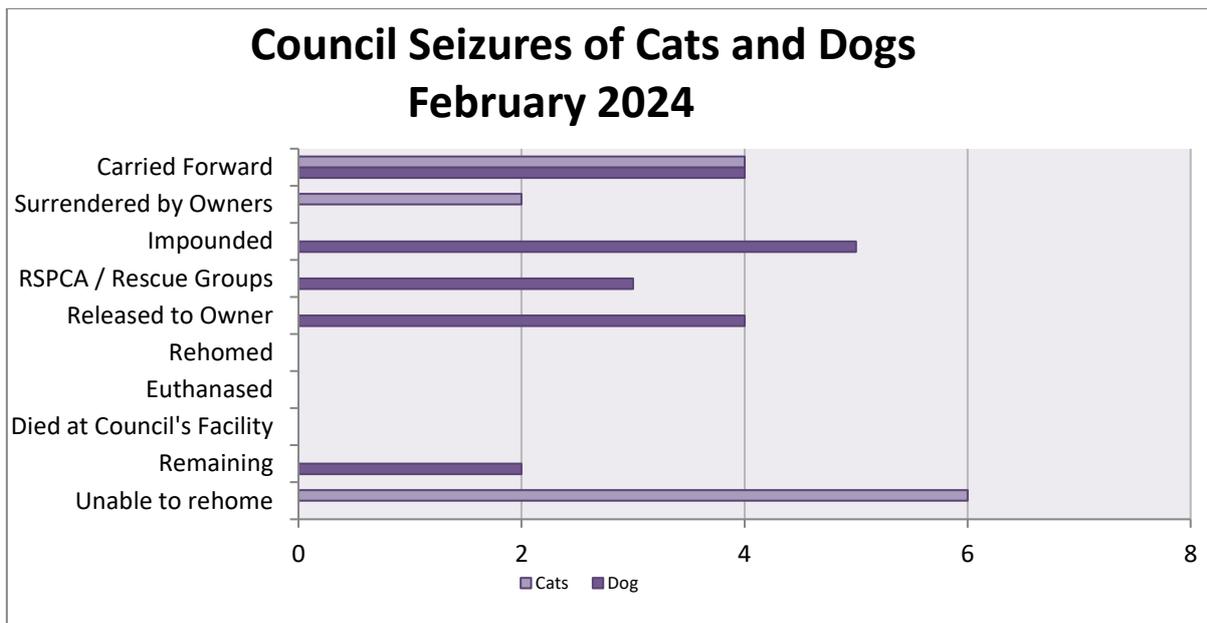
SUMMARY:

The following details the number of various Ordinance activities carried out during February 2024, in comparison to the same month in 2023.

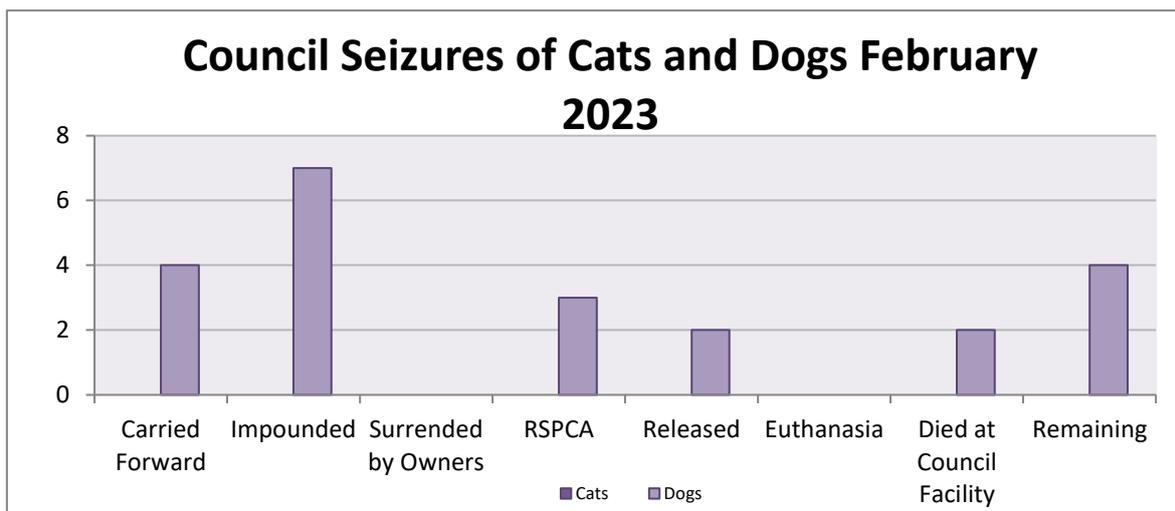
INFORMATION:

