



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

## **BUSINESS PAPER**

### **ORDINARY COUNCIL MEETING**

### **WEDNESDAY, 26 FEBRUARY 2020**

Notice is hereby given in accordance with the provisions of the *Local Government Act 1993*, and pursuant to Clause 2.3 of Council's Code of Meeting Practice that an **Ordinary Council** will be held in the Legume Community Hall on **Wednesday, 26 February 2020** commencing at **9.30am**.

Terry Dodds  
**Chief Executive**

**Community Consultation (Public Access) relating to items on this Agenda can be made between 9.30 am and 10.30 am on the day of the Meeting. Requests for public access should be made to the General Manager no later than COB on the Monday before the Meeting.**

Section 8 of the Business Paper allows a period of up to 30 minutes of Open Council Meetings for members of the Public to address the Council Meeting on matters INCLUDED in the Business Paper for the Meeting.

Members of the public will be permitted a maximum of five (5) minutes to address the Council Meeting. An extension of time may be granted if deemed necessary.

Members of the public seeking to represent or speak on behalf of a third party must satisfy the Council Meeting that he or she has the authority to represent or speak on behalf of the third party.

Members of the public wishing to address Council Meetings are requested to contact Council either by telephone or in person prior to close of business on the Monday prior to the day of the Meeting. Persons not registered to speak will not be able to address Council at the Meeting.

Council will only permit two (2) speakers in support and two (2) speakers in opposition to a recommendation contained in the Business Paper. If there are more than two (2) speakers, Council's Governance division will contact all registered speakers to determine who will address Council. In relation to a Development Application, the applicant will be reserved a position to speak.

Members of the public will not be permitted to raise matters or provide information which involves:

- Personnel matters concerning particular individuals (other than Councillors);
- Personal hardship of any resident or ratepayer;
- Information that would, if disclosed confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business;
- Commercial information of a confidential nature that would, if disclosed:
  - Prejudice the commercial position of the person who supplied it, or
  - Confer a commercial advantage on a competitor of the Council; or
  - Reveal a trade secret;
- Information that would, if disclosed prejudice the maintenance of law;
- Matters affecting the security of the Council, Councillors, Council staff or Council property;
- Advice concerning litigation or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege;
- Information concerning the nature and location of a place or an item of Aboriginal significance on community land;
- Alleged contraventions of any Code of Conduct requirements applicable under Section 440; or
- On balance, be contrary to the public interest.

Members of the public will not be permitted to use Community Consultation to abuse, vilify, insult, threaten, intimidate or harass Councillors, Council staff or other members of the public. Conduct of this nature will be deemed to be an act of disorder and the person engaging in such behaviour will be ruled out of order and may be expelled.

## CONFLICT OF INTERESTS

**What is a "Conflict of Interests"** - A conflict of interests can be of two types:

**Pecuniary** - an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

**Non-pecuniary** – a private or personal interest that a Council official has that does not amount to a pecuniary interest as defined in the Local Government Act (eg. A friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).

### **Remoteness**

A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to a matter or if the interest is of a kind specified in Section 448 of the Local Government Act.

**Who has a Pecuniary Interest?** - A person has a pecuniary interest in a matter if the pecuniary interest is the interest of:

- The person, or
- Another person with whom the person is associated (see below).

### **Relatives, Partners**

A person is taken to have a pecuniary interest in a matter if:

- The person's spouse or de facto partner or a relative of the person has a pecuniary interest in the matter, or
- The person, or a nominee, partners or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter.

N.B. "Relative", in relation to a person means any of the following:

- (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descends or adopted child of the person or of the person's spouse;
- (b) the spouse or de facto partners of the person or of a person referred to in paragraph (a)

### **No Interest in the Matter**

However, a person is not taken to have a pecuniary interest in a matter:

- If the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative or company or other body, or
- Just because the person is a member of, or is employed by, the Council.
- Just because the person is a member of, or a delegate of the Council to, a company or other body that has a pecuniary interest in the matter provided that the person has no beneficial interest in any shares of the company or body.

### **Disclosure and participation in meetings**

- A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
  - (a) at any time during which the matter is being considered or discussed by the Council or Committee, or
  - (b) at any time during which the Council or Committee is voting on any question in relation to the matter.

**No Knowledge** - A person does not breach this Clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

### **Participation in Meetings Despite Pecuniary Interest (S 452 Act)**

A Councillor is not prevented from taking part in the consideration or discussion of, or from voting on, any of the matters/questions detailed in Section 452 of the Local Government Act.

**Non-pecuniary Interests** - Must be disclosed in meetings.

There are a broad range of options available for managing conflicts & the option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with. Non-pecuniary conflicts of interests must be dealt with in at least one of the following ways:

- It may be appropriate that no action be taken where the potential for conflict is minimal. However, Councillors should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (eg. Participate in discussion but not in decision making or vice-versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (eg. Relinquishing or divesting the personal interest that creates the conflict)
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in S451 of the Local Government Act apply (particularly if you have a significant non-pecuniary interest)

### **Disclosures to be Recorded (s 453 Act)**

A disclosure (and the reason/s for the disclosure) made at a meeting of the Council or Council Committee or Sub-Committee must be recorded in the minutes of the meeting.

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## ORDER OF BUSINESS

1. Opening & Welcome
2. Civic Prayer & Acknowledgement of Country
3. Apologies
4. Disclosure & Declarations of Interest
5. Confirmation of Previous Minutes
6. Tabling of Documents
7. Urgent, Late & Supplementary Items of Business
8. Community Consultation (Public Access)
9. Mayoral Minute
10. Recommendations for Items to be Considered in Confidential Section
11. Open Council Reports
  - Our Community
  - Our Economy
  - Our Environment
  - Our Governance
12. Reports of Delegates & Committees
13. Notices of Motion
14. Resolution Register
15. Confidential Business
16. Meeting Close



# AGENDA

## 1. OPENING & WELCOME

## 2. (A) OPENING PRAYER

*"We give thanks for the contribution by our pioneers, early settlers and those who fought in the various wars for the fabric of the Tenterfield Community we have today.*

*May the words of our mouths and the meditation of our hearts be acceptable in thy sight, O Lord."*

## (B) ACKNOWLEDGEMENT OF COUNTRY

*"I would like to acknowledge the traditional custodians of this land that we are meeting on today. I would also like to pay respect to the Elders past, present, and emerging of the Jukembal, Kamilaroi and Bundjalung nations and extend that respect to other Aboriginal people present."*

## 3. APOLOGIES

## 4. DISCLOSURES & DECLARATIONS OF INTEREST

## 5. CONFIRMATION OF PREVIOUS MINUTES

(ITEM MIN1/20) CONFIRMATION OF PREVIOUS MINUTES .....8

## 6. TABLING OF DOCUMENTS

## 7. URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

## 8. COMMUNITY CONSULTATION (PUBLIC ACCESS)

## 9. MAYORAL MINUTE

## 10. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

## **11. OPEN COUNCIL REPORTS**

### ***OUR COMMUNITY***

(ITEM COM1/20)	UPDATE - POLICY 1.016 - AUSTRALIA DAY AWARDS & CITIZENSHIP CEREMONIES .....	24
(ITEM COM2/20)	BUSHFIRE DROUGHT RECOVERY GRANTS .....	31
(ITEM COM3/20)	REQUEST FROM TENTERFIELD FAMILY HISTORY GROUP - RETENTION OF ORIGINAL MAPS FOLLOWING DIGITISATION BY TENTERFIELD SHIRE COUNCIL.....	36
(ITEM COM4/20)	LICENCE TO NSW TELECOMMUNICATIONS AUTHORITY AT MT MACKENZIE .....	39
(ITEM COM5/20)	REVIEW OF THE IMPOUNDING ACT 1993 .....	41
(ITEM COM6/20)	NAMING OF AN UN-NAMED "TRACK IN USE" - BRUXNER HIGHWAY, DRAKE .....	44
(ITEM COM7/20)	UPDATE - ELECTRIC VEHICLE RECHARGING STATION.....	49

### ***OUR ECONOMY***

(ITEM ECO1/20)	PETER ALLEN FESTIVAL .....	58
(ITEM ECO2/20)	REID STREET, TENTERFIELD - REQUEST FOR COUNCIL TO TAKE OVER ONGOING MAINTENANCE .....	61
(ITEM ECO3/20)	HOOTONS ROAD - LAND ACQUISITION AT EMU CREEK.....	64
(ITEM ECO4/20)	TRUCK WASH & LOADING RAMP PROJECT - ALTERNATIVE CONCEPTS .....	67

### ***OUR ENVIRONMENT***

(ITEM ENV1/20)	TENTERFIELD LOCAL ENVIRONMENTAL PLAN 2013 PLANNING PROPOSAL.....	70
(ITEM ENV2/20)	REVIEW OF DROUGHT MANAGEMENT PLAN - TIMEFRAMES .....	82
(ITEM ENV3/20)	PURCHASE OF EXCAVATORS FOR WATER SERVICES.....	85

### ***OUR GOVERNANCE***

(ITEM GOV1/20)	MONTHLY OPERATIONAL REPORT - DECEMBER 2019/JANUARY 2020 .....	88
(ITEM GOV2/20)	DELEGATED AUTHORITY - COUNCIL RECESS PERIOD .....	90

(ITEM GOV3/20)	RELOCATION OF COUNCIL MEETINGS - MARCH 2020, APRIL 2020 & MAY 2020 .....	95
(ITEM GOV4/20)	MURRAY DARLING ASSOCIATION INC -STRATEGIC PLANNING WORKSHOP - MOAMA - 12 AND 13 MARCH 2020.....	98
(ITEM GOV5/20)	REVIEW OF BUY LOCAL POLICY.....	101
(ITEM GOV6/20)	QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2019.....	104
(ITEM GOV7/20)	FINANCE & ACCOUNTS - PERIOD ENDED 31 DECEMBER 2019.....	109
(ITEM GOV8/20)	FINANCE & ACCOUNTS - PERIOD ENDED 31 JANUARY 2020.....	112
(ITEM GOV9/20)	CAPITAL EXPENDITURE REPORT AS AT 31 JANUARY 2020.....	115
(ITEM GOV10/20)	REPORT ON LOAN BALANCES.....	117

## **12. REPORTS OF DELEGATES & COMMITTEES**

(ITEM RC1/20)	REPORTS OF COMMITTEES & DELEGATES - BORDER REGIONAL ORGANISATION OF COUNCILS (BROC) - MEETING OF 8 NOVEMBER 2019 .....	120
(ITEM RC2/20)	REPORTS OF COMMITTEES & DELEGATES - TENTERFIELD LIQUOR ACCORD - 19 NOVEMBER 2019....	126
(ITEM RC3/20)	REPORTS OF COMMITTEES & DELEGATES - AUDIT & RISK COMMITTEE MEETING - 4 DECEMBER 2019 .....	131
(ITEM RC4/20)	REPORTS OF COMMITTEES & DELEGATES - TOURISM ADVISORY COMMITTEE - MEETINGS OF 11 DECEMBER 2019 & 5 FEBRUARY 2020 .....	137

## **13. NOTICES OF MOTION**

(ITEM NM1/20)	NOTICE OF MOTION - NATIONAL PARKS IN TENTERFIELD SHIRE LOCAL GOVERNMENT AREA .....	149
(ITEM NM2/20)	NOTICE OF MOTION - PROMOTING TENTERFIELD'S HISTORIC PAST .....	151

## **14. RESOLUTION REGISTER**

(ITEM RES1/20)	COUNCIL RESOLUTION REGISTER - FEBRUARY 2020 .....	152
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**15. CONFIDENTIAL BUSINESS**

**16. MEETING CLOSED**

**(ITEM MIN1/20) CONFIRMATION OF PREVIOUS MINUTES**

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**REPORT BY:** Noelene Hyde, Executive Assistant & Media

**RECOMMENDATION**

**That the Minutes of the following Meeting of Tenterfield Shire Council:**

- **Ordinary Council Meeting – 18 December 2019**

**as typed and circulated, be confirmed and signed as a true record of the proceedings of these meetings.**

**ATTACHMENTS**

- 1** Minutes - Ordinary Council Meeting - 18 December 2019 15 Pages

# MINUTES



**QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE**

## **MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY, 18 DECEMBER 2019**

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the Tenterfield Shire Council Chamber on Wednesday, 18 December 2019 commencing at 9.33 am.

### **ATTENDANCE**

Councillor Peter Petty (Mayor)  
Councillor Greg Sauer (Deputy Mayor)  
Councillor John Macnish  
Councillor Brian Murray  
Councillor Tom Peters  
Councillor Bronwyn Petrie  
Councillor Michael Petrie  
Councillor Bob Rogan  
Councillor Gary Verri

### **ALSO IN ATTENDANCE**

Chief Executive (Terry Dodds)  
Executive Assistant & Media (Noelene Hyde)  
Chief Corporate Officer (Kylie Smith)  
Director Infrastructure (Fiona Keneally)

*Clause 254(b) of the Local Government (General) Regulation 2005 requires that the names of the mover and seconder of the motion or amendment are recorded and shown in the Minutes of the meeting.*

#### WEBCASTING OF MEETING

*I advise all present that this meeting is being recorded for placement on Council's website for the purposes of broadening knowledge and participation in Council issues, and demonstrating Council's commitment to openness and accountability.*

*All speakers must ensure their comments are relevant to the issue at hand and to refrain from making personal comments or criticisms or mentioning any private information.*

*No other persons are permitted to record the meeting, unless specifically authorised by Council to do so.*

#### OPENING AND WELCOME

*Revenue Officer, Penny Robertson present in the meeting.*

#### CIVIC PRAYER

*We give thanks for the contribution by our pioneers, early settlers and those who fought in the various wars for the fabric of the Tenterfield Community we have today.*

*May the words of our mouths and the meditation of our hearts be acceptable in thy sight, O Lord.*

#### ACKNOWLEDGEMENT OF COUNTRY

*I would like to acknowledge the traditional custodians of this land that we are meeting on today. I would also like to pay respect to the Elders past, present and emerging of the Jukembal, Kamilaroi and Bundjalung Nations and extend that respect to other Aboriginal people present.*

#### APOLOGIES

**263/19** Resolved that the Leave of Absence for Cr Don Forbes be received and noted.

(Michael Petrie/Bronwyn Petrie)

Motion Carried

#### DISCLOSURE & DECLARATIONS OF INTEREST

**264/19** Resolved that the following Disclosures and Declaration of Interest be received and noted.

Name	Type	Item
Cr John Macnish	Pecuniary Interest – Will leave the meeting.	GOV80/19 – Monthly Operational Report – November 2019 (DA 2019/113 – owner of the quarry)
Cr Bronwyn Petrie	Less than Significant Non Pecuniary	COM21/19 – Emergency Operations & Administration Building Refurbishment

(Gary Verri/Tom Peters)

**Motion Carried**

**(ITEM MIN11/19) CONFIRMATION OF PREVIOUS MINUTES**

**265/19** **Resolved** that the Minutes of the following Meeting of Tenterfield Shire Council:

- Ordinary Council Meeting – 27 November 2019

as typed and circulated, be confirmed and signed as a true record of the proceedings of these meetings.

(Greg Sauer/Bob Rogan)

**Motion Carried**

**TABLING OF DOCUMENTS**

Nil.

**URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS**

**266/19** **Resolved** that the Addendum Agenda – Item COM22/19 – Drought Stimulus Package – Regional Youth School Holiday Activity be accepted and considered by the meeting.

(Bronwyn Petrie/Greg Sauer)

**Motion Carried**

**COMMUNITY CONSULTATION (PUBLIC ACCESS)**

Nil.

**MAYORAL MINUTE**

Nil.

**RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION**

*Item GOV/87/19 removed from Agenda by Mayor.*

**267/19** **Resolved** that the following items be considered in the Confidential Section of the meeting:

- Item COM21/19 – Emergency Operations & Administration Building Refurbishment
- Item ECO16/19 – Design and Construction of the Bridge on Tooloom Road at Beaury Creek
- Item ECO17/19 – Design and Construction of the Bridge on Hootons Road at Emu Creek



- Item ECO18/19 - Design and Construction of the Bridge on Mt Lindesay Road at Boonoo Boonoo River

(Brian Murray/Greg Sauer)

**Motion Carried**

**OPEN COUNCIL REPORTS**

**OUR COMMUNITY**

**(ITEM COM22/19) DROUGHT STIMULUS PACKAGE- REGIONAL YOUTH SCHOOL HOLIDAY ACTIVITY**

**SUMMARY**

On 13 December 2019, Council received a letter from the Minister for Mental Health, Regional Youth and Women, with regard to the NSW Government's \$170 Million NSW Drought Stimulus Package. The Minister advised in the letter that Council could apply for a grant of between \$5,000 - \$10,000 to support additional youth programs.

**268/19** **Resolved** that Council:

- (1) Apply for the funding on offer and reduce the Adult and Child admission fees for entry by 50% to \$2 per person (under 3 still free) for the month of January 2020; and
- (2) Refund Season passes for the month of January on request of user through Council Administration.

(Michael Petrie/Gary Verri)

**Motion Carried**

**OUR ECONOMY**

**(ITEM ECO14/19) SALE OF LAND FOR UNPAID RATES AND CHARGES**

**SUMMARY**

The purpose of this report is:

- To advise Council of land on Council's records that are eligible for Sale of Land for Unpaid Rates and Charges, under Section 713 of the *Local Government Act 1993* and Council's Debt Recovery Policy.
- To resolve to commence the process of selling these properties for unpaid Rates and charges to recover the \$228,378.98 outstanding, which as at 4 December 2019 constitutes 34.56% of total outstanding Rates and charges.

**269/19** **Resolved** that Council:

- (1) Pursuant to Section 713 and other relevant sections of the *Local Government Act 1993*, implements sale proceedings to sell the properties

listed in this report at a public auction at a time and place to be determined;

- (2) Appoints Outstanding Collections (Aust) Pty Ltd (OSC) to administer the sale on Council's behalf.
- (3) Authorises Council staff and OSC to proceed with the necessary arrangements pertaining to the sale of the properties listed in this report, as set out in the Local Government Act 1993 and Local Government (General) Regulation 2005.
- (4) Delegates authority to the General Manager (Chief Executive) to take the following actions pertaining to the properties specified in the report:
  - a. To withdraw from sale any property that, prior to the commencement of the auction, has had all Rates and charges payable (including overdue Rates and charges) paid in full.
  - b. To withdraw any property from sale for technical or legal reasons.
  - c. To set reserve prices for sale of the properties at auction.
  - d. To negotiate by private treaty and accept offers for sale of any property that fails to sell at auction.
  - e. To execute Sale and Purchase contracts, and property transfer documents, under Council's Common Seal.

(Greg Sauer/Michael Petrie)

**Motion Carried**

Revenue Officer, Penny Robertson left the meeting, the time being 9.52 am.

Manager Planning & Development Services, Tamai Davidson entered the meeting, the time being 9.52 am.

**PROCEDURAL MOTION - CHANGE TO ORDER OF AGENDA**

- 270/19** **Resolved** that Item ENV27/19 – Community Participation Plan, be brought forward in the Agenda for consideration at this time.

(Greg Sauer/Bob Rogan)

**Motion Carried**

**OUR ENVIRONMENT**

**(ITEM ENV27/19) COMMUNITY PARTICIPATION PLAN**

**SUMMARY**

The purpose of this report is to present to Council the results of the public exhibition period and recommend that the Community Participation Plan be adopted as exhibited.

**271/19** **Resolved** that Council adopts the draft Community Participation Plan as exhibited and uploaded to the NSW Planning Portal.

(Bronwyn Petrie/Bob Rogan)

**Motion Carried**

*Manager Planning & Development Services, Tamai Davidson left the meeting, the time being 9.54 am.*

**PRESENTATION TO JOEL AND YOLANDE SOPER (SALVATION ARMY)**

*Mayor Peter Petty presented a Tenterfield Shire Council plaque to Mr and Mrs Soper in heartfelt recognition of their dutiful service to the Tenterfield Shire community, particularly in the recent drought and fire conditions which have created much hardship.*

*Mr and Mrs Soper have served the community through the Salvation Army for nine (9) years and have now been transferred on.*

**SUSPENSION OF STANDING ORDERS**

**272/19** **Resolved** that Standing Orders be suspended.

(Gary Verri/Tom Peters)

**Motion Carried**

*The meeting adjourned for morning tea, the time being 9.59 am.*

*The meeting reconvened with the same members present and with the addition of Revenue Officer, Penny Robertson, the time being 10.22 am.*

**RESUMPTION OF STANDING ORDERS**

**273/19** **Resolved** that Standing Orders be resumed.

(Brian Murray/Bob Rogan)

**Motion Carried**

**(ITEM ECO15/19) PETER ALLEN FESTIVAL**

**SUMMARY**

The purpose of this report is to discuss fees and charges for the closure of Rouse Street and sections of High Street on Saturday, 7 September, during the 2019 Peter Allen Festival.

**RECOMMENDATION**

That Council allocate the remainder of the *Empowering Our Communities Grant*, a sum of approximately \$10,000, to the Peter Allen Festival Committee in recognition of their community support and loss as a result of the 2019 drought and fire impacted event and the vital support this event provided for the mental health of the community.

(Bob Rogan/Michael Petrie)

**AMENDMENT**

That Council defer consideration of this recommendation until such time as Peter Allen Festival organisers produce full audited financials, including Balance Sheets, for the past two (2) Festivals.

Once received, this matter will be reconsidered by Council.

(Greg Sauer/Bob Rogan)

**Amendment Carried**

**274/19**

**Resolved** that Council defer consideration of this recommendation until such time as Peter Allen Festival organisers produce full audited financials, including Balance Sheets, for the past two (2) Festivals.

Once received, this matter will be reconsidered by Council.

(Greg Sauer/Bob Rogan)

**Motion Carried**

**OUR GOVERNANCE**

*Having declared a Pecuniary Interest in the following item, Cr John Macnish left the meeting, the time being 10.49 am.*

**(ITEM GOV80/19) MONTHLY OPERATIONAL REPORT - NOVEMBER 2019**

**SUMMARY**

The purpose of this report is to provide a standing monthly report to the Ordinary Meeting of Council that demonstrates staff accountabilities and actions taken against Council's 2019/2020 Operational Plan.

**275/19**

**Resolved** that Council receives and notes the status of the Monthly Operational Report for November 2019.

(Bob Rogan/Bronwyn Petrie)

**Motion Carried**

*Cr John Macnish returned to the meeting, the time being 11.07 am.*

*Cr Michael Petrie left the meeting, the time being 11.07 am.*

**(ITEM GOV81/19) COUNCIL RECESS PERIOD - 2019/2020 & DELEGATION FOR CHIEF EXECUTIVE LEAVE PERIOD**

**SUMMARY**

The purpose of this report is for Council to approve recess arrangements and provide the Mayor and/or Deputy Mayor, and the Chief Executive with delegations over the recess period and provide delegation for Acting Chief Executive during period of leave of Chief Executive.

**276/19** Resolved that Council:

- (1) Be in recess from 21 December 2019 to 26 February 2020;
- (2) Pursuant to Section 377 of the *Local Government Act 1993*, delegate authority to the Mayor and/or Deputy Mayor, and the Chief Executive jointly to exercise any function of Council during the recess period with the exception of:
  - Determination of applications for all dwelling types and ancillary structures where significant objections have been received;
  - Rezoning matters;
  - Subdivision applications; and
  - Entering into Leases and Licences;
- (3) That a full list of any matters considered under such delegated authority be submitted for Council's information to the first 2020 Ordinary Council Meeting of Council to be held on 26 February 2020.
- (4) That Council approve the temporary appointment of Chief Corporate Officer, Kylie Smith to the position of Acting Chief Executive for the period Monday, 6 January 2020 to Sunday, 26 January 2020 inclusive, and Monday 17 February to Friday 21 February 2020 inclusive.

(Greg Sauer/Brian Murray)

**Motion Carried**

**(ITEM GOV82/19) FINANCE & ACCOUNTS - PERIOD ENDED 30 NOVEMBER 2019**

**SUMMARY**

The purpose of this report is for the Responsible Accounting Officer to provide, in accordance with Clause 212 of the Local Government (General) Regulation 2005 a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act 1993. The report must be made up to the last day of the month immediately preceding the meeting.

**277/19** Resolved that Council receive and note the Finance and Accounts Report for the period ended 30 November 2019.

(Gary Verri/Bronwyn Petrie)

**Motion Carried**

**(ITEM GOV83/19) CAPITAL EXPENDITURE REPORT AS AT 30 NOVEMBER 2019**

**SUMMARY**

The purpose of this report is to show the progress of Capital Works projects against the Year to Date (YTD) budget each month. This report outlines Council's financial progress against each project.

**278/19** **Resolved** that Council receive and note the Capital Expenditure Report for the period ended 30 November 2019.

(Bob Rogan/Greg Sauer)

**Motion Carried**

*Cr Michael Petrie returned to the meeting, the time being 11.10 am.*

**(ITEM GOV84/19) JOINT ORGANISATION MEMBERSHIP FOR THE 2020/21 FINANCIAL YEAR**

**SUMMARY**

Consider membership fees for the New England Joint Organisation (NEJO) for 2020/21 and whether Council wishes to remain a member of the NEJO given the potential for a 340% increase in membership fees above the current fee level.

**279/19** **Resolved** that Council approve that:

- (1) The Mayor advise NEJO that Council is prepared to pay \$5,130 as a membership fee to the NEJO for the 2020/21 Financial Year;
- (2) The Mayor request that the NEJO approach the State Government to fully fund the operations of Joint Organisations; and
- (3) The Mayor advise NEJO that should the amount that Tenterfield Shire Council is prepared to pay in membership fees to NEJO for 2020/21 not be accepted, Council will further consider its membership of the NEJO for 2020/21 and beyond.

(Brian Murray/Bronwyn Petrie)

**Motion Carried**

*Revenue Officer, Penny Robertson left the meeting, the time being 11.25 am.*

*Manager Customer Service, Governance & Records, Erika Bursford, entered the meeting, the time being 11.25 am.*

**(ITEM GOV85/19) A NEW RISK MANAGEMENT AND INTERNAL AUDIT FRAMEWORK FOR LOCAL GOVERNMENT IN NSW**

**SUMMARY**

The NSW Office of Local Government (OLG) is consulting on the proposed regulatory framework that will support the operation of Audit, Risk and Improvement Committees, to be in effect from March 2021. Tenterfield Shire Council's response has been drafted from the commentary provided by the Committee and staff concerns, to be submitted to Council's meeting of 18 December 2019, for subsequent submission to the OLG by 31 December 2019.



- 280/19** **Resolved** that Council provide the attached response to the Office of Local Government NSW as feedback to the "Risk Management and Internal Audit Framework for Local Government in NSW" Review.

(Brian Murray/Michael Petrie)

**Motion Carried**

*Manager Customer Service, Governance & Records, Erika Bursford, left the meeting, the time being 11.33 am.*

**REPORTS OF DELEGATES & COMMITTEES**

**(ITEM RC22/19) REPORTS OF COMMITTEES & DELEGATES - MEETING OF NEW ENGLAND JOINT ORGANISATION OF COUNCILS (NEJO) - 25 NOVEMBER 2019**

**SUMMARY**

A meeting of the New England Joint Organisation of Councils (NEJO) was held at Armidale on Monday, 25 November 2019.

- 281/19** **Resolved** that the Minutes of the New England Joint Organisation of Councils (NEJO) be received and noted.

(Greg Sauer/Bob Rogan)

**Motion Carried**

**(ITEM RC23/19) REPORTS OF COMMITTEES & DELEGATES - MEETING OF TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE - 14 NOVEMBER 2019**

**SUMMARY**

A meeting of the Tenterfield Shire Local Traffic Committee was held on Thursday, 14 November 2019.

- 282/19** **Resolved** that the report and recommendations of the Tenterfield Shire Local Traffic Committee meeting of 14 November 2019 be received and noted.

(Peter Petty/Gary Verri)

**Motion Carried**

**SUSPENSION OF STANDING ORDERS**

- 283/19** **Resolved** that Standing Orders be suspended.

(Brian Murray/Greg Sauer)

**Motion Carried**

*The meeting adjourned to allow attendance of the Mayor and Councillors at the official opening of the new Service NSW facility in Tenterfield, the time being 11.48 am.*

The meeting reconvened with the same members present, the time being 12.21 pm.

**RESUMPTION OF STANDING ORDERS**

**284/19** Resolved that Standing Orders be resumed.

(Brian Murray/Greg Sauer)

Motion Carried

**NOTICES OF MOTION**

**(ITEM NM9/19) NOTICE OF MOTION - ROYAL COMMISSION**

**SUMMARY**

The purpose of this motion is to try to preserve the natural environment for future generations.

**285/19** Resolved that Council:

- (1) Call on the State Member for Lismore Janelle Saffin MP and the Federal Member for New England The Hon Barnaby Joyce MP to advocate on our behalf for a Royal Commission, in both jurisdictions, into the management of National Parks, State Forests, Stock Routes and other Crown lands and management of Section 44 fires; and restrictions to land holders to conduct preventative hazard reduction; and
- (2) Take a similar motion to the JO of Councils, BROCC and NSW Country Mayors.

(Gary Verri/Greg Sauer)

Motion Carried Unanimously

**(ITEM NM10/19) NOTICE OF MOTION - ROAD NAMING**

**SUMMARY**

There are several roads in the Liston area which have dual names that need clarifying.

**286/19** Resolved that Council start the process of renaming of:

- Seven Mile Lane / Herding Yard Creek Road;
- Old Maryland Lane/ Catarins Road, Maryland;
- Cullendore Road; and
- Red Ridge Road.

(Gary Verri/Brian Murray)

Motion Carried



## RESOLUTION REGISTER

### (ITEM RES11/19) COUNCIL RESOLUTION REGISTER - DECEMBER 2019

#### SUMMARY

The purpose of this report is to provide a standing monthly report to the Ordinary Meeting of Council that outlines all resolutions of Council previously adopted and yet to be finalised.

