



INVERELL
SHIRE COUNCIL

BUSINESS PAPER

**Economic and Community
Sustainability Committee Meeting
Wednesday, 10 July 2024**

INVERELL SHIRE COUNCIL**NOTICE OF ECONOMIC AND COMMUNITY SUSTAINABILITY COMMITTEE MEETING**

5 July 2024

An Economic and Community Sustainability Committee Meeting will be held in the Committee Room, Administrative Centre, 144 Otho Street, Inverell on Wednesday, 10 July 2024, commencing at **10.30am**.

Your attendance at this Economic and Community Sustainability 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.

BRETT MCINNES

GENERAL MANAGER

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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 Economic and Community Sustainability Committee Meeting held on 12 June, 2024, as circulated to members, be confirmed as a true and correct record of that meeting.

**MINUTES OF INVERELL SHIRE COUNCIL
ECONOMIC AND COMMUNITY SUSTAINABILITY COMMITTEE MEETING
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON WEDNESDAY, 12 JUNE 2024 AT 11.25AM**

PRESENT: Cr Paul King OAM (Chair), 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), Anthony Alliston (Director Environmental Services), Justin Pay (Director Civil Services) and Sharon Stafford (Governance and Executive Services Coordinator).

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 8 May 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

4.1 REQUEST TO LICENCE LAND - LOTS 290, 291 AND 292 DP 753287 (RESERVE 80153) ADJACENT TO ROSS AND CLIVE STREETS, INVERELL S5.4.8

COMMITTEE RESOLUTION

Moved: Cr Kate Dight

Seconded: Cr Jo Williams

The Committee recommends to Council that:

- i) Council enter into a Licence Agreement with Mr Ridge Wilson for Lots 290, 291 and 292 DP 753287, (Reserve 80153) adjacent to Ross and Clive Streets, Inverell for a three (3) year period with a further one (1) year option;*
- ii) the Licence fee be \$595.00 per annum (GST Inclusive) with a 3% increase per annum; and*

iii) *the Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

CARRIED

4.2 2024/2025 EMERGENCY SERVICES LEVY S12.13.1

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Jo Williams

That the Committee recommends to Council the information regarding the 2024/25 Emergency Services Levy be noted and potential savings be further considered as part of the first quarterly budget review process.

CARRIED

4.3 POLICY FRAMEWORK AND FORMULATION S4.14.1/01

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Jo Williams

The Committee recommend to Council that:

- 1. The current Policy Formulation and Policy Development and Implementation Policies as contained in Attachment 1 be rescinded; and*
- 2. The proposed Policy Framework and Formulation Policy as contained in Attachment 2 be adopted.*

CARRIED

4.4 REFERRAL OF CONFIDENTIAL MATTERS S4.11.17/16

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Kate Dight

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

Item #7.1 Request for a Reduction in a Water Usage Account

Authority – Section 10A (2) (b) Discussion in relation to the personal hardship of a resident or ratepayer, Local Government Act 1993..

CARRIED

5 INFORMATION REPORTS

COMMITTEE RESOLUTION

Moved: Cr Jo Williams
Seconded: Cr Kate Dight

That the following information report be received and noted.

CARRIED

5.1 SUBMISSION TO THE INQUIRY INTO LOCAL GOVERNMENT SUSTAINABILITY S14.18.6/17

COMMITTEE RESOLUTION

Moved: Cr Kate Dight
Seconded: Cr Jo Williams

That the following information report be received and noted.

CARRIED

5.2 SUBMISSION INTO THE ABILITY OF LOCAL GOVERNMENT TO FUND INFRASTRUCTURE AND SERVICES S14.18.6/17

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon
Seconded: Cr Kate Dight

That the following information report be received and noted.

CARRIED

5.3 COMMUNITY SAFETY IN REGIONAL AND RURAL COMMUNITIES - CRIME INQUIRY SUBMISSION S14.11.1/17

6 GOVERNANCE REPORTS

6.1 AASB 124 RELATED PARTY TRANSACTIONS S12.2.2

COMMITTEE RESOLUTION

Moved: Cr Kate Dight
Seconded: Cr Paul Harmon

The Committee recommend to Council that:

- a) *The report be received and noted; and*
- b) *In accordance with AASB 124, Key Management Personnel (KMP) complete section 1 and*

2 of Council's KMP – Related Party Transactions Questionnaire and return completed forms to Council by 28 June 2024.

CARRIED

6.2 LOCAL GOVERNMENT REMUNERATION TRIBUNAL DETERMINATION S13.6.4/16

COMMITTEE RESOLUTION

Moved: Cr Kate Dight

Seconded: Cr Jo Williams

That the Committee recommend that Council fix the annual fee to be paid to Councillors at the maximum allowed for the Rural Large Council Category as determined by the Local Government Remuneration Tribunal; that being an annual fee paid to Councillors of \$18,340 with the Mayor receiving an additional annual fee of \$39,350 for the financial year commencing 1 July 2024.

CARRIED

6.3 GOVERNANCE - MONTHLY INVESTMENT REPORT S12.12.2

COMMITTEE RESOLUTION

Moved: Cr Kate Dight

Seconded: Cr Jo Williams

The Committee recommends to Council that:

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

CARRIED

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

At 11.40am, the Chairperson noted that no members of the public or press were in attendance at the meeting therefore the Committee proceeded to consider the motion to close the meeting to the press and public.