COMPLIANCE

Inverell Shire Council Pound Monthly Report February 2024



Inverell Shire Council Pound Monthly Report February 2023



ATTACHMENTS:

Nil

11.3 STRATEGIC TASKS - 'SIGN OFF' - FEBRUARY 2024

File Number: S4.13.2 / 24/9503

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 February 2024 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 February	First day for requests to Valuer General for estimates of changes in the value of land for which supplementary valuations are required to be furnished [LGA s513]	Achieved	
1 February	Low-cost loan initiative reimbursement claim period opens (Initial report or Progress report due)	Not applicable	
28 February	Last day for RAO to submit quarterly budget review statement to council [LG Reg cl 203(1)]. Councils are requested to send a copy of the QBRS to finance@olg.nsw.gov.au	Achieved	
28 February	Third quarter rates instalment due [LGA s562(3(b))]	Achieved	

I confirm that the performance criteria as set out in the criteria for scheduled tasks have been met for the month of February, 2024. 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.

B MCINNES
GENERAL MANAGER

ATTACHMENTS:

Nil

11.4 PCG MEETING - INVERELL AQUATIC CENTRE REPLACEMENT

File Number: S5.9.27 / 24/9571

Author: Greg Doman, Manager Environmental Health

SUMMARY:

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

COMMENTARY:

A Project Control Group (PCG) meeting was held on 18 March 2024 for the Inverell Aquatic Centre Replacement.

Attachment 1 contains a copy of the minutes from the meeting held on 18 March 2024 for the information of the Councillors.

ATTACHMENTS:

1. Inverell Aquatic Centre Replacement PCG Minutes - 18 March 2024 [↓](#)

**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 MONDAY, 18 MARCH 2024 AT 2.30PM**

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

1 APOLOGIES

Nil

2 CONFIRMATION OF MINUTES

RECOMMENDATION:

Moved: Cr Stewart Berryman

Seconded: Mr Brett McInnes

That the Minutes of the Inverell Aquatic Centre Replacement - Project Control Group Meeting held on 15 February, 2024, 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

Greg Doman, Manager Environmental Health advised that arrangements have been made for Councillors to attend the IAC Redevelopment site at 12pm on 27 March, 2024.

Greg also confirmed that arrangements have been made for key stakeholders to attend the IAC redevelopment site on 9 April, 2024 at 3pm.

5 MATTERS FOR DETERMINATION

5.1. ON-SITE ACTIVITIES

Greg Doman, Manager Environmental Health provided a further update regarding on-site activities and advised that the second pour of the 50m pool floor had occurred with works commencing on stage 3.

Sanitary drainage had commenced in the service areas of the aquatic facility.

The excavation of the balance tank area of the splash pad and program pool had occurred with screw piling being installed.

Inverell Aquatic Centre Replacement - Project Control Group Meeting Minutes 18 March 2024

Peter Atkinson (Project Manager) advised that the stage 3, 50m concrete pool floor is scheduled to be poured on Friday, 22 March 2024 and the first pour for the concrete pool walls are scheduled for next week.

5.2. DESIGN REVIEW

Greg Doman, Manager Environmental Health advised that a PCG meeting with Hines Constructions is planned for 20 March 2024. The outstanding design review items will be discussed with the responses to be circulated to the Specialist Advisory Team.

5.3. CONSIDERATION OF VARIATION TO INCLUDE WADDITIONAL SPLASHPAD WATER TOYS

Brett McInnes, General Manager requested that Greg Doman, Manager Environmental Health undertake further investigations in relation to the possibility of installing the required under slab infrastructure to future proof the facility at this stage. A further report will be provided to the PCG at the conclusion of these investigations.

5.4 CONSIDERATION OF CLAIM 12

COMMITTEE RESOLUTION:

That the PCG unanimously support the payment claim number 12 for the amount of \$502,637.45.

6 MATTERS WITHOUT NOTICE

Brett McInnes, General Manager requested that Greg Doman, Manager Environmental Health clarify with Hines Constructions the Extension of Time Register that was submitted as part of the Client Project Report.

7 NEXT MEETING

To be advised.

The Meeting closed at 2.50pm.