**287/19** Resolved that Council notes the status of the Council Resolution Register to December 2019.

(Bronwyn Petrie/John Macnish)

Motion Carried

### CONFIDENTIAL BUSINESS – SUSPENSION OF STANDING ORDERS

**288/19** Resolved that:

- a) the meeting be closed to the public and members of the press because of the need for confidentiality, privilege or security, as specified below and provided for under Section 10A(2) of the Local Government Act, 1993; and
- b) the Agenda and associated correspondence, unless specified are not to be released to the Public as they relate to a matter of either personal hardship, personal matters, trade secrets or matters which cannot be lawfully disclosed.

(Gary Verri/Bronwyn Petrie)

Motion Carried

*The doors were closed to the public, the recording device turned off and the meeting moved into Closed Committee, the time being 12.38 pm.*

*Manager Property & Building, Heidi Ford, entered the meeting, the time being 12.39 pm.*

### (ITEM COM21/19) EMERGENCY OPERATIONS & ADMINISTRATION BUILDING REFURBISHMENT

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) of the Local Government Act, 1993, as the matter involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

#### SUMMARY

The purpose of this report is to advise Council of the Tender for the Emergency Operations & Administration Building Refurbishment Project.

**289/19** Resolved that Council:

- (1) Accept the tender evaluation report for the Emergency Operations Centre (EOC) & Administration Building Refurbishment Project;
- (2) Not accept any of the submitted tenders;
- (3) Proceed with negotiations with the lowest tenderer to align the scope with the budget.

(Bob Rogan/Greg Sauer)

**Motion Carried**

Manager Property & Building, Heidi Ford, left the meeting, the time being 2.57 pm.

**(ITEM ECO16/19) DESIGN AND CONSTRUCTION OF THE BRIDGE ON TOOLOOM ROAD AT BEAURY CREEK**

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (d(i)) (d(ii)) of the Local Government Act, 1993, as the matter involves commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; AND commercial information of a confidential nature that would, if disclosed (ii) confer a commercial advantage on a competitor of the Council.

**SUMMARY**

The purpose of this report is to provide Council with a report and recommendation on the tender evaluation associated with the design and construction of the bridge on Tooloom Road at Beaury Creek.

**290/19** Resolved that Council accept the tender of Ozwide Bridge Civil and Rail Pty Ltd for the design and construction of the bridge Tooloom Road at Beaury Creek in the amount of \$937,007.50 (including GST). This amount includes the cost to replace the existing bridge and the provisional item for a higher standard of safety rail.

(Bronwyn Petrie/Bob Rogan)

**Motion Carried**

**(ITEM ECO17/19) DESIGN AND CONSTRUCTION OF THE BRIDGE ON HOOTONS ROAD AT EMU CREEK**

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (d(i)) (d(ii)) of the Local Government Act, 1993, as the matter involves commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; AND commercial information of a confidential nature that would, if disclosed (ii) confer a commercial advantage on a competitor of the Council.

**SUMMARY**

The purpose of this report is to provide Council with a report and recommendation on the tender evaluation associated with the design and construction of the bridge on Hootons Road at Emu Creek.

- 291/19** **Resolved** that Council accept the tender of Ozwide Bridge Civil and Rail Pty Ltd for the design and construction of the bridge Hootons Road at Emu Creek in the amount of \$983,004.00 (including GST).

(Bronwyn Petrie/Michael Petrie)

**Motion Carried**

**(ITEM ECO18/19) DESIGN AND CONSTRUCTION OF THE BRIDGE ON MT LINDESAY ROAD AT BOONOO BOONOO RIVER**

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (d(i)) (d(ii)) of the Local Government Act, 1993, as the matter involves commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; AND commercial information of a confidential nature that would, if disclosed (ii) confer a commercial advantage on a competitor of the Council.

**SUMMARY**

The purpose of this report is to provide Council with a report and recommendation on the tender evaluation associated with the design and construction of the bridge on Mt Lindesay Road at Boonoo Boonoo River.

- 292/19** **Resolved** that Council accept the tender of Murray Valley Piling Pty Ltd for the design and construction of the bridge Mt Lindesay Road at Boonoo Boonoo River in the amount of \$1,136,300.00 (including GST). This amount includes the cost to replace the existing bridge and provisional items including a higher standard of safety rail, provision of a shared pathway, and improved flood immunity.

(Gary Verri/Bob Rogan)

**Motion Carried**

**RESUMPTION OF STANDING ORDERS**

- 293/19** **Resolved** that Standing Orders be resumed.

(Greg Sauer/Brian Murray)

**Motion Carried**

*The meeting moved out of Closed Committee, the doors were opened to the public and the recording device switched on, the time being 1.13 pm.*

*In accordance with Section 253 of Local Government Regulations (General) 2005, the Mayor read the resolutions as resolved by Council while in Closed Committee.*

**MEETING CLOSED**

There being no further business the Mayor declared the meeting closed at 1.16 pm.

.....  
Councillor Peter Petty  
Mayor/Chairperson

<b>Department:</b>	<b>Office of the Chief Executive</b>
<b>Submitted by:</b>	Executive Assistant & Media
<b>Reference:</b>	<b>ITEM COM1/20</b>
<b>Subject:</b>	<b>UPDATE - POLICY 1.016 - AUSTRALIA DAY AWARDS &amp; CITIZENSHIP CEREMONIES</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Community</b> - COMM 4 - The community is welcoming, friendly, and inclusive where diverse backgrounds are respected and celebrated.
<b>CSP Strategy:</b>	The individual unique qualities and strong sense of local identity of Tenterfield Shires towns and villages is respected, recognised and promoted.
<b>CSP Delivery Program</b>	Promote the liveability of Tenterfield Shire as a place to live, work and invest.

#### **SUMMARY**

The purpose of the report is to update Policy 1.016 regarding Australia Day Awards and include the requirements for Citizenship Ceremonies as per the new Australian Government (Department of Home Affairs) Australian Citizenship Ceremonies Code.

#### **OFFICER'S RECOMMENDATION:**

##### **That Council:**

- (1) Adopts the updated Australia Day Awards & Citizenship Ceremonies Policy 1.016; and**
- (2) Advises the Department of Home Affairs of Council's Citizenship Ceremonies dress code as required under the Australian Citizenship Ceremonies Code.**

#### **BACKGROUND**

Previously Policy 1.016 referred to Australia Day Awards, however the introduction of the Australian Citizenship Ceremonies Code by the Federal Government (Department of Home Affairs) now stipulates that where possible, Councils should hold a citizen ceremony as part of the Australia Day celebrations.

#### **REPORT:**

At the October 2019 Ordinary Council Meeting, Council debated the Award categories for the 2020 Australia Day event. The debate included the fact that the Australia Day Awards Policy 1.061 was due for review in February 2020 and this report seeks to capture the intent of that discussion for Australia Day Awards moving forward.

The inclusion of Australian Citizenship Ceremonies into the Policy provides a brief summary of the requirements of the Australian Citizenship Ceremonies Code implemented in December 2019, in particular the requirement for a citizenship ceremony to be included in the Australia Day event if possible, and a citizenship ceremony dress code which is required to be advised to the Department of Home Affairs forthwith.

Our Community No. 1 Cont...

## COUNCIL IMPLICATIONS:

### 1. Community Engagement / Communication (per engagement strategy)

Calls for nominations for Australia Day Awards will be as per this updated Policy. Candidates for conferral of Australian citizenship will be advised of the dress code in their confirmation documents both by the Department of Home Affairs and by Council.

### 2. Policy and Regulation

- Australia Day Awards & Citizenship Ceremonies Policy 1.016
- Australian Citizenship Ceremonies Code – December 2019

### 3. Financial (Annual Budget & LTFP)

Nil.

### 4. Asset Management (AMS)

Nil.

### 5. Workforce (WMS)

Nil.

### 6. Legal and Risk Management

Federal Government (Department of Home Affairs) have directed that Councils will hold a citizenship ceremony as part of their Australia Day celebrations if possible and will have a formalised dress code for citizenship ceremonies.

A further requirement of the Code is that candidates provide proof of identity prior to commencement of any citizenship ceremony.

### 7. Performance Measures

Nil.

### 8. Project Management

Nil.

**Terry Dodds**  
**Chief Executive**

Prepared by staff member:

Noelene Hyde

Approved/Reviewed by Manager:

Terry Dodds, Chief Executive

Department:

Office of the Chief Executive

Attachments:

**1** Updated Policy 1.061 - Australia Day Awards & Citizenship Ceremonies

**5**  
Pages



## Australia Day Awards & Citizenship Ceremonies

### Summary:

The purpose of this policy is to provide clear direction to the giving of Australia Day Awards to nominated members of the Tenterfield Shire Community.

<b>Policy Number</b>	1.016
<b>File Number</b>	
<b>Document version</b>	Version 4.0
<b>Adoption Date</b>	26 February 2020
<b>Approved By</b>	Council
<b>Minute Number</b>	
<b>Consultation Period</b>	N/A
<b>Review Due Date</b>	February 2022 – 2 years
<b>Department</b>	Civic Office
<b>Policy Custodian</b>	Chief Executive
<b>Superseded Documents</b>	Australia Day Awards Protocol 18/15 – 25.2.2015 Australia Day Awards 40/18 – 28.3.2018
<b>Related Legislation</b>	N/A
<b>Delegations of Authority</b>	Chief Executive

### 1. Overview

The intention of this policy is clarify arrangements for Tenterfield Shire Council's Australia Day celebrations, particularly regarding the protocol of the Tenterfield Shire Australia Day Awards.

In addition, the Federal Government (Department of Home Affairs) have issued an Australian Citizenship Code which states: "Local Government Councils must hold a citizenship ceremony on 26 January as part of their Australia Day celebrations. Councils that conferred citizenship on less than 20 people in the previous year are exempt from this requirement".

### 2. Policy Principles

Activities of the Council's Australia Day celebrations will be inclusive of all residents of the Tenterfield Shire Local Government area. Activities must be secular, non-discriminatory and embrace all members of our community. The Australia Day celebrations will include a non-denominational prayer/blessing by a person of the Mayor's choosing.



Council will hold a citizenship ceremony where possible on Australia Day, although conferral of citizenship for any 12 month period is generally less than 20 people.

### **3. Policy Objectives**

The giving of annual Australia Day Awards celebrates and acknowledges community, sporting and cultural contributions within Tenterfield Shire.

Holding a citizenship ceremony on Australia Day provides the opportunity for all Australians, by birth or by pledge, to reflect on the common bond of citizenship in our diverse society. It provides an opportunity to celebrate our democratic values, equality and respect for each other, and think about what unites us as Australians.

### **4. Policy Statement**

The following **Australia Day** Awards will be advertised and awarded at each Australia Day Celebration:

- Citizen of the Year;
- Young Citizen of the Year;
- Sportsman of the Year (**any age**);
- ~~Young Sportsman of the Year;~~
- Emergency Services Volunteer of the Year **or Group**, and
- Community Event of the Year.

### **5. Scope**

The following general eligibility criteria will apply for nominations to all Award categories:

- Nominees must be Australian citizens at the time of nomination;
- Nominees may be residents in Tenterfield Shire Local Government Area or non-residents involved with a Tenterfield Shire based organisation, or individual endeavour within Tenterfield Shire, at the time of nomination;
- Unsuccessful nominees may be re-nominated in subsequent years;
- Self-nominations will not be accepted;
- Awards will not be granted retrospectively, and
- Sitting State and Federal politicians and current Vice-Regal Officers are not eligible. Consideration of retired politicians and officers would be for work in addition to their official duties.

#### **Nominations**

Nominations must be completed on the Council Nomination Form which is available from Council's Administration Office or on the Council website. Nominations open at the beginning of **March November** and close mid-December each year. Advertisements calling for nominations will be placed in the local press, on community notice boards, on Council's website and in other Council publications (e.g. Your Local News Newsletter and Tenterfield in Touch Newsletter).

On receipt of the nomination, nominators will be advised by letter that the nomination has been received and that they will be contacted confidentially closer to Australia Day if the person/organisation they have nominated has been selected to receive an Award.



## **Award Criteria**

### ***Citizen of the Year***

Aims to recognise outstanding achievement during the past year and/or contribution to the local community over a number of years. To be eligible, the person must be 26 years or older on 26 January of the relevant year.

### ***Young Citizen of the Year***

Aims to recognise outstanding achievement during the past year and/or contribution to the local community over a number of years. To be eligible, the person must be under 26 years of age on 26 January of the relevant year.

### ***Sportsperson of the Year***

For contribution to sport in the local area. The nominee's approach and efforts to advance in their chosen activity and their performance over the past year are considered. ~~To be eligible, the person must be 26 years or older on 26 January of the relevant year.~~

### ***Young Sportsperson of the Year***

~~For contribution to sport in the local area. The nominee's approach and efforts to advance in their chosen activity and their performance over the past year are considered. To be eligible, the person must be under 26 years of age on 26 January of the relevant year.~~

### ***Emergency Services Volunteer of the Year or Group***

~~Aims to recognise outstanding services of volunteers involved in emergency situations. Not necessarily a volunteer for an emergency service organisations such as State Emergency Services or Rural Fire Service. No age criteria applicable. Voluntary members of emergency service organisations of all ages are eligible.~~

### ***Community Event of the Year Award***

Presented to the person/group/organisation who has staged the most outstanding community event during the past year. Community groups who raise funds are eligible.

## **6. Accountability, Roles & Responsibility**

### **Elected Council**

Council will nominate a Selection Panel comprising:

- the Mayor;
- three (3) Councillors, and
- one (1) Councillor as reserve in the event that a member of the Panel is unavailable on the date selected for judging of the Awards.

The Selection Panel will meet in the first working week of January. Copies of all nominations which meet the criteria will be provided to members of the Selection Panel prior to the Christmas Close-Down period.

In assessing the nominations, the Selection Panel may consider:

- The benefit to the community from the nominee's service or contribution;

- Other outstanding achievements by the nominee;
- Other recognition of the nominee's contribution or work, including publicity;
- Whether the nominee worked as part of a team and their role within the team;
- Whether the nominee has had assistance from Council, Government or other grants;
- Whether the nominee has had to overcome any particular difficulties or disability, and
- Who has benefited most from the work of the nominee.

The selection of recipients will reflect the nominations received and information available to the Selection Panel at the time.

#### **Presentation of Awards**

The Awards will be presented on Australia Day, 26 January, each year at the Tenterfield Shire Council Australia Day Ceremony.

Invitations will be forwarded to the recipients of all categories for the previous year.

Invitations will be issued to all nominees and nominators prior to Australia Day. At the Awards Ceremony, the recipient of each category will then be announced.

Awards for each category will be as follows:

- **Citizen of the Year** – Framed Official Australia Day Certificate and Citizen of the Year Lapel Pin;
- **Young Citizen of the Year** – Framed Official Australia Day Certificate and Young Citizen of the Year Lapel Pin;
- **Sportsperson of the Year** – Engraved Medallion with Presentation Case and Australia Day Lapel Pin;
- ~~**Young Sportsperson of the Year** – Engraved Medallion with Presentation Case and Australia Day Lapel Pin;~~
- **Emergency Services Volunteer of the Year** – Framed Official Australia Day Certificate and Australia Day Lapel Pin;
- **Community Event of the Year** – Framed Official Australia Day Certificate.

#### **Withdrawal of Award**

Tenterfield Shire Council reserves the right to withdraw an Award if further information or the recipient's conduct draws the Citizen of the Year or Young Citizen of the Year Awards into disrepute.

#### **7. Australian Citizenship Ceremony**

Ceremonies to be conducted as per the Australian Government Australian Citizenship Ceremonies Code 2019 which follows the *Australian Citizenship Act 2007* and *Australian Citizenship Regulation 2016*.

Tenterfield Shire Local Government area generally does not have more than 20 conferrals of Australian Citizenship in any 12 month period. Therefore, in addition to the required ceremony on Australia Day – 26 January, a citizenship ceremony should be conducted on Australian Citizenship Day – 17 September, if there are any candidates.

Other citizenship ceremonies will be held in Tenterfield Shire Local Government area as follows:

- 10.00 am at an Ordinary Council Meeting (preferred)
- Private ceremonies where the requirement for Australian Citizenship is urgent.

**Legal Requirement**

There are 3 legal requirements under the Citizenship Act that must be strictly adhered to when conducting citizenship ceremonies:

- An Authorised presiding officer (Mayor and Chief Executive) – this role cannot be delegated.
- Reading the preamble
- The Pledge of Commitment

**Dress Code**

Conferees to be instructed to adhere to Council's dress code as required by the Australian Government (Department of Home Affairs):

- Smart casual;
- National/cultural dress welcomed.

**8. Definitions**

Nil.

**9. Related Documents, Standards & Guidelines**

Nil.

**10. Version Control & Change History**

Version	Date	Modified by	Details
V1.0	25/2/15	Council	Adoption of Original Policy (18/15)
V2.0	22/12/16	Council	Revised Policy Adopted (320/16)
V3.0	28/3/18	Council	Revised Policy Adopted (40/18)
V4.0	26/2/20	Council	

<b>Department:</b>	<b>Office of the Chief Executive</b>
<b>Submitted by:</b>	Community Development Officer
<b>Reference:</b>	<b>ITEM COM2/20</b>
<b>Subject:</b>	<b>BUSHFIRE DROUGHT RECOVERY GRANTS</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Community</b> - COMM 1 - Tenterfield Shire is a vibrant, welcoming and safe community.
<b>CSP Strategy:</b>	Develop major cultural and community events and festivals in partnership with the community and other stakeholders.
<b>CSP Delivery Program</b>	Enrich the community by supporting a variety of diverse cultural events and activities.

#### **SUMMARY**

The purpose of this report is to seek Council endorsement of plans in regard to allocation of proposed grant funds under a range of programs.

For the purposes of this report grant Programs and funds include:

- Bushfire Immediate Relief,
- Resilience Fund,
- National Bushfire Tourism Grant and;
- Drought Communities Extension Programme.

This report will capture planned projects, events and relief and include a number of items from the aspirations list. This will assist Council in making their final decision on funding allocations. Shading has been included to demonstrate proposed allocation of funds which have been discussed in previous Council Workshops.

#### **OFFICER'S RECOMMENDATION:**

**That Council endorse the Proposed Funding Action Plan as at Attachment 1 (Attachment Booklet 1) pending any amendments.**

#### **BACKGROUND**

There have been a number of Council Workshops pertaining to the proposed spending. This report is to flesh out the final allocation plan.

Tenterfield Shire has been impacted by a series of events including extended drought and significant bushfire events. These events have had substantial impact on our economic health and community resilience. There have also been impacts on outlining villages, their communities, their halls, their spaces as well as a toll on mental health and wellbeing.

Correspondence has been shared in regard to each grant and their criteria and how it pertains to our aspirations.

#### **REPORT:**

There are a number of grants currently under consideration including the National Bushfire Recovery Agency Grant, the Bushfire Community Resilience and Economic Recovery Fund, Drought Stimulus Package, National Bushfire Recovery Agency,

Our Community No. 2 Cont...

Regional Tourism Bushfire Recovery Agency, and the Drought Communities Program – Extension (as listed in the below table).

Name of Grant	Date Open	Grant Closes	Work Completed by	Amount Available
National Bushfire Recovery Agency (LGA Grant Package)	24-Jan-20	~	12 mths	\$1,000,000.00
National Bushfire Recovery Agency (LGA Grant Package)	24-Jan-20	~	12 mths	\$ 416,667.00
Bushfire Community Resilience and Economic Recovery Fund (Phase 1)	~	31-Mar-20	30-Jun-20	\$ 250,000.00
Regional Tourism Bushfire Recovery Grants Program Stream 1	17-Feb-20	20-Nov-20	event held by 30 May 2021	\$30,000 per app
Regional Tourism Bushfire Recovery Grants Program Stream 2	17-Feb-20	20-Mar-20	30-Jun-21	Scalable proposals
Drought Communities Programme - Extension	Sep-18	30-Jun-20	Dec-20	\$1,000,000.00

Guidelines for each of these Grants are at Attachment 1 (a) (b) (c) & (d) (Attachment Booklet 1).

In summary a meeting has been scheduled with Peter Sneikers (Business Development Manager New England and North West) & Darren Keegan (Department of Premier and Cabinet) on 24 February for purposes of discussing fire and drought funding and potential projects along with other infrastructure projects – to discuss potential Stream 2 funding.

Please refer to Attachment 2 (Attachment Booklet 1)) – Tenterfield National Monument Recovery – Streetscape Recovery Project Plan February 2020.

## COUNCIL IMPLICATIONS:

### 1. Community Engagement / Communication (per engagement strategy)

Council have engaged in Community Workshops across our Shire as part of our recovery program. Including – Jennings, Drake, Torrington, Steinbrook, Tenterfield and residents in our Tabulam region.

Further workshops have been conducted with Tenterfield Shire Councillors which have resulted in the recommendations of funding allocation.

Engagement process has also included participation, feedback and consultation with other community groups including Tenterfield Chamber of Tourism and Business, Tenterfield Shire Council Tourism Committee, Tenterfield Shire Council Arts & Culture Committee, Tenterfield Shire Council Traffic Committee and local hall and progress associations.

Our Community No. 2 Cont...

## **2. Policy and Regulation:**

- Tenterfield Shire Council Strategic Plan.

### **Bushfire Community Resilience and Economic Recovery Fund (Phase One)**

This quick and flexible funding will be made available to eligible councils from early February 2020. Councils are being contacted directly with advice on how to access their funding allocation as quickly as possible. Councils will be able to use the funds straightaway for events or initiatives that support local business and industry recovery, as well as community resilience and wellbeing.

Examples of activities could include:

- o local recovery support services for impacted small businesses
- o local industry recovery events
- o Neighbourhood and community activities that focus on building capacity and community strength and resilience.

These Community Resilience and Economic Recovery payments are being provided through the joint Disaster Recovery Funding Arrangements between states and territories and the Commonwealth Government.

### **Drought Stimulus Package:**

The main objective of the \$170 million NSW Drought Stimulus Package is to mitigate the employment and income effects of the current drought in regional NSW by delivering economic stimulus. The first focus will be on fast-tracking existing local infrastructure projects that will boost local economies, with a number of projects already announced. Other initiatives will be rolled out and these will keep money flowing and people working in local towns and villages. All projects and initiatives will focus on putting dollars into local pay packets. Tradespeople, suppliers and project workers will receive new work and spend money in local businesses such as cafes, retail stores and with service providers.

### **National Bushfire Recovery Agency**

To help the most severely bushfire-impacted councils to quickly rebuild vital infrastructure and strengthen their community's resilience, the Australian Government is providing initial and immediate payments under the Local Government Areas (LGAs) Grants Package (the Package).

Under this Package, 43 councils have been provided \$1 million lump sum payments.

Proposals and questions about the Package should be directed to [LGAsupport@bushfirerecovery.gov.au](mailto:LGAsupport@bushfirerecovery.gov.au).

### **Regional Tourism Bushfire Recovery Grants:**

On 11 February 2020, the Government announced the [Regional Tourism Bushfire Recovery Grants](#) program, a \$10 million grants program which has been drawn from the Bushfire Recovery Fund. The grants program is part of the Government's \$76 million tourism recovery package to protect jobs, small businesses and local economies by helping get tourists travelling into bushfire affected regions.

## Our Community No. 2 Cont...

Applications can be made in two streams and opened on Monday, 17 February 2020.

- Stream 1 closes on Friday, 20 November 2020.
- Stream 2 closes on Friday, 20 March 2020.

Grants are available for eligible local government organisations and regional tourism organisations in bushfire affected areas. Applicants will be invited to apply by Austrade.

The grants will support events, concerts, festivals and visitor attractions in fire affected regions to assist with recovery efforts and encourage visitation back to the areas.

**Drought Communities Programme - Extension**

The Drought Communities Programme – Extension provides councils with up to \$1 million per announcement for drought relief projects. Funding is available for eligible councils in areas impacted by drought.

**3. Financial (Annual Budget & LTFP)**

Council will need to ensure that there is adequate budget for all proposed projects.

**4. Asset Management (AMS)**

Any potential new asset development arising on council owned/managed land from these funds will have an impact on Council's Long Term Financial Plan and Asset Register.

**5. Workforce (WMS)**

There is a significant increase in administration of these grants and additional staffing may require to facilitate these funds.

**6. Legal and Risk Management**

Must comply with legal and risk management policy.

**7. Performance Measures**

Performance measures pertain to the grant delivery and outcomes matching the grant criteria. Acquittal also to demonstrate compliance with expenditure.

**8. Project Management**

Projects prioritised for submission will be developed independently by staff or by the organisation lodging their submission.

**Terry Dodds**  
**Chief Executive**

Prepared by staff member:	Rebekah Kelly
Approved/Reviewed by Manager:	Terry Dodds, Chief Executive
Department:	Office of the Chief Executive

## Our Community No. 2 Cont...

## Attachments:

<b>1</b>	Attachment 1 (Attachment Booklet 1) - Proposed Funding Action Plan	1 Page
<b>(a)</b>	National Bushfire Recovery Agency LGA Grant Package	3 Pages
<b>(b)</b>	Bushfire Community Resilience & Economic Recovery Fund – Phase 1	5 Pages
<b>(c)</b>	Regional Tourism Bushfire Recovery Grant	28 Pages
<b>(d)</b>	Drought Communities Program - Extension	21 Pages
<b>2</b>	Attachment 2 (Attachment Booklet 1) - Streetscape Recovery Project - Stage 1 - Project Plan	67 Pages



<b>Department:</b>	<b>Office of the Chief Corporate Officer</b>
<b>Submitted by:</b>	Manager Customer Service, Governance & Records
<b>Reference:</b>	<b>ITEM COM3/20</b>
<b>Subject:</b>	<b>REQUEST FROM TENTERFIELD FAMILY HISTORY GROUP - RETENTION OF ORIGINAL MAPS FOLLOWING DIGITISATION BY TENTERFIELD SHIRE COUNCIL</b>

<b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b>	
<b>CSP Goal:</b>	<b>Community</b> - COMM 5 - The community learns and grows together and fosters an involved community and creative environment.
<b>CSP Strategy:</b>	Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.
<b>CSP Delivery Program</b>	Enhance cultural diversity by encouraging cultural and artistic opportunities.

### SUMMARY

The Tenterfield Family History Group has written to Council, requesting that they be gifted original parish and portion maps of Tenterfield Shire, once these originals have been digitised as part of Council's Records Digitisation Program.

### OFFICER'S RECOMMENDATION:

**That Council approve the request from the Tenterfield Family History Group to receive original parish and portion maps of Tenterfield Shire, and associated map cabinets, following the completion of digitisation of said maps.**

### BACKGROUND

In carrying out the Records Digitisation Program since 2018, Council is now progressing towards the scanning, digitisation and filing of historic parish and portion maps of Tenterfield Shire. Once documents such as these are digitised, original versions are no longer required to be stored or archived by Council, as digitised versions meet the requirements of the State Records Act.

### REPORT:

The Tenterfield Family History Group has written to Council, indicating that their Group would be very interested in taking possession of the original parish and portion maps for Tenterfield Shire, once digitisation activities have been completed. The Group indicates that their intention is safekeeping as well as local accessibility.

The Group indicates that they have an existing plan storage cabinet, however, as the maps are contained in metal map cabinets that are of no use to Council following the digitisation and disposal of the maps, the cabinets should also be considered by Council to be part of the gift of the maps, for future storage purposes.

### COUNCIL IMPLICATIONS:

- 1. Community Engagement / Communication (per engagement strategy)**  
Nil.

Our Community No. 3 Cont...

**2. Policy and Regulation**

Nil.

**3. Financial (Annual Budget & LTFP)**

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil

**Kylie Smith**  
**Chief Corporate Officer**

Prepared by staff member:

Erika Bursford

Approved/Reviewed by Manager:

Kylie Smith, Chief Corporate Officer

Department:

Office of the Chief Corporate Officer

Attachments:

**1** Request - Tenterfield Family  
History Group

**1**  
Page

**Tenterfield Family History Group**  
ABN 65513865003

11 February 2020

Kylie Smith  
Chief Corporate Officer  
Tenterfield Shire Council  
PO Box 214  
Tenterfield NSW 2372

TENTERFIELD SHIRE COUNCIL	
11 FEB 2020	
ICR 2020 1171	
CEO	
COO	✓
COO	

Dear Kylie Smith,

The Tenterfield Family History Group understands that Council is in the process of digitising local historic maps to free up archiving space.

Once this process is completed, our Group would be very interested in taking possession of the originals. We have a plan storage cabinet at the Library for the purpose, and it could easily take all the maps for safekeeping.

We would really appreciate being able to retain the originals locally rather than in Armidale where much of historic material now resides, causing immense frustration for our researchers.

Looking forward to hearing from you.

Yours sincerely,



Kay Hurtz  
President



Sandra Wilson  
Vice-President

PO Box 438 Tenterfield NSW 2372 [tenterfieldfhg@gmail.com](mailto:tenterfieldfhg@gmail.com)

<b>Department:</b>	<b>Office of the Chief Corporate Officer</b>
<b>Submitted by:</b>	Property Specialist (P/T)
<b>Reference:</b>	<b>ITEM COM4/20</b>
<b>Subject:</b>	<b>LICENCE TO NSW TELECOMMUNICATIONS AUTHORITY AT MT MACKENZIE</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Community</b> - COMM 4 - The community is welcoming, friendly, and inclusive where diverse backgrounds are respected and celebrated.
<b>CSP Strategy:</b>	Buildings are well designed, safe and accessible and the new is balanced with the old.
<b>CSP Delivery Program</b>	Ensure that Council buildings and facilities meet the needs of users.

#### **SUMMARY**

The New South Wales Government Telecommunications Authority require a Licence from Council to install a new Government Radio Network.

#### **OFFICER'S RECOMMENDATION:**

##### **That Council:**

- (1) Delegate authority to the Chief Executive to enter a Licence Agreement with the NSW Government Telecommunications Authority for the installation and operation of the Government Radio Network on the Council Radio Site at Mt MacKenzie (Lot 7003 DP 92653).**
- (2) Authorise the Licence Agreement to be signed under the Seal of Council by the Mayor and the Chief Executive in accordance with Council Policy.**

#### **BACKGROUND**

The NSW Government Telecommunications Authority are currently undertaking the Critical Communications Enhancement Program which integrates multiple radio communications networks used by NSW Government agencies, including emergency and essential services.

