



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER
ORDINARY COUNCIL MEETING
WEDNESDAY, 22 NOVEMBER 2017

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 Meeting** will be held in the Tenterfield Shire Council Chambers, on **Wednesday 22 November 2017** commencing at **9.30 am**.

Terry Dodds
Chief Executive

COMMUNITY CONSULTATION – PUBLIC ACCESS

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 both past and present 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

### ***Recommendation***

That the Minutes of the following Meetings of Tenterfield Shire Council as typed and circulated, be confirmed and signed as a true record of the proceedings of those meetings:

- Ordinary Council Meeting held on Wednesday, 25 October 2017
- Extraordinary Council Meeting held on Wednesday, 15 November 2017

## 6. TABLING OF DOCUMENTS

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

## 8. COMMUNITY CONSULTATION (PUBLIC ACCESS)

- Presentation by Auditors – 2016/2017 Financial Statements

## 9. MAYORAL MINUTE

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

(ITEM ECO33/17) FEASIBILITY INVESTIGATION - TENTERFIELD SADDLER

**11. OPEN COUNCIL REPORTS**

**OUR COMMUNITY**

(ITEM COM14/17) NAMING OF NEW NICHE MEMORIAL WALL AT TENTERFIELD CEMETERY.....7

**OUR ECONOMY**

(ITEM ECO31/17) OCTOBER 2017 INFRASTRUCTURE, ENGINEERING, PLANNING AND ENVIRONMENTAL SERVICES UPDATE ..... 10

**OUR ENVIRONMENT**

(ITEM ENV26/17) PLANNING/DEVELOPMENT UPDATE..... 24

(ITEM ENV27/17) SEPP REVIEW PROGRAM - PRIMARY PRODUCTION AND RURAL DEVELOPMENT PLANNING REFORM PACKAGE ..... 31

**OUR GOVERNANCE**

(ITEM GOV78/17) OCTOBER 2017 - CORPORATE OFFICER SERVICE UPDATE ..... 35

(ITEM GOV79/17) CODE OF CONDUCT COMPLAINTS STATISTICS REPORT 2017.....41

(ITEM GOV80/17) CODE OF CONDUCT - PANEL OF CONDUCT REVIEWERS ....48

(ITEM GOV81/17) FINANCE AND ACCOUNTS ..... 52

(ITEM GOV82/17) POSTED EXPENDITURE REPORT ..... 54

(ITEM GOV83/17) BUDGET AND FINANCIAL REPORTING SOFTWARE ..... 56

**12. REPORTS OF DELEGATES & COMMITTEES**

(ITEM RC19/17) REPORTS OF COMMITTEES & DELEGATES - TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING - 19 OCTOBER 2017 ..... 59

(ITEM RC20/17) REPORTS OF COMMITTEES & DELEGATES - EXTRAORDINARY MEETING OF AUDIT & RISK COMMITTEE - 7 NOVEMBER 2017 ..... 67

**13. NOTICES OF MOTION**

**14. RESOLUTION REGISTER**

(ITEM RES10/17) COUNCIL RESOLUTION REGISTER - NOVEMBER 2017 .....70

**15. CONFIDENTIAL BUSINESS**

(ITEM ECO33/17) FEASIBILITY INVESTIGATION - TENTERFIELD SADDLER

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.

**16. MEETING CLOSED**

|                      |                                                                  |
|----------------------|------------------------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b>              |
| <b>Submitted by:</b> | Senior Administration & Planning Assistant                       |
| <b>Reference:</b>    | <b>ITEM COM14/17</b>                                             |
| <b>Subject:</b>      | <b>Naming of New Niche Memorial Wall at Tenterfield Cemetery</b> |

|                                                               |                                                                                                                           |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                           |
| <b>CSP Goal:</b>                                              | <b>Community</b> - COMM 3 - Our range of services and facilities support accessibility for all in our community.          |
| <b>CSP Strategy:</b>                                          | Ensure that public places and spaces are clean and well maintained.                                                       |
| <b>Delivery Plan Action:</b>                                  | Deliver public spaces that are clean, well maintained and encourage usage by visitors and residents of Tenterfield Shire. |
| <b>Operational Plan Action:</b>                               | Review and delivery of maintenance schedules for parks, gardens and open spaces throughout the Shire.                     |

## SUMMARY

The purpose of this report is to uniquely identify/name the newly constructed niche memorial wall at the Tenterfield Cemetery.

## OFFICER'S RECOMMENDATION:

- (1) That Council provide a public notice of the proposal and seek submissions from the Community;**
- (2) That Council receives a further Report following the submission period.**

## BACKGROUND

Following the need for an additional niche wall to be constructed in the Tenterfield Cemetery the Tenterfield Cemetery Master Plan design for a new Niche Wall/Rose Garden for the interment of ashes at the Tenterfield Cemetery was adopted (ITEM ENV6/15) at the February 2015 Meeting of Council.

The Wall was subsequently constructed by local tradesperson Mr Onelio Meneguzzi and completed on 8 March 2017.

To date nineteen (19) of the seventy two (72) niches have had ashes interred or reserved.

## REPORT:

Currently the wall is referred to as "New Niche Memorial Wall", notwithstanding, the wall will not always be 'new' therefore it is suggested that the wall be given a more unique and significant name, with the proposal being offered; "**Fred Pavel Memorial Wall**"

Mr Pavel's daughter, Tara Pavel has given her support to have her late Father's name to be given to the new memorial wall and has provided the following information from her base at the Tobruk Barracks, Puckapunyal, Victoria;

*Fredric Thomas Pavel. He was born on 30 November 1947 and sadly passed away on 18 May 2014. Fred was born and bred in Tenterfield, and he was the*



Our Community No. 14 Cont...

*grandson of the first Tenterfield Saddler (Charles Pavel). Truck driver by trade and later in life pursuing family tree history which including cataloguing cemeteries in the New England and Mid North Coast district.*

Mr Pavel had contributed to the local area by researching and producing two very detailed publications called;

1. 'Deaths Recorded for Tenterfield Shire & Beyond' Volume One: Tenterfield Cemetery; and
2. 'Deaths Recorded for Tenterfield Shire & Beyond' Volume Two: Cemeteries Surrounding Tenterfield.

Both publications are sought by the community on a regular basis and is soon to be revised and made available through the diligent work of his co-author, Judith Allport-Selden.

Mr Pavel also took hundreds photos of monumental headstones in the Tenterfield Cemetery, not an easy task for a man with a disability.

It is recognised that names for facilities can assume their own identities for the community. Accordingly, names proposed must be appropriate and relevant, the names of living persons are not encouraged, thus Mr Pavel is considered to be very deserving of being recognised for his works.

It is anticipated that the landscaping and pathways around the wall will be completed prior to any formal naming ceremony.

#### **COUNCIL IMPLICATIONS:**

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

Council acknowledges that cemeteries are special places that require sensitive and sympathetic management. Community engagement is required.

A period of twenty one (21) days is proposed for the submission period for the community to provide their thoughts on the proposal.

**2. Policy and Regulation**

Nil

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

Council has been provided with an informal quote from the Uralla Phoenix Foundry Pty Ltd for the proposed plaque, this being approximately \$300.00 for a 90mm X 500ml cast bronze plaque with either raised or beveled edge.

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

Our Community No. 14 Cont...

**7. Performance Measures**

Nil

**8. Project Management**

Nil

**Andre Kompler**  
**Chief Operating Officer**

Prepared by staff member: Jenni Pentland, Senior Administration & Planning Assistant

Approved/Reviewed by Manager: Andre Kompler, Chief Operating Officer

Department: Infrastructure, Environment & Regulation

Attachments: There are no attachments for this report.

|                      |                                                                                             |
|----------------------|---------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b>                                         |
| <b>Submitted by:</b> | Engineering Admin Officer                                                                   |
| <b>Reference:</b>    | <b>ITEM ECO31/17</b>                                                                        |
| <b>Subject:</b>      | <b>October 2017 Infrastructure, Engineering, Planning and Environmental Services Update</b> |

|                                                               |                                                                                                                                                                    |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                    |
| <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>Delivery Plan Action:</b>                                  | Deliver continuous improvements in Council's business, processes and systems.                                                                                      |
| <b>Operational Plan Action:</b>                               | Monitor, review and implement the Business Improvement Plan Actions.                                                                                               |

## SUMMARY

This Infrastructure, Environment and Regulation activities report provides a summary of Council's operations covering; Engineering Services, Transport, Asset Management and Major Project Planning, Fleet Services, Waste Services, Water and Waste Water Services, Environmental Services inclusive of operational statistics, achievements and work challenges ahead.

A separate Planning/Development update is provided within the 'Our Environment' suite of reports.

## OFFICER'S RECOMMENDATION:

**That Council receive and note the October 2017 Operations progress update.**

## BACKGROUND

The following is a dot point overview of the October 2017 & early November activities with some indication of what is ahead for Councillor and constituent information.