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Jo Williams

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

CARRIED

COMMITTEE RESOLUTION

Moved: Cr Kate Dight
Seconded: Cr Jo Williams

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

CARRIED

Upon resuming Open Council at 11.42am, the Chairperson verbally reported that the Committee had met in Closed Committee, with the Press and Public excluded, and had resolved to recommend to Committee the following:

7.1 REQUEST FOR A REDUCTION IN A WATER USAGE ACCOUNT S32.10.6**RECOMMENDATION:**

The Committee recommends to Council that:

- i. The report be received and noted; and*
- ii. Council issue an amended account for the total of \$64.64, which is based on the average consumption prior to the leak and write off \$2,635.02.*

CARRIED**ADOPTION OF RECOMMENDATIONS****COMMITTEE RESOLUTION**

Moved: Cr Paul Harmon
Seconded: Cr Kate Dight

That the recommendations of Closed Committee be adopted.

CARRIED

The Meeting closed at 11.43am.

The minutes of this meeting were confirmed at the Economic and Community Sustainability Committee held on 10 July 2024.

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

4 DESTINATION REPORTS

4.1 REQUEST FOR SPONSORSHIP - ASHFORD SHOW SOCIETY

File Number: S12.22.1/17 / 24/23371

Author: Kristy Paton, Corporate Support Officer - Publishing

SUMMARY:

Council is in receipt of a letter from Christine Wirth, Secretary of the Ashford Show Society requesting sponsorship for the 2024/25 financial year.

The Committee is requested to consider the request.

RECOMMENDATION:

A matter for the Committee.

COMMENTARY:

Christine Wirth, the Secretary of the Ashford Show Society has written to Council requesting an annual sponsorship for the 2024/2025 financial year. Each year, the Show Society holds 3 events, the Annual Show held in February, the Dog Trials in held May and the Campdraft held in August.

In the past, the Show Society has requested sponsorship of the Ashford Show held in February each year. In January this year, Council provided sponsorship for an amount of \$3,000 to the Show Society for the 2024 Ashford Show, funded from the Ashford Village Vote.

For the 2024/2025 financial year, the Show Society are offering an annual sponsorship package as opposed to seeking sponsorship for an individual event.

The Show Society is offering 4 levels of sponsorship to choose from:

- Platinum level - \$5,000
- Gold level - \$3,000
- Silver level - \$2,000
- Bronze level - \$1,000

A copy of Ms Wirth's letter including further detail of the sponsorship levels is provided in **Attachment 1**.

Council has previously provided sponsorship of the Ashford Show as follows:

2023 Show - Council provided a donation for the amount of \$5,000 funded from the Ashford Village vote.

2022 Show – Council provided a donation towards the show for the amount of \$5,000 funded from the Ashford Village vote.

2021 Show, a request was made to Council by the Show Society for a donation to allow for free gate entry for visitors to the 2021 show. A donation of \$3000 was made which was equivalent to the Show Society's entry fee takings and was funded from the Covid Stimulus grant funding.

Council is asked to determine if they would like to sponsor the Ashford Show Society for 2024/2025 financial year, and if so, in what capacity.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Council's 2024/2025 donations budget currently has available funds of \$22,900.

Council's 2024/2025 Ashford Village budget currently has available funds of \$7,890.

Ashford Business Council has advised they support the Ashford Show Society request and have agreed that the Ashford village vote should be made available should Council accede to their request.

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

1. Request for Sponsorship - Ashford Show Society [↓](#)

Ashford Show Society Inc.
PO Box 20
Ashford NSW 2361
Email: ashfordshow@gmail.com



Re: Annual Sponsorship for the Ashford Show Society

The Ashford Show Society is a small committee that holds 3 annual events, Show in February, Campdraft August and Dog Trial May. Ashford is a small rural community that takes pride in providing quality entertainment and events for the community and its surroundings, with a beautiful location set on the Severn River we wish to utilise this venue as much as possible. The committee and community are made up of local farmers, business owners and community members who not only participate in these events but are active members within the Ashford community and revel in maintaining our small rural identity. This year we are looking at packaging out sponsorship to allow business to make one contribution as opposed to being approached for each event individually.

1. Platinum Level \$ 5000 or more
 - Included: ROADSIDE SIGNAGE (Bonshaw Road) and SHOW GROUND SIGNAGE (sponsor supplied) for 12months, free full page ad in show schedule, name or logo on shearing singlets, 20 family passes to the show, event naming of your choice + option to present prizes for event, banner displayed (sponsor supplied), social media advertising, PA announcements over PA system at all events
2. Gold Level \$ 3000 or more
 - Included: SHOW GROUND SIGNAGE (sponsor supplied) for 12 months, free full page ad in show schedule, name or logo on shearing singlets, 15 family passes to the show, event naming of your choice + option to present prizes for event, banner displayed (sponsor supplied), social media advertising, PA announcements over PA system at all events
3. Silver Level \$ 2000 or more
 - 12 months choice of naming a building or event location ie: Ashford Show Society cut out yard - Free 2/3 page ad in show schedule, name or logo on shearing singlets, 10 family passes, partial event naming & option to help present prizes at sponsored event, banner display (sponsor supplied) in prominent position, advertising on facebook, regular announcements over PA system throughout show & advertising in any other form we use for the show
4. Bronze Level \$ 1000
 - advertisement logo on shearing door 12 months - Free 1/2 page ad in show schedule, name on shearing singlets, 5 family passes, banner display (sponsor supplied) in prominent position, advertising on facebook, regular announcements over PA system throughout show & advertising in other forms we use for the show

If you have any questions please do not hesitate to contact us for further information

Awaiting your reply regarding this letter.