#### **REPORT:**

The NSW Government Telecommunications Authority have approached Council seeking a Licence Agreement in order to install, operate and maintain telecommunications equipment at Council's existing communication tower at Mt MacKenzie.

The NSW Government Telecommunications Authority will at their own cost install their equipment on Council's tower and inside the Council shelter.

The proposed Licence Agreement is for a period of five years initially and three additional periods of five years, totaling 20 years.

Our Community No. 4 Cont...

## COUNCIL IMPLICATIONS:

### 1. Community Engagement / Communication (per engagement strategy)

Nil

### 2. Policy and Regulation

- Local Government Act 1993
- Crown Land Management Act 2016

### 3. Financial (Annual Budget & LTFP)

Upon the signing and finalisation of this Licence Agreement, the NSW Government Telecommunications Authority will pay a licence fee of \$1,500 per annum with annual increases in accordance with the Consumer Price Index or 3%, whichever is the lesser.

### 4. Asset Management (AMS)

The site consists of a communication tower and associated equipment shelters. The NSW Government Telecommunications Authority will install and maintain new equipment on the tower and in the shelter at their own cost.

### 5. Workforce (WMS)

Nil

### 6. Legal and Risk Management

If the Telecommunications Authority are not able to proceed with the installation of the new equipment the community of Tenterfield may suffer in terms of inferior and sub optimum telecommunications facilities for emergency services.

The terms of the Licence Agreement have been negotiated between the Telecommunications Authority's solicitors and Council's solicitor to ensure the terms are appropriate and fair for each party.

### 7. Performance Measures

Nil

### 8. Project Management

Nil

**Kylie Smith**  
Chief Corporate Officer

Prepared by staff member: Jennifer Donadel; Heidi K Ford  
Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer  
Department: Office of the Chief Corporate Officer

Attachments: 1 Licence Agreement - (Attachment 27  
3 (Attachment Booklet 2)) Pages

<b>Department:</b>	<b>Office of the Chief Corporate Officer</b>
<b>Submitted by:</b>	Manager Open Space, Regulatory & Utilities
<b>Reference:</b>	<b>ITEM COM5/20</b>
<b>Subject:</b>	<b>REVIEW OF THE IMPOUNDING ACT 1993</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Community</b> - COMM 1 - Tenterfield Shire is a vibrant, welcoming and safe community.
<b>CSP Strategy:</b>	Provide effective regulatory, compliance and enforcement services that keep our community safe.
<b>CSP Delivery Program</b>	Provide systems and processes to ensure compliance with legislation and standards.

#### **SUMMARY**

Tenterfield Shire Council has read and reviewed the discussion paper. With a population of just over 6,000 in the Tenterfield region Council does not experience Key Issues raised by larger City Councils. Council is satisfied with the current impounding Act and will support changes as recommended. Impounding in the region is generally only undertaken for livestock and motor vehicles and to date no issues have been raised with legislation inadequacies or inconsistencies. Cats and dogs are impounded through the Companion Animal Act 1998.

#### **OFFICER'S RECOMMENDATION:**

**That Council is satisfied with the current Impounding Act and will support any changes recommended by the Office of Local Government.**

#### **BACKGROUND**

The Impounding Act 1993 provides a legal framework for local councils, state authorities managing public land, the Police and others authorised to deal with safety and amenity issues caused by animals and 'articles' (or items) left unattended or abandoned in public places, and to work with landowners regarding impounding items or animals on private land.

The Minister has called for a review to identify how to ensure the Act remains 'fit for purpose' and also integrates well with other laws in supporting timely and effective management of abandoned or unattended items and animals into the future.

While the Impounding Regulations 2013 are not under review, as it is subject to a separate statutory review process, consequential changes may be made to the regulations to support any changes made to the Act.

While the Act has been amended several times. It has not been comprehensively reviewed since it commenced 25 years ago.

This review will help the NSW Government to examine whether the Act remains adequate or if significant changes are required to provide for better regulation of abandoned items and stray animals across urban and rural areas. The review will provide an opportunity for the community, business and regulators to voice ideas for improvement or concerns so that the Government can understand how the Act is operating in real situations.

Our Community No. 5 Cont...

**REPORT:**

On Tuesday, 17 December 2019 the Office of Local Government has sent a Council Circular 19-30 to Review of Impounding Act 1993 and Release of Discussion Paper (Attachment 4 (Attachment Booklet 2)).

Council has been invited to provide feedback on the Discussion paper to help ensure that impounding laws remain fit for purpose into the future. The Act aims to provide councils and other authorised public land managers with impounding powers to minimise health, safety and amenity issues caused by items and animals being abandoned in public and on private property. Feedback on the discussion Paper received from councils and others will help the NSW Government to shape next steps in the review, including any proposals for reform. The deadline for submissions is Friday, 20 March 2020. The Discussion Paper asks a series of strategic and operational questions to inform the review.

Relevant staff has read and reviewed the discussion paper and are satisfied with the current Impounding Act and will support changes as recommended by the Office of Local Government.

**COUNCIL IMPLICATIONS:****1. Community Engagement / Communication (per engagement strategy)**

Nil.

**2. Policy and Regulation**

- Local Government Act 1993;
- Companion Animals Act 1998;
- Environmental Planning and Assessment Act 1979;
- Local Land Services Act 2013;
- Prevention of Cruelty to Animals Act 1979;
- Protection of the Environment Operations Act 1997;
- Roads Act 1993; and
- Biosecurity Act 2015.

**3. Financial (Annual Budget & LTFP)**

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Council staff has not uncounted any problems with the current Act and does not see any future issues. The shire is smaller in size and less likely to deal with problems that bigger Councils are dealing with as a result of the Act.

**7. Performance Measures**

Nil

**8. Project Management**

Nil

Our Community No. 5 Cont...

**Kylie Smith**  
**Chief Corporate Officer**

Prepared by staff member:	Mark Cooper	
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer	
Department:	Office of the Chief Corporate Officer	
Attachments:	<b>1</b> Circular No 19-30/17 & Review of the Impounding Act 1993 Discussion Paper - Attachment 4 (Attachment Booklet 2)	41 Pages



<b>Department:</b>	<b>Engineering Department</b>
<b>Submitted by:</b>	Engineering Officer (Technical Support) P/T
<b>Reference:</b>	<b>ITEM COM6/20</b>
<b>Subject:</b>	<b>NAMING OF AN UN-NAMED "TRACK IN USE" - BRUXNER HIGHWAY, DRAKE</b>

<b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b>	
<b>CSP Goal:</b>	<b>Transport</b> - TRSP 15 - We have an effective interconnected transport system that is safe, efficient and affordable for us as a community.
<b>CSP Strategy:</b>	We have a well-designed and functioning road network suitable for all users now and take into consideration future network consumption and demand.
<b>CSP Delivery Program</b>	Asset Planning, Policy and Management provide strategic direction and information to Council enabling the sustainable management of its asset portfolio as a whole.

## SUMMARY

There is a "track in use" that comes off Bruxner Highway, Drake located approximately 6.7 km from Drake Village that services several properties and has not been named. In accordance with Geographical Names Board (GNB) Guidelines, this private track is identified as a "Lane" or "View". There is also discrepancies with mapping sources for the road named Kims Way that need to be rectified to eliminate any confusion.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Proposes the name "Storm View" as the name of this un-named track; and
- (2) Advertises the proposed name and proceeds with the process of officially naming this "track in use" by way of gazettal and signposting;
- (3) Erects "No Through Road" and "Council Does Not Maintain This Road" signage as well as seeking concurrence from Transport for NSW (TfNSW) on road sign design prior to erecting; and
- (4) Ensures that all mapping data including Google and Spatial Services reflects "Kims Way" as highlighted green on the attachment to this report; and
- (5) Ensures that any reference to "Kims Way" such as that held by Google as highlighted red on the attachment to this report, be deleted to eliminate ongoing confusion.

## BACKGROUND

Correspondence from multiple property owners who use the "track in use" was received by Council requesting the "track in use" be named and identified for use of contractors and emergency services.

## Our Community No. 6 Cont...

Property owners were concerned that there is a discrepancy with mapping systems such as Google and LPI (Spatial Services) with the road named Kims Way. Google shows Kims Way as a “no through” track as highlighted red on the attachment to this report. This is believed to be an old logging track or something similar.

Council has on its records, Kims Way as being a road maintained by Council for approximately 800m from Sugarbag Road (west) as highlighted green on the attachment to this report.

After investigation and feedback from property owners, there is a legal Right of Carriageway (ROC) that extends from the base of Council’s maintained Kims Way and services five (5) lots. However, although this provides legal access to the properties, it crosses a creek which prevents physical access. Over time, the property owners have used the “track in use” off the Bruxner Highway as physical access to their properties as highlighted blue on the attachment to this report.

As per Council report ENG 34/15 dated 28 October 2015 Council, as the Road Authority, must adhere to the procedure outlined in the *NSW Roads Regulation 2008* when naming a public or private road. In NSW, the Geographical Names Board (GNB) must be notified of all road naming proposals. The naming of roads in NSW is standardised to ensure that the process is transparent and easy to understand for regulatory bodies and members of the community.

A consistent approach to road naming benefits emergency services, transport and goods and service delivery and provides opportunities for community consultation when determining road names. In this regard, the NSW Addressing User Manual outlines the GNB policy, principles, processes and procedures for addressing.

The main objective of naming this “un-named track in use” off Bruxner Highway is to:

- Facilitate prompt responses by emergency services such as the Police, Ambulance and Fire Brigade;
- Facilitate efficient delivery of services such as those offered by Telstra and Essential Energy;
- Comply with the Australian Standard AS/NZ 4819:2011 Rural and Urban Addressing.

The GNB guidelines suggest the following rules/criteria be applied when naming a road:

- Name duplication within a local government area should be avoided. If possible duplication of names in proximity to adjacent local government areas should also be avoided.
- Roads crossing local government boundaries should have a single and unique name.
- Names should be appropriate to the physical, historical or cultural character of the area concerned.

Preferred sources for road names include:

- Aboriginal names;
- local history;
- early explorers, pioneers, settlers and other eminent persons;
- war/casualty lists;

Our Community No. 6 Cont...

- thematic names such as flora or fauna,

The approvals process for road naming under the Roads Act 1993 and as detailed in the NSW Addressing Manual endorsed by GNB requires;

1. Council to endorse a proposed road name followed by,
2. Advertising the proposed road name allowing a submission period of 28 days followed by,
3. A decision of Council to accept the proposed name, followed by advertising of the road name followed by Gazettal. Once gazetted, the track can be signposted.

#### **REPORT:**

Property owners who use this "track in use" were consulted by way of letter requesting supply of feedback to Council on use of the "track in use" and for suggestions for names.

TfNSW (formerly Roads & Maritime Services) and Crown Lands were also consulted as stakeholders of this "track in use". TfNSW were consulted as the track comes off the State Highway and Crown Lands were consulted as the track traverses Crown Land. TfNSW and Crown Lands had no objections to the naming of the "track in use" however TfNSW would like to be consulted about signage design prior to erecting.

Following this, Council's Engineering Officer liaised with the Geographical Names Board (GNB) who checked the submitted names against parameters such as duplication, relevance etc.

The following submissions were suggested by the property owners who use this "track":

- Bellbird Lane – resident advised sounds of Bellbirds very common
- Storm View – no reason provided
- Memory Lane – no reason provided

Following review of all names received from residents for Council consideration, Memory Lane and Storm View met the GNB road naming guidelines, however there is a Bellbird Road that is within the 30km vicinity of the "track in use". Lane and View (being the road types) are both acceptable within the GNB road naming guidelines for this "track in use".

Consequently, it is the opinion of Council Officers that the un-named "track in use" be called 'Storm View' as there is no other road names within the 30km vicinity with this name that would cause confusion due to duplication etc.

#### **COUNCIL IMPLICATIONS:**

##### **1. Community Engagement / Communication (per engagement strategy)**

Property owners who use this "track in use" were consulted by way of letter and requested to supply feedback to Council on use of the "track in use" and for suggestions for names. TfNSW (Formerly Roads & Maritime Services) and Crown Lands were also consulted as stakeholders of this "track in use". TfNSW were consulted as the track comes off the State Highway and Crown Lands were consulted as the track traverses Crown Land. TfNSW and Crown Lands had no objections to the naming of the "track in use" however TfNSW would like to be consulted about signage design prior to erecting.

Our Community No. 6 Cont...

**2. Policy and Regulation**

- The Comprehensive Property Addressing System has established a framework for NSW to achieve streamlined and standardised approach to address management. This is in line with the GNB NSW Address Policy which was updated in November 2019.

**3. Financial (Annual Budget & LTFP)**

Cost of advertising, supply and installation of the signposts.

**4. Asset Management (AMS)**

Nil. This "track in use" does not meet requirements of the Road Network Asset Management Plan. A signpost will be installed stating that Council does not maintain this road.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

The main objective of naming this "track in use" off Bruxner Highway is to:

- Facilitate prompt responses by emergency services such as the Police, Ambulance and Fire Brigade;
- Facilitate efficient delivery of services such as those offered by Telstra and Essential Energy;
- Comply with the Australian Standard AS/NZ 4819:2011 Rural and Urban Addressing.

**7. Performance Measures**

Nil.

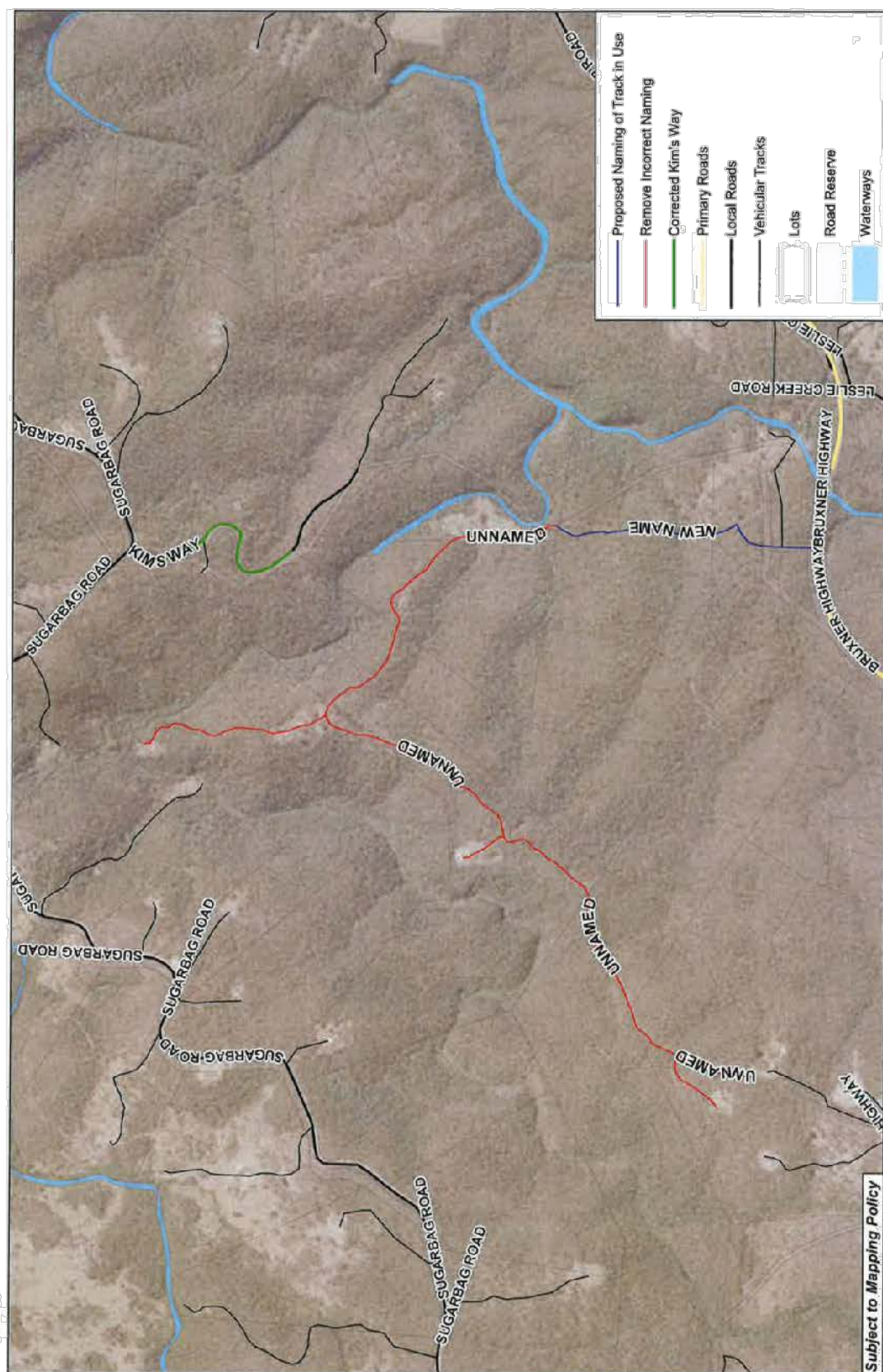
**8. Project Management**

Nil.

**Fiona Keneally**  
**Director Infrastructure**

Prepared by staff member:	Jessica Gibbins
Approved/Reviewed by Manager:	Fiona Keneally, Director Infrastructure
Department:	Engineering Department
Attachments:	1 Map Detailing Tracks as per Report 1 Page

**Tenterfield Shire Council**



Subject to Mapping Policy

<b>Department:</b>	<b>Engineering Department</b>
<b>Submitted by:</b>	Engineering Administration Officer
<b>Reference:</b>	<b>ITEM COM7/20</b>
<b>Subject:</b>	<b>UPDATE - ELECTRIC VEHICLE RECHARGING STATION</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Transport</b> - TRSP 16 - Our quality of life is enhanced by transport options to access services that are not available in our community and enable us to connect with people visiting and accessing the services we provide.
<b>CSP Strategy:</b>	Provide advocacy and advice on transport issues to stakeholder groups and government.
<b>CSP Delivery Program</b>	Advocate on behalf of the community for improved service levels across the Shires transport network.

#### **SUMMARY**

The purpose of this report is to seek endorsement from Council to amend previous report ITEM COM22/18 to lease a dedicated car space in Tenterfield Visitor Information Centre carpark for the purpose of NRMA installing an Electric Vehicle Fast Charging Station.

#### **OFFICER'S RECOMMENDATION:**

**That Council authorises that the License to Occupy for Charging Stations for Electric Vehicles be signed under the Seal of Council by the Mayor and the Chief Executive, thus committing a dedicated car space in the Visitor Information Centre to be allocated for a five (5) year peppercorn lease of \$1 per annum to NRMA for the purpose of electric vehicle recharging.**

#### **BACKGROUND**

Previously Council resolved to authorise a peppercorn lease for the northern carpark within the Tenterfield Shire Council carpark. Investigations have revealed that the nominated site presented limitation in regards to power supply.

An alternative site has been identified at the rear of the Tenterfield Visitor Information Centre which from initial investigations, appears to be a better fit for the EV Fast Charger.

#### **REPORT:**

As part of the Project, NRMA seeks to identify appropriate sites across NSW in which to locate an electric vehicle fast charging station.

NRMA has not yet established any electric vehicle (**EV**) fast charging stations in the relevant area. NRMA would like to work with Tenterfield Shire Council to establish a Station in the Council car park at 157 Rouse Street, Tenterfield NSW 2372 located directly behind the Tenterfield Visitor Information Centre (Figure A).



Our Community No. 7 Cont...



Figure A

Any Station will comprise a dedicated parking bay and an electric vehicle fast charger. No construction plans have been developed for the location.

The intended timetable is as follows:

- Confirm preferred Location– February 2020
- Finalise Licence to Occupy for preferred Location – February/March 2020
- Station construction – March – April 2020.

The intention is to focus on documenting the location deal first, and for the parties to then consider other potential Station locations in and around the site area.

#### COUNCIL IMPLICATIONS:

##### 1. Community Engagement / Communication (per engagement strategy)

Community education will be spearheaded by NRMA with Council providing support via our website, Your Local News and other associated media.

##### 2. Policy and Regulation

- Work Place Health & Safety Policy
- Affixing of Councils Seal to Documents Policy

##### 3. Financial (Annual Budget & LTFP)

Nil.

Our Community No. 7 Cont...

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Fiona Keneally**  
**Director Infrastructure**

Prepared by staff member:

Kelly Pitkin

Approved/Reviewed by Manager:

Fiona Keneally, Director Infrastructure

Department:

Engineering Department

Attachments:

**1** NRMA Letter of Intent 6 Pages



14 January 2020

Mr Terry Dodds  
Chief Executive  
Tenterfield Shire Council  
PO Box 214  
Tenterfield NSW 2372

By email: [t.dodds@tenterfield.nsw.gov.au](mailto:t.dodds@tenterfield.nsw.gov.au)

Dear Mr Dodds,

**Non-binding letter of intent – electric vehicle charging stations**

Thank you for your time in discussing National Roads and Motorists' Association Limited's (NRMA) development and proposed roll out of an electric vehicle charging network (Project), consisting of electric vehicle fast chargers.

I have set out in this letter of intent (LoI) the proposed terms of an arrangement between NRMA and Tenterfield Shire Council.

This LoI sets out the material commercial terms that have been agreed in principle to date, and that are proposed to form the basis of legally binding documentation. This LoI does not comprise a complete list of all the provisions that will be required in the ultimate agreement(s).

Except where expressly stated, this LoI does not give rise to any legally binding rights or obligations between the parties. It is not an offer capable of acceptance, and no legally binding obligation arises unless and until formal documentation is signed by all parties.

	Topic	Terms
1	Parties	The parties to any arrangement will be: <ul style="list-style-type: none"><li>NRMA (or its nominee); and</li><li>Tenterfield Shire Council.</li></ul>
2	Background	<p>As part of the Project, NRMA seeks to identify appropriate sites across NSW (each, a "Site") in which to locate an electric vehicle fast charging station.</p> <p>NRMA has not yet established any electric vehicle (EV) fast charging stations (Stations) in the relevant area. NRMA would like to work with Tenterfield Shire Council to establish a Station in the Council car park at 157 Rouse Street, Tenterfield NSW 2372 located directly behind the Tenterfield Visitor Information Centre (Location).</p> <p>Any Station will comprise a parking bay and an electric vehicle fast charger (Charger). No construction plans have been developed for the Location.</p>

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		<p>The purpose of this letter is to set out the parties' in principle agreement, at which point NRMA will commence developing an appropriate construction design and other plans for the Location.</p>
3.	Transaction documents	<p>In order to document the arrangement a "Licence to Occupy" will need to be prepared and executed for the Station.</p> <p>Attached at Attachment 1 is a copy of NRMA's template Licence to Occupy. It is provided by way of example only and has not been adapted to reflect the terms of the proposed arrangement with Tenterfield Shire Council.</p> <p>NRMA's aim is to execute this in substantially the same form once the details of the arrangement have been inserted. Accordingly, the parties agree that the review of the Licence to Occupy will be promptly progressed through each organisation, and each party will act expeditiously in order to review and execute this document.</p>
4.	Intended timetable	<p>The intended timetable of steps is as follows:</p> <ul style="list-style-type: none"> <li>▪ Confirm preferred Location— January 2020</li> <li>▪ Finalise Licence to Occupy for preferred Location – February 2020</li> <li>▪ Station construction – March – April 2020.</li> </ul> <p>The intention is to focus on documenting the Location deal first, and for the parties to then consider other potential Station locations in and around the Site area.</p>
5.	Location key provisions	<p>The key proposed terms for the Location are as follows:</p> <p><b>Locations and plans</b></p> <p>5.1 NRMA and Tenterfield Shire Council to agree on:</p> <ul style="list-style-type: none"> <li>5.1.1 the precise location for the Station on the Site;</li> <li>5.1.2 the bay to comprise the Station;</li> <li>5.1.3 the bay will be exclusive for electric vehicle charging</li> <li>5.1.1 working together to ensure any processes for site approval are as streamlined and efficient as possible.</li> </ul> <p><b>Term</b></p> <p>5.2 The term for the Licence to Occupy will be 5 year minimum period with an option for a further 5 year period.</p>

	<i>Rent</i>
5.3	NRMA will be charged a peppercorn rent for the Licence to Occupy.
	<i>Access and Safety</i>
5.4	The Charger will be accessible to the general public 24 hours a day 365 days a year.
5.5	For safety, Tenterfield Shire Council will ensure adequate site lighting.
	<i>Fitout works</i>
5.6	NRMA will be responsible for fitout works (as more particularly detailed in the Licence to Occupy), including but not limited to:
5.6.1	installation of the Charger;
5.6.2	installation of electrical switchboard with meters and electrical protection equipment;
5.6.3	installation of electrical conduits and cables;
5.6.4	installation of EV parking and information signs; and
5.6.5	marking/painting of parking bay(s) with EV parking symbols.
	<i>Charger and Station costs</i>
5.7	NRMA will pay for and own the Charger.
5.8	NRMA will be responsible for maintaining the Charger (physical maintenance and software support) at its cost, as well as upgrade costs (as deemed necessary by NRMA).
5.9	Tenterfield Shire Council will be responsible for maintaining the bay at its cost.
5.10	NRMA will pay the costs associated with:
5.10.1	designing and preparing plans for the station; and
5.10.2	constructing the Station including fitout works...
5.11	NRMA will be responsible for procuring all necessary permits and paying the associated costs to build the Station.
5.12	NRMA will pay the electricity usage charges for the Station. NRMA may require that the Station be

		<p>separately metered so that it NRMA can select the electricity supplier.</p> <p><b>Branding</b></p> <p>5.13 The Charger will be co-branded by NRMA and Tenterfield Shire Council with the nature of the branding to be agreed between the parties.</p> <p><b>Revenue from the Charger</b></p> <p>5.14 Parties may be required to pay to use the Charger, and NRMA will be entitled to 100% of this revenue. It is likely that payment will occur via an NRMA app, which NRMA will develop.</p> <p><b>Public liability</b></p> <p>5.15 NRMA will have current public liability insurance for the purpose of covering EV related activities.</p>
6.	<b>Other Locations key provisions</b>	<p>6.1 The parties acknowledge and agree that:</p> <p>6.1.1 Significant commitment will be made by NRMA once the Licence to Occupy is signed in order to build the Station and enable the Charger to operate;</p> <p>6.1.2 Both parties will use their best endeavours to commit to the longevity of the Station, including ensuring that any redevelopment and land dealings do not adversely affect the Station's availability and user experience; and</p> <p>6.1.3 The Licensor does not currently have any plans to redevelop or sell the Location.</p>
7.	<b>Other general terms</b>	<p><b>Other marketing initiatives</b></p> <p>7.1 The parties will explore opportunities for mutual promotion of NRMA and Tenterfield Shire Council initiatives related to the Project, and (where permissible under law) through direct communication with NRMA Members and Tenterfield Shire Council's customers.</p> <p><b>Creation of IP</b></p> <p>7.2 If any intellectual property is created in connection with the Project (excluding any IP in existence as at the date of this letter), this will be owned by NRMA.</p> <p><b>Risk management</b></p> <p>7.3 The parties will perform regular risk management assessments to identify, understand and mitigate risks that arise from time to time during the arrangements; and</p>

		to meet and discuss the outcomes of those risk management assessments.
8.	<b>Non-binding</b>	<p>Subject to the below, this Lol is not a legally binding document and the parties do not intend, and do not, create any legal rights or obligations by signing it.</p> <p>The parties acknowledge and agree that this arrangement is non-exclusive, and NRMA may conduct similar discussions with other parties in relation to potential locations in or around the Site area.</p> <p>Either party may terminate their discussions regarding the Project at any time.</p> <p>The following provisions of this Lol are binding on the parties:</p> <p>8.1 Announcements (item 9);</p> <p>8.2 Costs (item 10);</p> <p>8.3 Confidentiality (item 11);</p> <p>8.4 Governing law and execution (item 12); and</p> <p>8.5 this item 8.</p>
9.	<b>Announcements</b>	The parties must not make a media release, announcement or public statement about the Project, except with the prior written consent of the other party or as required by law.
10.	<b>Costs</b>	Each party must pay its own legal costs and expenses in relation to the preparation, negotiation and execution of this Lol and any binding transaction documents.
11.	<b>Confidentiality</b>	The existence and content of this Lol is confidential information. The parties must not disclose such terms or the Lol's existence to any person (other than professional advisers) unless required to do so by law.
12.	<b>Governing law and execution</b>	<p>12.1 This Lol is governed by the law applying in New South Wales, Australia and the parties submit to the non-exclusive jurisdiction of the courts of New South Wales.</p> <p>12.2 This Lol may be executed in counterparts, all of which taken together constitute one document.</p>

If Tenterfield Shire Council is agreeable to the terms, please sign and date the letter, below. I'll then provide you with a copy executed by NRMA.

Regards,



Amelia Starr  
 Senior Manager, Community and Stakeholder Engagement  
 The NRMA

**Signed for and on behalf of National Roads and  
Motorists' Association Limited:**

)  
)  
)

Print Title: ☐

Print Name:

Print Name:

Date:

**Signed for and on behalf of Tenterfield Shire Council:**

)  
)  
)

Print Title:

Print Name:

Print Name:

Date:



<b>Department:</b>	<b>Office of the Chief Executive</b>
<b>Submitted by:</b>	Manager Economic Development & Community Engagement
<b>Reference:</b>	<b>ITEM ECO1/20</b>
<b>Subject:</b>	<b>PETER ALLEN FESTIVAL</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Economy</b> - ECON 7 - Tourism is valued, promoted and tourists are welcomed for the positive contribution they make to the community and economy.
<b>CSP Strategy:</b>	Seek partnerships with and support local business and tourism stakeholders to provide new and upgraded infrastructure for events and tourism experiences.
<b>CSP Delivery Program</b>	Facilitate and participate in ongoing partnership activities with the New England High Country, Tenterfield Chamber of Tourism, Industry and Business.