## REPORT:

### 1. Roads & Bridges

#### General Information

- We have had a bridge fail on the Tooloom Road at Beaury Creek. This bridge is currently load limited to five tonne. We anticipate to have a sealed sidetrack in place by mid December 2017.

Fisheries have approved the installation of two span temporary four girder (steel) bridge with a timber deck (on loan from Kyogle Shire), for which we have successfully engaged a local contractor to complete. Delays to commencement have been experienced due to the availability of the bridge from Kyogle Shire, due to the recent rain events.

Our Economy No. 31 Cont...



### **Regional & State Roads**

#### **Slashing**

- Slashing of the Regional Roads will be occurring between now and Christmas.

#### **Heavy Patching and Bitumen Sealing**

- Minor patching of Regional Roads and Local roads over the next month. We will be focusing on our pavement repairs of reseal areas over the next two months, ready for reseals in the summer.

### **Bridge Works**

- Replacement of center running boards, some decking boards and the tightening together of all the bridge members to girders of decking boards and running boards on Boonoo Boonoo Bridge on Mt Lindesay Road, approx. 22km north of Tenterfield will occur before Christmas 2017.

### **Local Roads**

#### **Road Maintenance (Grading)**

The following maintenance grading is being undertaken and planned for November (Recent rains have delayed progress with maintenance grading cycle):

#### **Central Grader**

- Bungulla Road, Nutshell Road (resheet) and Koch's Road (resheet).

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Our Economy No. 31 Cont...

Northern Grader

- Graham's Creek Road (resheet), Mt Clunie Road (resheet), Lindesay Hill Creek Road, Martins and Beaury Creek Roads.

Western Grader

- Bald Rock Road, Branch Creek Road, Cottesbrook Road, Brassington Creek Road and Primrose Hill Road.

Eastern Grader

- Morgan's Creek Road, McLeod's Creek Road, Snakes Creek Road and Billirimba Road.

**Gravel sheeting**

- Mt Clunie Road has been resheeted.

**Bridges and Causeways**

Wallaby Creek Bridge (Tooloom Road)

- Wallaby Creek Bridge is open.

Rocky River Road

- Subject to some design changes, fisheries and cultural heritage approvals this replacement of the causeway was set to commence after Bellevue Road causeway. This project has been postponed to utilise possible additional funding coming from other sources, expected to commence after Christmas.

Major Bridge Components Replacements

- Correlation of data from investigations and planning continue based on recent bridge reports completed by others. It is anticipated to commence works late in this calendar year or early in the new calendar year.
- Replacement of running boards and repairs to a small timber on Paddy's Flat Road (South), located near Bruxner Road, to be programmed.

**Flood Damage from 2017**

Council's claim submissions have been submitted to RMS for approval for both declared events on 12 March and 28 March 2017. Council is seeking funding permission to gather more evidence for some sights for Geotech investigations to find best solutions to be presented to RMS for approval. These generally relate to slips on the Mt Lindesay Road, between Legume and Woodenbong.

NDRRA works are required to be completed within one year from time of event. Due to the nature of some of our works and late declaration, Council will be seeking an extension of time to two years from the date of the event.

Our Economy No. 31 Cont...

**Town Streets**

- Scott Street Footpath work is progressing. Our crew have had a week away training for scaffolding and the recent rains have delayed works but works continue with an expected completion time to be the end of November, weather permitting.





## 2. Water & Waste Services

### Capital Projects Update

#### **Dam Wall Upgrade**

A Letter of Award was issued in October to Leed Engineering and Construction Pty Ltd for the construction of upgrade works to the existing Tenterfield dam wall.

Mobilisation of the construction contractor to site is expected in early November 2017.

#### **Sewer Main Extensions & Upgrading**

- Sewer main extension - Traill Lane – Council staff have now completed this work.
- Sewer extension to Simpson Street – materials have been ordered and a preferred contractor recommended for engagement.

Our Economy No. 31 Cont...

### **Water Main Extensions & Upgrading**

- Replacement of problematic PVC pipe has been carried out in Jennings by Council staff.
- Plans for the replacement of the old 225mm cast iron pressure pipeline from the water treatment plant to the reservoir have been rescheduled. This work, to be carried out by Council staff, was due to commence mid November 2017 but has now been delayed until the dam wall project has been completed.

### **Community Recycling Centre**

- This has been completed and after a "soft opening" is now in operation. The formal opening will be arranged by EPA who will advise Council of the timing.

### **Liston & Legume Transfer Station Awnings**

- Work has commenced to erect an awning and concrete pad at both Liston & Legume Transfer Stations to provide necessary shelter/shade for the operators.

### **Shirley Park Bore Restoration**

- Scheduled for attention in December.

### **Tenterfield Flood Warning System**

- Council is awaiting quotations to either upgrade or replace the existing inoperable flood warning system.

### **SCADA Renewal**

- Installation of a comprehensive SCADA system for the Tenterfield sewerage system is currently being investigated.

## **Operations and Maintenance**

### **Urbenville Water Treatment Plant**

- Concept design for replacement of the existing river pump with submersible pumps and the elimination of an unsatisfactory confined space area, and replacing the existing pipeline was discussed on site with Council's Urbenville staff and Tenterfield supervision. The design will be finalised and costed for consideration in budget savings.
- Still awaiting quotations from pump suppliers for the work.

### **Garage Sale Trail 2017**

- Council again supported this "Choose to Reuse" initiative which was partially funded by the government.



Our Economy No. 31 Cont...

### **Boonoo Boonoo Landfill**

Representatives from EPA and SafeWork NSW conducted a follow up inspection of the asbestos pit and the waste landfill. They identified several issues that require immediate attention.

- Effective covering of asbestos pit – satisfactory since last visit
- Covering of active cell is non-existent and must be rectified. Negotiations have been made with Council's Roads department to apply a soil cover over the major exposed parts of the cell. This work has commenced.
- The waste drop off point was assessed as unsafe and considerable waste material has been moved and relocated to ensure the dump point is virtually level with the ground, to remove the risk.
- Previous plans for Boonoo Boonoo landfill extension have been sourced from a local contractor to assist with future planning.

## **3. Environmental Services Operations**

### **Weed Control**

- Water Hyacinth – Legume.
- Council Land – Sprayed top and bottom Shirley Park for Bindi and Broad leaf Weeds.
- Honey Locust – Bellevue Road.
- Rivertree Road – Sprayed Roadsides from Rivertree Road Bridge to the end of Cullens's Road due to a complaint made to Council by a land holder that the Grader had spread various weeds along the roadside.
- Ragweed – Killarney Road Border Crossing and Rivertree Road.
- Paterson's Curse – Tenterfield Town Streets, Tenterfield Aerodrome, Tenterfield Cemetery, Rivertree Road Bridge, Old Ballandean Road, New England Highway just south of old sawmill.
- Serrated Tussock – Various Locations along Rochdale Road.

### **Training and Meetings**

- Four (4) day Biosecurity Bridging Course at Tocal Collage Patterson.
- Attended the Biannual Weeds Conference in Armidale for four (4) Days.

Our Economy No. 31 Cont...

**Saleyards**

| <b>Cattle numbers for October 2017 – One Sale</b> |                        |                            |
|---------------------------------------------------|------------------------|----------------------------|
| <b><u>Total</u></b>                               | <b><u>349 Head</u></b> | <b><u>\$350,757.97</u></b> |

- Cleaned Selling Pens.
- Saleyard maintenance.
- Progression with Truck Wash.
- Replaced Timber Rails total 95 pens completed.
- Repairs and cleaning to water troughs.
- Mowed Saleyards.

**Parks & Gardens**

- Pruned Street Trees.
- Sprinkler Repairs.
- Sprayed Paved Footpaths for Weeds.
- Mowed Parks and Road Verges.
- Brush-cut Parks and Along the Creek.
- Rouse Street Gardens Maintenance – Weeding, Mulching and Replanting.
- Pruned Low Limbs in Parks.
- Replanting of Gardens at Millbrook Park.
- Removed Fallen Limbs from Town Streets.
- Removed Rubbish along Tenterfield Creek.
- Edged Walking/Bike Track.
- Playground Inspections.
- Watered Gardens.
- Daily Cleaning and Repairs of Parks Toilets and BBQ's.
- Rubbish Removal of Main Street and Parks Bins.
- Brush cutting.
- Removed 2 large pin oaks in Clarence Street, Tenterfield on account of tree health and public safety.
- Weed spraying.
- Removing Privet from town streets.



Our Economy No. 31 Cont...



### **Cemetery**

- Mowing, Sprayed and Edged Tenterfield Cemetery.
- There were six (6) funerals in Tenterfield, in the month of October.

### **Companion Animal Activities**

- Three (3) dogs were impounded.
- There were zero (0) dogs and three (3) cats surrendered.
- There were Three (3) dogs and three (3) cats euthanized.
- There were two (2) dogs picked up and returned to their owners without being impounded.

### **Registration**

- There were a total of one (1) dog, zero (0) working dog and Zero (0) cats permanently identified (micro chipped) and registered.