Yours Sincerely,

Christine Watters
Secretary
Ashford Show Society

4.2 LICENCE FOR NEW AIRPORT HANGAR - INVERELL AVIATION

File Number: S5.10.4 / 24/24029

Author: Paul Pay, Director Corporate and Community Services

SUMMARY:

Council has been approached by Mr John Newby, Director, Inverell Aviation who is wishing to erect a hangar at the Inverell Airport.

Council resolved at the May Ordinary Meeting to defer *consideration on this matter to enable further investigation of the proposed site*”.

Further investigations have been completed and Council is being asked to consider the request.

RECOMMENDATION:

The Committee recommends to Council that:

- 1. Council make the area in front of Inverell Aviation’s demountable buildings available for licence to Mr John Newby, Inverell Aviation for the construction of a new hangar, subject to the lodgement and approval of a Development Application and the applicant meeting all costs associated with the development;*
- 2. The development to include carparking provisions, amenities, onsite effluent system, relocation of power, assess contamination and remediate if required in accordance with any Development Consent condition;*
- 3. Any construction work undertaken ‘air side’ must be approved by Council and comply with Part 139 (Aerodromes) Manual of Standards 2019 (as amended) (MOS 139) made under Regulation 139.005 of the Civil Aviation Safety Regulations 1998 and section 4 of the Acts Interpretation Act 1901 with the applicant meeting all costs associated with the construction works;*
- 4. The annual licence fee be set at \$500.00 plus \$1.80 per square metre of land utilised per annum including GST per hangar site and the licence fee be subject to annual 3% increases;*
- 5. The licence indicate that the hangars are not to be occupied for residential purpose; and*
- 6. The licence agreement be subject to any terms and conditions as negotiated by Council’s General Manager.*

COMMENTARY:

An approach has been made by Mr John Newby, Director, Inverell Aviation requesting to licence land at the Inverell Airport for the purpose of erecting a new hangar facility. An initial report was provided to the Economic and Community Sustainability Committee on 8 May 2024 (**Attachment 1**) for consideration. The Economic and Community Sustainability Committee recommended to Council, where it was subsequently resolved (Resolution 2024/74) “*that Council defer consideration on this matter to enable further investigation of the proposed site*”.

The Director Environmental Services, Mr Anthony Allison and Director Corporate and Community Services, Mr Paul Pay met onsite with Mr John Newby on 30 May 2024 to further investigate the proposal . The following planning and building matters were considered:

1. Development Purpose

Mr Newby confirmed that the proposed hangar will be used in conjunction with his existing demountable for pilot training lectures and workshops. The hangar would be used as storage for training and charter aircraft.

2. Amenities

Mr Newby was advised that given the existing demountable and proposed new hangar would be used in conjunction with pilot training, that amenities would be required. Mr Newby acknowledged the requirement and indicated that the new hangar could be configured to include new amenities.

3. Onsite effluent disposal

Mr Newby acknowledged that any new amenities would require an approved onsite effluent disposal system.

4. Carparking provisions

Mr Newby was advised that the proposed development would require provisions for car parking. The current airport parking is made available for the traveling public. Mr Newby acknowledged the requirement and advised that on most days only 2-3 vehicles would be onsite at any one time and there is ample room at the proposed site to provide 3-4 car parking spaces.

5. Relocation of power

An underground power conduit currently runs across the southern corner of the proposed hangar site (Refer to map below). The power conduit supplies power to the main windsock adjacent to the main taxiway. Mr Newby acknowledged that the power conduit needs to be relocated at his expense should the development proceed.

6. Power supply

The power capacity at the aerodrome is limited, with future development most likely requiring a power upgrade. Currently Mr Newby's existing demountable has a restricted allocation of power supply. It has been presumed that the energy requirements of the proposed new development will be minimal and the current power allocation should provide the necessary energy to sustain the development. However, should the proposed development exceed the current power allocation, Mr Newby may be required to fund or provide a contribution to any power upgrade at the aerodrome.

7. Site Contamination

Council is aware that a portion of the proposed site had underground tanks as part of the Shell Fuel Depot that was decommissioned early in the 1990's. No evidence can be found that the site was ever assessed for contamination or any remediation works were ever carried out on the site. The exact location of the underground fuel tanks is unknown. Mr Newby has indicated the tanks were located in the front southern corner of the proposed site (Refer to map below).

Should Mr Newby lodge a Development Application, Council would be required to assess the potential of any contamination within the development site. This would require Mr Newby to engage suitably qualified consultants to assess the proposed development site for contamination. Should contamination be found, Mr Newby may be required to remediate the site at his expense, noting that the level of contamination thresholds vary between developments.

Should Mr Newby complete the initial contamination assessment, and then choose to withdraw his development application because of expensive remediation works being

required, Council would then need to decide if it had the responsibility to remediate the site immediately.

8. Alternative Location

A number of alternative locations were discussed. Mr Newby is adamant that the proposed location is the only suitable location and is not willing to accept any other location. Mr Newby confirmed that he is willing to do whatever it takes to proceed with the proposed development.

Apron Extension

On the 3 July 2024, while at the airport on another matter, Mr Newby expressed his view to the Director Corporate and Community Services that Council should fund the 'air side' construction work. Mr Newby noted that:

- a) Council provided the northern apron in front of the North West District Flying School Hangar;
- b) Council provided the taxiway to the private hangars to the south of the main terminal building.

Council's financial records indicate that both the apron and taxiway are included in Council's asset register. This indicates that Council owns the infrastructure. Council also maintains these assets on a regular basis. Council financial records confirm that Council paid for the taxiway construction works in 2016. Council records do not indicate who paid for the apron in front of North West District Flying School Hangar.