#### **SUMMARY**

The purpose of this report is to bring this matter back before Council following the request that it be deferred until such time as Peter Allen Festival organisers produce full audited financials, including balance sheets, for the past two (2) Festivals – refer Motion 274/19.

#### **OFFICER'S RECOMMENDATION:**

**That Council allocate the remainder of the Empowering Our Communities Grant, a sum of approximately \$10,000, to the Peter Allen Festival Committee in recognition of their community support and loss as a result of the 2019 drought and fire impacted event and the vital support this event provided for the mental health of the community.**

#### **BACKGROUND**

At the December 2019 Ordinary Meeting, Council considered a report to discuss fees and charges for the closure of Rouse Street and sections of High Street on Saturday 7 September, during the 2019 Peter Allen Festival. Financial statements as requested by Council at that meeting have now been received and the matter is brought forward again for consideration.

The inaugural Peter Allen Festival was held in Tenterfield from Friday 7 September to Sunday 9 September 2018. This two and a half day festival brought approximately 1,100 visitors to town, and attendees rated the overall festival 4.3/5. Approximately 79% of festival attendees were from out of town, the majority staying in hotels and motels and staying for an average of 2.9 nights. These figures were derived from a survey conducted by the Peter Allen Festival Committee in conjunction with Tenterfield Shire Council. Conservative estimates anticipate the festival brought a direct injection of \$400,000 to town.

One of the key elements of the 2018 Festival was the Peter Allen Boulevard, which featured music and market stalls along the main street. This required the closure of Rouse Street between Molesworth Street and Manners Street, as well as part closure of High Street (to account for visitors to the Tenterfield Saddler).

## Our Economy No. 1 Cont...

This was a hugely successful element of the 2018 Festival, and one which Festival organisers replicated for the 2019 Festival.

The road closure added greatly to the atmosphere of the Festival, and was a favourite event for many attendees.

The Peter Allen Festival has the potential to be Tenterfield's Flagship Festival, as is the Parkes' Elvis Festival for Parkes. In light of this, Tenterfield Shire Council was a major supporter of the 2018 Peter Allen Festival, assisting with marketing, grant applications and subsidising the road closure.

### **REPORT:**

The 2019 Peter Allen Festival experienced significant impact from the Tenterfield bushfires, which began on Friday 6 September 2019 – the second day of the 2019 Peter Allen Festival. Impacts from these fires resulted in a dramatic reduction in attendees – due to road closures and negative media coverage which caused panic amongst those planning to attend.

All events saw a significant reduction in attendance due to these bushfires. The events were all extremely professionally organised and expectation was that the Festival would have seen a major increase on the 2018 Festival attendance figures. Estimated attendance figures for the 2019 event were more than halved, with approximately 800 people attending the Festival (estimates were from 1,600 to 2,000 attendees). Motels and other accommodation outlets reported a high number of cancellations due to the fire event.

The Peter Allen Festival Committee is currently carrying a significant debt from this event through circumstances outside their control, and have been well supported by many of their creditors, who have not pursued immediate payment.

While the Peter Allen Festival has experienced this setback, it is felt that the potential for this Festival to become a cornerstone event for our community still exists. The negative media coverage, as well as the ongoing drought, bushfires and water shortages that Tenterfield is experiencing, has had a significant impact on visitation and tourism to the Shire. Support of the Peter Allen Festival Committee will assist in the continuation of the Peter Allen Festival as a major tourism activity for Tenterfield.

Feedback from those who could attend the 2019 Peter Allen Festival was extremely positive, with many making plans to attend the 2020 event. It is proven that successful events such as Oracles of the Bush and the Bavarian Music Festival and Beer Fest have a significant impact on Tenterfield's economy. The Parkes' Elvis Festival, which started with 50 attendees at the first event, is now worth \$13 million to the Parkes Economy.

Although the Festival is only in its early years, it is believed the Peter Allen Festival has the potential to grow into Tenterfield's Flagship Event. Community support for the Festival is critical at this time for the event to continue and develop.

### **COUNCIL IMPLICATIONS:**

#### **1. Community Engagement / Communication (per engagement strategy)**

The Peter Allen Festival was identified as a key economic priority for Tenterfield during workshops held in 2017.



Our Economy No. 1 Cont...

**2. Policy and Regulation**

Nil

**3. Financial (Annual Budget & LTFP)**

An adjustment to the annual budget would be required and recorded as a sponsorship to the Peter Allen Festival.

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Nil

**Terry Dodds**  
**Chief Executive**

Prepared by staff member:	Harry Bolton, Manager Economic Development & Community Engagement
Approved/Reviewed by Manager:	Terry Dodds, Chief Executive
Department:	Office of the Chief Executive
Attachments:	There are no attachments for this report.

<b>Department:</b>	<b>Engineering Department</b>
<b>Submitted by:</b>	Engineering Officer (Technical Support) P/T
<b>Reference:</b>	<b>ITEM ECO2/20</b>
<b>Subject:</b>	<b>REID STREET, TENTERFIELD - REQUEST FOR COUNCIL TO TAKE OVER ONGOING MAINTENANCE</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Transport</b> - TRSP 15 - We have an effective interconnected transport system that is safe, efficient and affordable for us as a community.
<b>CSP Strategy:</b>	The management of Council's assets will be long term and focused on meeting the needs of the community now, and into the future.
<b>CSP Delivery Program</b>	Management of the transport infrastructure assets in response to changing community need.

#### **SUMMARY**

The purpose of this report is to provide information to Council pertaining to the construction of Reid Street, Tenterfield as part of a requirement of a two (2) lot subdivision and the transfer of ongoing maintenance of the road reserve.

#### **OFFICER'S RECOMMENDATION:**

##### **That Council:**

- (1) Accepts the addition of Reid Street, Tenterfield to Council's Road Asset Register; and**
- (2) Accepts the ongoing maintenance of Reid Street, Tenterfield.**

#### **BACKGROUND**

A Development Application was received by Council for a two (2) lot subdivision which accesses off Bellevue Road, Tenterfield. A requirement of the Subdivision, is that Reid Street from the edge of Bellevue Road is to be constructed including all necessary drainage to a Class "D" road at full cost to the applicant and in accordance with Council's Road Network Management Plan.

Historically, where the requirement for a road to be constructed as part of a development has occurred, Council has taken over the ongoing maintenance of the subject road once the road has been approved and the maintenance defects liability period has expired.

#### **REPORT:**

Approval was issued to the Developers on 12 February 2018 for a two (2) Lot Subdivision. Prior to the issue of the Subdivision Certificate, a requirement is that Reid Street from the edge of Bellevue Road is to be constructed including all necessary drainage to a Class "D" road at full cost to the applicant and in accordance with Council's Road Network Management Plan. All lots are to be provided with an approved access (issued under Section 138 of the Roads Act 1993) and in accordance with Council requirements.

Our Economy No. 2 Cont...

Consent No. 2018-84 (issued under S138 of the Roads Act 1993) was issued to the Applicant on 29 November 2018 and construction of Reid Street and accesses to the two (2) lots including the bell-mouth off Bellevue Road has commenced. General Condition #9 of the Consent issued, states that maintenance responsibilities and liability rests with the applicant.

Correspondence was received from the Developers requesting Council to take over future maintenance of the Reid Street.

Council's Subdivision Guidelines states that Developments are subject to a maintenance period from the time of final inspection of practical completion. Completion of works has been carried out by Council's Engineering staff.

#### **COUNCIL IMPLICATIONS:**

**1. Community Engagement / Communication (per engagement strategy)**

Nil. Council staff have been liaising with the Developers throughout the Subdivision process.

**2. Policy and Regulation**

- S138 Roads Act 1993
- Environmental Planning Act 1979
- Council's Road Network Management Plan

**3. Financial (Annual Budget & LTFFP)**

The construction of Reid Street increases the sealed asset network by approximately 200 metres. It is expected that this class of road would need to be resealed in 20 years' time.

**4. Asset Management (AMS)**

Transferring the maintenance to Council will increase the Asset Register by 200 metres. This street would be required to be added to the Road Network Register and therefore depreciated in conjunction with other transport assets.

Routine maintenance will be required to keep assets operating. Reid Street is a low traffic volume road which is likely to require only very minor repairs if any, in the future.

**5. Workforce (WMS)**

Negligible impact.

**6. Legal and Risk Management**

An extensive search undertaken by Crown Lands Status Branch revealed that the road reserves in this vicinity were created as part of a private sub-division of Portion 148 with subdivision shown on DP5223 which was approved in 1907. Section 73 (i) (e) of the Local Government Act 1906 vests the care, control and management of roads of 66 feet or greater in Council upon approval of the plan of sub-division approved by Council. Therefore the road reserve is a dedicated Council Road.

**7. Performance Measures**

Nil.

Our Economy No. 2 Cont...

**8. Project Management**

Nil. The construction of Reid Street is being completed by the Developers at no cost to Council.

**Fiona Keneally**  
**Director Infrastructure**

Prepared by staff member:	Jessica Gibbins, Engineering Officer (Technical Support) P/T
Approved/Reviewed by Manager:	Fiona Keneally, Director Infrastructure
Department:	Engineering Department
Attachments:	There are no attachments for this report.

<b>Department:</b>	<b>Engineering Department</b>
<b>Submitted by:</b>	Manager Asset & Program Planning
<b>Reference:</b>	<b>ITEM ECO3/20</b>
<b>Subject:</b>	<b>HOOTONS ROAD - LAND ACQUISITION AT EMU CREEK</b>

#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>CSP Goal:</b>	<b>Transport</b> - TRSP 15 - We have an effective interconnected transport system that is safe, efficient and affordable for us as a community.
<b>CSP Strategy:</b>	We have a well-designed and functioning road network suitable for all users now and take into consideration future network consumption and demand.
<b>CSP Delivery Program</b>	Asset Planning, Policy and Management provide strategic direction and information to Council enabling the sustainable management of its asset portfolio as a whole.

#### SUMMARY

This report seeks Council approval to acquire land for the purpose of dedication as public road along Hootons Road at Emu Creek.

#### OFFICER'S RECOMMENDATION:

**That Council resolve to:**

- (1) Agree to the acquisition of land for the opening of a road reserve nominally 20 metres wide, along the first two (2) kilometres of Hootons Road as part of the Emu Creek bridge replacement project; and**
- (2) Delegate authority to the Director Infrastructure to negotiate and agree with the adjacent landowners for the valuation of any compensation for the area of land to be acquired, that being nominally in the order of four (4) hectares; and**
- (3) Approve the assigning of the official Council seal to any transfers, title deeds and documents associated with the land acquisition and road opening in this matter; and**
- (4) Approve the gazettal of the new road opening.**

#### BACKGROUND

As part of the investigation of the Emu Creek timber bridge replacement on Hootons Road, it was identified that no road reserve exists over the first two (2) kilometres of the road in use. The bridge is being replaced with a new concrete structure under the *Restart NSW Fund Program* (Project RNSW2294) and a component of the project cost plan allows for property and service adjustments such as the road opening. This report seeks Council concurrence for necessary negotiations, actions and executing of documents to arrange for dedication of a public road reserve along the existing road formation.

Our Economy No. 3 Cont...

**REPORT:**

Council obtained funding in 2019 under the *Restart NSW Fund Program* for the replacement of the timber bridge over Emu Creek on Hootons Road with a new concrete structure. During investigation of this project application, it was identified that no road reserve exists over the first two (2) kilometres of Hootons Road.

Actions are proposed to be completed as part of the bridge project to acquire the land along the existing formation of the road for dedication as a public road.

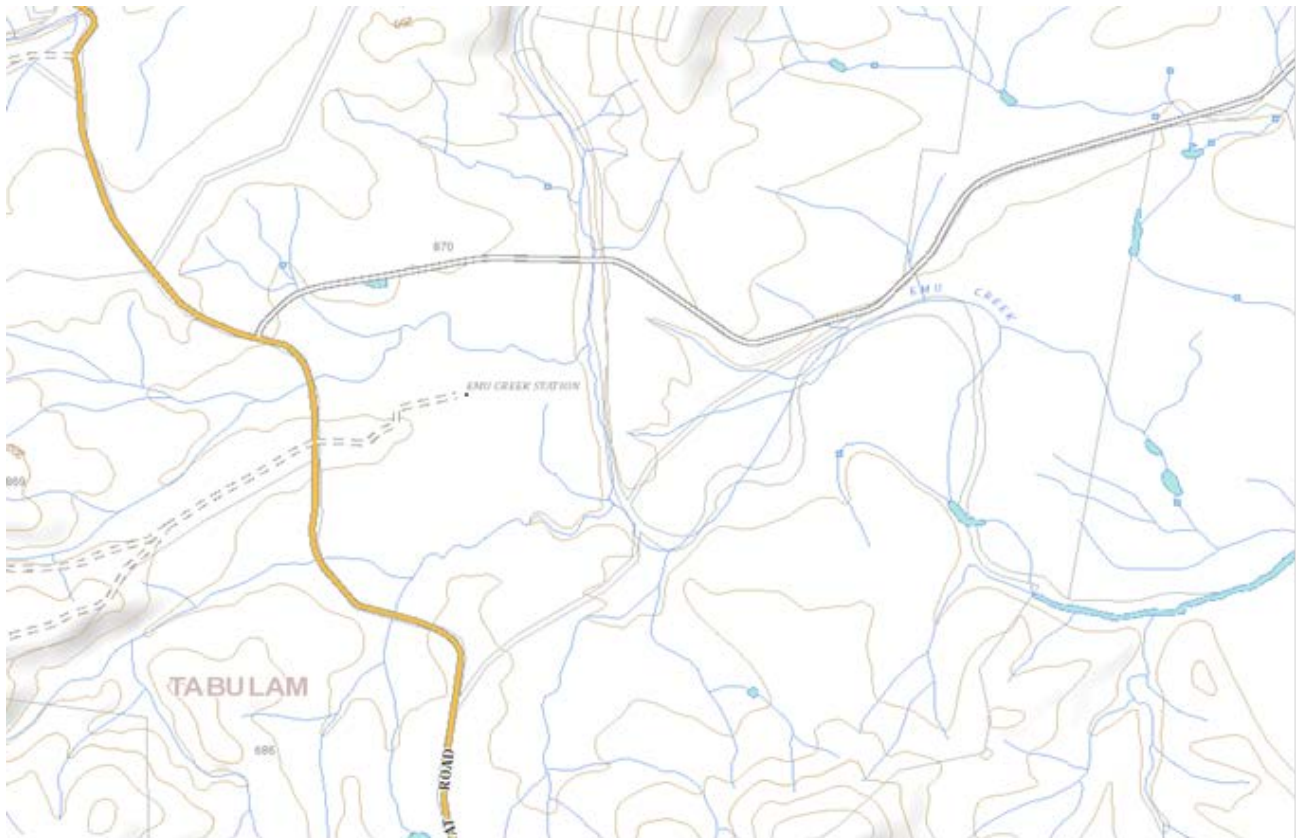


FIGURE A –HOOTONS ROAD RESERVE DEDICATION

It is necessary to arrange for the acquisition of land to open a road reserve nominally 20 metres wide along the first two (2) kilometres of Hootons Road as part of the Emu Creek bridge replacement project. This involves negotiating with adjacent landowners for the valuation of any compensation for the area of land to be acquired being nominally in the order of four (4) hectares and transfer of title deeds associated with the land acquisition to enable the gazettal of the new road opening as public road.

**COUNCIL IMPLICATIONS:****1. Community Engagement / Communication (per engagement strategy)**

Consultation with adjacent landowners has been commenced and it is necessary to continue with negotiations to complete the land acquisition for road dedication purposes.

**2. Policy and Regulation**

No implications.

Our Economy No. 3 Cont...

**3. Financial (Annual Budget & LTFP)**

The project budget for property and service adjustments is \$ 35,000. It would be appropriate to address the road dedication under this project with survey, compensation and legal fees to be completed costed through the project funding where possible.

**4. Asset Management (AMS)**

Council's Road Network Management Plan refers to roads that are not within the dedicated alignment. The Plan states that Council is working progressively towards the dedication of all roads maintained by Council. The Plan also states that no action will be taken to correct the deviations outside the public road reserves unless reconstruction of the road is undertaken such as the Emu Creek bridge project.

**5. Workforce (WMS)**

No implications.

**6. Legal and Risk Management**

There could be a risk to Council if the road dedication is not rationalised. Council needs to exercise it's delegated roles under the road authority on public roads.

**7. Performance Measures**

No implications.

**8. Project Management**

The project management for the land acquisition will be undertaken as part of the bridge replacement project management.

**Fiona Keneally**  
**Director Infrastructure**

Prepared by staff member:	David Counsell
Approved/Reviewed by Manager:	Fiona Keneally, Director Infrastructure
Department:	Engineering Department
Attachments:	There are no attachments for this report.

<b>Department:</b>	<b>Engineering Department</b>
<b>Submitted by:</b>	Manager Asset & Program Planning
<b>Reference:</b>	<b>ITEM ECO4/20</b>
<b>Subject:</b>	<b>TRUCK WASH &amp; LOADING RAMP PROJECT - ALTERNATIVE CONCEPTS</b>

<b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b>	
<b>CSP Goal:</b>	<b>Economy</b> - ECON 8 - Our existing businesses and industry are supported to reach their full potential and provide quality goods and services both locally and to a wider market.
<b>CSP Strategy:</b>	Recognise agriculture as a significant industry in the Shire and encourage initiatives that enhance the economic sustainability of agriculture.
<b>CSP Delivery Program</b>	Provide a financially sustainable saleyard operations, attractive to local producers.

## SUMMARY

This report provides Council with revised detailed concept design for the Tenterfield Livestock Selling Centre Truck Wash and Loading Ramp.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) **Note the option for the Council Depot site is not viable at this stage;**
- (2) **Resolve that the Livestock Selling Centre is the preferred location for the project;**
- (3) **Resolve that the existing loading ramps facing Boundary Road be upgraded;**
- (4) **Resolve that the truck wash for the site be proposed for installation on the south western area of the amenities buildings.**
- (5) **Note that any conditions on this project stemming from the Development Application may impact a further decision by Council on whether to proceed with the truck wash and loading ramp as the cost of implementing these conditions may be prohibitive.**

## BACKGROUND

Council has previously considered a report relating to a tender for the Construction of Truck Wash and Loading Ramp in 2019 and resolved not to accept any tender, with a report to be considered on alternative sites for the project and a pathway to deliver the project within the original budget.

## REPORT:

Council has undertaken the truck wash project with part funding under the *Fixing Country Truck Washes Program* to construct a truck wash and loading facility at the Tenterfield Livestock Selling Centre.



## Our Economy No. 4 Cont...

Previous plans incorporated a double height under/over rear loading ramp facility and a wash bay that required significant construction of roadworks, utilities, electrical and mechanical structures to supply water and manage the waste water to the eastern side of the existing selling yard complex.

The estimated cost, through both staff estimating and tendering process, realised the cost of the project significantly beyond the budget allocation. An alternate delivery concept is therefore deemed to be required as Council has limited funding available for the project to be viable.

A number of alternative sites have been considered as part of the conceptualisation process including northern area of Council's Tenterfield Depot and the south western area of the Tenterfield Saleyards amenities area. Key points in assessing the different sites include;

### **Council Depot Site**

- Not directly associated with the Livestock Selling Centre operation.
- Requires access construction to Cowper Street (New England Highway).
- Beneficial location unlikely to be fully realised until bypass is constructed.
- TfNSW will require turning vehicle passing lane for 80km/h speed zone.
- Large section of established avenue of significant trees would need to be removed.

### **Livestock Selling Centre Amenities Site**

- Key enhancement to the saleyards operations.
- Loading ramp could be incorporated into the existing ramp number 5.
- Access along Boundary Road frontage can include alteration to loading ramp number 4.
- Truck connection to Boundary Road would be at a safer location for vision.
- New concept preserves eastern grazing area for future expansion of yards complex.

As a result of these considerations, a more detailed concept has been developed of the Livestock Selling Centre amenities site including the enhancement of the existing loading ramp 5 instead of constructing a totally new ramp structure. Modified access arrangements along the Boundary Road frontage have been included.

The truck wash structure is now proposed to be considered as a separate application near the amenities area and concepts have also been developed for the positioning of the wash bay and facilities.

It is proposed that Council endorse these concepts and arrange any actions necessary to undertake the installation keeping total costs within the allocated budget.

## **COUNCIL IMPLICATIONS:**

### **1. Community Engagement / Communication (per engagement strategy)**

Community consultation has previously been undertaken with regard to the Development Application. Some issues raised concerning possible 24 hour operation, noise and increase in truck movements that may occur.

To address concern for these issues, the development proposal would be amended for the modification of existing loading ramps only, with no additional loading ramps as previously included.

Our Economy No. 4 Cont...

**2. Policy and Regulation**

No implications.

**3. Financial (Annual Budget & LTFP)**

The project budget is \$ 1,291,697 with some costs incurred through design and tendering. The proposed measures will be aimed at keeping the construction and total costs within that budget.

Ongoing running costs and asset depreciation expenses will be occurred in future ongoing budgets.

**4. Asset Management (AMS)**

This construction project will increase the asset value of the Livestock Selling Centre and improve the efficient operation of the Saleyards.

**5. Workforce (WMS)**

No implications.

**6. Legal and Risk Management**

The project will need to comply with Council's Liquid Trade Waste Regulation Policy 2014 and the NSW Government Liquid Trade Waste Regulation Guidelines 2009.

**7. Performance Measures**

No implications.

**8. Project Management**

The project management will manage the construction task to aim to keep the project cost within budget.

**Fiona Keneally**  
**Director Infrastructure**

Prepared by staff member:	David Counsell
Approved/Reviewed by Manager:	Fiona Keneally, Director Infrastructure
Department:	Engineering Department
Attachments:	There are no attachments for this report.

<b>Department:</b>	<b>Office of the Chief Corporate Officer</b>
<b>Submitted by:</b>	Manager Planning & Development Services
<b>Reference:</b>	<b>ITEM ENV1/20</b>
<b>Subject:</b>	<b>TENTERFIELD LOCAL ENVIRONMENTAL PLAN 2013 PLANNING PROPOSAL</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Environment</b> - ENVO 9 - Our natural environment will be protected, enhanced and promoted for future generations.
<b>CSP Strategy:</b>	Town and Village planning supports and enhances local place making principles and practice celebrating the diversity of our natural environment.
<b>CSP Delivery Program</b>	Identify, plan and enhance local environments in partnership with the community and stakeholders.

#### **SUMMARY**

The purpose of this report is to advise Council of the outcome of the advertisement of the Planning Proposal PP\_2019\_TENTE\_001\_00 (changing "crematorium" from Permitted with Consent to Prohibited within the RU5 Village zone and making housekeeping amendments to Schedule 5 of the LEP) and to seek resolution to submit the Planning Proposal to the Minister of Planning and Environment for it to be made.

#### **OFFICER'S RECOMMENDATION:**

##### **That Council:**

- (1) Support the finalisation and making of the Planning Proposal as exhibited;**
- (2) Forward the Planning Proposal to Parliamentary Counsel for drafting of the Instrument and their opinion;**
- (3) Authorise Council staff to make any necessary minor amendments to the proposal during the drafting of the instrument in consultation with Parliamentary Counsel and the Department of Planning, Industry and Environment; and**
- (4) Delegate to the Chief Executive the power to make the plan on behalf of Council as the local plan-making authority under section 3.36(2)(a) under the Environmental Planning and Assessment Act 1979.**

#### **BACKGROUND**

Planning Proposal PP\_2019\_TENTE\_001\_00 has been prepared to make an amendment to *Tenterfield LEP 2013* by the changing "crematorium" from Permitted with Consent to Prohibited within the RU5 Village zone.

The Planning Proposal is also required to make housekeeping amendments to Schedule 5 of the LEP (by correcting property references and the associated heritage maps).

At its meeting of 27 February 2019, Council resolved as follows:

Our Environment No. 1 Cont...

**Resolution 24/19**

*Resolved that Council commence the process pursuant to Division 3.4 of the Environmental Planning and Assessment Act 1979, to amend Tenterfield Local Environmental Plan 2013, by including the development of a 'crematorium' in the RU5 Village zoning table as a Prohibited use.*

Council resolved at their 26 June 2019 meeting to commence the Planning Proposal process pursuant to Division 3.4 of the *Environmental Planning and Assessment Act 1979* to amend the LEP as outlined.

**Resolution 111/19**

*Resolved that Council endorses the Planning Proposal contained in the Attachment and forwards it to the Department of Planning and Environment requesting a Gateway Determination under the provisions of Section 3.33 of Division 3.4 of the Environmental Planning and Assessment Act, 1979.*

The Gateway Determination was issued by the NSW Department of Planning, Industry and Environment on the 15 August 2019.

The Planning Proposal was exhibited between 9 October 2019 and 24 October 2019. There were two (2) submissions received during the exhibition period both of which were in support of the changes proposed in the Planning Proposal.

The Department of Planning, Industry and Environment have prepared the associated mapping for the LEP amendment on behalf of Council.

The NSW Rural Fire Service has responded indicating that they have considered the information submitted and subsequently raise no concerns or issues in relation to bushfire.

**REPORT:**

At the completion of the consultation process a total of two (2) submissions were received by way of support for the Planning Proposal which are at Attachment 1 to this report and summarised below.

The NSW Rural Fire Service has responded indicating that they have considered the information submitted and subsequently raise no concerns or issues in relation to bushfire.

**COUNCIL IMPLICATIONS:**

**1. Community Engagement / Communication (per engagement strategy)**

In accordance with the requirements of the *Environmental Planning & Assessment Act, 1979*, the Planning Proposal and supporting documents were publicly exhibited from 9 October 2019 to 24 October 2019 (a copy of the exhibited PP is at Attachment 2 to this report).

Two (2) submissions were received by way of support of the Planning Proposal, both supporting the amendments which prohibit the development of a crematorium in the RU5 Village zone.

Our Environment No. 1 Cont...

## **2. Policy and Regulation**

The steps in the process to formally amend *Tenterfield LEP 2013* are set out through the *Environmental Planning & Assessment Act, 1979* and processed by the NSW Department of Planning & Environment through the Gateway Process.

The Gateway Process follows the following steps:

1. The Planning Proposal – the relevant authority (usually Council) prepares the planning proposal.
2. Gateway – the Minister decides whether the planning proposal can proceed (with or without variation) and subject to other matters including further studies being undertaken, public consultation, public hearing, agency consultation and time frames.
3. Community consultation – the proposal is publicly exhibited as required by the Minister.
4. Assessment – the relevant planning authority reviews public submissions and decides to make any alterations to the plan. Alterations are then sent back to the Minister and if agreed to Parliamentary Counsel then prepares a draft local environmental plan.
5. The making of the LEP – with the Minister's approval the local environmental plan is published on the NSW legislation website and becomes law.

## **3. Financial (Annual Budget & LTFP)**

No implications.

## **4. Asset Management (AMS)**

No implications.

## **5. Workforce (WMS)**

No implications.

## **6. Legal and Risk Management**

No implications.

## **7. Performance Measures**

No implications.

## **8. Project Management**

No implications.

**Kylie Smith**  
**Chief Corporate Officer**

## Our Environment No. 1 Cont...

Prepared by staff member:	Tamai Davidson	
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer	
Department:	Office of the Chief Corporate Officer	
Attachments:	<b>1</b> Submissions Received	2 Pages
	<b>2</b> Planning Proposal as Exhibited	6 Pages

Tenterfield,  
NSW 2372  
AUSTRALIA.

The General Manager  
TENTERFIELD SHIRE COUNCIL  
347 Rouse St (PO Box 214)  
TENTERFIELD  
NSW 2372

30/10/2019

**RE; Planning Proposal – Minor Housekeeping Amendments**

Dear Sir,

I wish to express our approval and support for the proposed amendments, particularly in relation to the prohibition of Crematoriums in the RU5 Village zone.

As you are aware the current wording which allows Crematoriums to be "Permitted with consent" was a major concern for many ratepayers during the consideration of DA 2018.087.

I would like to commend Cr Petrie and the Council, for proposing this change and for following it up.

Yours faithfully,

TENTERFIELD SHIRE		
COUNCIL		
LP/91		
31 OCT 2019		
ICR 2019 8746		
	Agreed	Info
CL		
CCO		
COB		
TD	✓	

30<sup>th</sup> October 2019

The Chief Executive

Tenterfield Shire Council

TENTERFIELD 2372

Dear Sir

Re: Planning proposal – minor housekeeping amendments.

To prohibit crematoriums in the RU5 Village zone; and correct various property description errors in Schedule 5 Environmental Heritage and the associated heritage maps.

As homeowners and therefore ratepayers in the Tenterfield shire we wish to submit our approval of the planned proposal (see above) to prohibit a crematorium from being built in the RU5 Village zone.

We commend the Council, for their foresight, regarding this proposal.

Tenterfield is a small picturesque town and its assets are the wonderful parks and gardens, the historical buildings and its interesting history. Also, the beautiful National Parks which will one day flourish again, after recent devastating events.

A crematorium built anywhere in the RU5 Village zone would only be detrimental to the expectations tourists, locals and others have of our pretty town.

Crematoriums, by definition of their usage, are usually built on the outskirts of a town where they will have little impact on the general population.

As there are obviously areas available as stated, in the RU1 Primary Production Zone, where such a building could be constructed without affecting any of the town's wonderful attributes, it would seem only sensible for the Proposal to Prohibit such a building in the RU5 Village zone to go ahead.

We look forward to seeing the Proposal amended to Prohibit, thus preserving the integrity of the town.

Yours faithfully

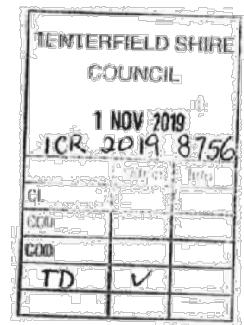














**Planning Proposal (PP\_2019\_TENTE\_001\_00)**

This is a Planning Proposal prepared under section 3.33, Division 3.4 of the *Environmental Planning and Assessment Act 1979*, in relation to a proposed amendment to *Tenterfield Local Environmental Plan 2013*. It will be assessed by Tenterfield Shire Council, the NSW Department of Planning and Environment, and used for public participation on the proposed LEP amendment.