### **Barking/Nuisance Dogs**

- Three (3) barking dog complaint received in Tenterfield and is still under investigation.

### **Dog Attacks**

- One (1) dog attacks and has been finalized in the month of October.

### **Livestock Control**

- Ten (10) head of Scrub Cattle impounded and sold in the month of October.
- One (1) bull removed from the Mt Lindesay and returned back into the paddock.

### **Illegal Dumping**

- There were no reports on Illegal Dumping.

Our Economy No. 31 Cont...

### **Impounding Vehicle**

- Three (3) motor vehicles impounded one (1) located from Ross Road which was burnt out, two (2) located on Lesley Creek Road.

### **Untidy/Unhealthy Premises**

- Investigated two (2) overgrown lots in Urbenville and still ongoing.
- Inspected one (1) over grown blocks in town for compliance with letters sent.

### **Ranger Patrols**

- Loading zone, bus zone, school zones, timed parking and disabled parking zones patrolled.
- Dog patrols around town streets and parks of Tenterfield.

### **Infringement Notices**

- There have been no infringements issued.

### **Other Duties**

Council rangers have been involved with.

- Updated Local Government Impounding Register.
- Pound maintenance and cleaning.
- Investigations of Plovers around the Tenterfield.
- Numerous rabbit complaints around town area.
- Investigations of miscellaneous complaints. For example noise in relation to a resident using a table saw to cut up fire wood (ongoing).

## **4. Engineering and Fleet**

### **Engineering**

- Followed up on Local Traffic Committee items from 3 August 2017 meeting including discussions with Council's Works Manager & RMS on various issues.
- Held Local Traffic Committee Meeting 19 October 2017, followed up on various issues from this meeting.
- Followed up on signage issues in township of Torrington. New signs to reflect correct road names will be erected by Council staff. Council has now removed incorrect signage & replaced with new signage and residents have been notified.

It appears the discrepancies have been caused by the changeover from Glen Innes Severn Shire. Contact has been made with Glen Innes Severn Council to check addressing data in their Shire to ensure continuity of addresses through both Shires. New numbers continue to be issued to properties that are using incorrect numbers on Roads/Lanes as identified in the field inspection carried out by Council staff.

## Our Economy No. 31 Cont...

- Snakes Creek Road reserve matter still progressing. Response received by Crown Lands regarding the section of land. Site inspection has been undertaken.
- Patersons Road reserve matter still progressing, Surveyor engaged & liaising with Surveyor as to whether road can be closed in compensation of road opening.
- Rover Park Road – grids issue is still ongoing.
- Macleods Creek Road matter ongoing. Council has received legal advice and has provided the legal advice to the property owners involved.
- Issued 14 Permits, issued under Section 138 of the Roads Act, 1 for telecommunications works.
- Issued 4 new Rural Address Numbers, 1 urban street address.
- Continuing to check Council's addressing data with Rates, as part of Council's participation in the Council Address Data Alignment Pilot Project LPI.
- Liaised with Crown Lands Department on various road matters.
- General road queries, address queries, road closures, works matters.
- Continued to update MyRoadInfo for scheduled road works and closures due to road events & rainfall.
- Annual Trade Waste inspections were carried out in October in line with Council's compliance program. New approvals are currently being issued to affected business owners. Staff are following up on approvals and non-compliance issues with businesses.
- Commenced Land Acquisitions process for Mount Lindesay Road Realignment Projects.
- Granite Lane sign has been ordered and will be erected once received.

**Fleet**

- Delivery and induction/training of Unit 77 – Bobcat Skid-Steer Loader was conducted on 10<sup>th</sup> October 2017, this Skidsteer is utilised by several departments within Council. Predominately based in Tenterfield, the Skid-Steer's primary role is Water and Sewage Operations.

This particular model of Skid-Steer offers Council great flexibility over its predecessor with an increased lifting capacity, increased dump height, increased travel speed and the ability to run high-flow hydraulic attachments.

A new (larger) .72m<sup>3</sup> '4-in-one' heavy duty bucket and (wider) 1830mm road broom were obtained in conjunction with the renewal to coincide with its increased capacity.

## Our Economy No. 31 Cont...

All of Councils existing Skid-Steer attachments including Backhoe, Trencher, Levelling Bar, Auger and Loader Forks are all compatible with the new machine making this a versatile 'jack of all trades' asset for smaller Council projects and operations.



- As stated in last month's report, the annual Roads and Maritime Services Heavy Vehicle registration inspections of Council Fleet vehicles were conducted on the 12<sup>th</sup> October.

All remaining annual registrations inspections have been conducted in-house by the workshop team with any small repairs conducted in the process. Preparation and amendments to Councils RMS registration schedule have been completed ahead of the registration of Councils entire Fleet on the 25<sup>th</sup> November. Council's registration schedule consists of 98 Fleet items ranging from box trailers to Bulldozers along with a small component of Rural Fire Service vehicles.

- Ongoing mechanical support and repairs to the Rural Fire Service vehicles and equipment continued throughout the period in the aftermath of the Section 44 Fires.
- Onsite investigation into a major incident involving a Watercart on the 11th of October at Mt Clunie Rd were conducted and findings forward to Councils WHS/ Risk department, the Fleet department are working closely with other departments to identify and address key contributing factors moving forward. Recovery of the vehicle was conducted by a third party and preparations for the replacement of the unit are ongoing.
- The manufacture of Unit 137 – Float Trailer is nearing completion; delivery was expected mid-December but may now be as soon as November. The supplier has furnished Council with an interim loan trailer for use prior to delivery of the new unit allowing the fleet team to prepare the old trade unit ahead of delivery to the third party purchaser.

## Our Economy No. 31 Cont...



- Registration inspections, Blue slip inspections and adjustment of records for the general public continue to occur every Wednesday, providing a much needed service to the community.

Without Council's certified HVIS (Heavy Vehicle Inspection Station) local operators of Heavy Vehicles and School Busses would be required to Travel to Glen Innes for their legislated biannual RMS inspections.

- The workshop team welcomed two work placement students from the Tenterfield High School for a week of 'on the job' experience, this placement fulfilling a requirement in their Cert I in Metal Fabrication. During their week the students enjoyed many and varied exposures including: preparation and repair of plant components, replacement of ground engaging wear parts, Metal inert gas welding, heat tempering, and various small fabrication tasks. Pictured is a gate the students fabricated while supervised.



- Ongoing repair and service of Council Fleet items both in house and on site throughout the Shire area are ongoing, including mechanical and technical support to all departments within Council.

**COUNCIL IMPLICATIONS:**

- 1. Community Engagement / Communication (per engagement strategy)**  
Nil
- 2. Policy and Regulation**  
Nil

Our Economy No. 31 Cont...

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

Nil

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Nil

**Andre Kompler**  
**Chief Operating Officer**

Prepared by staff member: Kelly Pitkin, Engineering Admin Officer  
Approved/Reviewed by Manager: Andre Kompler, Chief Operating Officer  
Department: Infrastructure, Environment & Regulation  
Attachments: There are no attachments for this report.



|                      |                                                     |
|----------------------|-----------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b> |
| <b>Submitted by:</b> | Senior Administration & Planning Assistant          |
| <b>Reference:</b>    | <b>ITEM ENV26/17</b>                                |
| <b>Subject:</b>      | <b>Planning/Development Update</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>Delivery Plan Action:</b>                                  | Provision of advice and guidance on legislative compliance for the construction of dwellings and commercial/industrial buildings.                                                                       |
| <b>Operational Plan Action:</b>                               | Assess and determine regulatory applications, including development applications, complying development certificates, construction certificates, Section 68 certificates and Conveyancing Certificates. |

### SUMMARY

The purpose of this report is to provide up to date statistics on development activities, this information is also provided to the Australian Bureau of Statistics (ABS).

### OFFICER'S RECOMMENDATION:

**That Council receive and note the Planning/Development Update.**

### BACKGROUND

This report provides a review of applications for development and the processing undertaken by Council for the month of **October 2017**. The data herein is also provided to the Australian Bureau of Statistics (ABS) for development monitoring purposes.

Our Environment No. 26 Cont...