The 'air side' construction work would require the ground adjacent to the proposed hangar to be levelled to a 2% (or less) gradient in accordance with the MOS 139. While the proposed apron does not need to be sealed, given the location to other buildings, it is strongly recommended that the apron be sealed.

No estimation on the cost of these works has been completed.

Site Map

Map not to scale, indicative only.





Stakeholder Representations

Since the initial report on 8 May 2024 two (2) long term users of the Inverell aerodrome have expressed concerns about the proposed development. Both parties believe the proposed development would obstruct the area around the Inverell Airport Terminal. They both agree that the proposed site should be retained by Council and be used as additional carparking should further expansion at the airport be required.

Council Options

1. Accede to Mr Newby's request with the following conditions (recommended)
 - a) Council make the area in front of Inverell Aviation's demountable buildings available for licence to Mr John Newby, Inverell Aviation for the construction of a new hangar, subject to the lodgement and approval of a Development Application and the applicant meeting all costs associated with the development;
 - b) The development to include carparking provisions, amenities, onsite effluent system, relocation of power, assess contamination and remediate if required in accordance with any Development consent conditions;
 - c) Any construction work undertaken 'air side' must be approved by Council and comply with Part 139 (Aerodromes) Manual of Standards 2019 (as amended) (MOS 139) made under Regulation 139.005 of the Civil Aviation Safety Regulations 1998 and section 4 of the *Acts Interpretation Act 1901*, with the applicant meeting all costs associated the construction works;

- d) The annual licence fee be set at \$500.00 plus \$1.80 per square metre of land utilised per annum including GST per hangar site and the licence fee be subject to annual 3% increases;
- e) The licence indicate that the hangars are not to be occupied for residential purpose; and
- f) The licence agreement be subject to any terms and conditions as negotiated by Council's General Manager.

2. Not accede to Mr Newby's request

Council may choose not to accede to Mr Newby's request for any of the following reasons:

- (a) Retain the proposed site for Council use, such as a carparking, further expansion opportunities.
- (b) Stakeholder representation indicates the proposed development will congest the main terminal area.
- (c) The project will require relocation of Council assets.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Given the proposed recommendation requires Mr Newby to lodge a Development Application and fund all associated costs there is little financial risk to Council. While Council will impose an annual licence fee, the revenue from this fee is minimal and would not impact on Council's operating budget.

Council's Aerodrome Internally Restricted Reserve will be fully expended over the next six (6) months with the construction of a new parking apron and fuel bay. Therefore, Council does not have any available funding to complete any 'air side' construction works.

Should Council be required to remediate the site due to contamination, additional funding will need to be sourced.

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

1. John Newby - 8-May-2024 Report [↓](#)

4.3 LICENCE FOR NEW AIRPORT HANGAR - INVERELL AVIATION**File Number:** S5.10.4 / 24/14829**Author:** Paul Pay, Director Corporate and Community Services**SUMMARY:**

Council has been approached by Mr John Newby, Director, Inverell Aviation who is wishing to erect a hangar at the Inverell Airport. Council is being asked to consider the request.

RECOMMENDATION:

The Committee recommends to Council that:

1. *Council make the area in front of Inverell Aviation's demountable buildings available for licence to Mr John Newby, Inverell Aviation for the construction of a new hangar, subject to the lodgement and approval of a Development Application and the applicant meeting all costs associated with the development;*
2. *The development to include carparking provisions;*
3. *Any construction work undertaken 'air side' must be approved by Council and comply with Part 139 (Aerodromes) Manual of Standards 2019 (as amended) (MOS 139) made under regulation 139.005 of the Civil Aviation Safety Regulations 1998 and section 4 of the Acts Interpretation Act 1901;*
4. *The annual licence fee be set at \$855.00 per annum including GST per hangar site and the licence fee be subject to annual 3% increases;*
5. *The licence indicate that the hangars are not to be occupied for residential purpose; and*
6. *The licence agreement be subject to any terms and conditions as negotiated by Council's General Manager.*

COMMENTARY:

An approach has been made by Mr John Newby, Director, Inverell Aviation requesting to licence land at the Inverell Airport for the purpose of erecting a new hangar facility.

Inverell Aviation is proposing to construct an 18 metre by 10 metre hangar, however the final dimensions are not yet known. The hangar would be able to accommodate light aircraft for use in Inverell Aviation's pilot training and charter business. For over 15 years, Mr Newby (Director, Inverell Aviation) had previously rented a hangar from North West District Flying School Pty Limited. Due to Mr Newby temporarily ceasing operations of his business, that hangar is no longer available to rent.

Inverell Aviation currently has a licence in place for land at the Inverell Airport which has two demountable buildings in place. These buildings are used for pilot training lectures and workshops.

It is proposed that the area in front of these demountable buildings be made available for licence to Inverell Aviation as shown in blue on the map below. This location will allow Inverell Aviation to house aircraft near the training demountable for easy access by all pilots.





Inverell Aviation would be responsible for the construction of the new hangar, subject to the lodgement and approval of a Development Application. Inverell Aviation would also be responsible for all costs in respect of the provision of services to the hangar including water, security, fence reinstatement, onsite sewage management system, power, phone and aircraft movement to and from the existing aircraft apron. Carparking provisions will be required to ensure Inverell Aviation does not utilise parking spaces allocated for the use of the main terminal building.