**Background**

**Proposal**

To amend *Tenterfield Local Environmental Plan 2013* by changing "crematorium" from Permitted with Consent to Prohibited within the RU5 Village zone and to make amendments to Schedule 5 relating to correcting property details for listed heritage items.

**Property Details**

The Planning Proposal applies to all land within the Tenterfield Local Government Area zoned RU5 Village and individual items listed in Schedule 5 as follows:

**Schedule 5 items**

	Locality	Item	Address	Existing Description	Proposed Description	Mapping
1	Bolivia	House (former hotel) I128	6218 New England Highway	Lot 109 DP 751498	Lot 31 & Lot 60 DP 751498	Yes
2	Tenterfield	House I021	126 Cowper Street		Delete - listed in error	Yes
3	Tenterfield	House I022	148 and 149 Cowper Street	Lot 1, DP 592495	Change street address to 149-151 Cowper	No
4	Tenterfield	Royal Hotel I030	130 High Street	Lot 2, DP 1078142	Lots 2 & 3 DP 1078142	Yes
5	Tenterfield	House I047	147 Logan Street	Lot 1, Section 4, DP 555480	Lot 1 DP 555480	No
6	Tenterfield	House I048	149 Logan Street	Lot B, Section 4, DP 357193	Lot B DP 357193	No
7	Tenterfield	Tenterfield Railway Station Group I050 (State)	Main Northern Railway	Nil	Lot 1 DP 801201 Lot 1 DP 1126443	No
8	Tenterfield	House "The Mill" former flour mill I056	101 Manners Street	Lots B and C, Section 22, DP 158236	Lots B and C, DP 158236	No
9	Tenterfield	Scout Hall I065	Martin Street	Lot 16, Section 18, DP 758959	Add Street number 38 Martin Street	No
10	Tenterfield	Tank traps, Brisbane Line Site I080	Mount Lindesay Road	Travelling stock route	Lot 7301 DP1120474	Yes
11	Tenterfield	Stannum House I093	114 Rouse Street	Lot 12, DP 1087108	Lot 11 DP 1087108	Yes
12	Tenterfield	Jock Ross Hardware I096	210 Rouse Street	Lot 1, Section 22, DP 156108	Lot 1, DP 156108	No
13	Tenterfield	Commercial National Buildings I100	275-281 Rouse Street	Lot B, DP 336545	Lot 1 DP 18403	Yes
14	Urbenville	Police Station I118	21 Beaury Street	Lot 14, Section 10, DP 759025	Incorrect street address, should be 23 Beaury Street	No

**Applicant** Tenterfield Shire Council.

**Land owners** All owners within the RU5 zone and owners listed above in the two tables.

**Brief history** Planning Proposal 2019-01 has been prepared to make an amendment to Tenterfield LEP 2013 by the changing "crematorium" from Permitted with Consent to Prohibited within the RU5 Village zone. The Planning Proposal is also required to make housekeeping amendments to Schedule 5 of the LEP (by correcting property references).

Council resolved at their February 27 meeting to commence the Planning Proposal process pursuant to

Division 3.4 of the *Environmental Planning and Assessment Act 1979* to amend the LEP as outlined.

### **Part 1 – Objectives or Intended Outcomes**

The objective of this planning proposal is to make alterations to Tenterfield LEP 2013 by changing “crematorium” from Permitted with Consent to Prohibited within the RU5 Village zone and correcting property descriptions in Schedule 5.

### **Part 2 – Explanations of Provisions**

The proposed outcome will be achieved by:

- Amending the Tenterfield LEP 2013 by changing “crematorium” from Permitted with Consent to Prohibited within the RU5 Village zone and correcting property descriptions in Schedule 5.

### **Part 3 – Justification**

#### **Section A – Need for the planning proposal**

##### **1. Is the planning proposal a result of any strategic study or report?**

The Planning Proposal is not the result of any strategic study or report.

The housekeeping proposal has been prepared to ensure the effectiveness and currency of the LEP by correcting various misdescriptions and errors. This includes prohibiting crematoriums in the RU5 Village Zone due to community concerns raised in 2018 associated with Development Application 2018.087 – Funeral Home and Mortuary, 60 Polworth Street, Tenterfield. Council resolved as a result of this proposal to prohibit crematoriums in urban areas. This is considered appropriate due to the nature of the RU5 Village Zone (which is utilised across Tenterfield Shire’s urban areas and permits a range of commercial, industrial and residential uses to be potentially located in close proximity) and due to large quantity of alternate land that is available for crematoriums in the Shire (which is permitted with consent in the RU1 Primary Production Zone under Tenterfield LEP 2013).

- 2. Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?**

Amending the Tenterfield Local Environmental Plan 2013 is the only way to achieve the objectives of the planning proposal.

**Section B – Relationship to strategic planning framework**

- 3. Is the planning proposal consistent with the objectives and actions contained within the applicable regional or sub-regional strategy?**

The Planning Proposal does not directly relate to the New England North West Strategic Regional Action Plan 2012.

- 4. Is the planning proposal consistent with the local council's community plan or other local strategic plan?**

The Planning Proposal is consistent with Council's adopted Community Strategic Plan (2017-2027) which sets out under Goal Envo 9 "Land use planning provisions support and promote sustainable land use and management in the Shire."

- 5. Is the planning proposal consistent with applicable State Environmental Planning Policies?**

The Planning Proposal is consistent with all applicable State Environmental Planning Policies.

- 6. Is the planning proposal consistent with applicable Ministerial Directions (s.9.1 directions)?**

The Planning proposal is consistent with section 9.1 directions.

**Section C – Environmental, social and economic impact**

- 7. Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?**

The amendment to the RU5 zoning table to change "crematorium" from Permitted with consent to Prohibited will have no impact on critical habitat or threatened species, populations or ecological communities, or their habitats. The correcting of property descriptions relating to items in Schedule 5 will also have no impact.

- 8. Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?**

The amendment to the RU5 zoning table to change "crematorium" from Permitted with consent to Prohibited will have no environmental effect. The correcting of property descriptions relating to items in Schedule 5 will also have no impact.

**9. Has the planning proposal adequately addressed any social and economic effects?**

There are no identified negative social or economic effects identified as a result of the Planning Proposal.

**Section D – State and Commonwealth interests**

**10. Is there adequate public infrastructure for the planning proposal?**

The planning proposal does not create the need for any additional public infrastructure.

**11. What are the views of State and Commonwealth public authorities consulted in accordance with the gateway determination?**

No views of public authorities have been sought at this stage.

**Part 4 – Mapping**

There will be a change to the heritage mapping layer of the LEP to reflect to the proposed changes (refer to the table in this report relating to items in Schedule 5 of the LEP proposed to be altered).

**Part 5 – Community Consultation**

It is anticipated that community consultation and notification will occur as part of the formal exhibition of the planning proposal or as directed through the gateway determination process.

It is proposed that there be:

- One notification of the exhibition in a locally circulating newspaper.
- One notification in Council's Your Local News leaflet (distributed to all residents on a bi-monthly basis)
- An exhibition period of 14 days.
- Notification on Council's website.

**Part 6 – Project Timeline**

Task	Anticipated timeframe
Date of Gateway Determination	August 2019
Completion of required technical information, studies	Not required



Government agency consultation (pre exhibition as required by Gateway Determination)	September 2019
Any changes made to Planning Proposal resulting from technical studies and government agency consultations. Resubmit altered Planning Proposal to Gateway panel. Revised Gateway determination issued, if required.	October 2019
Commencement and completion dates for public exhibition.	October/November 2019
Post exhibition review - Consideration of submissions, report Planning Proposal post exhibition	December 2019
Council request a draft instrument is prepared under Section 59(1) of the Act – directly to Parliamentary Counsel (concurrent notification to Department of Planning and Environment)	January 2019
Opinion issued by Parliamentary Counsel that the plan can be made	January 2019
Council resolves to adopt and make the draft LEP and notifies the Department of Planning and Environment who arrange for the plan to be notified on the NSW Government legislation website	February 2019
The plan comes into force on the day the LEP is published on the NSW legislation website	February 2020

### **Conclusion**

The planning proposal is considered to be consistent with relevant statutory and policy provisions and only seeks to amend the RU5 Village zone table to change “crematoriums” from Permitted with Consent to Prohibited and to correct property descriptions in Schedule 5.

### **Contact Details**

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 Manager Planning & Development Services  
 Tenterfield Shire Council  
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 TENTERFIELD NSW 2372  
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 PH: 02 67 366002

<b>Department:</b>	<b>Engineering Department</b>
<b>Submitted by:</b>	Technical Projects Engineer
<b>Reference:</b>	<b>ITEM ENV2/20</b>
<b>Subject:</b>	<b>REVIEW OF DROUGHT MANAGEMENT PLAN - TIMEFRAMES</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Environment</b> - ENVO 11 - Secure, sustainable and environmentally sound infrastructure and services underpin Council service delivery.
<b>CSP Strategy:</b>	A total water cycle management approach including water conservation and reuse is implemented.
<b>CSP Delivery Program</b>	Stormwater and drainage infrastructure is provided, maintained and renewed.

#### **SUMMARY**

The purpose of this report is to outline the timeframe for review of the Drought Management Plan

#### **OFFICER'S RECOMMENDATION:**

**That Council note the timeframes for the review of the Drought Management Plan.**

#### **BACKGROUND**

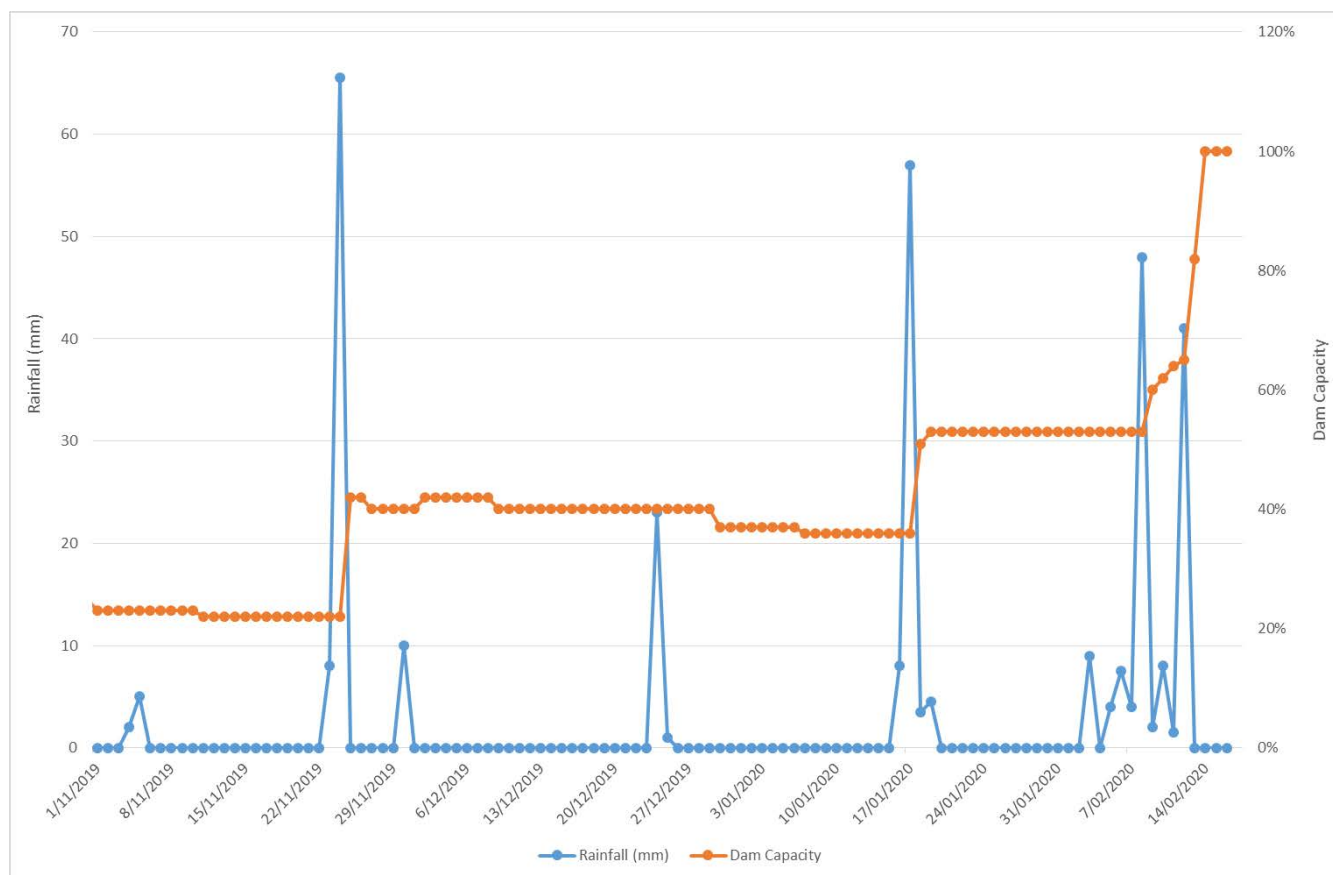
The township of Tenterfield has been on water restrictions for the period between April 2018 and February 2020. During this time, the Drought Management Plan was enacted and reviewed in-situ to respond to the situation. Now that water restrictions have been removed, Council are in the process of reviewing the Drought Management Plan to reflect the learnings from the drought.

#### **REPORT:**

The Tenterfield catchment has been experiencing some good rainfall events, which has been increasing our dam supply. On 24 November 2019, 65.5mm of rainfall was recorded at the Tenterfield Dam, increasing the water level from 22% to 42% overnight. Water levels in the Dam were falling, with minor rainfall for the rest of the year.

On 17 January 2020, the Tenterfield Dam recorded 57mm of rainfall, increasing the capacity level from 36% to 51%. On 14 February 2020, the Dam reached 100% and began overtopping. This is summarised in the graph on the following page.

## Our Environment No. 2 Cont...



As a result of these storms, it is anticipated that sediment has been washed into the Dam. After the fires in September, Public Works installed sediment traps throughout the Dam catchment. However, the hail / flood event in November damaged some of these traps, allowing the sediment to enter the Dam. These have been repaired, but significant rainfall events can cause these traps to fail again.

In August 2019, Council undertook a bathymetric and sediment survey of the Dam to determine how much sediment was already present. This survey indicated that the silt level was in the order of 7%. Council are engaging a contractor to resurvey the Dam after the recent rainfall, to understand how much extra silt may be in the Dam. This is to inform a future de-silting project.

Council will be holding both internal and external consultation of how the enactment of the Drought Management Plan could be improved. This will be achieved by having a debrief with all Council staff who had to use some part of the Plan. This debrief will occur in early March.

Council will also run a forum with the business community, to talk through the Plan, what worked well and what required improvement. This is planned for mid-March. Alongside these, Council will open an online discussion, through Engagement Hub on Council's website, for the general community to be able to submit feedback on the Drought Management Plan.

The revised Drought Management Plan is proposed to be taken to Council at the April Ordinary Council meeting, for approval for public exhibition. The new Plan will be adopted after any comments from the public exhibition period are considered.



Our Environment No. 2 Cont...

**COUNCIL IMPLICATIONS:**

**1. Community Engagement / Communication (per engagement strategy)**

Community engagement will predominantly be through the online forum – Engagement Hub on Council’s website.

Council will also run a forum for the business community.

**2. Policy and Regulation**

- Council’s Drought Management Plan

**3. Financial (Annual Budget & LTFP)**

Nil

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

The impacts of drought on Council and the community have been far reaching. These impacts translate into risk, which for Council has impacts on staff, infrastructure and financial income. The consultation and debrief will assist in managing these risks associated with drought and provide options for future water security.

**7. Performance Measures**

Nil

**8. Project Management**

Nil

**Fiona Keneally**  
**Director Infrastructure**

Prepared by staff member:	Melissa Blum; Gillian Marchant
Approved/Reviewed by Manager:	Fiona Keneally, Director Infrastructure
Department:	Engineering Department
Attachments:	There are no attachments for this report.

<b>Department:</b>	<b>Engineering Department</b>
<b>Submitted by:</b>	Manager Fleet
<b>Reference:</b>	<b>ITEM ENV3/20</b>
<b>Subject:</b>	<b>PURCHASE OF EXCAVATORS FOR WATER SERVICES</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Environment</b> - ENVO 11 - Secure, sustainable and environmentally sound infrastructure and services underpin Council service delivery.
<b>CSP Strategy:</b>	Water is used carefully in Council's buildings, parks, sporting grounds and daily operations.
<b>CSP Delivery Program</b>	Ensure effective and efficient delivery of water services in accordance with existing service levels.

#### **SUMMARY**

The purpose of this report is to obtain Council approval to purchase two (2) 1.8T mini excavators for use by Engineering's Water Services Departments at Tenterfield and Urbenville.

#### **OFFICER'S RECOMMENDATION:**

##### **That Council:**

- (1) Endorses purchase of a 1.8T mini excavator as per the adopted Plant Renewal Program; and**
- (2) Resolves to purchase a second 1.8T mini Excavator to be stationed at Urbenville.**

#### **BACKGROUND**

Council's adopted Plant Renewal Program affords for the replacement of the backhoe attachment fitted to Council's skid steer loader. The skid steer has been replaced however the attachment has not. The purchase of a 1.8T excavator, buckets, grab, auger and trailer, at a similar cost to the backhoe attachment, is favoured in lieu of the backhoe attachment for its versatility and efficiencies.

This report seeks to action this purchase and resolve to purchase a second 1.8T excavator, buckets, grab and auger for Council's northern operations based in Urbenville.

#### **REPORT:**

Currently Council utilise a backhoe attachment mounted to the front of a skid steer loader (bobcat). This arrangement is predominantly utilised by the Water Services Department for mains maintenance tasks. Often a contractor is engaged due to the limited capacity of this arrangement. Transport of the skid steer and attachment also requires the use of Unit 3 Long Wheelbase Tilt/Tipper, which is time consuming and cumbersome on site.

The use of this attachment requires the removal of the skid steer's cabin door, and access/egress is very limited when operating the machine.

### Our Environment No. 3 Cont...

At the time of the skid steer replacement the pricing of a replacement attachment was similar to that of an 1.8T mini excavator and trailer. The additional capacity, flexibility, mobility and efficiency of a 1.8T excavator is an attractive alternative, and a replacement backhoe attachment has not been pursued.

Investigation of the 1.8T Excavator market have heightened our awareness of their flexibility and mobility. Council have demonstrated several makes of machine and found numerous additional tasks for which this type of machine could be utilised within normal operations, thus significantly reducing manual handling risk in tasks such as fallen tree removal, post hole digging and pipe laying. Further, the ability to mobilise the unit behind a Toyota Hilux would allow responses to mains breaks and other urgent reactive maintenance tasks to be instantaneous.

Council's Northern operations based in Urbenville currently utilise a single backhoe loader. This machine is used to perform all Water and Sewage based mains operations including capital replacements. Additionally, other tasks including fallen tree removal, drainage, emergency, reactive road maintenance and loading of aggregate at both Legume and Urbenville Depots are also undertaken with the backhoe.

The dependence on one asset creates multiple scheduling issues, and severely limits operations. The addition of a second 1.8T Excavator to Council's fleet would allow the Northern operations to have an asset available at all times in case of mains failures, and the ease of mobility would also lend itself to multiple other works tasks with the flexibility to respond with little notice to emergent issues as they arise. Drainage works along Tooloom and other roads would also be an area of increased service delivery with this additional asset.

The unit including trailer, buckets, grab and auger are under 3500kg and are able to be towed by any of Councils Hilux and Landcruiser utilities.

### **COUNCIL IMPLICATIONS:**

#### **1. Community Engagement / Communication (per engagement strategy)**

Nil

#### **2. Policy and Regulation**

- All guards, ROP's and safety features are included to facilitate compliance with current WHS standards. This machine is fit for purpose and in line with Council's operational requirements.

#### **3. Financial (Annual Budget & LTFP)**

Provision is made in the Long Term Financial Plan and current approved Operational Plan for the replacement/renewal of the existing backhoe attachment fitted to unit 77 skid steer. This funding would be utilised to purchase a Tenterfield based 1.8T excavator, buckets, grab, auger and trailer. The funding is in-line with the adopted Fleet Asset Management Plan. Sufficient budget resides in the fleet capital replacement program to service this purchase.

The purchase of a second 1.8T excavator, buckets, grab, auger and trailer for the purpose mentioned in the body of this report is additional to the adopted Plant Replacement Program. Sufficient funding exists within the plant restricted capital fund for this purchase. The required funding is approximately \$60,000.

Our Environment No. 3 Cont...

**4. Asset Management (AMS)**

These assets would be added to the Fleet Management program, and exist in Councils Plant Replacement Program on a life cycle of 5 years, per IPWEA recommended optimum replacement timings. Funding of the ongoing replacement and operational costs are recovered through internal hire.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

The projected utilisation of this type of asset possess little risk financially and a reduction in manual handling aids in the reduction of risk in this area.

**7. Performance Measures**

The addition of a second unit for northern operations based in Urbenville will translate into increased service delivery through efficiency gains.

**8. Project Management**

Nil.

**Fiona Keneally**  
**Director Infrastructure**

Prepared by staff member:	Brad Foan
Approved/Reviewed by Manager:	Fiona Keneally, Director Infrastructure
Department:	Engineering Department
Attachments:	There are no attachments for this report.

<b>Department:</b>	<b>Office of the Chief Executive</b>
<b>Submitted by:</b>	Executive Assistant & Media
<b>Reference:</b>	<b>ITEM GOV1/20</b>
<b>Subject:</b>	<b>MONTHLY OPERATIONAL REPORT - DECEMBER 2019/JANUARY 2020</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Leadership</b> - LEAD 12 - We are a well engaged community that is actively involved in decision making processes and informed about services and activities.
<b>CSP Strategy:</b>	Council's decision making processes are open, accountable and based on sound integrated planning.
<b>CSP Delivery Program</b>	Promote and support community involvement in Council decision making process.

#### **SUMMARY**

The purpose of this report is to provide a standing monthly report to the Ordinary Meeting of Council that demonstrates staff accountabilities and actions taken against Council's 2019/2020 Operational Plan.

#### **OFFICER'S RECOMMENDATION:**

**That Council receives and notes the status of the Monthly Operational Report for December 2019/January 2020.**

#### **REPORT:**

Council's Monthly Operational Report format will be changing from February 2020, with reports using the CAMMS Strategy Integrated Planning and Reporting program.

Council staff have been working with CAMMS to ensure the new reporting format has a comparable look and level of detail as the previous manually generated reporting format. The CAMMS program will also streamline all of Council's Integrated Planning and Report requirements, through automation of updates and ease of reporting to the community.

**Terry Dodds**  
**Chief Executive**

Prepared by staff member:	Noelene Hyde, Executive Assistant & Media		
Approved/Reviewed by Manager:	Terry Dodds, Chief Executive		
Department:	Office of the Chief Executive		
Attachments:	<b>1</b>	Attachment 5 (Attachment Booklet 3) - Monthly Operational Report - Office of the Chief Executive - December 2019/January 2020	86 Pages
	<b>2</b>	Attachment 6 (Attachment Booklet 3) - Monthly Operational Report -	88 Pages

Our Governance No. 1 Cont...

Office of Chief Corporate Officer -  
December 2019/January 2020

- |          |  |             |
|----------|--|-------------|
| <b>3</b> | Attachment 7 (Attachment Booklet<br>3) - Monthly Operational Report -<br>Office of the Director Infrastructure<br>- December 2019/January 2020 | 78<br>Pages |
|----------|--|-------------|

<b>Department:</b>	<b>Office of the Chief Executive</b>
<b>Submitted by:</b>	Executive Assistant & Media
<b>Reference:</b>	<b>ITEM GOV2/20</b>
<b>Subject:</b>	<b>DELEGATED AUTHORITY - COUNCIL RECESS PERIOD</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.
<b>CSP Strategy:</b>	Services to our community are provided in a professional, friendly and timely manner consistent with our corporate values.
<b>Delivery Plan Action:</b>	Deliver Customer Service and Business Services in the support of corporate outcomes.
<b>Operational Plan Action:</b>	Review and continually improve processes and systems in response to changing customer service needs and in the promotion of a positive customer service culture.

#### **SUMMARY**

The purpose of this report is to provide a full list of matters considered under the delegated authority to the Mayor and/or Deputy Mayor and the Acting Chief Executive during the Council Recess Period as per Item (3) of Council Resolution 276/19.

#### **OFFICER'S RECOMMENDATION:**

**That Council receive and note the Report and approve the delegated authority item listed below:**

- a) Support for the Murray Darling Association (MDA) Name Change to Murray Darling Local Government Association;**
- b) Signing of amended General Manager Certificate for amended amount of \$23,985.03 relating to Assessment 9191;**
- c) Authorisation of Overseas Travel for Mayor Peter Petty in accordance with Councillors Expenses and Facilities Policy.**

#### **BACKGROUND**

The report "Council Recess Period – 2019/2020 & Delegation for Chief Executive Leave Period" was considered at the December 2019 Ordinary Council Meeting with the following resolution:

##### **Resolution 276/19**

*Resolved that Council:*

- (1) Be in recess from 21 December 2019 to 26 February 2020.*
- (2) Pursuant to Section 377 of the Local Government Act 1993, delegate authority to the Mayor and/or Deputy Mayor, and the Chief Executive jointly to exercise any function of Council during the recess period with the exception of:*

Our Governance No. 2 Cont...

- *Determination of applications for all dwelling types and ancillary structures where significant objections have been received;*
- *Rezoning matters;*
- *Subdivision applications; and*
- *Entering into Leases and Licences.*

(3) *That a full list of any matters considered under such delegated authority be submitted for Council's information to the first 2020 Ordinary Meeting of Council to be held on 26 February 2020.*

(4) *That Council approve the temporary appointment of Chief Corporate Officer, Kylie Smith to the position of Acting Chief Executive for the period Monday, 6 January 2020 to Sunday, 26 January 2020 inclusive, and Monday 17 February to Friday 21 February 2020 inclusive.*

#### **REPORT:**

The following matters requiring the delegated authority were actioned:

#### **Murray Darling Association (MDA) Considering Name Change**

The Board of the MDA is considering the possibility of a name change to the Murray Darling Local Government Association.

Indication of Council preference to forward to Region 11 Chair to take to next MDA Board Meeting was sought. Councillors' feedback in consideration of a request on 13 January 2020 from Alexandra O'Keefe and have replied unanimously in favor of the name change.

#### **Signing of Amended General Manager Certificate**

Correction has been made to the report provided in support of ITEM ECO14/19 SALE OF LAND FOR UNPAID RATES.

Assessment 9191 states arrears as \$33 755.63 in the original report table, this has been amended to \$23,985.03 on the signed certificate issued under delegation and the total Arrears amended to \$218,608.38, for notation of Council.

The figure \$33,755.63 only relates to Assessment 13144 and was incorrectly copied to the next line below.

Individual assessments as listed below, with the number of years outstanding and the total arrears as at 1 December 2019:

Assessment Number	Years Outstanding (Approx.)	Arrears Amount
17731	7.0	\$ 13,758.08
20750	7.5	\$ 14,776.11
26526	6.5	\$ 21,830.93
25007	11.5	\$ 10,183.79
25437	7.5	\$ 10,694.74



Our Governance No. 2 Cont...

Assessment Number	Years Outstanding (Approx.)	Arrears Amount
48421	18.5	\$ 12,194.61
7906	7.0	\$ 23,939.62
13144	6.5	\$ 33,755.63
9191	6.8	<del>\$ 33,755.63</del> \$ 23,985.03
48538	10.3	\$ 8,964.37
51169	6.5	\$ 4,302.76
50260	4.5	\$ 4,877.30
55939	11.5	\$ 7,405.12
60905	6.5	\$ 3,523.31
41293	6.5	\$ 5,487.89
56903	10.5	\$ 7,469.24
50997	7.0	\$ 4,027.49
23465	11.5	\$ 7,432.36
	Total	<del>\$ 228,378.98</del> \$ 218,608.38

### Authorisation of Overseas Travel in accordance with Councillors Expenses and Facilities – Policy 1.160.

The Authorisation of Overseas Travel in accordance with Councillors Expenses and Facilities – Policy 1.160. Relevant sections action under delegation:

*6.9. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.*

On 14 November, Tenterfield Shire Council Mayor Peter Petty was contacted by the Auckland Warriors Rugby League CEO, Cameron George, offering to develop a "12 month adopt a town program" with the Tenterfield community, in partnership with Tenterfield Shire Council.

As part of this partnership, Auckland Warriors have requested that representatives from Tenterfield Shire Council visit to present to their playing group, outlining the impacts of both drought and bushfires on the community of Tenterfield and surrounding districts. As this is a first for any Australian National Rugby League Club, it is important that all officials and playing members of the Auckland Warriors have an understanding of the community they wish to support.

Our Governance No. 2 Cont...

The presentation was in the form of photographic and video footage from the 2019 bushfires and ongoing drought. The Mayor was requested to address the Auckland Warriors as part of this presentation.

#### Attendees & Itinerary

The Tenterfield Shire Council Mayor, Mr Peter Petty, and Tourism & Marketing Manager travelled from Tenterfield to Auckland, New Zealand, for two nights.

Saturday 18 January	Travel to Brisbane
Sunday 19 January	Depart Brisbane Airport at 8.25am to Auckland, New Zealand
	Meet with Cameron George, Auckland Warriors CEO in the afternoon and evening.

Monday 20 January	Present to Auckland Warriors Team Players and meet with officials to discuss and consolidate proposed activities.
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Tuesday 21 January	Depart Auckland Airport at 9.00am to Brisbane, QLD
	Budget

Flights	\$1,628.37
Accommodation (Brisbane)	\$498.00
Accommodation (Auckland)	\$1,107.00 (\$276.75/night)

#### COUNCIL IMPLICATIONS:

- 1. Community Engagement / Communication (per engagement strategy)**  
Nil.
- 2. Policy and Regulation**
  - Section 377 of the Local Government Act 1993
- 3. Financial (Annual Budget & LTFP)**  
Covered under existing projects.
- 4. Asset Management (AMS)**  
Nil.
- 5. Workforce (WMS)**  
Nil.
- 6. Legal and Risk Management**  
Nil.
- 7. Performance Measures**  
Nil.
- 8. Project Management**  
Nil.