**REPORT:****APPLICATIONS LODGED WITH COUNCIL IN OCTOBER 2017**

| App No.      | Lodged    | Applicant                                     | Lot/Sec/DP                 | Location                             | Development                                            |
|--------------|-----------|-----------------------------------------------|----------------------------|--------------------------------------|--------------------------------------------------------|
| DA 2017.099  | 03-Oct-17 | CARROLL Jeff                                  | 6/1146294                  | 57 Holleys Road, Tenterfield         | Installation of Previously Used Residence              |
| DA 2017.100  | 04-Oct-17 | CMC Constructions (Chisholm)                  | A/306660                   | 231 Douglas Street, Tenterfield      | Carport                                                |
| DA 2017.101  | 05-Oct-17 | ELKS Robert & Narelle                         | 56/1084625                 | 145 East Street, Tenterfield         | Dwelling                                               |
| DA 2017.102  | 05-Sep-17 | Tenterfield Surveys (Sharpe)                  | 10 & 16/710265 & 54/751517 | 702 New England Highway, Tenterfield | Two (2) Lot Boundary Adjustment                        |
| DA 2017.103  | 05-Sep-17 | Tenterfield Surveys (Lake)                    | 5/236737                   | Schroders Road, Tenterfield          | Three (3) Lot Subdivision                              |
| DA 2017.104  | 09-Oct-17 | O'NEILL Jamie & Deborah                       | 4/1105518                  | 11668 Bruxner Highway, Tenterfield   | Dwelling & Shed                                        |
| CDC 2017.105 | 10-Oct-17 | FAINT Noeline                                 | 5/36380                    | 85A Pelham Street, Tenterfield       | Extension to Existing Dwelling                         |
| DA 2017.106  | 11-Oct-17 | MRM Sonography Pty Ltd                        | 2/156108                   | 204 Rouse Street, Tenterfield        | Demolition of Existing Shed and Erection of 2.4m Fence |
| DA 2017.107  | 12-Oct-17 | MORTON Richard (Tolley & Schroder)            | 4/63/758959                | East Street, Tenterfield             | Garage                                                 |
| DA 2017.108  | 16-Oct-17 | POLLARD Thomas                                | 4/1129603                  | 170 Mount McKenzie Road, Tenterfield | Dwelling & Shed                                        |
| DA 2017.109  | 16-Oct-17 | ZANNES Peter                                  | 2/631792                   | 189 Pelham Street                    | Enclosure of Two (2) Existing Verandahs                |
| DA 2017.110  | 19-Oct-17 | SMITH Mark                                    | 14/1153064                 | 251 East Street, Tenterfield         | Dwelling & Shed                                        |
| DA 2017.111  | 23-Oct-17 | MAPPERSON Maxine                              | 264296                     | 1369 Paddys Flat Road, Tabulam       | Use of Existing Building as Dwelling                   |
| DA 2017.112  | 24-Oct-17 | LAVERY John & Margaret                        | 3/9/758959                 | 113 Rouse Street, Tenterfield        | Storage Shed                                           |
| DA 2017.113  | 25-Oct-17 | MANN Colin                                    | 1/802357                   | 9 Railway Avenue, Tenterfield        | Installation of a Shipping Container                   |
| DA 2017.114  | 26-Oct-17 | DJL Consolidated (Vachalec)                   | 1/39/758959                | 15 Pelham Street, Tenterfield        | Shed                                                   |
| DA 2017.115  | 26-Oct-17 | DJL Consolidated Pty Ltd (Roos)               | 32/1229969                 | Duncan Street, Tenterfield           | Extension to Existing Shed                             |
| DA 2017.116  | 26-Oct-17 | DJL Consolidated Pty Ltd (McDonald)           | 12/541392                  | 25 Douglas Street, Tenterfield       | Shed                                                   |
| DA 2017.117  | 31-Oct-17 | Tenterfield Hardware & Gardens (Geoffrey Nye) | 1/782261                   | 347 Rouse Street, Tenterfield        | Pergola                                                |

Our Environment No. 26 Cont...

**DETERMINATIONS ISSUED UNDER  
STAFF DELEGATION - OCTOBER 2017**

| App No.      | Lodged    | Date of Approval | No. of Days | Applicant                            | Lot/ Sec/ DP | Locality                                 | Description of Development                             |
|--------------|-----------|------------------|-------------|--------------------------------------|--------------|------------------------------------------|--------------------------------------------------------|
| DA 2017.088  | 05-Sep-17 | 11-Oct-17        | 37 Days     | CUNNINGHAM Robert                    | 7/84/ 758959 | 148 Wood Street, Tenterfield             | Dwelling                                               |
| DA 2017.089  | 06-Sep-17 | 12-Oct-17        | 37 Days     | Wes Smith Building Pty Ltd (Tindall) | 69/ 936175   | Sunnyside Loop Road, Tenterfield         | Dwelling                                               |
| DA 2017.092  | 15-Sep-17 | 9-Oct-17         | 17 Days     | WALLACE Donald                       | 214/751039   | Acacia Avenue (Mt Lindesay Road), Legume | Dwelling & Shed                                        |
| DA 2017.095  | 25-Sep-17 | 13-Oct-17        | 19 Days     | BATES Robert                         | 2/805186     | 12253 Bruxner Highway, Tenterfield       | Shed                                                   |
| DA 2017.096  | 25-Sep-17 | 11-Oct-17        | 6 Days      | TYACKE Lana                          | 21/1161424   | 139 Logan Street, Tenterfield            | Temporary Use (Market)                                 |
| DA 2017.097  | 26-Sep-17 | 18-Oct-17        | 23 Days     | CURRY Glen                           | 122/ 1220542 | 46 Polworth Street, Tenterfield          | Shed                                                   |
| DA 2017.098  | 27-Sep-17 | 12-Oct-17        | 15 Days     | MULCAHY Ian                          | 2/584874     | 465 Tooloom Road, Urbenville             | Extractive Industry (Gravel Quarry)                    |
| DA 2017.099  | 03-Oct-17 | 25-Oct-17        | 23 Days     | CARROLL Jeff                         | 6/1146294    | 57 Holleys Road, Tenterfield             | Installation of Previously Used Residence              |
| DA 2017.100  | 04-Oct-17 | 23-Oct-17        | 20 Days     | CMC Constructions (Chisholm)         | A/306660     | 231 Douglas Street, Tenterfield          | Carport                                                |
| DA 2017.101  | 05-Oct-17 | 26-Oct-17        | 23 Days     | ELKS Robert & Narelle                | 56/1084625   | 145 East Street, Tenterfield             | Dwelling                                               |
| DA 2017.104  | 09-Oct-17 | 24-Oct-17        | 16 Days     | O'NEILL Jamie & Deborah              | 4/1105518    | 11668 Bruxner Highway, Tenterfield       | Dwelling & Shed                                        |
| CDC 2017.105 | 10-Oct-17 | 19-Oct-17        | 9 Days      | FAINT Noeline                        | 5/36380      | 85A Pelham Street, Tenterfield           | Extension to Existing Dwelling                         |
| DA 2017.106  | 11-Oct-17 | 31-Oct-17        | 21 Days     | MRM Sonography Pty Ltd               | 2/156108     | 204 Rouse Street, Tenterfield            | Demolition of Existing Shed and Erection of 2.4m Fence |
| DA 2017.113  | 25-Oct-17 | 31-Oct-17        | 7 Days      | MANN Colin                           | 1/802357     | 9 Railway Avenue, Tenterfield            | Installation of a Shipping Container                   |
| DA 2017.114  | 26-Oct-17 | 31-Oct-17        | 6 Days      | DJL Consolidated (Vachalec)          | 1/39/ 758959 | 15 Pelham Street, Tenterfield            | Shed                                                   |
| DA 2017.115  | 26-Oct-17 | 31-Oct-17        | 6 Days      | DJL Consolidated Pty Ltd (Roos)      | 32/1229969   | Duncan Street, Tenterfield               | Extension to Existing Shed                             |

Our Environment No. 26 Cont...