Any construction work undertaken 'air side' of the areas connecting the front of the hangar to the existing airport apron, must comply with *Part 139 (Aerodromes) Manual of Standards 2019 (as amended) (MOS 139) made under regulation 139.005 of the Civil Aviation Safety Regulations 1998 and section 4 of the Acts Interpretation Act 1901.*

The proposed annual licence fee of \$855 (inclusive of GST, is in line with existing licences in place at the Inverell Airport for similar structures.) The fee is based on Inverell Aviation licensing 180 square metres of land. The annual fee will be subject to an annual 3% increase each year.

RISK ASSESSMENT:

Nil

Economic and Community Sustainability Committee Meeting Agenda

8 May 2024

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Licence fees for privately owned hangars are utilised to recoup Council's capital expenditure at the airport.

LEGAL IMPLICATIONS:

ATTACHMENTS:

Nil

4.3 REFERRAL OF CONFIDENTIAL MATTERS**File Number:** S4.11.17/16 / 24/24210**Author:** Kristy Paton, Corporate Support Officer - Publishing**SUMMARY:**

Referral of Confidential Report.

RECOMMENDATION:

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

Item: #7.1 'Request for a Reduction in a Water Usage Account'

Authority: Section 10A (2) (b) discussion in relation to the personal hardship of a resident or ratepayer.

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: Request for a Reduction in a Water Usage Account.

Description: Council has received a request for a reduction in a water account under Council's 'Water Usage Charges – Undetected Leaks Policy'. The request has been received from the property owner of 2.8 hectares of land located on Delvyn Drive, Inverell.

Reason: Discussion in relation to the personal hardship of a resident or ratepayer (s. 10A (2) (b) *Local Government Act 1993*).

5 INFORMATION REPORTS

5.1 THE DEVINE STUDIOS PHOTOGRAPHIC COLLECTION DONATION

File Number: S3.6.9 / 24/22037

Author: Sonya Lange, Manager Library Services

SUMMARY:

The Inverell District Family History Group (IDFHG) has received a significant donation of photographic negatives from the Devine family. An existing MOU with the group enables the Library to digitise and share these images, to the benefit of the Inverell community.

COMMENTARY:

Devine Studios operated as commercial photographers in Inverell for three generations, capturing thousands of images of the community and its people. A member of the family, Mr Stuart Devine, was the custodian and rights holder of the collection of images. A number of years ago, Mr Devine gave the Inverell District Family History Group (IDFHG) a portion of the collection of negatives, and permission for the group to reproduce and share the images. This initial donation of around 10,000 negatives was largely composed of portraits, wedding photographs and other images of people. An MOU was established between Council and the IDFHG to share digitised images with the library, to be organised and published on the library catalogue:

<https://library.inverell.nsw.gov.au/Montage/Gallery.aspx??showall=true>

The group has digitised most of these images, and the library has catalogued and published nearly 4000 images. The process is resource intensive, requiring investments of time, technical skills and cataloguing skills, but produces high quality images that are accessible online to the wider community.

Mr Devine has recently donated the remaining collection of photographic negatives to the IDFHG. Again, permission has been given to the group to reproduce and share the images as desired. This donation comprises many thousands of images of the Inverell area, infrastructure, buildings and events, covering a period from 1904 to the 1980s. This donation is extremely significant to the historical record of our community, and will become an invaluable research tool. Digitising, cataloguing and managing these images will require a significant investment of time and skills. The initial focus of the group and Library staff will be to sort and assess the type and condition of the negatives, so that items most at risk of deterioration can be identified and prioritised.

The Library will explore support and funding options to expand the resourcing required to facilitate making the collection available to the community.

ATTACHMENTS:

Nil

5.2 MELBOURNE INTERNATIONAL COMEDY FESTIVAL ROADSHOW

File Number: S8.12.3 / 24/23877

Author: Nikki Baxter, Corporate Support Coordinator

SUMMARY:

The Melbourne International Comedy Festival Roadshow was held at the Inverell RSM Club on Tuesday, 2 July 2024. Council is requested to receive this report for information.

COMMENTARY:

Inverell Shire Council hosted the Melbourne International Comedy Festival Roadshow at the Inverell RSM Club on Tuesday, 2 July 2024. This is the fifth year that Inverell has hosted the Melbourne International Comedy Festival Roadshow.

The event was previously hosted by the Inverell Cultural Group. The Inverell Cultural Group ceased to function in November 2023 and Inverell Shire Council took over the presentation of this event for the benefit of the community. Inverell Shire Council is committed to supporting events for the social and mental wellbeing of the community.

Master of Ceremonies and comedian Dane Simpson opened the show and the line-up consisted of 5 internationally renowned comedians; newcomer Maddy Weeks, followed by Lizzy Hoo, Patrick Golamco and Lewis Garnham. In light of the cost of living crisis, ticket prices were reduced, allowing the event to be enjoyed by many. With over 100 people in attendance, positive feedback was well received. Inverell Shire Council plans to return the Melbourne International Comedy Festival Roadshow to Inverell in 2025.

ATTACHMENTS:

Nil

5.3 ASHFORD DEMENTIA AWARENESS DAY

File Number: S6.8.9 / 24/23934

Author: Brett McInnes, General Manager

SUMMARY:

Council is in receipt of a letter of appreciation from Sunhaven Hostel. Details are provided for the information of Council.

COMMENTARY:

Council has received correspondence from Vina Sibal, Care Management, Sunhaven Hostel thanking Council for supporting their Ashford Dementia Awareness Day.