**Terry Dodds**  
**Chief Executive**

## Our Governance No. 2 Cont...

Prepared by staff member: Noelene Hyde, Executive Assistant & Media  
Approved/Reviewed by Manager: Terry Dodds, Chief Executive  
Department: Office of the Chief Executive  
Attachments: There are no attachments for this report.

<b>Department:</b>	<b>Office of the Chief Executive</b>
<b>Submitted by:</b>	Executive Assistant & Media
<b>Reference:</b>	<b>ITEM GOV3/20</b>
<b>Subject:</b>	<b>RELOCATION OF COUNCIL MEETINGS - MARCH 2020, APRIL 2020 &amp; MAY 2020</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.
<b>CSP Strategy:</b>	Council continually reviews its service provision to ensure best possible outcomes for the community.
<b>CSP Delivery Program</b>	Deliver continuous improvements in Council's business, processes and systems.

#### **SUMMARY**

The purpose of this report is to amend Council Resolution 181/19, Item (3) in order to change the location of Ordinary Council Meetings in March, April & May 2020 due to upgrade works being undertaken in Council's Administration Building, and particularly in the Council Chamber.

#### **OFFICER'S RECOMMENDATION:**

**That Council amend Council Resolution 181/19, Item (3) to read as follows:**

**Ordinary Council Meetings be held each month at the Council Chambers in Tenterfield with the exception of February 2020 (Legume), March 2020 (Band Hall), April 2020 (Drake) and May 2020 (RSL Pavilion).**

#### **BACKGROUND**

The building works to the front of the Council Administration Building which include upgrading the Council Chamber to become Council's Emergency Centre, are due to commence on 1 March 2020.

#### **REPORT:**

Ordinary Council Meetings need to be relocated from the Council Chamber for the months of March, April and May 2020. The RSL Pavilion and Tenterfield Saleyards Canteen will become defacto meeting rooms, when available, for Council Committee meetings.

In order to schedule the Ordinary Council Meetings and advertise them as required by Legislation, relocation of the meetings is suggested as follows:

#### **Wednesday, 25 March 2020 – Band Hall, Crown Street, Tenterfield**

So that Councillors can experience for themselves the works required to this Hall, is it suggested that the March 2020 Council Meeting be held in this space. Unfortunately there is no disabled access which will need to be highlighted when advertising this meeting. The Gem Club generally meet on a Wednesday morning, however their President has confirmed they will make other arrangements if required.

Our Governance No. 3 Cont...

The RSL Pavilion has a previous booking for this date, however the Banquet Hall at the School of Arts and Saleyards Canteen would both be available.

**Wednesday, 22 April 2020 – Drake Community Hall**

It is suggested that the August 2020 meeting previously scheduled to be held in Drake be brought forward to Wednesday, 22 April 2020. Availability of the Community Hall is confirmed, however advice from the Drake Progress Association regarding the ability to cater etc is yet to be provided.

**Wednesday, 27 May 2020 – RSL Pavilion, Rear of Tenterfield Memorial Hall**

The RSL Pavilion will be available however there will be ongoing building works at the Memorial Hall which should not impact the meeting.

Tentative enquiries indicate that the School of Arts Banquet Hall and the Saleyards Canteen would both be available.

**COUNCIL IMPLICATIONS:**

**1. Community Engagement / Communication (per engagement strategy)**

Timely advertising of change to Council Meeting venues for March, April and May 2020 needs to be undertaken.

**2. Policy and Regulation**

- NSW Local Government Act 1993;
- NSW Local Government (General) Regulations 2005; and
- Tenterfield Shire Council Code of Meeting Practice.

**3. Financial (Annual Budget & LTFP)**

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Terry Dodds**  
**Chief Executive**

## Our Governance No. 3 Cont...

Prepared by staff member:	Noelene Hyde
Approved/Reviewed by Manager:	Terry Dodds, Chief Executive
Department:	Office of the Chief Executive
Attachments:	There are no attachments for this report.

<b>Department:</b>	<b>Office of the Chief Executive</b>
<b>Submitted by:</b>	Executive Assistant & Media
<b>Reference:</b>	<b>ITEM GOV4/20</b>
<b>Subject:</b>	<b>MURRAY DARLING ASSOCIATION INC -STRATEGIC PLANNING WORKSHOP - MOAMA - 12 AND 13 MARCH 2020</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Leadership</b> - LEAD 13 - Council recognises the diversity of the communities that make up the Tenterfield Shire Council Local Government Area.
<b>CSP Strategy:</b>	Council recognises the diversity of the communities that make up the Tenterfield Shire Council Local Government Area.
<b>CSP Delivery Program</b>	Identify, represent, advocate and lobby for inclusion of the Shire's needs in regional and state planning.

#### **SUMMARY**

The purpose of this report is for Council to endorse and approve the attendance of Council delegates on the Murray Darling Association Inc to attend a Strategic Planning Workshop at Moama on 12 and 13 March 2020.

#### **OFFICER'S RECOMMENDATION:**

**That Council approve the attendance of Council's Murray Darling Association Inc delegates, Deputy Mayor Greg Sauer and Councillor Don Forbes at the Strategic Planning Workshop at Moama, 12 and 13 March 2020.**

#### **BACKGROUND**

Council's delegates to the Murray Darling Association Inc (MDA) are Mayor Peter Petty, Deputy Mayor Greg Sauer and Councillor Don Forbes.

Deputy Mayor Greg Sauer and Councillor Don Forbes are both members of the Region 11 MDA Executive and have been invited to attend the Strategic Planning Workshop in Moama, NSW on Thursday 12 and Friday 13 March 2020.

#### **REPORT:**

Council's MDA delegates (at that time also members of the Executive of the Region 11 MDA) attended a similar Strategic Planning Workshop in Echuca early 2019. The main thrust of that Workshop was to make the MDA a more robust, self organised body, defining the roles and responsibilities of the various levels of MDA management together with funding and expansion of services.

The 2020 Workshop will build on this work, providing an opportunity for leaders across the Basin to play a significant role in the direction and future of the Murray Darling Association.

#### **COUNCIL IMPLICATIONS:**

- 1. Community Engagement / Communication (per engagement strategy)**  
Nil.

Our Governance No. 4 Cont...

## 2. Policy and Regulation

- Councillor Expenses & Facilities Policy 1.160

## 3. Financial (Annual Budget & LTFP)

There is no registration fee to attend the MDA Strategic Planning Workshop. Travel expenses will be incurred:

- Airfare – 2 x \$420.00
- Accommodation – 2 x \$420.00
- Hire car (shared with Gunnedah Shire attendees) – approx. \$200.00
- Total of approx \$1,050 per person including meals, etc

## 4. Asset Management (AMS)

Nil.

## 5. Workforce (WMS)

Nil.

## 6. Legal and Risk Management

Given the environmental impacts of severe drought and fire throughout the water catchments of the Murray Darling Basin, it is seen as prudent that Council is represented at this Workshop.

## 7. Performance Measures

Nil.

## 8. Project Management

Nil.

**Terry Dodds**  
**Chief Executive**

Prepared by staff member:	Noelene Hyde	
Approved/Reviewed by Manager:	Terry Dodds, Chief Executive	
Department:	Office of the Chief Executive	
Attachments:	1 Program - MDA 2020 Strategic Workshop	1 Page



## You are invited to the MDA Strategic Workshop 2020.

The workshop is an opportunity for leaders across the Basin to play a significant role in the direction and future of the Murray Darling Association.

The workshop is also a fantastic opportunity for region chairs, executives and stakeholders to collaborate and share solutions to the Basin's most important challenges and opportunities.

We look forward to your attendance and participation.

Kind regards,

Emma Bradbury  
Chief Executive Officer  
Murray Darling Association



# MDA 2020 Strategic Workshop

## DAY ONE

**8.30am** Welcome to the MDA  
Strategic 2020 Workshop!

**CSIRO - how science and the MDA can partner  
on the big Basin issues**

- a) CSIRO science update
- b) Local government problem sharing/solutions focused workshop

**Strategic Plan - Vision 2024**

- a) Review SPW 2019 - Annual Review of Vision 2024

**Branding and Identity**

- a) Core business
- b) Name & Image
- c) Consultation

**Basin Communities Leadership Program**

- a) Curriculum Review
- b) DISC Profiling

**4.30pm** Day One Closing

**6.30pm** Meet and greet dinner event.

Smart casual - drinks and food  
provided.

Maiden's Rest  
1 Murray St Moama 2731

## DAY TWO

**8.30am** Welcome back!

**Membership Services**

- a) Projects
- b) Fee Structure
- c) Review of Discounts (Region 7)

**National Conference 2020**

- a) Theme
- b) Speakers
- c) 2021 - Host

**Progress and Consolidation Review**

**Board meeting 396**

**4.00pm** Day Two Closing

**6.30pm** Informal local pub dinner - pay as you go.

Border Inn  
19/21 Meninya St  
Moama NSW 2731

**\*All locations are within walking distance of the venue.**

<b>Department:</b>	<b>Office of the Chief Corporate Officer</b>
<b>Submitted by:</b>	Manager Finance & Technology
<b>Reference:</b>	<b>ITEM GOV5/20</b>
<b>Subject:</b>	<b>REVIEW OF BUY LOCAL POLICY</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Leadership</b> - LEAD 12 - We are a well engaged community that is actively involved in decision making processes and informed about services and activities.
<b>CSP Strategy:</b>	Maintain strong relationships with all levels of Government and proactively seek involvement in decision making impacting our Shire and the New England Northwest Region.
<b>CSP Delivery Program</b>	Provide sound and inclusive decisions using the Community Engagement Strategy to guide our interactions.

#### **SUMMARY**

The purpose of this report is to update Council on the status of a review of the existing Buy Local Policy.

#### **OFFICER'S RECOMMENDATION:**

**That Council receive a report to the April 2020 Ordinary Council Meeting to further consider this matter, once legal advice and the report from the Internal Auditors in relation to Procurement have been received, so as to align any changes to the existing Buy Local Policy with the adoption of the draft 2020/21 Operational Plan and Budget.**

#### **BACKGROUND**

At Council's November Ordinary Council Meeting, it was resolved:

##### **Resolution 245/19:**

*"That Council review the existing Buy Local Policy with a view to increasing the current local price advantage from 5% in order to support local businesses, local employment and our local community, with a report to be presented to Council at the February 2020 Ordinary Council Meeting."*

Essentially, this resolution came about as a result of a Business Owner in town feeling disadvantaged because of the higher costs, particularly transportation costs, borne by their business vis-à-vis businesses from out of the Shire and the fact that some other Councils offer a higher local price advantage to support local businesses than Tenterfield Shire Council (conversely, some offer no price advantage).

Council officers were therefore asked to review the existing Policy with a view to increasing the local price advantage to support local businesses.

#### **REPORT:**

Council was already reviewing the existing Buy Local Policy as part of a broader review of the Procurement area of Council, which is one area of focus for the Audit & Risk Committee this financial year. An organisation was engaged to undertake this internal audit review and their draft report is expected to be received at Council in the next few weeks.

Our Governance No. 5 Cont...

Simultaneously with this review and based on advice contained within the Office of Local Government document "Tendering Guidelines for NSW Local Government", legal advice has been sought to ensure that:

*"...the policy does not breach either the Trade Practices Act 1974 (Cth), the Fair Trading Act 1987 (NSW), or various international trade agreements."*

This is because, and once again to quote from the Guidelines:

*"The implementation of local preference policies is not necessarily inconsistent with the principles of National Competition Policy. However, the use of local preference in the evaluation of tenders and awarding of contracts possesses inherent risks in terms of anti-competitiveness and the maintenance of defensibility, accountability and probity."*

It is therefore prudent to wait until both the internal audit review and legal advice are received before proceeding further with the request for a review of the current policy.

Some general comments on buying locally:

- a) a local preference policy is seen as a means of increasing the amount of local procurement and in turn a means of stimulating the Tenterfield Shire economy, however the ability to quantify this impact outside a general economic multiplier impact is challenging and can vary from location to location. It is widely accepted as a good thing and has a general level of support with the Community.
- b) Any local preference policy must be balanced against the need to obtain best value for money for ratepayers and residents in the procurement of Council works, services and projects. This balance may be achieved by restricting the value of local preference to a reasonable percentage and by capping the total amount of financial cost for each transaction.
- c) It needs to be recognised that providing a subsidy to local businesses comes at a cost to Council and therefore the ratepayer (unless purchasing goods and services from grant funds) and therefore the amount of this subsidy should be treated as a budget item like any other expense.

Council staff have reviewed a number of other Council's policies in this area and also for example, the Queensland Governments' procurement guidelines and all of this research will form part of the report that comes back to Council in April 2020 together with the outcome of the procurement audit and legal advice.

Out of interest to Council and the community, Council procured goods and services to the value \$10.029M locally in the 2018/19 financial year. This equates to approximately 37.6% of Council's total creditor payments being made to local suppliers within the Tenterfield Shire Council area.

It is recognised that there is a positive economic impact on the local economy through increased use of local suppliers.

Our Governance No. 5 Cont...

**COUNCIL IMPLICATIONS:****1. Community Engagement / Communication (per engagement strategy)**

It will be recommended that any revised policy in this area be put out for Public Consultation at the same time as the 2020/21 Draft Operational Plan.

**2. Policy and Regulation**

- Procurement Policy
- Buy Local Policy

**3. Financial (Annual Budget & LTFP)**

This will depend on the changes adopted to the Buy Local policy which may lead to increased financial risks. It may also be prudent to obtain expert advice on the likely financial costs to Council's operations of any proposed changes to the policy and the effectiveness of those changes in stimulating the local economy.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

This will depend on the legal opinion Council receives.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Kylie Smith**  
**Chief Corporate Officer**

Prepared by staff member:	Paul Della
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	There are no attachments for this report.

<b>Department:</b>	<b>Office of the Chief Corporate Officer</b>
<b>Submitted by:</b>	Manager Finance & Technology
<b>Reference:</b>	<b>ITEM GOV6/20</b>
<b>Subject:</b>	<b>QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2019</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.
<b>CSP Strategy:</b>	Council is a financially sustainable organisation, delivering value services to the Community.
<b>Delivery Plan</b>	Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.
<b>Action:</b>	

#### **SUMMARY**

The purpose of this report is to provide Council with a Quarterly Budget Review Statement (Attachment 1) in accordance with Regulation 203 of the Local Government (General) Regulation 2005 (the Regulation).

#### **OFFICER'S RECOMMENDATION:**

**That Council adopts the December 2019 Quarterly Budget Review Statement.**

#### **BACKGROUND**

Regulation 203 of the Regulation states that:

- (1) Not later than two months after the end of each quarter (except the June quarter), the Responsible Accounting Officer of a Council must prepare and submit to the Council a Budget Review Statement that shows, by reference to the estimate of income and expenditure set out in the statement of the Council's Revenue Policy included in the Operational Plan for the relevant year, a revised estimate of the income and expenditure for that year.
- (2) A Budget Review Statement must include or be accompanied by:
  - (a) a report as to whether or not the Responsible Accounting Officer believes that the statement indicates that the financial position of the Council is satisfactory, having regard to the original estimate of income and expenditure, and
  - (b) if that position is unsatisfactory, recommendations for remedial action.
- (3) A Budget Review Statement must also include any information required by the Code to be included in such a statement.

The Code referred to is the Code of Accounting Practice and Financial Reporting. While earlier versions of the Code had an appendix that listed minimum requirements, these were removed a few years ago as they are of no relevance to the financial statements (which is the main purpose of the Code).

## Our Governance No. 6 Cont...

In the absence of any instructions in the Code, the Quarterly Budget Review Statement publication issued in 2010 by the then Division of Local Government, NSW Department of Premier and Cabinet has been used as a guide to the preparation of this Quarterly Budget Review.

The quarterly review should act as a barometer of Council's financial health during the year and it is also a means by which Councillors can ensure that Council remains on track to meet its objectives, targets and outcomes as set out in its Operational Plan.

**REPORT**

The original budget adopted by Council indicated that the Net Operating Surplus at the end of the 2019/20 financial year was expected to be \$23,993,887 (including Capital Grants and Contributions). This was based on budgeted total operating revenue of \$45,425,161 and budgeted total operating expenditure of \$21,431,274.

The effect of the approved budget changes for the September 2019 quarter of additional \$1,462,248 resulted in an increase to the bottom line projected Net Operating Surplus to \$25,456,135.

In this December 2019 quarterly budget review, the net effect of changes made has resulted in an increase to the projected surplus from the September 2019 Quarterly Budget Review of \$110,763 to \$25,566,898 when capital grants and contributions are included (\$933,076 when capital grants and contributions are excluded).

The minor change from the September 2019 Quarterly Budget Review is mainly due to an increase in Roads to Recovery funding and other operational grant income which has been offset to a large extent by a reduction in income from water usage (please refer to the comment on the Water Fund below).

The December 2019 Quarterly Budget Review indicates that overall, Council is in a good position in respect of actual expenditure to budgeted expenditure with the caveat being the Water Fund. The net operating result after excluding Capital Income remains on par with the September Quarterly Budget review estimate.

The Operating Performance Ratio is an example of demonstrating whether Council is making an operating surplus or deficit and can be expressed including or excluding Capital income. Both are included in this quarters report.

The Operating Performance Ratio (excluding Capital income) is defined as:

$$\frac{\text{Total Continuing Operating Revenue (excluding Capital grants and contributions)} - \text{Operating Expenses}}{\text{Total Continuing Operating Revenue}}$$

Council originally budgeted for a positive Operating Ratio (surplus) both including and excluding Capital income of 52.82% percent and 6.75% percent respectively. This changed in the September 2019 Quarterly Budget Review to 53.76% and 3.99% respectively and the December Quarterly Budget Review is on par with the September Quarterly Budget Review estimate and is now sitting at 53.66% and 4.05% respectively.

Our Governance No. 6 Cont...

Council continues to record positive Operating Ratio results as evidenced by the 2018/19 Audited Financial Statements and as can be seen above, expects a positive Operating ratio result again in 2019/20.

### **Water Fund**

Despite the expected overall positive operating result across all of Council's activities, the Water Fund, due to the drought and water restrictions has seen a significant reduction to operating income as a result of the decrease in water consumption and the maintaining of fees at the standpipe at 2017/18 levels.

Based on the Original Budget, the Water Fund had been expected to make a surplus of \$507,906 excluding capital grants and contributions, however based on figures to the end of December 2019, this is expected to now result in a deficit excluding capital grants and contributions of **(\$228,765)**. So a paradox has been created whereby with people doing the right thing and reducing water consumption (both enforced and voluntarily), the Water Fund position has worsened. This requires further discussion as part of the 2020/21 budget considerations.

### **Cash and Investment Review:**

The cash and investment review provides an estimate of the current internal and external restrictions on Council's invested funds. These are not fully determined until the end of the Financial Year and these figures were update in the September Quarterly Budget Review to reflect updates that were made in the Financial Statements as at 30 June 2019.

The report also includes a reconciliation of Council's cash and investments on hand as at 31 December 2019.

This report also requires a statement in respect of whether all investments are in accordance with the requirements of Section 625 of the Local Government Act 1993, the accompanying Regulation and Council's Investments Policy. This statement, in combination with the monthly investment report, ensures that Council is complying with these statutory, regulatory and policy requirements.

Further, a declaration as to the preparation of bank reconciliations is also required. Bank reconciliations occur on a daily basis with a full reconciliation performed on a monthly basis. The full reconciliation for the December 2019 quarter occurred on 2 January 2020.

### **Capital Budget Review:**

The Capital Budget Review format allows Council to analyse any additional Capital expenditure to be incurred in the current financial year and the extent to which monies have already been expended. The report also indicates how Council is to fund the Capital expenditure for the year.

This review proposes to increase Capital Works Expenditure by \$815K in this review, mainly due to an increase in Roads to Recovery funding of \$631K and additional capital expenditure in relation to the varied Administration Building Capital Projects of \$629K (offset by the sale of furniture and equipment, internal reallocations and unrestricted carry forward funds totaling \$202,941 and the deferral of some capital projects to future years (as a result of unavoidable delays) totaling \$426K.

\$1.2M had already been committed in the 2019/20 budget for this purpose. The estimated expenditure breakdown is now - new Emergency Management Centre

## Our Governance No. 6 Cont...

Management fit out (\$440K), Communications upgrade (\$234K), Fittings and Furniture (\$245K), Finance area fit out (\$186K), Corporate Office fit out (\$420K) and Executive and Human Resources and Amenities fit out (\$304K).

In terms of the Depot/Administration Building refurbishment, the following individual line items in the Capital Expenditure Budget have been consolidated for the purpose of project management into one line item called *Tenterfield Depot – Refurbishment Stage 1*:

• Tenterfield Depot Refurbishment	\$145,000
• Tenterfield Depot Washdown & Recycle Bay	\$160,000
• Tenterfield Depot Water Wise Initiatives	\$ 20,000
• Tenterfield Depot Minor Works & Furniture Replacement	\$ 36,000
• Tenterfield Depot – Carpet	\$ 16,250
• Tenterfield Depot – Training Room Furniture	\$ 20,000
<b>Total</b>	<b>\$397,250</b>

**Contracts:**

The Reporting Framework requires the identification of contracts entered into in the preceding quarter, which exceed specified expenditure limits. The limit for reporting contracts in the QBRS is one percent (1%) of revenue from continuing operations, or \$50,000, whichever is less. Eleven contracts have been listed which met the relevant criteria for the December quarter of 2019/20 and six (6) of these related to bore works for Drought Augmentation.

**Consultancy and Legal Expenses:**

The current expenditure to 31 December 2019 on qualifying consultancies and legal fees are identified in the QBRS and this expenditure is budgeted for and, given the size and nature of Council's operations, is considered reasonable.

**COUNCIL IMPLICATIONS:**

**1. Community Engagement / Communication (per engagement strategy)**  
Nil.

**2. Policy and Regulation**

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Circulars

**3. Financial (Annual Budget & LTFFP)**

It is important for Council to note that the adoption of this budget review approves the variations identified in the attached report and that the cumulative effect of the budget variations should be considered when reviewing this budget.

The December Quarterly Budget Review has seen the Operating Surplus be revised to \$25,566,898 (including capital grants) and \$933,076 (excluding capital grants).



Our Governance No. 6 Cont...

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

The Budget Review is submitted to Council in accordance with Clause 203(1) of the Local Government (General) Regulation 2005.

**7. Performance Measures**

The impact of the recommended budget variations on Council's main key performance indicator is detailed in the Quarterly Budget Review Statement. Due to year end accounting adjustments other performance ratios won't be available until the audited financial statements are completed.

**8. Project Management**

Nil.

**Kylie Smith**  
**Chief Corporate Officer**

Prepared by staff member:	Paul Della, Manager Finance & Technology; Jessica Wild, Management Accountant
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	<b>1</b> Attachment 8 (Attachment Booklet 4) - Quarterly Budget Review - December 2019 <b>9</b> Pages

<b>Department:</b>	<b>Office of the Chief Corporate Officer</b>
<b>Submitted by:</b>	Manager Finance & Technology
<b>Reference:</b>	<b>ITEM GOV7/20</b>
<b>Subject:</b>	<b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 31 DECEMBER 2019</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.
<b>CSP Strategy:</b>	Council is a financially sustainable organisation, delivering value services to the Community.
<b>CSP Delivery Program</b>	Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.

#### **SUMMARY**

The purpose of this report is for the Responsible Accounting Officer to provide, in accordance with Clause 212 of the Local Government (General) Regulation 2005 a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act 1993. The report must be made up to the last day of the month immediately preceding the meeting.

#### **OFFICER'S RECOMMENDATION:**

**That Council receive and note the Finance and Accounts Report for the period ended 31 December 2019.**

#### **BACKGROUND**

In accordance with Clause 212 of the Local Government (General) Regulation 2005 the Responsible Accounting Officer must provide a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act 1993. The report must be made up to the last day of the month immediately preceding the meeting.

#### **REPORT:**

A reconciliation of cash books of all funds has been carried out with the appropriate bank statements. A certified schedule of all Council's investments showing the various amounts invested is shown as an attachment to this report.

##### **(a) Reconciliation of Accounts**

A reconciliation of the cash books of all funds have been carried out with the appropriate bank statements as at 31 December 2019.

Cash Book Balances on this date were as follows: -

General (Consolidated)	\$1,292,331.71	Credit
General Trust	\$ 313,266.50	Credit

Our Governance No. 7 Cont...

(b) Summary of Investments

The attachment to this report is a certified schedule of all Council's investments as at 31 December 2020 showing the various invested amounts and applicable interest rates.

**Concealed Water Leakage Concession Policy Update**

For the month of December 2019 no concessions were granted under Council's Concealed Water Leakage Concession Policy.

**COUNCIL IMPLICATIONS:**

**1. Community Engagement / Communication (per engagement strategy)**

Nil.

**2. Policy and Regulation**

- Investment Policy (Policy Statement 1.091)
- Local Government Act 1993
- Local Government (General) Regulation 2005
- Ministerial Investment Order
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Circulars

**3. Financial (Annual Budget & LTFP)**

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Kylie Smith**  
**Chief Corporate Officer**

Prepared by staff member:

Paul Della; Jessica Wild

Approved/Reviewed by Manager:

Kylie Smith, Chief Corporate Officer

Department:

Office of the Chief Corporate Officer

Attachments:

**1** Investment Report as at 31  
December 2019

**1**  
Page

**TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 DECEMBER 2019**

Financial Institution	Issuer Rating	Investment Term	Maturity Date	Interest Rate	Amount	Percentage Exposure
NAB	AA-	60 Days	26/Jan/20	1.25%	5,000,000.00	37.41%
<b><u>TOTAL NAB INVESTMENTS</u></b>					<b><u>5,000,000.00</u></b>	<b><u>37.41%</u></b>
Commonwealth Bank	AA-	At Call		0.75%	1,366,250.13	10.22%
Commonwealth Bank	AA-	1 Month	28/Jan/20	1.10%	3,000,000.00	22.44%
<b><u>TOTAL CBA INVESTMENTS</u></b>					<b><u>4,366,250.13</u></b>	<b><u>32.67%</u></b>
Bankwest	AA-	31 Days	20/Jan/20	1.00%	4,000,000.00	29.93%
<b><u>TOTAL BANKWEST INVESTMENTS</u></b>					<b><u>4,000,000.00</u></b>	<b><u>29.93%</u></b>
<b>INVESTMENTS TOTAL</b>					<b>13,366,250.13</b>	<b>100.00%</b>

**Summary**

I hereby certify that the investments as shown herein, have been invested in accordance with Section 625 of the Local Government Act 1993, and associated Regulations, and in accordance with Council policy and procedures.

\_\_\_\_\_  
**Responsible Accounting Officer**

**By:**

\_\_\_\_\_  
P. Della

\* Except as highlighted in the associated Council Report.

<b>Department:</b>	<b>Office of the Chief Corporate Officer</b>
<b>Submitted by:</b>	Manager Finance & Technology
<b>Reference:</b>	<b>ITEM GOV8/20</b>
<b>Subject:</b>	<b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 31 JANUARY 2020</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.
<b>CSP Strategy:</b>	Council is a financially sustainable organisation, delivering value services to the Community.
<b>CSP Delivery Program</b>	Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.

#### **SUMMARY**

The purpose of this report is for the Responsible Accounting Officer to provide, in accordance with Clause 212 of the Local Government (General) Regulation 2005 a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act 1993. The report must be made up to the last day of the month immediately preceding the meeting.

#### **OFFICER'S RECOMMENDATION:**

**That Council receive and note the Finance and Accounts Report for the period ended 31 January 2020.**

#### **BACKGROUND**

In accordance with Clause 212 of the Local Government (General) Regulation 2005 the Responsible Accounting Officer must provide a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act 1993. The report must be made up to the last day of the month immediately preceding the meeting.

#### **REPORT:**

A reconciliation of cash books of all funds has been carried out with the appropriate bank statements. A certified schedule of all Council's investments showing the various amounts invested is shown as an attachment to this report.

##### **(a) Reconciliation of Accounts**

A reconciliation of the cash books of all funds have been carried out with the appropriate bank statements as at 31 January 2020.

Cash Book Balances on this date were as follows: -

General (Consolidated)	\$2,518,791.25	Credit
General Trust	\$ 313,266.50	Credit

Our Governance No. 8 Cont...

(b) Summary of Investments

The attachment to this report is a certified schedule of all Council's investments as at 31 January 2020 showing the various invested amounts and applicable interest rates.

**Concealed Water Leakage Concession Policy Update**

For the month of January 2020 one concession was granted to the value of \$2,473.73 under Council's Concealed Water Leakage Concession Policy.

**COUNCIL IMPLICATIONS:**

**1. Community Engagement / Communication (per engagement strategy)**

Nil.

**2. Policy and Regulation**

- Investment Policy (Policy Statement 1.091)
- Local Government Act 1993
- Local Government (General) Regulation 2005
- Ministerial Investment Order
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Circulars

**3. Financial (Annual Budget & LTFP)**

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Kylie Smith**  
**Chief Corporate Officer**

Prepared by staff member:	Paul Della; Jessica Wild
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	1 Investment Report as at 31 January 2020

1  
Page

**TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 JANUARY 2020**

Financial Institution	Issuer Rating	Investment Term	Maturity Date	Interest Rate	Amount	Percentage Exposure
NAB	AA-	60 Days	27/Apr/20	1.60%	5,000,000.00	37.41%
<b><u>TOTAL NAB INVESTMENTS</u></b>					<b><u>5,000,000.00</u></b>	<b><u>37.41%</u></b>
Commonwealth Bank	AA-	At Call		0.75%	1,366,250.13	10.22%
Commonwealth Bank	AA-	1 Month	28/Feb/20	1.15%	3,000,000.00	22.44%
<b><u>TOTAL CBA INVESTMENTS</u></b>					<b><u>4,366,250.13</u></b>	<b><u>32.67%</u></b>
Bankwest	AA-	70 Days	31/Mar/20	1.27%	4,000,000.00	29.93%
<b><u>TOTAL BANKWEST INVESTMENTS</u></b>					<b><u>4,000,000.00</u></b>	<b><u>29.93%</u></b>
<b>INVESTMENTS TOTAL</b>					<b>13,366,250.13</b>	<b>100.00%</b>

**Summary**

I hereby certify that the investments as shown herein, have been invested in accordance with Section 625 of the Local Government Act 1993, and associated Regulations, and in accordance with Council policy and procedures.