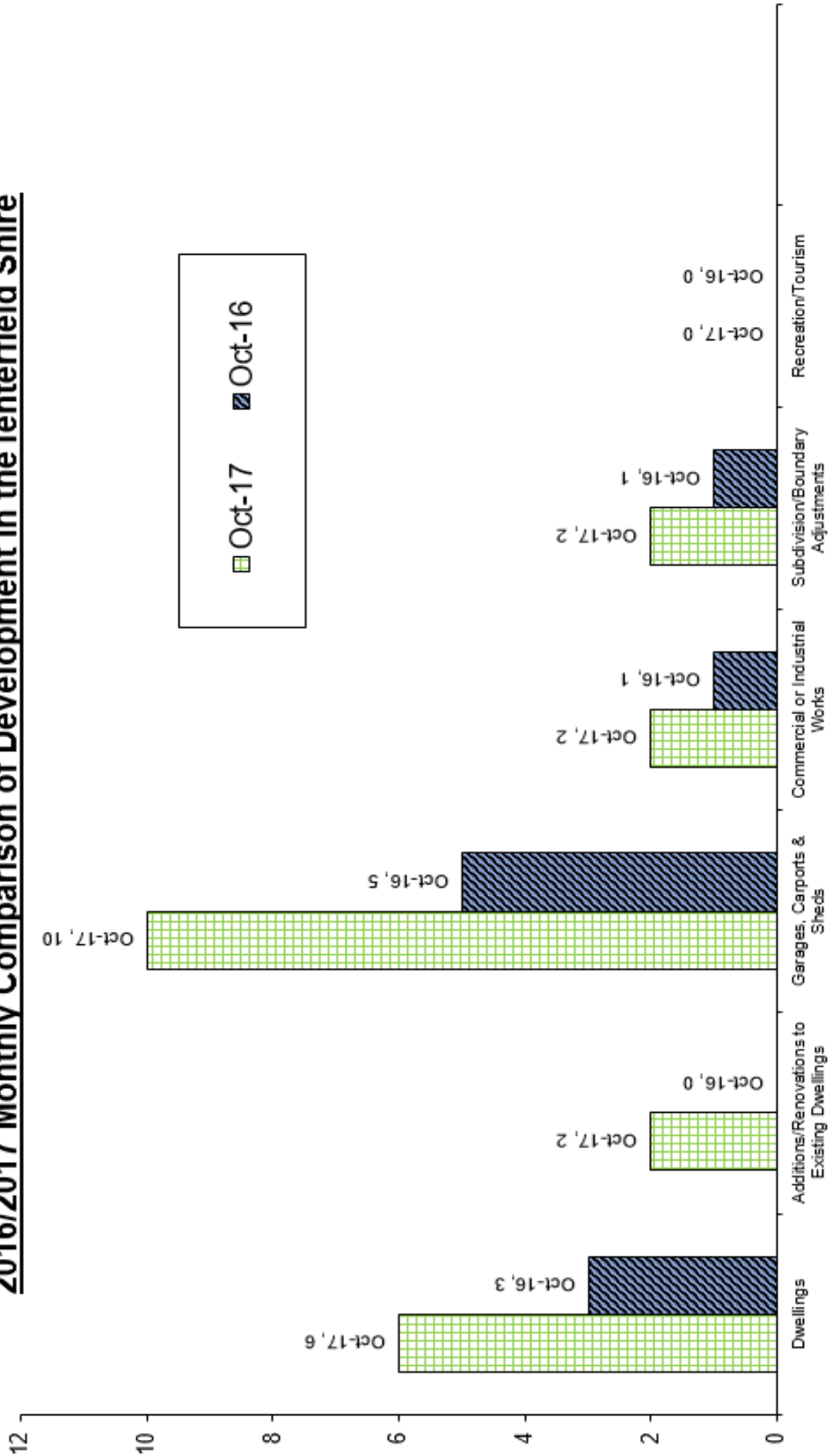
**APPLICATIONS CURRENTLY OUTSTANDING (AS AT 13 NOVEMBER 2017)**

| DA No. | Lodged    | Status of Application/Comment                            | Applicant                                | Location                             | Proposed Development                                                         |
|--------|-----------|----------------------------------------------------------|------------------------------------------|--------------------------------------|------------------------------------------------------------------------------|
| 16.103 | 14-Nov-16 | Information Required from Applicant                      | Tenterfield Family Funerals (Glen Curry) | 61-63 Rouse St, T'field              | Crematorium                                                                  |
|        |           | Insufficient Information provided to commence assessment |                                          |                                      |                                                                              |
| 17.045 | 18-Apr-17 | Information Required from Applicant                      | Currie Brown Australia P/L               | 1823 New England Hwy, Jennings       | Demolition of Existing Service Station & Construction of New Service Station |
|        |           | Insufficient Information provided to complete assessment |                                          |                                      |                                                                              |
| 17.094 | 22-Sep-17 | Awaiting Recommendation from RFS                         | Tyacke Lana                              | 1844 Bruxner Way, T'field (Woodside) | Two (2) Lot Boundary Adjustment                                              |
|        |           | All Council requirements completed                       |                                          |                                      |                                                                              |
| 17.102 | 05-Oct-17 | Awaiting Recommendation from RFS                         | Tenterfield Surveys (Sharpe)             | 702 New England Hwy, T'field         | Two (2) Lot Boundary Adjustment                                              |
|        |           | All Council requirements completed                       |                                          |                                      |                                                                              |
| 17.103 | 05-Oct-17 | Awaiting Recommendation from RFS                         | Tenterfield Surveys (Lake)               | Schroders Rd, T'field                | Three (3) Lot Subdivision                                                    |
|        |           | All Council requirements completed                       |                                          |                                      |                                                                              |
| 17.108 | 16-Oct-17 | Under Assessment                                         | POLLARD Thomas                           | 170 Mount Mackenzie Rd, T'field      | Dwelling & Shed                                                              |
| 17.111 | 23-Oct-17 | Information Required from Applicant                      | MAPPERSON Maxine                         | Paddys Flat Rd, Tabulam              | Use of existing Building as Dwelling                                         |
|        |           | Insufficient Information provided to complete assessment |                                          |                                      |                                                                              |
| 17.116 | 26-Oct-17 | Under Assessment                                         | DJL Consolidated Pty Ltd (McDonald)      | 25 Douglas St, T'field               | Shed                                                                         |

Our Environment No. 26 Cont...

| FY 17/18 Development Statistics     |                               |                                                    |                              |                                   |             |                        |                           |                           |  |  |
|-------------------------------------|-------------------------------|----------------------------------------------------|------------------------------|-----------------------------------|-------------|------------------------|---------------------------|---------------------------|--|--|
|                                     | Dwellings                     | Additions/<br>Renovations to<br>Existing Dwellings | Garages, Carports<br>& Sheds | Commercial or<br>Industrial Works | Subdivision | Recreation/<br>Tourism | FY 17/18<br>Monthly Total | FY 16/17<br>Monthly Total |  |  |
| Jul-17                              | No. 2<br>Value \$916,785.00   | 0<br>\$0.00                                        | 1<br>\$23,000.00             | 2<br>\$18,700.00                  | 4<br>\$0.00 | 1<br>\$21,900.00       | 10<br>\$980,385.00        | 8<br>\$723,770.00         |  |  |
| Aug-17                              | No. 3<br>Value \$548,000.00   | 2<br>\$59,000.00                                   | 1<br>\$84,000.00             | 1<br>\$0.00                       | 2<br>\$0.00 | 1<br>\$10,000.00       | 10<br>\$701,000.00        | 9<br>\$150,100.00         |  |  |
| Sep-17                              | No. 4<br>Value \$772,200.00   | 1<br>\$47,000.00                                   | 3<br>\$100,000.00            | 2<br>\$150,000.00                 | 1<br>\$0.00 | 1<br>\$0.00            | 12<br>\$1,069,200.00      | 14<br>\$1,238,721.00      |  |  |
| Oct-17                              | No. 6<br>Value \$1,619,500.00 | 2<br>\$21,000.00                                   | 10<br>\$278,514.00           | 2<br>\$14,800.00                  | 2<br>\$0.00 | 0<br>\$0.00            | 22<br>\$1,933,814.00      | 10<br>\$937,690.00        |  |  |
| Nov-17                              | No.                           |                                                    |                              |                                   |             |                        | 0                         | 13                        |  |  |
| Dec-17                              | Value                         |                                                    |                              |                                   |             |                        | \$0.00                    | \$391,690.00              |  |  |
| Jan-18                              | No.                           |                                                    |                              |                                   |             |                        | 0                         | 10                        |  |  |
| Feb-18                              | Value                         |                                                    |                              |                                   |             |                        | \$0.00                    | \$930,366.00              |  |  |
| Mar-18                              | No.                           |                                                    |                              |                                   |             |                        | 0                         | 8                         |  |  |
| Apr-18                              | Value                         |                                                    |                              |                                   |             |                        | \$0.00                    | \$1,605,823.00            |  |  |
| May-18                              | No.                           |                                                    |                              |                                   |             |                        | 0                         | 19                        |  |  |
| Jun-18                              | Value                         |                                                    |                              |                                   |             |                        | \$0.00                    | \$1,439,127.00            |  |  |
|                                     | No.                           |                                                    |                              |                                   |             |                        | 0                         | 17                        |  |  |
|                                     | Value                         |                                                    |                              |                                   |             |                        | \$0.00                    | \$595,287.00              |  |  |
|                                     | No.                           |                                                    |                              |                                   |             |                        | 0                         | 8                         |  |  |
|                                     | Value                         |                                                    |                              |                                   |             |                        | \$0.00                    | \$3,976,300.00            |  |  |
|                                     | No.                           |                                                    |                              |                                   |             |                        | 0                         | 7                         |  |  |
|                                     | Value                         |                                                    |                              |                                   |             |                        | \$0.00                    | \$446,300.00              |  |  |
|                                     | No.                           |                                                    |                              |                                   |             |                        | 0                         | 12                        |  |  |
|                                     | Value                         |                                                    |                              |                                   |             |                        | \$0.00                    | \$987,851.00              |  |  |
| No. (Year to Date)                  | 15                            | 5                                                  | 15                           | 7                                 | 9           | 3                      | 54                        | 135                       |  |  |
| FY 17/18 Total Value (Year to Date) | \$3,856,485.00                | \$127,000.00                                       | \$485,514.00                 | \$183,500.00                      | \$0.00      | \$31,900.00            | \$4,684,399.00            |                           |  |  |
| FY 16/17 Total Value                | \$7,876,009.00                | \$549,510.00                                       | \$1,088,136.00               | \$4,171,600.00                    | \$0.00      | \$37,770.00            |                           | \$13,423,025.00           |  |  |

**2016/2017 Monthly Comparison of Development in the Tenterfield Shire**



Our Environment No. 26 Cont...