The Ashford Dementia Awareness Day was held on 6 June 2024. Members of the Ashford community and students of Ashford Central School participated in the event which was declared a great success by organisers.

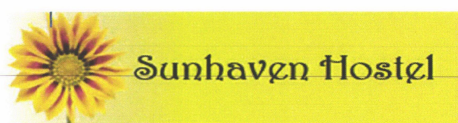
The day was made possible with the donation of \$1500 that Council resolved to make at their May 2024 Ordinary meeting.

A copy of the letter of appreciation is attached as **Appendix 1** for the information of Council.

ATTACHMENTS:

1. Letter of Appreciation - Ashford Dementia Awareness Day [↓](#)

**Don't Forget About Dementia: Ashford Dementia Awareness Day – THE START OF
MAKING ASHFORD A DEMENTIA FRIENDLY COMMUNITY**



To the members of Inverell Shire Council,

On the 6th of June 2024, the community members of Ashford and the students at Ashford Central School have benefited from a day full of information, education and activities that was provided by our invited guest speakers, educators and support groups. Their expertise was focused on giving awareness in helping the Ashford community members who are suffering from dementia as well as their carer. The full support and encouragement of Ashford Medical Centre's GP, Doctor Abbas Hussein started this advocacy for the community. In collaboration with Sunhaven Hostel, and your sponsorship and support, the event was a **BIG SUCCESS**. It has already been few weeks since the event and the organisers and committee members are still getting positive feedback from the community members who have attended.

On behalf of the Ashford Community and the Dementia Awareness Day "Do Not Forget Dementia" Committee members, **OUR SINCEREST THANK YOU FOR YOUR FULL SUPPORT AND SPONSORSHIP TO MAKE THE EVENT HAPPEN**. We managed to cater for approximately 50 attendees' morning tea, lunch and afternoon tea, as well as fruit snacks and refreshments throughout the day. We provided for our guests' speakers travel, meals and accommodation expenses as well as providing 'Thank you gifts' to them. Without your sponsorship, we would have not been able to make this happen.

Thank you very much and best wishes in all your endeavours.

Kind Regards,

Vina Sibal

Care Management
Phone: (02) 6725 4223

Email: caremanagement@sunhavenhostel.com.au

5.4 ADVANCE PAYMENT OF 2024-2025 FINANCIAL ASSISTANCE GRANT

File Number: S15.8.13/14 / 24/24115

Author: Paul Pay, Director Corporate and Economic Services

SUMMARY:

Council has received an 85% advance payment of the 2024-2025 Financial Assistance Grant.

COMMENTARY:

The Australian Government will have provided approximately \$70B under the Financial Assistance Grant (FAG) program to local government since 1974–75 (including 2024–25). The grant is provided under the *Local Government (Financial Assistance) Act 1995*.

The Financial Assistance Grant program consists of two components:

- a general-purpose component which is distributed between the states and territories according to population (i.e. on a per capita basis); and
- an identified local road component which is distributed between the states and territories according to road length and number of bridges.

Both components of the grant are un-tied in the hands of local government, allowing councils to spend the grants according to local priorities. While the grants are un-tied, Council has traditionally allocated the local road component exclusively for expenditure on Rural and Urban Roads within the Shire.

The advance payment will represent approximately 85% of the amount Council is entitled to during 2024-2025. On 28 June 2024, Council received \$7,103,027 in advanced payments. Under the current accounting standards this advance payment will be recorded as grant revenue for operating purposes in Council's 2023-2024 financial statements. Over recent years the "in advance" component has been 50%-100% and has historically been paid in late June.

The advance payment will impact on Council's Operating Result (before capital income) and will impact two of Council's key financial indicators, Operating Performance Ratio and Own Source Revenue.

1. Operating Result (before capital income) and Operating Performance Ratio

In the preparation of the 2022/2023 financial statements Council recorded FAG grant allocations on 125% (25% allocation for the 2022/23 year plus 100% of the 2023/2024 advance payment). This overstated Council's operating performance ratio for 2022/2023.

Given the advance payment has been reduced to 85%, Council's 2023/2024 operating results (before capital income) will be understated for no good reason by 15%. If the Federal Government does not continue with the advance payments in 2024-2025 then Operating results (before capital income) will decrease for no good reason in the 2024-2025 Financial Statements.

Therefore, Council's Operating result will be "all over the shop" comparison wise for no reason to do with Council's actual financial performance.

It is worth noting that the last time the Federal Government altered the FAG grant timing and in fact stopped the "in advance" component was in 2013-2014 which just happened to be the financial year that the NSW State Government concluded that NSW Councils were

financially unsustainable. No wonder when \$400M in general FAG grants was not recorded in the 2013-2014 financial statements.

2. Own Source Operating Revenue

The 'own source operating revenue ratio' measures a council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions. The benchmark set by OLG for the ratio is greater than 60%.

This ratio is impacted by the amount of grant funding Council receives in a particular year. A year where Council receives significantly above average grant funding, something typically to be welcomed, the Own Source Revenue Ratio will dip below the benchmark of 60%. The reduction in the advance payment of 2024-2025 FAGs (only 85%) will result in a slight improvement in Council's Own Source Operating Revenue for 2023/2024.

ATTACHMENTS:

Nil

6 GOVERNANCE REPORTS

6.1 GOVERNANCE - MONTHLY INVESTMENT REPORT

File Number: S12.12.2/17 / 24/24060

Author: Paul Pay, Director Corporate and Community Services

SUMMARY:

To report the balance of investments held as at 30 June 2024.