\_\_\_\_\_  
**Responsible Accounting Officer**

**By:**

\_\_\_\_\_  
P. Della

\* Except as highlighted in the associated Council Report.

<b>Department:</b>	<b>Office of the Chief Corporate Officer</b>
<b>Submitted by:</b>	Manager Finance & Technology
<b>Reference:</b>	<b>ITEM GOV9/20</b>
<b>Subject:</b>	<b>CAPITAL EXPENDITURE REPORT AS AT 31 JANUARY 2020</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.
<b>CSP Strategy:</b>	Council is a financially sustainable organisation, delivering value services to the Community.
<b>CSP Delivery Program</b>	Collaborate and deliver resources with other organisations to ensure a variety of cost effective services across the service area.

#### **SUMMARY**

The purpose of this report is to show the progress of Capital Works projects against the Year to Date (YTD) budget each month. This report outlines Council's financial progress against each project.

#### **OFFICER'S RECOMMENDATION:**

**That Council receive and note the Capital Expenditure Report for the period ended 31 January 2020.**

#### **BACKGROUND**

The Capital Expenditure report indicates to Council the financial progress of each project against the forecast expenditure for that project. The information has also been set out to show which Council service the expenditure relates to.

#### **REPORT:**

Some of Council's capital works projects have been delayed as a result of the need to focus resources on unplanned works as a result of emergency activities in relation to natural disasters and water supply issues.

All being well, expenditure on Council's planned capital works should now begin to ramp up.

#### **COUNCIL IMPLICATIONS:**

- 1. Community Engagement / Communication (per engagement strategy)**  
Nil.

- 2. Policy and Regulation**

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Circulars

- 3. Financial (Annual Budget & LTFP)**

Nil.



Our Governance No. 9 Cont...

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Kylie Smith**  
**Chief Corporate Officer**

Prepared by staff member:

Paul Della; Jessica Wild

Approved/Reviewed by Manager:

Kylie Smith, Chief Corporate Officer

Department:

Office of the Chief Corporate Officer

Attachments:

**1** Attachment 9 (Attachment Booklet 4) - Capital Expenditure Report as at 31 January 2020 **6** Pages

<b>Department:</b>	<b>Office of the Chief Corporate Officer</b>
<b>Submitted by:</b>	Manager Finance & Technology
<b>Reference:</b>	<b>ITEM GOV10/20</b>
<b>Subject:</b>	<b>REPORT ON LOAN BALANCES</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.
<b>CSP Strategy:</b>	Council is a financially sustainable organisation, delivering value services to the Community.
<b>CSP Delivery Program</b>	Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.

#### **SUMMARY**

The purpose of this report is to inform Council of its loan balances as at 31 December 2019.

#### **OFFICER'S RECOMMENDATION:**

**That Council notes the loan balance as at 31 December 2019 was \$9,686,310.92 (\$9,957,867.09 as at 30 September 2019).**

#### **BACKGROUND**

Council resolved at its meeting on 24 August, 2011 (Resolution 380/11) that a report be provided every three (3) months summarizing Council's debt levels and that the report should include the date the loan is taken out, the amount of the original loan, the current balance owing, the term of the loan, the interest rate and the payment details.

#### **REPORT:**

Loan payments are being made in accordance with the loan agreements. Council's loan balance as at 31 December 2019 was \$9,686,310.92 (\$9,957,867.09 as at 30 September 2019).

#### **COUNCIL IMPLICATIONS:**

##### **1. Community Engagement / Communication (per engagement strategy)**

Council's projected loan borrowings are included in the 2018/19 Operational Plan.

##### **2. Policy and Regulation**

- Section 621 of the Local Government Act allows a Council to borrow at any time for any purpose allowed under the Act subject to any restrictions imposed by the Minister in accordance with Section 624 of the Act.
- Borrowing Policy

##### **3. Financial (Annual Budget & LTFP)**

Nil.

Our Governance No. 10 Cont...

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Kylie Smith**  
**Chief Corporate Officer**

Prepared by staff member: Paul Della, Manager Finance & Technology;  
Jessica Wild, Management Accountant

Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer

Department: Office of the Chief Corporate Officer

Attachments: **1** Loan Schedule as at 31 December 2019 **1**  
Page

**Tenterfield Shire Council**  
**Loans Schedule**  
**31-December-2019**

Loans Details								Principal
FUND	PURPOSE	AMOUNT	OBTAINED FROM	DATE OBTAINED	DUE DATE	RATE OF INTEREST	INTERVALS AT WHICH PAYABLE	Principal Balance as at 31 December 2019
General Fund	Urbenville Medical Centre	150,000	National Australia Bank	14/05/2010	14/05/2020	9.20%	Half Yearly	10,715.15
General Fund	Construction of two bridges on Mt Lindsay Road	1,000,000	Commonwealth Bank of Australia	30/06/2010	30/06/2020	8.02%	Half Yearly	70,818.06
General Fund	Main Street Upgrade	1,200,000	National Australia Bank	25/02/2015	25/02/2025	3.70%	Half Yearly	713,956.03
Sewer	New Sewerage Treatment Plant	2,500,000	National Australia Bank	30/05/2008	30/05/2033	7.81%	Half Yearly	1,889,028.02
Water	Dam Wall Construction (1)	3,450,000	ANZ	25/05/2018	25/05/2038	3.95%	Half Yearly	3,274,149.05
Water	Dam Wall Construction (2)	3,051,000	CBA	5/06/2019	6/06/2022	2.52%	Half Yearly	2,991,906.47
Water	Urbenville Water Treatment Plant	375,000	National Australia Bank	5/02/2009	5/02/2033	6.47%	Half Yearly	287,373.33
Waste	Rehabilitation	1,250,000	National Australia Bank	21/12/2012	21/12/2022	5.45%	Quarterly	448,364.81
<b>TOTAL</b>								<b>9,686,310.92</b>

**(ITEM RC1/20) REPORTS OF COMMITTEES & DELEGATES - BORDER REGIONAL ORGANISATION OF COUNCILS (BROC) - MEETING OF 8 NOVEMBER 2019**

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**REPORT BY:**

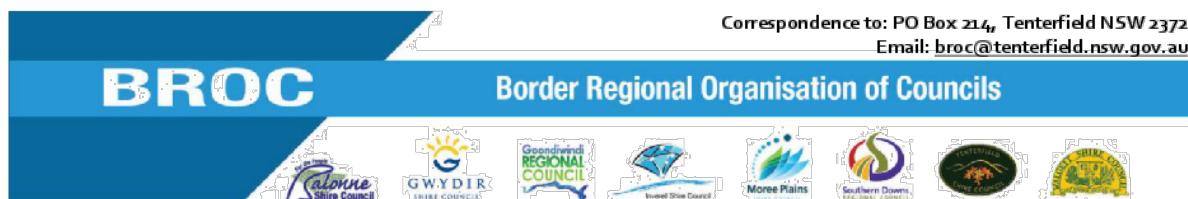
A Meeting of the Border Regional Organisation of Councils (BROC) was held at Moree Plains Shire Council on Friday, 8 November 2019. Minutes of the Meeting are attached.

**RECOMMENDATION**

- (1) That the report of the Border Regional Organisation of Councils (BROC) meeting of 8 November 2019 be received and noted; and**
- (2) That Council support the request of BROC to promote the appointment of a Queensland Cross Border Commissioner.**

**ATTACHMENTS**

- 1 Minutes of Meeting 5 Pages**



Correspondence to: PO Box 214, Tenterfield NSW 2372

Email: [broc@tenterfield.nsw.gov.au](mailto:broc@tenterfield.nsw.gov.au)

## MINUTES

### 8 November 2019 - Moree

<b>Venue:</b>	Moree Plains Shire Council Chamber	<b>Date:</b>	Friday 8 November 2019
<b>Chair:</b>	Cr Peter Petty - Tenterfield	<b>Time:</b>	10.31 am
<b>Attendees:</b>	Cr Peter Petty, Cr Brian Murray, Noelene Hyde	Tenterfield Shire Council	
	Cr Stephen Ritchie, Angus Witherby	Moree Plains Shire Council	
	Cr Stewart Berryman, Cr Kate Dight	Inverell Shire Council	
	Cr Rick McDougall, Carl Manton	Goondiwindi Regional Shire	
	Cr Richard Marsh, CEO Matthew Magin	Balonne Regional Council	
	Cr John Coulton	Gwydir Shire Council	
	Cr Ian Woodcock	Walgett Shire Council	
	Trudi Bartlett	RDA Darling Downs South West	
	Russell Stewart	RDA Northern Inland	
	Kym Murphy	QLD Transport & Main Roads	
	Mayor John Ferguson, Donna Hobbs	Bulloo Shire Council (Observers)	
	Ann Leahy MP	Member for Warrego	
<b>File Ref:</b>	NAM20203		

1.	Meeting Open: 10.31 am	
2.	Apologies	
	Cr Neil Meiklejohn	Southern Downs Regional Council
	Cr Manuel Martinez, GM Greg Ingham	Walgett Shire Council
	CE Terry Dodds	Tenterfield Shire Council
	Cr Francis Young	Gwydir Shire Council
	<b>Moved:</b> Walgett that the Apologies be accepted. <b>Seconded:</b> Inverell <b>CARRIED</b>	
3.	Minutes of Meeting - 9 August 2019 (Walgett)	
	<b>Moved:</b> Walgett that the Minutes be accepted. <b>Seconded:</b> Tenterfield <b>CARRIED</b>	

<b>4.</b>	<b>Correspondence</b>																										
4.1	<b>Inwards:</b> <ul style="list-style-type: none"> <li>Bank Statements Warwick Credit Union &amp; National Australia Bank</li> <li>Fixed Term Certificate – Warwick Credit Union</li> <li>Linda Keeshan – Director Intergovernmental Relations – Dept Premier &amp; Cabinet – Queensland Government</li> </ul>																										
4.2	<b>Outwards:</b> <ul style="list-style-type: none"> <li>Nil</li> </ul>																										
4.3	<b>Matters arising from Correspondence</b>  <b>Position of Cross Border Commissioner</b> With reference to correspondence by Linda Keeshan – discussion took place regarding the appointment of a Cross Border Commissioner position in Queensland (currently NSW/Victoria but not NSW/Queensland).  <b>Moved:</b> Inverell that BROC contract the Queensland Opposition Leader and current Queensland Government to promote the appointment of a Queensland Cross Border Commissioner and request BROC Councils for support from Mayors/Councillors. <b>Seconded:</b> Goondiwindi  <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>																										
<b>5.</b>	<b>Financial Report as at 11 October 2019</b>																										
5.1	<b>Transactions since last meeting:</b> <b><u>National Australia Bank – 69-022-2187</u></b>  <table border="1"> <tr> <td>Opening Balance as at 12 July 2019</td><td><b>\$8,592.23</b></td></tr> <tr> <td>Cheque Payment – Friendly Faces Helping Hands Foundation</td><td>\$ 1,000.00</td></tr> <tr> <td>Interest</td><td>\$ 0.20</td></tr> <tr> <td>Balance as at 11 October 2019</td><td><b>\$7,592.43</b></td></tr> </table> <b><u>National Australia Bank – Term Deposit 42-388-8697</u></b>  <table border="1"> <tr> <td>Lodged 27 Sept to 27 Dec 2018 (3 month)</td><td>\$10,000.00</td></tr> <tr> <td>Re-invested 27 December 2018 for 12 months @ 2.75%</td><td><b>\$10,052.36</b></td></tr> <tr> <td>Maturity Date – 27 December 2019</td><td></td></tr> </table> <b><u>Warwick Credit Union – 400379187</u></b>  <table border="1"> <tr> <td>Opening Balance 1 October 2019</td><td><b>\$ 0.18</b></td></tr> <tr> <td>Transfer In – Interest from Fixed Term Deposit</td><td>\$ 106.21</td></tr> <tr> <td>Transfer In - Principal from Fixed Term Deposit</td><td>\$21,073.46</td></tr> <tr> <td>Transfer Out – Fixed Term Deposit</td><td>\$11,179.85</td></tr> <tr> <td>Closing Balance 31 October 2019</td><td><b>\$10,000.00</b></td></tr> <tr> <td colspan="2">(\$10,000 awaiting transfer to Moree Plains Shire Council – Federal Inland Rail Interface Improvement Program) – Approved BROC 9/8/19</td></tr> </table> <b><u>Warwick Credit Union – Fixed Term Deposit 100005924</u></b>	Opening Balance as at 12 July 2019	<b>\$8,592.23</b>	Cheque Payment – Friendly Faces Helping Hands Foundation	\$ 1,000.00	Interest	\$ 0.20	Balance as at 11 October 2019	<b>\$7,592.43</b>	Lodged 27 Sept to 27 Dec 2018 (3 month)	\$10,000.00	Re-invested 27 December 2018 for 12 months @ 2.75%	<b>\$10,052.36</b>	Maturity Date – 27 December 2019		Opening Balance 1 October 2019	<b>\$ 0.18</b>	Transfer In – Interest from Fixed Term Deposit	\$ 106.21	Transfer In - Principal from Fixed Term Deposit	\$21,073.46	Transfer Out – Fixed Term Deposit	\$11,179.85	Closing Balance 31 October 2019	<b>\$10,000.00</b>	(\$10,000 awaiting transfer to Moree Plains Shire Council – Federal Inland Rail Interface Improvement Program) – Approved BROC 9/8/19	
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	Opening Balance as at 1 October 2019	<b>\$21,073.46</b>
	Interest Paid 2%	\$ 106.21
	Transfer Out – General Account	\$ 21,179.67
	Transfer In – From General Account	\$ 11,179.85
	Reinvested 22 Oct 2019 @ 1.6%	<b>\$ 11,179.85</b>
	Maturity Date – 22 January 2020	
5.2	<b>Matters arising from Financial Report</b> <b>ACTION:</b> Noelene to check on outstanding membership payments.  <b>Moved:</b> Tenterfield that the Financial Report be accepted. <b>Seconded:</b> Walgett  <b>CARRIED</b>	
<b>6.</b>	<b>Guest Speakers</b>	
6.1	<b>The Coffey Scheme – A Water Infrastructure Plan for the Future</b> <ul style="list-style-type: none"> <li>• Cr Graeme Shu, Mayor Goondiwindi Regional Council</li> <li>• Sam Coulton, Goondiwindi Cotton</li> <li>• Bruce McCollum</li> <li>• Daryl Cleeve, Dumaresq Water Users</li> <li>• Mike Henderson</li> <li>• Glen Smith</li> </ul> <p>Mr Daryl Cleeve presented to the meeting, outlining the opportunities for water management for border rivers communities through transfer of excess water from the Clarence River to the Murray Darling Basin.</p> <p><a href="#">Presentation attached.</a></p> <p><b>Moved:</b> Gwydir that BROC support and become a driver for the Coffey Scheme with the Chair to form a delegation and organise a meeting with the politicians in the relevant areas.  <b>Seconded:</b> Tenterfield   <b>CARRIED</b></p>	
11.34	<b>Morning Tea</b> – The Meeting adjourned for morning tea, resuming at 11.47 am.	
6.2	<b>Member for Warrego, Ann Leahy MP</b> Attending BROC for the first time, Ms Leahy addressed the meeting, stressing the importance of pushing forward with the current opportunities to address water issues across the border rivers region. A lot of money is being offered by the Federal Government to pursue positive outcomes in regional Australia.  <b>ACTION:</b> Invitation to be sent to Shadow Member for Local Government (Qld) to attend the BROC meeting at St George in February 2020.	
6.3	<b>Moree Integrated Transport &amp; Intermodal Program &amp; What It Means for the Region</b> Mr Brad Turner, Consulting Program Director for Moree Plains Shire Council gave a presentation on the layout and infrastructure requirements for the Moree Integrated Transport & Intermodal Program to enhance the movement of freight within the Moree town boundaries for the Inland Rail Project.	



	<a href="#">Presentation attached.</a>
	<p><b>Update – Border Regions Transport Study</b> Mr Angus Witherby, Director Planning &amp; Community Development, Moree Plains Shire Council, provided an update on the Border Regions Transport Study and his progress to date on the application for funding for the Study through the Federal Inland Rail Interface Improvement Program.</p> <p>As resolved at the BROC meeting of 9 August 2019, \$10,000 has been transferred to Moree Plains Shire Council for application preparation costs for the funding to update the Study.</p>
<b>7.</b>	<b>Items Listed</b>
7.1	<p><b>Goondiwindi Regional Shire – Murray Darling Association AGM – Region 12 Motion</b> Noted information provided.</p>
7.2	<p><b>Road Network Strategy – New England Joint Organisation</b> Noted information provided. Noted that the Road handback will involve 12 to 18 months of consultation and 2 rounds of road handbacks, the first round estimated to be the second half of 2020.</p> <p><b>ACTION:</b> Chair of BROC and Bruxner Way Joint Committee to seek information from the State Government regarding the extended timeframe as this matter was an election promise.</p>
<b>8.</b>	<b>General Business</b>
8.1	<p><b>Trudi Bartlett – RDA Darling Downs South West</b> Ms Bartlett updated the meeting on issues facing RDA Darling Downs South West including the work they are doing in the migrant space. She advised that 900 migrants (humanitarian refugees) relocated to Toowoomba in the last financial year and 750 were expected in the 2019/2020 period.</p>
8.2	<p><b>Russell Stewart –RDA Northern Inland</b> Mr Stewart also spoke of immigration and the work RDANI are doing with Councils in the region.</p> <p>He also addressed the \$1m drought and community funding available, suggesting that Councils should consider using the funds to provide interest free loans to small businesses to pay off their debts as a lot of small business in regional areas will go to the wall because of held accounts.</p>
<b>9.</b>	<p><b>Next Meeting – 10.00 am, Friday, 14 February 2020</b> Balonne Regional Council, Emergency Centre, Grey Street, St George</p>
<b>10.</b>	<b>Meeting Closed – 12.43 pm</b>

<b>ACTION ITEM LOG</b>			
<b>Officer</b>	<b>Item</b>	<b>Listed</b>	<b>Outcome</b>
Exec	Reinvite Mr Newton (Bindaree Beef) to a future meeting	15/02/19	
Exec	<b>Border Regions Transport Study – Update on Funding Opportunity</b> Allocate \$10,000 towards application preparation costs with Moree Shire Council happy to co-ordinate the application to the study.	09/08/19	Awaiting transfer of funds to Moree
Exec	Exclusion Fencing That BROC write to the relevant NSW State Minister with a view to amending the Legislation regarding the special rates scheme with particular respect to exclusion fencing and make representations to IPART.	09/08/19	O/S

**(ITEM RC2/20) REPORTS OF COMMITTEES & DELEGATES - TENTERFIELD LIQUOR ACCORD - 19 NOVEMBER 2019**

---

**REPORT BY:**

A meeting of the Tenterfield Liquor Accord was held at the Tenterfield Bowling Club on Tuesday, 19 November 2019. Minutes of the Meeting are attached.

**RECOMMENDATION**

**That the report from the Tenterfield Liquor Accord meeting of 19 November 2019 be received and noted.**

**ATTACHMENTS**

**1** Minutes of Meeting 4 Pages

### **Tenterfield Liquor Accord SUMMARY**

Summary of the Tenterfield Liquor Accord held at Tenterfield Bowling Club & Motor Inn, Corner Molesworth and Scott Street, Tenterfield on Tuesday, 19 November 2019 at 9.30am.

#### **SUMMARY:**

##### **1. Apologies:**

- Susan Allan, Roads and Maritime Services, Grafton.
- Judith Murphy, The Corner Life and Style

##### **Attendees:**

- Senior Constable Colin Bird (Licensing Coordinator - incoming) New England Local Area Command.
- Joy Hayman Acting/Road User Safety Officer – Northern Region (via teleconference). Roads and Maritime Services.
- Warren Jones, Tenterfield Tavern & Motor Inn.
- Annette Miller, Tenterfield Bowling Club Motor Inn.
- Rebekah Kelly, Community Development Officer, Tenterfield Shire Council.
- Please let Rebekah Kelly know of any updates to emails or those that may be interested to attend the Liquor Accord meetings on [r.kelly@tenterfield.nsw.gov.au](mailto:r.kelly@tenterfield.nsw.gov.au)

##### **2. Acknowledgement of Country.**

##### **3. Business arising.**

- Voluntary agreement that all licensed premises would display no-gang-colours poster:  
<https://www.liquorandgaming.nsw.gov.au/search?collection=liquor-and-gaming-web&form=json&query=colours>

##### **4. General business.**

- Introduction of Senior Constable Colin Bird and his incoming role (starts 15 December 2019) regarding Licensing Co-ordinator for New England Local Area Command. Senior Constable Bird introduced self and background.
- Joy provided an update from Roads and Maritime Services and promoted the Plan B message (main messaging including planning ahead to get home after a night out, drink and drive and you will face the consequences, RBT

means you need a Plan B, Some Plan B's are smarter than others, What's your Plan B?). Please also see NSW Government, Transport for NSW Centre for Road Safety centre for road safety campaign – Plan B - website <https://roadsafety.transport.nsw.gov.au/campaigns/plan-b/index.html>

(Due to northern region road closures due to bushfires Joy was not able to attend in person). Plan B order form was referred to in the meeting and copies handed out to those present at the meeting. There is also contact information on the forms. For those who could not be present free resources can be ordered by emailing Joy Hayman on [joy.hayman@rms.nsw.gov.au](mailto:joy.hayman@rms.nsw.gov.au)

#### Examples of Plan B Resources



Bring the Mob Home safety Plan B  
Coasters



Coaster / Mini Coaster & Stickers for  
beer cartons



Womens Plan B OVER drink driving



Plan B Black T-shirt



A2 poster (features cannon)



A3 poster (features Plan A / Plan B list)



Plan B alcohol Carton stickers



Plan B Double Bottle bag

- Joy also talked about information and booklets that are available such as the drink and drug driving penalties booklets. There are also other Transport for NSW publications anyone can order from the website (just go to products): <https://shout.finsbury.com.au/ustore/67/Home> **Action:** Joy to order for Tenterfield. (NB: These have been received please come and see Rebekah if you would like some).

- Summary provided by Joy that during the 2018 period speed was the highest contributing factor for casualty crashes, being a contributing factor in 64% of crashes in our region – this is 4 times higher than the rest of the state. 26% also had fatigue as a contributing factor. Alcohol related crashes were higher also but this came in peaks and troughs. On a whole the area is on par average with the rest of the Northern Region area with a 5 year average of approximately 8% of casualty crashes having alcohol as a contributing factor. In 2018 twelve out of 13 accidents were single vehicle accidents. Friday's were the worst day of the week and the majority of the accidents occurred in the 80-100 speed limit zones during midnight to 2am



being the worst period. In regards to the age group demographic this was 40-49 years of age group which is a big spike as there were 5 in that age bracket.

- Senior Constable Bird talked about NSW Police Force conducting a lot of proactive work in regard to targeting drink-driving to reduce alcohol-related harm in NSW. There are a number of proactive policing activities to prevent and/or minimise the risk of alcohol-related harm and police have a number of new strategies. It was also reiterated that licensing rules have also changed and that anyone caught driving over the legal alcohol limit in NSW at any level including low-range can now lose their licence immediately.

- Sharon Tierney from Tenterfield TAFE had provided information about upcoming courses relating to licensed premises to Rebekah prior to the meeting as was an apology as not able to attend in person. Responsible Service of Alcohol 12 December 2019 8.45am to 4.30pm. Responsible Conduct of Gambling - 13 December 2019 8.30-4.30pm costs associated.  
**Action:** contact Sharon for further course information for 2020.

- Group discussion regarding the Christmas period coming up and not wanting some to ruin it for others. Reiterated importance of Christmas Eve also which is normally a big one for our Shire. Senior Constable Bird reiterated that there will be proactive random breath testing and drug testing also. Also reinforced message about police body worn cameras which records the events taking place or the environment they are operating in. these support police investigations by recording visual and audio evidence of an incident or crime.

#### **5. Next meeting scheduled for 2020.**

Tuesday 28 April 2020 to be held at the Royal Hotel Motel, 130 High Street Tenterfield, 9.30am.

Notes by Rebekah Kelly,  
Community Development Officer.  
Tenterfield Shire Council.

**(ITEM RC3/20) REPORTS OF COMMITTEES & DELEGATES - AUDIT & RISK COMMITTEE MEETING - 4 DECEMBER 2019**

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**REPORT BY:**

A meeting of the Audit & Risk Committee was held on Wednesday, 4 December 2019. Minutes of the Meeting are attached.

**RECOMMENDATION**

**That the report of the Audit & Risk Committee meeting of 4 December 2019 be received and noted.**

**ATTACHMENTS**

**1** Minutes of Meeting 5 Pages





## **MINUTES OF AUDIT & RISK COMMITTEE MEETING WEDNESDAY, 4 DECEMBER 2019**

MINUTES OF THE Audit & Risk Committee OF TENTERFIELD SHIRE held at the Tenterfield Shire Council Chamber on Wednesday, 4 December 2019 commencing at 1.02 pm.

**ATTENDANCE**

Mayor Peter Petty  
Mr Geoff King – Independent External Member &  
Chair  
Mr Peter Sheville – Independent External Member  
(by telephone)  
Andrew Page – Independent External Member

**ALSO IN ATTENDANCE**

Executive Assistant & Media (Noelene Hyde)  
Chief Corporate Officer (Kylie Smith)  
Manager Customer Service, Governance & Records  
(Erika Bursford)  
Manager Finance & Technology (Paul Della)  
Financial Consultant (Igor Ivannikov)

*Clause 254(b) of the Local Government (General) Regulation 2005 requires that the names of the mover and seconder of the motion or amendment are recorded and shown in the Minutes of the meeting.*

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This is page 1 of the Minutes of the Audit & Risk Committee held on Wednesday, 4 December 2019

**MINUTES OF AUDIT & RISK COMMITTEE**

**4 DECEMBER 2019**

**DISCLOSURE OF INTERESTS**

That Committee members now disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.

<b>Name</b>	<b>Interest</b>
Mr Geoff King	<ul style="list-style-type: none"> <li>Independent Member of the City of Gold Coast Audit Committee</li> <li>Independent Member of the Central Highlands Regional Council Audit Committee</li> <li>Independent Chair of the Mt Isa City Council Audit &amp; Risk Management Committee</li> <li>Member of the Business Information Systems Advisory Committee for the University of Queensland School of Business</li> </ul>
Mr Peter Sheville	<ul style="list-style-type: none"> <li>Partner, BDO Thailand</li> <li>Chair, Mackay Regional Council Audit Committee</li> </ul>

**APOLOGIES**

**Resolved** that the apologies of Councillor Don Forbes (leave of absence), Chief Executive Terry Dodds, WHS Risk Management Officer Wes Hoffman, NSW Audit Office, Geoff Allen – Forsyths.

(Peter Sheville/Peter Petty)

**CONFIRMATION OF MINUTES**

**Resolved** that the Minutes of the Audit & Risk Committee meeting held on Wednesday 11 September 2019, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

(Peter Sheville/Geoff King)

**BUSINESS ARISING FROM THE MINUTES**

Nil

**Tabled Documents:**

- Tenterfield Shire Council – Audit & Risk Committee Checklist
- Tenterfield Shire Council Audit & Risk Committee Annual Plan 2019

**(ITEM CEO25/19) PRESENTATION OF THE 2018/19 FINANCIAL STATEMENTS**

**SUMMARY**

The purpose of this report is to provide a copy of the 2018/19 Audited Financial Statements to the Audit & Risk Committee for information.

**MINUTES OF AUDIT & RISK COMMITTEE**

**4 DECEMBER 2019**

Draft of Management Letter received. Noted that there are three (3) issues requiring attention.

**ACTION:**

**Paul Della** - Management Letter to be presented to the next Audit & Risk Committee meeting to ensure follow up of matters.

**Resolved** that the Audit & Risk Committee note 2018/19 Audited Financial Statements.

(Peter Petty/Peter Sheville)

*Igor Ivannikov left the meeting, the time being 1.18 pm.*

**(ITEM CEO26/19) QUARTERLY BUDGET REVIEW AS AT 30 SEPTEMBER 2019**

**SUMMARY**

The purpose of this report is to provide the Committee with a copy of the Quarterly Budget Review Statement as at 30 September 2019 for information.

**Resolved** that the Audit & Risk Committee receive and note the September Quarterly Budget Review.

Andrew Page/Peter Sheville)

**(ITEM CEO27/19) WORKPLACE HEALTH & SAFETY**

**SUMMARY**

The purpose of this report is to advise the Audit & Risk Committee of a summary of Council's Work Health & Safety matters.

**Resolved** that the Audit & Risk Committee receive and note the current status of Council Work Health & Safety Summary.

(Andrew Page/Peter Petty)

**(ITEM CEO28/19) FRAUD, MISCONDUCT AND COMPLIANCE BREACHES - 1 JULY 2019 TO 4 DECEMBER 2019**

**SUMMARY**

The purpose of this report is to provide details of any Fraud, Misconduct and Compliance breaches identified or allegations made, during the period 1 July 2019 to 4 December 2019.

**Resolved** that the Audit & Risk Committee receive and note the report on Fraud, Misconduct and Compliance.

(Geoff King/Peter Petty)

This is page 3 of the Minutes of the Audit & Risk Committee held on Wednesday, 4 December 2019

**MINUTES OF AUDIT & RISK COMMITTEE**

**4 DECEMBER 2019**

**(ITEM CEO29/19) TENTERFIELD SHIRE COUNCIL ANNUAL REPORT - 2018/19**

**SUMMARY**

The purpose of this report (circulated under separate cover) is to provide Council's Annual Report, inclusive of the Annual Financial Statements, for 2018/19 to the Committee, following Council's adoption of the Report on 27 November 2019.