### **COUNCIL IMPLICATIONS:**

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

Development applications are placed on public exhibition, or neighbour notified in accordance with legislation and Council's Development Control Plan 2014 as required.

**2. Policy and Regulation**

Processing of applications for development relates to Councils Local Environmental Plan 2013, Councils Development Control Plan 2014, the NSW Environmental Planning and Assessment Act 1979, and other associated NSW Legislation.

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Andre Kompler**  
**Chief Operating Officer**

Prepared by staff member: Jenni Pentland, Senior Administration & Planning Assistant  
Approved/Reviewed by Manager: Andre Kompler, Chief Operating Officer  
Department: Infrastructure, Environment & Regulation  
Attachments: There are no attachments for this report.

|                      |                                                                                               |
|----------------------|-----------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b>                                           |
| <b>Submitted by:</b> | Senior Planner                                                                                |
| <b>Reference:</b>    | <b>ITEM ENV27/17</b>                                                                          |
| <b>Subject:</b>      | <b>SEPP Review Program - Primary Production and Rural Development planning reform package</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>Delivery Plan Action:</b>                                  | Provision of advice and guidance on legislative compliance for the construction of dwellings and commercial/industrial buildings. |
| <b>Operational Plan Action:</b>                               | Monitor and review Council's Local Environmental Plan and other strategic and supporting planning documents.                      |

## SUMMARY

The purpose of this report is to seek Council's resolution on providing a submission on the *Primary Production and Rural Development – Explanation of Intended Effect (EIE)* Attachment 1 (Booklet 1). The EIE explains the effect of the proposed State Environmental Planning Policy (SEPP) Primary Production and Rural Development 2017 and related planning reforms, which are yet to be drafted and publicly exhibited.

## OFFICER'S RECOMMENDATION:

**That Council supports the *Primary Production and Rural Development – Explanation of Intended Effect* and the proposed rationalization of planning reforms which support the ongoing health of agricultural industries in NSW.**

## BACKGROUND

The Department of Planning and Environment (DoP) is undertaking a review of the State's planning policies to modernize and simplify the planning system. Planning provisions for primary production and rural development are currently contained in five (5) State Environmental Planning Policies (SEPPs), the Standard Instrument LEP and in plan-making directions issued under section 117 of the *Environmental Planning and Assessment Act, 1979*. The DoP has identified duplication across the planning instruments and a need to modernize provisions to reflect today's agricultural practices and support commitments in the *NSW Right to Farm Policy*.

## REPORT:

The state government recognizes that it is essential to the future health of agricultural industries that the NSW planning framework provides certainty, confidence and consistency to support investment in new and existing primary production enterprises. A well designed land use planning framework can provide strategic direction, identify suitable land uses, and provide for efficient environmental processes.

Rural activities in NSW contribute significant economic and social benefits and the NSW planning framework has a role in managing competing rural land uses to prevent land use conflict.



Our Environment No. 27 Cont...

The Department of Planning and Environment has released a package of proposals to update and improve the operation of the NSW planning framework as it applies to primary production and rural development. The 8-week exhibition period is from **23 October to 18 December 2017**.

The proposals in the reform package are the outcome of a review of the following State Environmental Planning Policies:

- State Environmental Planning Policy (Rural Lands) 2008
- State Environmental Planning Policy 30 – Intensive Agriculture
- State Environmental Planning Policy 52 – Farms Dams and Other Works in Land and Water Management Plan Areas
- State Environmental Planning Policy 62 – Sustainable Aquaculture
- Sydney Regional Environmental Plan 8 – (Central Coast Plateau Areas)

This is a part of the on-going SEPP review program which is being rolled out progressively to modernize, simplify and improve the effectiveness and usability of the policies. This reflects the Government's commitment to streamline the NSW planning system to reduce complexity and make it easier for industry, local government and the community to understand the rules that apply to land use planning and developments.

As councils are key stakeholders in planning for and regulating primary production and rural development, the Department will be offering specific briefings on the proposed reforms. In addition, the Department will take the opportunity to provide an initial, general briefing on the reforms as part of the already scheduled **Local Development Forums** listed below. The agenda for the Forums includes the Development Assessment Best Practice Guide, integrated development, concurrences and referrals, best practice in environment assessments and an update on the NSW Planning Portal. These Local Development Forums will be held at times and locations shown below and registration is necessary. It is intended that Council send one of its planning team to the Tamworth Forum.

| Location              | Date                     | Venue               | Address                                                                      | Register                       |
|-----------------------|--------------------------|---------------------|------------------------------------------------------------------------------|--------------------------------|
| <b>Shoalhaven</b>     | Monday<br>30 October     | Council<br>Chambers | 36 Bridge Road<br>Nowra                                                      | Register for<br>Shoalhaven     |
| <b>Queanbeyan</b>     | Tuesday<br>31 October    | Council<br>Chambers | 256 Crawford<br>Street<br>Queanbeyan                                         | Register for<br>Queanbeyan     |
| <b>Port Macquarie</b> | Monday<br>6 November     | Council<br>Chambers | Cnr Lord &<br>Burrawan<br>Streets<br>Port Macquarie                          | Register for<br>Port Macquarie |
| <b>Wagga Wagga</b>    | Thursday<br>9 November   | Council<br>Chambers | Wagga Wagga<br>Civic Centre<br>Cnr Baylis &<br>Morrow Streets<br>Wagga Wagga | Register for<br>Wagga Wagga    |
| <b>Maitland</b>       | Wednesday<br>15 November | Council<br>Chambers | 285-287 High<br>Street<br>Maitland                                           | Register for<br>Maitland       |

## Our Environment No. 27 Cont...

| Location        | Date                  | Venue               | Address                                           | Register                 |
|-----------------|-----------------------|---------------------|---------------------------------------------------|--------------------------|
| <b>Ballina</b>  | Friday<br>17 November | Council<br>Chambers | 40 Cherry<br>Street<br>Ballina                    | Register for<br>Ballina  |
| <b>Tamworth</b> | Monday<br>20 November | Council<br>Chambers | Ray Walsh<br>House<br>437 Peel Street<br>Tamworth | Register for<br>Tamworth |

The planning policies and reforms outlined in the EIE recognize the significance of primary production and rural lands through planning mechanisms that seek to:

- Support investment in sustainable agricultural development
- Reduce land use conflict
- Facilitate an adaptive approach to new and emerging agricultural practices, technology and industries
- Protect environmental values.

An outline of the policies and proposed reforms are contained in the EIE at Attachment 1 (Booklet 1). There are proposed to be some expanded provisions to allow for certain forms of agriculture to be exempt, with proposed consent required as outlined below;

The following is a draft outline of matters to be included in a clause.

**Development consent is proposed to be required for:**

- a cattle feedlot or dairy (restricted) having a capacity to accommodate 50 or more head of cattle, or

**50+**  
head of cattle 

- a pig farm having a capacity to accommodate 200 or more pigs or 20 or more breeding sows, or

**200+ / 20+**  
pigs / breeding sows 

- sheep or goat feedlots having a capacity to accommodate 200 animals or more, or

**200+**  
animals 

- egg or poultry production facilities having a capacity to accommodate 1000 or more birds, or

**1000+**  
more birds 

- a cattle, sheep or goat feedlot, dairy (restricted), pig farm, or egg or poultry production, where the operation or facility is located,

- o within 500 metres of a residence not associated with the development



- o within an environmentally sensitive area (as defined in the Exempt and Complying Development Codes SEPP).



The State is seeking submissions or support for the proposed changes up until 18 December 2017 to [www.planning.nsw.gov.au/primaryproductionsepp](http://www.planning.nsw.gov.au/primaryproductionsepp). The above proposals allow for more exemptions than are currently allowable under the existing planning regime. It is recommended that Council support the changes proposed.

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### **COUNCIL IMPLICATIONS:**

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

Council will not have a role in the required legislative community consultation, however, when the Draft SEPP is placed on exhibition by the DoP a link will be provided on Council's website to allow interested community members to access the Draft SEPP.

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

- The EIE does not impact on any of Council's current policies or regulatory actions.

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

No implications.

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

No implications.

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

No implications. The proposed reforms allow for ease of interpretation of the planning framework which will lead to greater consistency across all local government areas.

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

No implications.

#### **7. Performance Measures**

No implications.

#### **8. Project Management**

No implications.

**Andre Kompler**  
**Chief Operating Officer**

Prepared by staff member: Tamai Davidson, Senior Planner  
Approved/Reviewed by Manager: Andre Kompler, Chief Operating Officer  
Department: Infrastructure, Environment & Regulation  
Attachments: **1** Attachment 1 (Booklet 1) - Primary 44  
Production & Rural Development - Pages  
Explanation of Intended Effect

|                      |                                                        |
|----------------------|--------------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>           |
| <b>Submitted by:</b> | Acting Governance Coordinator                          |
| <b>Reference:</b>    | <b>ITEM GOV78/17</b>                                   |
| <b>Subject:</b>      | <b>October 2017 - Corporate Officer Service Update</b> |

|                                                               |                                                                                                                                                                  |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                  |
| <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>Delivery Plan Action:</b>                                  | Promote and support community involvement in Council decision making process.                                                                                    |
| <b>Operational Plan Action:</b>                               | Ongoing review and implementation of Community Engagement Strategy.                                                                                              |

## SUMMARY

The purpose of this report is to provide a summary of Council's Community and Corporate operations.