RECOMMENDATION:

The Committee recommends to Council that:

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

COMMENTARY:

Contained within this report are the following items that highlight Council's Investment Portfolio performance for the month to 30 June 2024 and an update of the investment environment:

- (a) Council's Investments as at 30 June 2024;
- (b) Council Investments by Fund as at 30 June 2024;
- (c) Interest – Budgeted vs. Actual;
- (d) Investment Portfolio Performance;
- (e) Investment Commentary; and
- (f) Certification – Responsible Accounting Officer.

A) Council Investments as at 30 June 2024

Term Deposit Investment Group									
Investment	Borrower	FUND	Rating	Purchase Date	Maturity Date	Current Yield	Principal Value	Current value	Term (days)
24/01	AMP BANK	General	BBB	27-Jul-23	29-Jul-24	5.55%	2,000,000	2,000,000	368
24/02	Bank of Sydney	General	Unrated	27-Jul-23	29-Jul-24	5.45%	2,000,000	2,000,000	368
24/03	Police Credit Union	General	Unrated	04-Aug-23	06-Aug-24	5.35%	1,000,000	1,000,000	368
24/04	Police Credit Union	General	Unrated	08-Aug-23	08-Aug-24	5.35%	1,000,000	1,000,000	366
22/03	National Australia Bank	General	AA-	27-Aug-21	27-Aug-24	0.85%	2,000,000	2,000,000	1096
24/05	National Australia Bank	General	AA-	29-Aug-23	29-Aug-24	5.24%	1,500,000	1,500,000	366
24/06	National Bank Australia	General	BBB+	07-Sep-23	09-Sep-24	5.23%	2,000,000	2,000,000	368
24/07	National Australia Bank	General	AA	13-Sep-23	13-Sep-24	5.24%	1,000,000	1,000,000	366
24/08	National Australia Bank	General	AA-	13-Sep-23	13-Sep-24	5.24%	2,000,000	2,000,000	366
24/09	National Australia Bank	General	AA-	13-Sep-23	13-Sep-24	5.24%	2,000,000	2,000,000	366
24/10	NAB	Water	AA-	20-Sep-23	20-Sep-24	5.30%	1,000,000	1,000,000	366
24/11	NAB	Sewer	AA-	20-Sep-23	20-Sep-24	5.30%	1,000,000	1,000,000	366
23/11	ING Bank	General	A	05-Oct-22	08-Oct-24	4.75%	2,000,000	2,000,000	734
24/12	NAB	Sewer	AA-	05-Oct-23	08-Oct-24	5.27%	1,500,000	1,500,000	369
24/14	National Australia Bank	General	AA-	06-Oct-23	08-Oct-24	5.25%	1,000,000	1,000,000	368
24/15	Westpac Bank	General	AA-	19-Oct-23	21-Oct-24	5.30%	2,000,000	2,000,000	368
24/16	Westpac Bank	General	AA-	25-Oct-23	25-Oct-24	5.34%	2,000,000	2,000,000	366
24/17	Westpac Bank	General	AA-	27-Nov-23	27-Nov-24	5.47%	1,000,000	1,000,000	366
24/18	AMP BANK	General	BBB+	27-Nov-23	27-Nov-24	5.30%	2,000,000	2,000,000	366
24/19	AMP Bank	Water	BBB	27-Nov-23	27-Nov-24	5.50%	1,000,000	1,000,000	366
24/20	Australian Unity Bank	General	BBB	27-Nov-23	27-Nov-24	5.47%	1,000,000	1,000,000	366
24/21	Auswide Bank	General	BBB	29-Nov-23	29-Nov-24	5.67%	1,500,000	1,500,000	366
24/22	BankVic	General	A	04-Dec-23	04-Dec-24	5.45%	2,000,000	2,000,000	366
24/23	Bank of Sydney	General	NR	07-Dec-23	09-Dec-24	5.46%	2,000,000	2,000,000	368
24/26	ING Bank	General	Unrated	24-Jan-24	24-Jan-25	5.22%	2,000,000	2,000,000	366
24/27	ING Bank	Sewer	A	24-Jan-24	24-Jan-25	5.22%	1,000,000	1,000,000	366
24/28	ING Bank	Water	A	24-Jan-24	24-Jan-25	5.22%	1,000,000	1,000,000	366
24/30	Bank of Sydney	Sewer	Unrated	27-Feb-24	27-Feb-25	5.17%	2,000,000	2,000,000	366
24/31	Westpac Bank	General	AA-	29-Feb-24	28-Feb-25	5.12%	1,500,000	1,500,000	365
24/32	MyState Bank	General	BBB	04-Mar-24	04-Mar-25	5.15%	2,000,000	2,000,000	365
24/33	MyState Bank	General	BBB+	04-Mar-24	04-Mar-25	5.15%	1,000,000	1,000,000	365
24/34	Bank of Sydney	General	Unrated	19-Mar-24	19-Mar-25	5.22%	1,000,000	1,000,000	365
24/35	Bank of Sydney	Water	BBB+	20-Mar-24	20-Mar-25	5.22%	1,500,000	1,500,000	365
23/26	Auswide Bank	General	BBB	24-Mar-23	24-Mar-25	4.80%	1,000,000	1,000,000	731
23/24	Auswide Bank	Water	BBB	24-Mar-23	24-Mar-25	4.80%	1,000,000	1,000,000	731
24/36	BankVic	Water	A	26-Mar-24	25-Mar-25	5.15%	2,000,000	2,000,000	364
24/38	Westpac Bank	General	A+	30-Apr-24	30-Apr-25	5.34%	2,000,000	2,000,000	365
24/39	Bank Vic	Water	Unrated	08-May-24	08-May-25	5.29%	1,000,000	1,000,000	365
24/40	Bank Vic	General	Unrated	08-May-24	08-May-25	5.29%	1,000,000	1,000,000	365
24/41	ING Bank	General	A	24-May-24	26-May-25	5.27%	1,000,000	1,000,000	367
24/42	ING Bank	Water	A	24-May-24	26-May-25	5.27%	1,000,000	1,000,000	367
24/43	ING Bank	General	A	31-May-24	30-May-25	5.21%	1,500,000	1,500,000	364
24/46	National Australia Bank	Water	AA-	28-Jun-24	28-May-25	5.35%	2,000,000	2,000,000	334
24/47	National Australia Bank	Water	AA-	28-Jun-24	28-May-25	5.35%	1,000,000	1,000,000	334
24/44	BankVic	Sewer	A	07-Jun-24	10-Jun-25	5.29%	1,000,000	1,000,000	368
24/45	Suncorp	General	BBB+	20-Jun-24	20-Jun-25	5.30%	1,500,000	1,500,000	365
24/13	ING Bank	General	A	05-Oct-23	07-Oct-25	5.30%	2,000,000	2,000,000	733
24/24	Suncorp	General	A	19-Jan-24	19-Jan-26	5.05%	2,000,000	2,000,000	731
24/25	ING Bank	General	A	23-Jan-24	23-Jan-26	5.02%	1,500,000	1,500,000	731
24/37	Westpac Bank	General	A	29-Apr-24	29-Apr-26	5.21%	2,000,000	2,000,000	730
24/29	ING Bank	General	A	24-Jan-24	27-Jan-26	5.02%	1,000,000	1,000,000	734
21/13	ICBC - Industrial and Commercial Bank of China	Water	A	27-May-21	27-May-26	1.40%	1,000,000	1,000,000	1826
21/14	ICBC - Industrial and Commercial Bank of China	Sewer	A	27-May-21	27-May-26	1.40%	1,000,000	1,000,000	1826
21/15	ICBC - Industrial and Commercial Bank of China	General	A	27-May-21	27-May-26	1.40%	1,000,000	1,000,000	1826
							TOTALS	79,000,000	79,000,000