11.5 ST ELMO MEDICAL PRACTICE - LETTER OF APPRECIATION

File Number: S6.8.9 / 24/9882

Author: Brett McInnes, General Manager

SUMMARY:

Council is in receipt of a letter of appreciation from St Elmo Medical Practice. Details are provided below for the information of Council.

COMMENTARY:

Council is in receipt of correspondence from Dr Herman Kruger, St Elmo Medical Practice expressing his sincere gratitude to Council for the financial assistance which was recently provided under Council's General Practitioner (GP) Support Program.

'The contribution you have made towards my accommodation expenses and vehicle finance has made my transition to Inverell possible.

I have found the support given to St Elmo Medical Practice and myself overwhelming.

I have settled into this wonderful community very well and I look forward to serving Inverell and its people long into the future.' said Dr Kruger.

As Councillors will recall, the General Practitioner Support Program was introduced by Council in July 2023 and designed to assist local surgeries with attracting and retaining new GPs to the Inverell local government area. Council's GP Support Program is limited to two (2) successful applications per year.

A copy of Cr Kruger's correspondence is provided under separate cover for Councillors' information.

ATTACHMENTS:

Nil

11.6 DISPENSE WITH BY-ELECTION**File Number: S13.6.1 / 24/9900****Author: Brett McInnes, General Manager****SUMMARY:**

Council is in receipt of a response from the Deputy Secretary, Office of Local Government regarding Council's request for the casual vacancy in civic office to be dispensed with following the resignation of Cr Nicole Lavender. This report is provided for the information of Councillors.

COMMENTARY:

At its Ordinary Meeting held on 28 February 2024, Council resolved:

Resolution 2024/3

That:

- 1. Council note the resignation of Councillor Nicole Lavender effective 22 February 2024.*
- 2. Council request the General Manager write to the Minister for Local Government, the Hon Ron Hoenig MP, seeking application to dispense with a by-election to replace the casual vacancy left following the recent resignation of Councillor Nicole Lavender in accordance with Section 294(2) of the NSW Local Government Act 1993.*
- 3. As the sole nominee for the non-voting Councillor representative to Council's Audit, Risk and Improvement Committee, Cr Dight was duly elected to this role.*

In accordance with Council's resolution, Council's General Manager, Mr Brett McInnes wrote to the Minister for Local Government, the Hon Ron Hoenig MP seeking an order to dispense with a by-election.

Council is now in receipt of a response from Brett Whitworth, Deputy Secretary, Office of Local Government advising that under delegated authority from the Minister for Local Government and pursuant to section 294(2)(a) of the Act, he has determined to order that this casual vacancy in civic office not be filled. This means that Council may dispense with the need to conduct a by-election to fill this casual vacancy.

A copy of Mr Whitworth's correspondence is attached for Councillors' information.

ATTACHMENTS:

- 1. Minister for Local Government - Dispense with by-election [↓](#)**

Department of Planning, Housing and Infrastructure -
Office of Local Government



Ref: A892967
Your Ref: S13.6.1
Contact: Performance Team
Phone: 02 4428 4100

Mr Brett McInnes
General Manager
Inverell Shire Council
PO Box 138
INVERELL NSW 2360

Via email: council@inverell.nsw.gov.au

Re Dispensing with By-election

Dear Mr McInnes

Thank you for your letter of 29 February 2024 to the Minister for Local Government, the Hon. Ron Hoenig MP, about the resignation of Councillor Nicole Lavender, which I understand has created a vacancy on the Inverell Shire Council's (Council) civic office.

I note your advice that at its meeting of 28 February 2024, Council resolved to seek from the Minister an order under section 294 of the *Local Government Act 1993* (the Act) that this casual vacancy not be filled.

Under delegation from the Minister for Local Government and pursuant to section 294(2)(a) of the Act, I have determined to order that this casual vacancy in civic office not be filled.

This means that Council may dispense with the need to conduct a by-election to fill this casual vacancy. I shall notify the NSW Electoral Commissioner of my decision today.

I trust my decision is of assistance to Council.

Yours sincerely


Brett Whitworth
Deputy Secretary
Office of Local Government

14 March 2024

T 02 4428 4100 TTY 02 4428 4209, E olg@olg.nsw.gov.au
Locked Bag 3015 NOWRA NSW 2541
www.olg.nsw.gov.au

12 GOVERNANCE REPORTS

Nil

13 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 Contract for the Management and Operation of the Inverell Aquatic Centre and the Ashford Swimming Pool - Evaluation of Tender**