## OFFICER'S RECOMMENDATION:

**That Council receive and note the Chief Corporate Officer's October 2017 Service Update report.**

## BACKGROUND

The following is an overview of the October 2017 activities undertaken by the Community & Corporate Services Division by Service.

## REPORT:

### 1. Community Development

#### Tenterfield in Touch

Tenterfield in Touch continues to go out weekly, and currently has 391 subscribers. Work on organising the Live and Local Folk & Celtic Music Festival continues, which will be running from 12 to 14 January 2018 in Tenterfield, and on subsequent weekends in surrounding Villages.

#### Heritage Near Me Grants Program

Hunter New England Prince Albert Hospital (PAM), Tenterfield received \$100,000 toward the restoration and preservation of the Tenterfield Isolation ward. The Community Development Officer provided advice and assisted Dr Ian Unsworth with the application for this grant. The allocations comes from the latest round of the government's Heritage Near Me Activation Grants Program.

### 2. Economic Growth and Tourism

#### Destination Networks

The Tourism Officer and Senior Economic Development Officer attended a meeting with the Country and Outback Destination Network, to workshop a new Destination

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Management Plan for the region. This region covers 62% of the State of New South Wales, so the plan will be extremely broad. The difficulties working with Destination NSW were discussed, in particular the unrealistic expectations and requirements of their funding programs (for marketing and events). This destination management plan is also due to be released by the end of the year.

### Soundtrails

A successful Soundtrail Walk was held mid-October, with approximately 14 people participating. Representatives from Council, the Chamber, the Tenterfield Star and St Joseph's School (who developed the program) were in attendance, as well as the 'voices' of the app and interested community members.

The Tourism Officer attended a meeting with key stakeholders from other Soundtrails within New England and the North West, to discuss joint promotion options. Promotions for the Soundtrails has increased following this meeting, with the development of a joint brochure, and also an increase in venues showing the promotional video, and social media posts.

### Why Leave Town

The Tenterfield Chamber's Why Leave Town 'Tenterfield True' Gift Card Initiative has now been implemented, with 10 locations where the gift cards can be purchased (including the Visitor Information Centre). There are 50 local stores and outlets where the gift cards can be used around town (including the Visitor Information Centre and the School of Arts Cinema, Museum and Theatre). These outlets cover retail, entertainment, groceries, fuel, car repairs, hardware and accommodation. This is an exciting initiative for Tenterfield, and the Chamber should be commended on the activation of this program.

### Economic Development

There has been a significant increase in the level of interest in development opportunities for the Tenterfield Industrial Estate during October. The Senior Economic Development Officer is currently working with three prospective new businesses including one relocation.

### Tenterfield Visitor Information Centre

|                                            | <i>October 2017</i> | <i>October 2016</i> |
|--------------------------------------------|---------------------|---------------------|
| <b>VISITATION</b>                          |                     |                     |
| <b><i>TOTAL Visitors to the Centre</i></b> | 1773                | 1738                |
| <b><i>Domestic Visitors</i></b>            | 94%                 | 94%                 |
| <b><i>International Visitors</i></b>       | 6%                  | 6%                  |
| <b>SALES</b>                               |                     |                     |
| <b>Total Merchandise Sales</b>             | \$2,988             | \$1,852             |
| <b>Consignment &amp; Income</b>            | \$1891              | \$991               |
| <b>WEBSITE</b>                             |                     |                     |
| <b>Unique Website Visitors</b>             | 3890                | 3959                |

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### Australian Tourism Data Warehouse:

The following businesses have been added to the Australian Tourism Data Warehouse (Visit NSW Website):

- Tenterfield Soundtrails (attraction)
- Jazz in the Bush (event)
- Old Council Chambers (accommodation)

### 3. Theatre and Museum Complex

#### Sir Henry Parkes Memorial School of Arts - CURRENT POSITION

| <b>Museum Visitation</b>                     | <b>Oct<br/>2016</b> | <b>Oct<br/>2017</b> | <b>Nov<br/>2016</b> | <b>Nov<br/>2017</b> | <b>Dec<br/>2016</b> | <b>Dec<br/>2017</b> |
|----------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Adults                                       | 76                  | 77                  | 21                  |                     | 59                  |                     |
| Children                                     | 192                 | 24                  | 0                   |                     | 12                  |                     |
| Concession                                   | 19                  | 134                 | 87                  |                     | 39                  |                     |
| Free Pass                                    | 22                  | 16                  | 13                  |                     | 19                  |                     |
| <b>TOTAL</b>                                 | <b>309</b>          | <b>251</b>          | <b>121</b>          |                     | <b>129</b>          |                     |
| Family (included as<br>2 adults, 2 children) | 6                   | 2                   | 0                   | 0                   | 5                   | 0                   |
| Groups (included above<br>as individuals)    | 3x81                | 3x44                | 0                   |                     | 0                   |                     |
| Merchandising sales                          | \$74.30             | \$96.80             | \$60.00             |                     | 67.60               |                     |
| <b>Volunteer hours</b>                       |                     |                     |                     |                     |                     |                     |
| Museum hours                                 | <b>330</b>          | <b>312</b>          | <b>273</b>          | <b>318</b>          | <b>320</b>          | <b>295</b>          |
| Number of Volunteers                         | 20                  | 16                  | 19                  | 18                  | 19                  | 20                  |
| Cinema hours                                 | <b>194</b>          | <b>207</b>          | <b>134</b>          | <b>169</b>          | <b>113</b>          | <b>225</b>          |
| Number of C/T<br>Volunteers                  | 28                  | 19                  | 23                  | 29                  | 23                  | 23                  |
| Theatre Hours                                | <b>10</b>           | <b>12</b>           | <b>0</b>            | <b>0</b>            | <b>15</b>           | <b>0</b>            |
| <b>Total Volunteer<br/>hours</b>             | <b>534</b>          | <b>531</b>          | <b>407</b>          | <b>487</b>          | <b>448</b>          | <b>520</b>          |

### 4. Finance and Technology

#### EOY Financial Statements

A request for an extension to the Office of Local Government deadline of 31 October 2017 for submission of end of year financial statements was made on 5 October 2017, following advice from Council's auditor, Forsyths. The Office of Local Government has advised that the extension is granted, to 30 November 2017.

### 5. Corporate and Governance

#### Audit & Risk

The Audit & Risk Advisory Committee agreed to hold over the review of Council's end of year financial statements until 7 November 2017. A teleconference meeting was

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convened for the purpose of review of the draft statements, prior to review and approval by Council.

### Annual Report

Work is progressing on the relevant updates for service areas for the 2016/17 annual report. The deadline for advice to the Minister of the Annual Report being available on Councils website to the Office of Local Government is 30 November 2017.

### Policy Review

A number of policies are ready for review and will be provided to the Councillor Workshop in December 2017 for review and discussion, prior to these policies being submitted to Council's meeting of 20 December 2017.

## 6. Workforce Development

### Training

Training to meet Innovation Fund Grant commitments continued with Code of Conduct training for Councillors and all staff, delivered by the Local Government Training Institute. TAFE assisted by providing Report Writing for identified staff, with relevant job requirements, and was successfully completed. Local Government Procurement delivered Procurement and Contract Management training to staff with responsibilities and accountability for these functions, with very positive feedback received. Future needs for Customer Service and Civil Construction training will also be met with assistance from TAFE and their new Learning Centre in Tenterfield.

### Work Health & Safety

Work Place Health and Safety and general inductions were completed for nine staff including the Chief Executive and other technical, administrative and casual replacement staff.

| <b>October Incident Register</b> |               |        |          |               |           |                       |
|----------------------------------|---------------|--------|----------|---------------|-----------|-----------------------|
| Near Miss                        | Environmental | Injury | Property | Incident Only | Lost Time | Latest Safety Alert # |
| 0                                | 0             | 4      | 3        | 1             | 2         | 25                    |

### Recruitment

Interviews for a replacement Backhoe Operator were held and the results of operational ability testing are awaited before completion of selection action. Activities to obtain a temporary Ranger leave replacement continued, with the normal difficulty in sourcing those with appropriate skills experienced. A number of potential industrial issues, over workplace matters, continue to be managed through the appropriate and defined necessary processes.