Statement to Council and Audit & Risk Committee: That the responsible person has confirmed that the financial information contained in the Annual Report align with the Annual Financial Statements.

**Resolved** that the Audit & Risk Committee note the adoption of the Tenterfield Shire Council Annual Report for 2018/19.

(Peter Petty/Andrew Page)

**(ITEM CEO30/19) INTERNAL AUDIT PLAN UPDATE - DECEMBER 2019**

**SUMMARY**

The purpose of this report is to present the Internal Audit Plan to each meeting of the Audit & Risk Committee, to advise of progress with Internal Audit activities and to report on implementation of Internal Audit recommendations.

Status update on items still to be addressed – Records Management.

**ACTION:**

**Erika Bursford** - Actions Register to be provided to enable tracking of outstanding actions. The Register to include evidence to show how items have been completed and sign off.

**Resolved** that the Audit and Risk Committee receive and note the Internal Audit Plan Update for December 2019.

(Geoff King/Peter Sheville)

*Peter Petty left the meeting, the time being 2.00 pm.*

**(ITEM CEO31/19) COMMITTEE RESPONSE - OLG CONSULTATION ON RISK MANAGEMENT AND INTERNAL AUDIT FRAMEWORK**

**SUMMARY**

The NSW Office of Local Government (OLG) is consulting on the proposed regulatory framework that will support the operation of Audit, Risk and Improvement Committees, to be in effect from March 2021. Tenterfield Shire Council's Audit & Risk Committee (the Committee) response has been drafted from the commentary provided by the Committee, to be submitted to Council's meeting of 18 December 2019, for subsequent submission to the OLG by 31 December 2019.

**MINUTES OF AUDIT & RISK COMMITTEE**

**4 DECEMBER 2019**

**ACTION:**

That the Audit & Risk Committee note the comment provided by management but does not intend to provide a response to the NSW Office of Local Government, related to the Risk Management and Internal Audit Framework for Local Government in NSW.

**BUSINESS WITHOUT NOTICE**

**TENTERFIELD SHIRE COUNCIL – AUDIT & RISK COMMITTEE CHECKLIST**

**SUMMARY**

Tabled document.

**ACTION:**

Committee members to review and bring feedback to the next meeting.

Resolved that the Audit & Risk Committee note the Audit & Risk Committee Checklist.

(Andrew Page/Geoff King)

**TENTERFIELD SHIRE COUNCIL – AUDIT & RISK COMMITTEE ANNUAL PLAN 2019**

**SUMMARY**

Tabled document.

**ACTION:**

**Geoff King** – Committee Performance Review – Self assessment tool to be distributed.

Resolved that the Audit & Risk Committee note the Audit & Risk Committee Annual Plan 2019.

(Andrew Page/Geoff King)

*Peter Petty returned to the meeting, the time being 2.53 pm.*

There being no further business the Chairperson declared the meeting closed at 2.56 pm.

.....  
Geoff King  
Chairperson

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**(ITEM RC4/20) REPORTS OF COMMITTEES & DELEGATES - TOURISM ADVISORY COMMITTEE - MEETINGS OF 11 DECEMBER 2019 & 5 FEBRUARY 2020**

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**REPORT BY:****SUMMARY**

A meeting of the Tourism Advisory Committee was held Wednesday 5 February 2020. The minutes of this meeting are attached. Also attached are minutes of a previous meeting held 11 December 2019 at Tenterfield.

The purpose of this report is to outline progress made to date of the Tenterfield Tourism Advisory Committee and to bring to council's attention items discussed in the most recent meetings held at Tenterfield.

**BACKGROUND**

Tenterfield Tourism Advisory Committee has held ongoing meetings with various stake holders in two distinct regions of Tenterfield Shire. I.e. The Northern Region and Tenterfield and Surrounds. These two regions were identified early on as requiring different focus and the Tourism Advisory Committee has been working towards identifying those unique features that can be highlighted within those individual regions requiring perhaps a different market approach and therefore the committee will be able to advise council appropriately.

**REPORT****Meeting held 11 December 2019 at Tenterfield**

Principally this meeting was held to discuss ideas that could attract tourists to Tenterfield and also potentially be a good fit for the town in particular if the Tenterfield Monument Project continues to progress.

A guest speaker (Helen Morland) spoke on the attributes of hemp. Particularly its use as a fabric and the potential it has for the manufacture of garments and other craft items. She suggested that garment manufacture could be included as just one of many lost skills that could be brought back as part of an artisan's community that could compliment the Monument Project.

It was agreed to invite Mr Josh Moylan and Mr Matt Singh to the next meeting and ask them to speak on what they see as the future/if any of growing hemp in the Shire.

Also at this meeting the Committee was presented with some costing for tourism signage for the northern part of the Shire. There were two options presented. The preferred option would cost \$283 per sign for an item 1200 x 800mm.

**Meeting held 5 February 2020 at Tenterfield**

Vince Sherry gave a presentation outlining an economic development project which has been in preparation over the past six months and is based on the promotion and development of adventure tourism such as mountain biking within the Shire and environs. A more in-depth presentation on this subject has since been given to Councillors at a recent workshop.

Josh Moylan and Matt Singh talked about the growth of hemp as a crop in the Shire and discussed the possibility of expanding the area under cultivation and also the procedures for processing and marketing the various parts of the plant.

## Report of Committee No. 4 Cont...

There is a possibility of a local industry developing if enough landholders decide to grow the crop and local artisans can value-add the product to meet the demands of a growing market. This is possibly a good idea to investigate as part of expanding horticulture in the Shire once the Mole River dam project is completed.

The proposal for Tenterfield to become an RV Friendly Town was discussed and a report by the BDO group was discussed. Indications are that it would not be in the town's interest to adopt an RV Friendly status.

It was suggested that Tenterfield should consider joining the Caravan and Camping Industry Association of Australia and erect signs at the entrances to the town (3) indicating that RV vehicles are welcome, and that Council should identify and prepare additional parking spaces near the shopping centre where long recreational vehicles could park safely and without causing obstruction. Membership to the Caravan and Camping Industry Association is free and signage is available. Images of the signage is attached to this report.

A summary of the major items looked at by this Committee since it commenced has been included in an attachment to this report.

**RECOMMENDATION:****That Council:**

- (1) Receive and note this; the combined reports of the Tenterfield Tourism Advisory Committee meetings of 11 December 2019 and 5 January 2020; and**
- (2) Pursue membership of the Caravan and Camping Industry Association of Australia and that Council identify a suitable site/sites with a view to establishing additional RV parking spaces within the town. That Council then erect the signage that will be made available through the Association membership.**

**ATTACHMENTS**

- |          |   |         |
|----------|---|---------|
| <b>1</b> | Tourism Advisory Committee Meeting Minutes 11 December 2019 | 1 Page  |
| <b>2</b> | Tourism Advisory Committee Meeting Minutes 5 February 2020  | 2 Pages |
| <b>3</b> | Summary So Far - Tourism Committee Meeting                  | 2 Pages |
| <b>4</b> | Signage Images & Position Paper (CCA)                       | 5 Pages |



**TENTERFIELD TOURISM ADVISORY COMMITTEE  
MINUTES OF MEETING HELD ON  
WEDNESDAY, 11 DECEMBER 2019  
TENTERFIELD SHIRE COUNCIL CHAMBER**

**INFORMAL MEETING:**

The informal meeting was held principally to discuss the potential for growing hemp in the Tenterfield shire. The principal base for the shire's economy is still agriculture, and the cultivation, harvesting and processing of hemp could be an industry well suited to this shire, particularly if the products can be value-added, for instance via the 'Make It Tenterfield' outlet above Mitre 10 in Rouse Street. Hemp is already grown in the west of the shire and it was proposed to invite the grower Josh Moylan as a guest at our next Tenterfield meeting to speak about the local production of hemp and its potential as a local industry.

This led to a discussion about the potential to develop a 'community' of artisans and craftspeople who could develop a focus for handcrafted products which would be an extra attraction to draw visitors to the shire, and Terry Dodds suggested that an item be included on the Council website to encourage artistic people to help create the image of Tenterfield as a major centre of hand-made products, e.g. by coordinating the activities of groups like the Artists' Collective Studio, Borderline Arts and Make It Tenterfield.

There was no update available on the 'Healing wall' proposal or on the planned development of new maps and it was hoped an update could be presented at the next meeting.


Costs of the proposed area roadsigns were outlined, and a quote for completed signs on high-grade polymeric vinyl 1200 mm x 800 mm (approx. 4 ft. x 3 ft.) including artwork with fixtures and fittings (but not posts) is \$283 + GST. They are designed to be mounted on 60mm galvanised metal pipes.

The same size signs based on flat Colorbond metal sheets would cost about \$85 complete, which means that a Council grant could cover the cost of 3 or 4 signs for all the separate areas in the shires, e.g. Tenterfield's north-east, west, east and south.

**NEXT MEETING:**

Wednesday 5th February at 5.00 pm

Meeting closed 6.21 pm

  
(C. Bob Rogan)  
CHAIR, TOURISM ADVISORY COMMITTEE  
11 DEC 2019



**TENTERFIELD TOURISM ADVISORY COMMITTEE  
MINUTES OF MEETING HELD ON  
WEDNESDAY, 5 FEBRUARY 2020  
TENTERFIELD SHIRE COUNCIL CHAMBER**

**PRESENT:**

Cr Bob Rogan (Chair); Cr Gary Verri, Harry Bolton, Peter Robinson (minutes).

**Guests** – Vince Sherry, Josh Moylan, Matthew Sing, Di O'Connor

**OPENING & WELCOME:**

Chairman Bob opened the meeting at 5.10 pm and acknowledged the traditional custodians of the land on which the meeting was being held and paid respect to the local elders both past and present, and to any other Aboriginal people present.

**APOLOGIES:**

Terry Dodds.

**GUEST SPEAKER:**

Vince Sherry gave a presentation outlining an economic development project which has been in preparation over the past six months and is based on the promotion and development of adventure tourism such as mountain biking with in the shire and environs. Bike trails could be developed, mostly starting in the town but also involving 4-wheeled transport to the start of more remote rides, and over time this interest could boost employment in the area via accommodation and catering services, trail establishment and maintenance, guiding, and accessory services such as bike hire and maintenance. Bob mentioned that several biking trails are already planned in the area and some are already in use, and also suggested other activities such as bush walking. Adventure tourism could help to reduce the high youth unemployment rate in the shire, and would help to raise the profile of Tenterfield as a tourist destination.

Guest speakers Josh and Matt then talked about the growth of hemp as a crop in the shire and discussed the possibility of expanding the area under cultivation and also the procedures for processing and marketing the various parts of the plant. There is a possibility of a local industry developing if enough landholders decide to grow the crop and local artisans can value-add the product to meet the demands of a growing market.

The proposal for Tenterfield to become an RV Friendly town was then address by Di O'Connor, who presented a report by the BDO accounting group which claimed that it would not be in the town's best interest to adopt an RV Friendly status. It was suggested that Tenterfield should consider joining the Caravan and Camping Industry Association of Australia and erect signs at the entrances to the town (3) indicating that RV vehicles are welcome, and that Council should identify and prepare additional parking spaces near the shopping centre where long recreational vehicles could park safely and without causing obstruction.

Following the discussions at the December meeting concerning value-adding to a hemp crop, Bob is to approach Helen Worland to discuss the possible development of displays of artisan's products such as pottery, jewelry and hemp articles. A possible venue to be investigated is the space to the rear of Centenary Cottage in

Logan Street, and another possible location for such a display is the Tenterfield Railway Station Museum, which requires discussion with the museum committee.

There was nothing further to report on the proposal to create a 'Healing Wall', reportedly because the Make It Tenterfield committee had not been able to identify a spokesperson from Telstra who could discuss the use of the wall of the Telstra building alongside Bruxner Park as a base for the display.

No report on development of maps for cycle, driving and walking trails or other proposed maps.

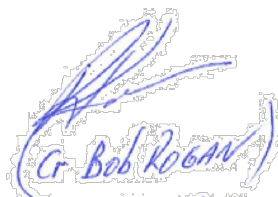
Gary spoke of regular meetings and musical evenings at Liston Hall.

Meeting closed at 7.12pm.

**NEXT MEETING:**

Wednesday 6th May at 5.00 pm

Meeting closed 7.12 pm



G. Bob Rogan  
CHAIR, TOURISM ADVISORY COMMITTEE  
11 Feb 2020

Tourism Committee Meeting – Tenterfield -5<sup>th</sup> February 2020

**SUMMARY/REPORT so far:**

**Tourism Workshops**

Tilma Group ran a workshop at Woodenbong which was inclusive of parts of Kyogle shire and included interested stake holders in our shire's north. Subsequently they produced a report with recommendations, and the stake holders as well as this committee took those recommendations on board and have been following the first couple of major recommendations I.E. 1. Identify the areas to be recognised and perhaps marked separately or partially so. 2. Come up with market identifiers or logos or similar (Branding) This has mostly been done now and The Upper Clarence Valley Tourism Association has been reactivated and they are funding artwork. **Council have I believe identified some money for the branding project (i.e. signage) in the budget review process.**

**Mountain biking within the shire:**

This was first proposed as something to investigate, initially, with the idea of perhaps introducing it to the forests within the Northern parts of the shire.

A substantial amount of research was done, including checking and measuring various existing trails within Bury Creek and Bald Knob forests for suitability. This was done on weekends in conjunction with local residents. A local adventure bike event was attended and contacts were made with the organisers as a source of information for later. Concurrent with that, a local from Woodenbong, John Scattergood, made contact with other interested parties with a view to forming an incorporated entity which could then hopefully work with Forest Corp to gain relevant operating permits. Initial discussions were had between Mr Scattergood and his employer regards labour to do some of the actual physical work to set up a track system. Contact and subsequent discussion was had with Forest Corp regional office at Casino. **Due to high interest across the state from groups wanting to set up similar ventures. Forest Corp have decided to place a moratorium on any new mountain bike venture being approved so they will have time to decide on what policy they should now adopt across the state.**

Work has also been done with Liz Robertson from the Liston area re camping and mountain bike trails on her property. This was basically just help with track identification and advice on how to go about the planning process that was through the council planning department.

Local National Parks have mountain biking allowed already within their respective park management plans. We need to somehow identify these trails for cyclists, so maybe some form of GPS mapping? however due to extended park closure nothing could be done to achieve this as yet.

**Mountain bike page or at least appropriate links should be incorporated within the new tourism website. I have already been tasked by this committee to work with Steve Graham and Caitlin to see what we can do in this area.**

#### Healing Wall

This is a proposal from of Make it Tenterfield and last word I had was that they were trying to identify who to talk to at Telstra regards use of the building in the main street.

#### Art /Creek Trail

This has only been proposed very recently and the concept is to have a trail with stations (along the creek path where visitors can stop and learn of the history of Tenterfield down through the various eras. At the last Arts committee meeting, Make it Tenterfield, once again were asked if they would like to drive that project. Gary Veri has also come up with some cost estimates I believe. This was for sculptures, However I think it possible that there may be other alternatives, as suggest by Peter Murphy I.E. etched or glazed laser art on polished granite.

#### FROM HERE

**WE need to get back to the trail mapping with Steve Graham and Caitlin Reid** and ensure all potential mountain bike areas and other appropriate sites are linked in from The Tourism website.

There is a meeting on the 19<sup>th</sup> of February 2020 with the people from the northern region of our shire and hopefully we will have the final design for their branding signage i.e. entry signs and then we can recommend /advise council to begin the process of erecting them.

As suggested by Terry, can could introduce something on council website that may encourage artisans to consider coming to Tenterfield?

**Follow up Make it Tenterfield (check if they are able to progress two projects?)**

#### In Conclusion:

There are other items that are specific to the northern region and not as yet discussed fully E.G. Four wheel-drive routes and a border walk to name a couple. So, there is plenty to keep us occupied.

I advise that we concentrate on the items we have on our plate at the moment so perhaps some worthwhile progress can be made going into 2020. We should also continue to invite persons of interest who may like to speak at committee meetings. You never know what they could come up with.



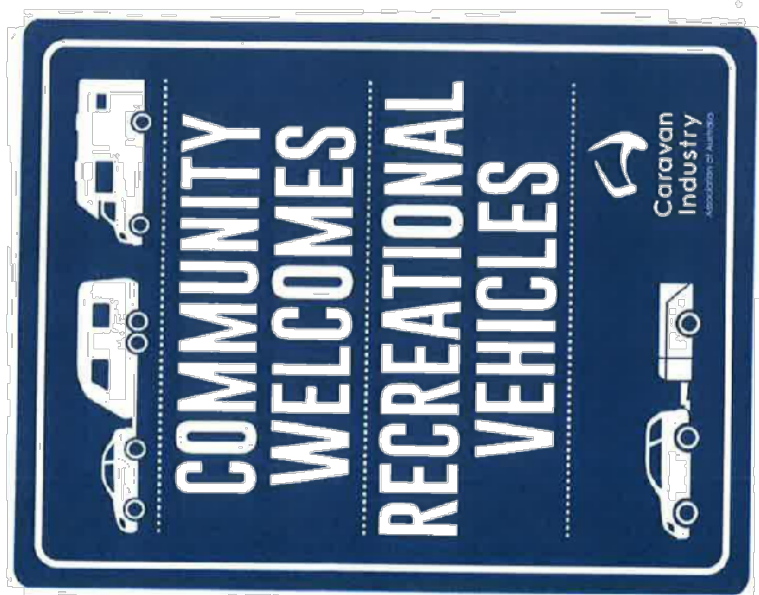
Bob Rogan

Chairperson

Tourism Advisory Committee



5th Feb 2020







*The peak National Body for the Australian caravan and camping industry*

## **NEW: COMMUNITY WELCOMES RECREATIONAL VEHICLES PROGRAM**

We are pleased to announce the NSW launch of a new national program - Community Welcomes Recreational Vehicles. This program has been developed by the national and state caravan and camping industry associations, to assist Councils to attract and welcome RV travellers to their towns and cities.

The Caravan and Camping Industry Association of NSW Ltd (CCIA NSW) is the peak not-for-profit industry body in NSW and has over 700 member businesses, including 370 caravan and holiday parks throughout the State.

Caravan and camping visitors are a vitally important part of the Regional Visitor Economy and last year there were more than 4 million overnight caravan and camping trips and around 17 million nights spent in caravan and camping accommodation in NSW. This injected more than \$2 billion in economic value to NSW.

CCIA NSW undertakes year round campaigns and promotions to target RV tourists and other self-drive travellers and encourage them to holiday in NSW. Activities include:

- The annual staging of major consumers shows and expos which attract over 100,000 people with an interest in caravan and camping holidays.
- Over \$1.5 million invested in campaigns and promotions of the caravan and camping lifestyle – including a very successful annual co-operative campaign with Destination NSW.
- Production of 175,000 copies of our popular 148 page NSW Caravan & Camping Holiday Guide, distributed throughout our park network and nationally through Visitor Information Centres and the major Caravan & Camping Shows in Melbourne, Brisbane, Adelaide and Perth.
- Ongoing communication to our consumer database of 25,000 caravan and camping enthusiasts, and





*The peak National Body for the Australian caravan and camping industry*

- Digital marketing on The Campfire blog showcasing what's on around the State and special offers and our website [www.caravancampingsw.com](http://www.caravancampingsw.com), which attracts 250,000 hits each year.

Participation in the Community Welcomes Recreational Vehicles program is free for Councils that:

- Have commercial caravan park facilities for travellers, and do not allow overnight stays to take place in their local government area without the required approvals.
- Provide long vehicle parking within the town centre. Easily accessible parking by anyone travelling with a recreational vehicle is always a sought after service and ideally within walking distance of attractions and facilities.
- Have directional signage to the local Information / Visitor Centre (if there is one) where visitors can get information on local caravan parks and the location of dump point facilities.

Participating Councils will be provided with:

- Two signs (personalised or generic) for installation on entry points to your town/shire to convey your participation in the national program.
- A free listing on the website [www.communitywelcomesrv.com.au](http://www.communitywelcomesrv.com.au) which details all towns, regions and communities participating in the *Community Welcomes Recreational Vehicles* program. The website is promoted by the national and state caravan and camping industry associations who have a combined marketing spend in excess of \$7 million annually.

The Community Welcomes Recreational Vehicles program is an opportunity for your Council to signal its welcome to the growing market of RV travellers, and to provide a range of initiatives that make the welcome tangible and valuable.

To sign up to participate or find out more please contact Shannon Lakic on (02) 9615 9940 or email [shannon.lakic@cciansw.com.au](mailto:shannon.lakic@cciansw.com.au).





## WELCOMING RECREATION VEHICLE TRAVELLERS TO YOUR COMMUNITY

### RV tourism

Recreational Vehicle (RV) tourism in Australia is growing. More and more people are travelling this way thanks to the many RV travel options available. You can buy your own RV, rent one from an RV hire company or rent a privately-owned RV through a 'sharing' platform such as [www.camplify.com.au](http://www.camplify.com.au), [www.shareacamper.com.au](http://www.shareacamper.com.au), [www.caravanandcampinghire.com.au](http://www.caravanandcampinghire.com.au), etc.

As at 31 January 2019, 641,644 caravans/camper trailers and 69,693 campervans/motorhomes were registered in Australia.<sup>1</sup> Further, in 2018 the caravan and camping industry welcomed 370,051 international visitors who stayed 4.79 million nights. Meanwhile, domestic caravan and campers undertook 12.8 million trips and stayed 53.5 million nights.<sup>2</sup>

### RVs welcome

Like all visitors, we want RV travellers to feel welcome as they explore our country. We also want them to have a number of options for overnight stays in places that are appropriately designated and compliant with relevant State planning laws. Compliance with planning laws is crucial, not only to preserve the environment and the amenity of the local township for residents, but to also help ensure that visitors have a safe and enjoyable experience. Having a range of tourism infrastructure in the right places and an effective, well managed way to accommodate tourism growth is a very important issue for local governments.

When RV travellers arrive in a town they need to easily find caravan and camping places that are approved for overnight stays - so directional signage, easy access to information and places to go to for advice are important. This also means that local councils need signage to indicate where overnight stays are not permitted and the human resources to administer and enforce the planning regulations.

Fortunately, in many towns across Australia there is already a range of infrastructure to suit the needs of RV travellers. This includes long vehicle parking, shops for essential items such as food, fuel and pharmaceutical goods, potable water and accommodation choices from basic camps with non-powered sites to locations with a full range of facilities and services. In peak holiday season, some accommodation providers create and operate additional facilities to accommodate increased visitation.

Many caravan and holiday parks offer discounts to RV travellers, including discounts for groups, seniors and extended stays. Many also offer date range specials and loyalty programs.

<sup>1</sup> BDO, 2019 Caravan and Campervan Data Report, December 2019

<sup>2</sup> International Visitor Survey and National Visitor Survey, YE December 2018, Tourism Research Australia



[caravan-camping.com.au](http://caravan-camping.com.au)





#### Opportunity to promote towns as RV destinations

It's important to acknowledge that not all travellers want or need the same level of services and facilities. A range of options should be available so visitors can select what best suits their travel style and budget.

Low cost options for RV travellers now exist in many towns, with dump points for disposal of waste and unpowered sites available in caravan parks, national parks, State forests, designated Crown reserves and other compliant caravan and camping areas.

The industry has developed a national **Community Welcomes Recreational Vehicles** program to help local governments throughout Australia promote their towns to all RV travellers.

Participation is free and councils are provided with **two signs** for installation on town/shire entry points and a free listing on the [www.communitywelcomesrv.com.au](http://www.communitywelcomesrv.com.au) website. The program is promoted by the national and state caravan and camping industry associations, who have a combined marketing spend in excess of \$7 million annually. Criteria for council participation in this program are:

- Community has commercial caravan park facilities for travellers and council does not allow overnight stays to take place in their local government area without the required approvals.
- Long vehicle parking is provided within the town centre and ideally within walking distance of attractions and facilities.
- Community has directional signage to the local Visitor Information Centre (if there is one) where travellers can get information on local caravan parks and the location of dump point facilities.

We welcome all councils to be a part of this initiative and take advantage of the growth in RV tourism. Please see the attached flyer for more information on this industry program.

#### About us

We are the peak industry body for the caravan and camping industry in NSW. The Association has over 700 member businesses made up of caravan and holiday parks, residential land lease communities, caravan, camping and RV manufacturers, dealers and repairers, manufactured home builders and those businesses that provide services to these industries.

#### Disclaimer

The staff at CCA have used their best endeavours to ensure that all the information contained in this document is correct at the time of publication and that the information has been obtained from reliable sources. We are not responsible for any errors or omissions, or any outcomes as a result of a use of this information. The information is provided for general guidance on industry issues only and should not be used as a substitute for legal or other professional advice.



<b>Department:</b>	<b>Office of the Chief Executive</b>
<b>Submitted by:</b>	Councillor Gary Verri
<b>Reference:</b>	<b>ITEM NM1/20</b>
<b>Subject:</b>	<b>NOTICE OF MOTION - NATIONAL PARKS IN TENTERFIELD SHIRE LOCAL GOVERNMENT AREA</b>

<b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b>	
<b>CSP Goal:</b>	<b>Environment</b> - ENVO 9 - Our natural environment will be protected, enhanced and promoted for future generations.
<b>CSP Strategy:</b>	Land use planning provisions support and promote sustainable land use and management in the Shire.
<b>CSP Delivery Program</b>	Provision of advice and guidance on legislative compliance for the construction of dwellings and commercial/industrial buildings.

### SUMMARY

The purpose of this motion is to highlight the National Parks in the Tenterfield Shire Local Government Area in a positive way so it will make it easier for tourism.

### OFFICER'S RECOMMENDATION:

**That Council contact our Local State Member, Ms Janelle Saffin MP, asking her to advocate on Council's behalf:**

- (a) That all the National Parks in the Tenterfield Shire Local Government Area be managed from Tenterfield; and**
- (b) That a local management committee be formed so as to manage these National Parks.**

### BACKGROUND

The National Parks located in the Tenterfield Shire Local Government Area are managed from two (2) different areas; being Glen Innes and from the coast.

### REPORT:

With the National Parks being managed from outside the Shire, it would be of benefit to Tenterfield's tourism industry to have all of the National Parks in the Tenterfield Shire Local Government Area managed and promoted from within the Shire.

It is not good land management practice to manage such important land from afar. Managing land requires an intimate knowledge of the land that is under your control. There are numerous examples of land being degraded by land caretakers from afar and having no local knowledge. The recent fires are just an example of this type of bad management.

**Gary Verri**  
**Councillor**

## Notice of Motion No. 1 Cont...

Prepared by Councillor:

Gary Verri

Department:

Office of the Chief Executive

Attachments:

There are no attachments for this report.

<b>Department:</b>	<b>Office of the Chief Executive</b>
<b>Submitted by:</b>	Councillor Gary Verri
<b>Reference:</b>	<b>ITEM NM2/20</b>
<b>Subject:</b>	<b>NOTICE OF MOTION - PROMOTING TENTERFIELD'S HISTORIC PAST</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Economy</b> - ECON 7 - Tourism is valued, promoted and tourists are welcomed for the positive contribution they make to the community and economy.
<b>CSP Strategy:</b>	Provide visitors with information and tools to enjoy and access our local attractions and experiences.
<b>CSP Delivery Program</b>	Promote Tenterfield Shire as a tourism destination.

#### **SUMMARY**

The purpose of this report is to promote Tenterfield's important historic past that led to Federation.

#### **OFFICER'S RECOMMENDATION:**

- (1) That Council write to Ms Janelle Saffin MP, Member for Lismore and The Hon Barnaby Joyce MP, Member for New England, requesting them to advocate to the Australian Mint on Council's behalf to have images of some of the Shire's historic, Federation sites (but not limited to), put on notes, coins and stamps.**
- (2) In addition, the Chief Executive also write to the Australian Mint giving details of all the Shire's historic sites, symbols and very important individuals who were nationally significant.**

#### **BACKGROUND**

Robert Perry addressed Council in 2019 giving details of Tenterfield's historic past.

#### **REPORT:**

Tenterfield has many unique Federation buildings, to name a few; the Sir Henry Parkes Memorial School of Arts where Sir Henry made his famous Federation speech and the Post Office which had two (2) Post Masters, one for Queensland and one for NSW.

Sir SA Donaldson's brand lends itself to being imposed on a 50 cent coin.

**Gary Verri**  
**Councillor**

Prepared by Councillor:	Gary Verri
Department:	Office of the Chief Executive
Attachments:	There are no attachments for this report.

<b>Department:</b>	<b>Office of the Chief Executive</b>
<b>Submitted by:</b>	Executive Assistant & Media
<b>Reference:</b>	<b>ITEM RES1/20</b>
<b>Subject:</b>	<b>COUNCIL RESOLUTION REGISTER - FEBRUARY 2020</b>

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>CSP Goal:</b>	<b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.
<b>CSP Strategy:</b>	Council fosters a strong organisational culture which strives for best practice in all operations with a supportive corporate governance framework.
<b>CSP Delivery Program</b>	Ensure that the performance of Council as an organisation complies with all statutory reporting guidelines and information is available to decision makers.

#### **SUMMARY**

The purpose of this report is to provide a standing monthly report to the Ordinary Meeting of Council that outlines all resolutions of Council previously adopted and yet to be finalised.

#### **OFFICER'S RECOMMENDATION:**

**That Council notes the status of the Council Resolution Register to February 2020.**

**Terry Dodds**  
**Chief Executive**

Prepared by staff member:	Noelene Hyde, Executive Assistant & Media
Approved/Reviewed by Manager:	Terry Dodds, Chief Executive
Department:	Office of the Chief Executive
Attachments:	<div>1 Attachment 10 (Attachment Booklet 4) - Resolution Register - February 2020</div> <div>30 Pages</div>