Cash Deposit Accounts									
As at Date	Borrower	FUND	Rating	Purchase Date	Maturity Date	Current Yield	Value at beg year	Current value	Term
30/06/2024	Commonwealth Bank	General	A	9/11/2020		0.00%		1,194.89	
30/06/2024	Macquarie Bank	General	AA-	9/11/2020		3.90%	-	6,690.22	
30/06/2024	Macquarie Bank	Water	AA-	9/11/2020		3.90%	-	8,299.61	
30/06/2024	Macquarie Bank	Sewer	AA-	9/11/2020		3.90%	-	4,975.76	
30/06/2024	Nab At Call	General	AA-	25/01/2024		4.10%	6,000,000	6,109,328.55	
Sub Total - Cash Deposit Accounts								6,130,489.03	

B) Council Investments by Fund 30 June 2024

Portfolio by Fund	30/05/2024	30/06/2024
General Fund	\$64,098,035	\$64,117,214
Water Fund	\$13,508,270	\$13,508,300
Sewer Fund	\$7,504,958	\$7,504,976
TOTAL	\$85,111,263	\$85,130,489

Council's investment portfolio remained relatively neutral throughout June 2024. This was in respect of normal cash flow movements for receipts collected and payments made during June 2024.

Interest – Budgeted verses Actual Result to Date

	Ledger	2023/2024 Budget \$	Actuals to Date \$	Accrued Interest to Date \$	TOTAL \$
General Fund	128820	884,000	1,760,750	1,512,329	3,273,079
Water Fund	812350	182,000	470,725	163,053	633,778
Sewer Fund	906320	130,000	188,820	123,413	312,233
TOTAL		1,196,000	2,420,295	1,798,795	4,219,091

Term deposit interest rates have improved recently with a 12-month term deposit now yielding 5.1 – 5.30%. Given our strong investment balances, Council has exceeded interest revenue targets in 2023/2024. This additional interest received during 2023/2024 will be allocated to special projects during 2024/2025.

C) Investment Portfolio Performance

Investment Portfolio Return		Benchmarks		
	% pa	RBA Cash Rate	Aus Bond Bank Bill	11am Cash Rate
Benchmark as at 30-6-2024		4.35%	4.34%	4.35%
Term Deposits	4.96%			
Cash Deposit Accounts	4.10%			
180 Day Call Account	0.00%			
Floating Rate Notes	0.00%			

D) Investment Commentary

Council's investment portfolio returns exceeded the above benchmarks in all investment categories except for Council's cash deposit accounts. These accounts are held for liquidity purposes.

Council's investment portfolio of \$85M is almost entirely invested in fixed term deposits. Overall, the portfolio is highly liquid, highly rated and short-dated from a counterparty perspective.

Certification – Responsible Accounting Officer

I Paul Pay, hereby certify that the investments listed in this report have been made in accordance with Section 625 of the *Local Government Act 1993*, Clause 212 of the Local Government (General) Regulations 2005 and Council's Investment Policy.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Council's term deposit portfolio was yielding 4.97% p.a. at month-end, with a weighted average duration of around 225 days or 7.5 months. Council is well positioned to take advantage of increasing term deposit rates as investments mature.

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

Nil

7 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:

7.1 Request for a Reduction in a Water Usage Account