## 7. Library Services

### Activities

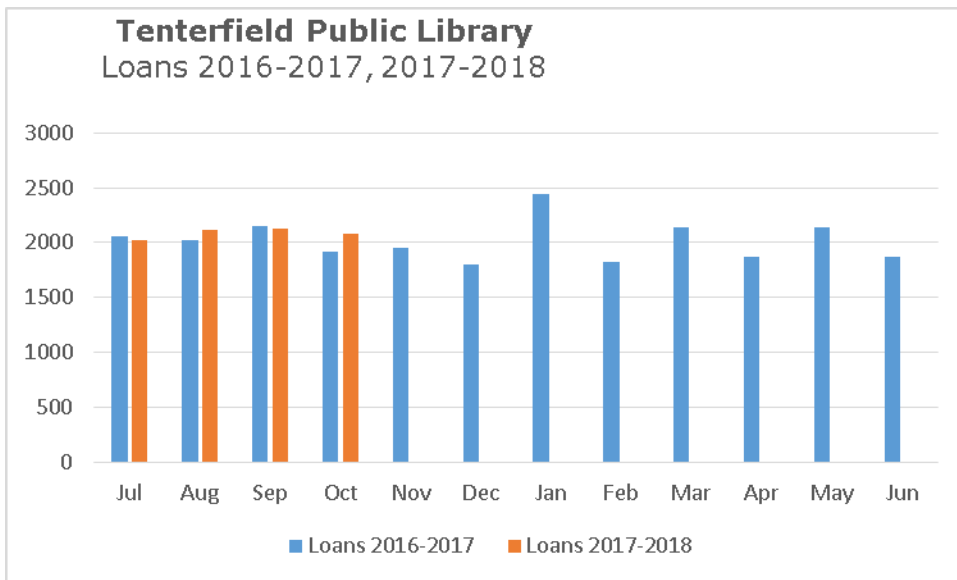
- Annual Report to Council completed and submitted

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- Urbenville branch library packed up and closed for a few weeks to allow for library extension work to be completed

**Statistics**

Total Loans: 2077  
 Library Users (registered): 1779  
 New borrowers: 17  
 Computer Users: 442  
 Computer Hours: 490.5  
 WiFi logins: 477  
 OPAC searches: 12721  
 Tenterfield Star database searches: 241  
 Interlibrary loans: 17  
 Home Library Service Loans: 123  
 Reservations satisfied: 28  
 Holdings as at 03/10/2017: 35202





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**COUNCIL IMPLICATIONS:**

- 1. Community Engagement / Communication (per engagement strategy)**  
Nil.
- 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, Acting Governance Coordinator  
Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer  
Department: Corporate, Governance & Community  
Attachments: There are no attachments for this report.

|                      |                                                          |
|----------------------|----------------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>             |
| <b>Submitted by:</b> | Chief Corporate Officer                                  |
| <b>Reference:</b>    | <b>ITEM GOV79/17</b>                                     |
| <b>Subject:</b>      | <b>Code of Conduct Complaints Statistics Report 2017</b> |

|                                                               |                                                                                                                                                                    |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                    |
| <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>Delivery Plan Action:</b>                                  | Ensure that the performance of Council as an organisation complies with all statutory reporting guidelines and information is available to decision makers.        |
| <b>Operational Plan Action:</b>                               | Provision of information under GIPA within timeframes and statutory reporting.                                                                                     |

## SUMMARY

The purpose of this report is to provide Council with a Code of Conduct Complaints Statistics Report for the period 1 September 2016 to 31 August 2017. It should be noted that of the three complaints lodged, no breaches were found.

## OFFICER'S RECOMMENDATION:

**That Council receives and notes the Code of Conduct Complaints Statistics for the period 1 September 2016 to 31 August 2017.**

## BACKGROUND

In accordance with Clauses 12.1 and 12.2 of the Procedures for the Administration of the Model Code of Conduct, the Complaints Coordinator must arrange for a range of statistics to be reported to Council and the Office of Local Government within 3 months of the end of September.

## REPORT:

The Procedures for the Administration of the Model Code of Conduct Clause 12.1, states:

*12.1 The Complaints Coordinator must arrange for the following statistics to be reported to the Council within 3 months of the end of September of each year:*

- a) the total number of Code of Conduct complaints made about Councillors and the General Manager under the Code of Conduct in the year to September,*
- b) the number of Code of Conduct complaints referred to a Conduct Reviewer,*
- c) the number of Code of Conduct complaints finalised by a Conduct Reviewer at the preliminary assessment stage and the outcome of those complaints,*

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- d) *the number of Code of Conduct complaints investigated by a Conduct Reviewer,*
- e) *the number of Code of Conduct complaints investigated by a Conduct Review Committee,*
- f) *without identifying particular matters, the outcome of Code of Conduct complaints investigated by a Conduct Reviewer or Conduct Review Committee under these procedures,*
- g) *the number of matters reviewed by the Office of Local Government and, without identifying particular matters, the outcome of the reviews, and*
- h) *The total cost of dealing with Code of Conduct complaints made about Councillors and the General Manager in the year to September, including staff costs.*

A report (**Attachment 1**), complying with Clause 12.1, in the format of the Office of Local Government's Model Code of Conduct Complaints Statistics Report, has been forwarded to the Office of Local Government.

### **COUNCIL IMPLICATIONS:**

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

Council meets its commitment to inform, consult and involve by annually reporting on the Code of Conduct Complaints Statistics via its Open Ordinary Meeting.

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

- The Local Government Act 1993
- Local Government (General) Regulation 2005
- The Model Code of Conduct 2013 (and draft 2017)
- Procedures for the Administration of the Model Code of Conduct 2013 (and draft 2017)

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

Nil.

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

Nil.

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

Nil.

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

The Conduct Complaints Statistics Report is a statutory requirement. Failure to do so would result in a significant risk to Council of being non-compliant.

#### **7. Performance Measures**

Council is required to report annually to the Office of Local Government on its Code of Conduct Complaint Statistics. The performance measure for compliance with all legislative requirements is included in Council's Delivery Program.

#### **8. Project Management**

Nil.

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

Prepared by staff member: Kylie Smith, Chief Corporate Officer  
Approved/Reviewed by Manager: Terry Dodds, Chief Executive  
Department: Corporate, Governance & Community  
Attachments: **1** Model Code of Conduct Complaints  
Statistics 2017

## Office of Local Government

### Model Code of Conduct Complaints Statistics

Reporting Period: 1 September 2016 - 31 August 2017.

Date Due: 31 December 2017

To assist with the compilation of the Time Series Data Publication it would be appreciated if councils could return this survey by 30 November 2017.

Survey return email address: [codeofconduct@olg.nsw.gov.au](mailto:codeofconduct@olg.nsw.gov.au)

|               |                           |
|---------------|---------------------------|
| Council Name: | Tenterfield Shire Council |
|---------------|---------------------------|

|                   |                                                                                    |
|-------------------|------------------------------------------------------------------------------------|
| Contact Name:     | Kylie Smith                                                                        |
| Contact Phone:    | 6736 6020                                                                          |
| Contact Position: | Chief Corporate Officer                                                            |
| Contact Email:    | <a href="mailto:k.smith@tenterfield.nsw.gov.au">k.smith@tenterfield.nsw.gov.au</a> |

All responses to be numeric.

Where there is a zero value, please enter 0.

Enquiries: Performance Team  
Office of Local Government  
Phone: (02) 4428 4100  
Enquiry email: [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)

| Model Code of Conduct Complaints Statistics<br>Tenterfield Shire Council |                                                                                                                                                     |   |
|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <b>Number of Complaints</b>                                              |                                                                                                                                                     |   |
| 1 a                                                                      | The total number of complaints <b>received</b> in the period about councillors and the General Manager (GM) under the code of conduct               | 3 |
| b                                                                        | The total number of complaints <b>finalised</b> in the period about councillors and the GM under the code of conduct                                | 3 |
| <b>Overview of Complaints and Cost</b>                                   |                                                                                                                                                     |   |
| 2 a                                                                      | The number of complaints <b>finalised at the outset</b> by alternative means by the GM or Mayor                                                     | 3 |
| b                                                                        | The number of complaints <b>referred to the Office of Local Government</b> under a special complaints management arrangement                        | 0 |
| c                                                                        | The number of code of conduct complaints <b>referred to a conduct reviewer</b>                                                                      | 0 |
| d                                                                        | The number of code of conduct complaints <b>finalised at preliminary assessment</b> by conduct reviewer                                             | 0 |
| e                                                                        | The number of code of conduct complaints <b>referred back to GM or Mayor</b> for resolution after preliminary assessment by conduct reviewer        | 0 |
| f                                                                        | The number of finalised code of conduct complaints <b>investigated by a conduct reviewer</b>                                                        | 0 |
| g                                                                        | The number of finalised code of conduct complaints <b>investigated by a conduct review committee</b>                                                | 0 |
| h                                                                        | The number of finalised complaints investigated where there was found to be <b>no breach</b>                                                        | 0 |
| i                                                                        | The number of finalised complaints investigated where there was found to be a <b>breach</b>                                                         | 0 |
| j                                                                        | The number of complaints referred by the GM or Mayor <b>to another agency</b> or body such as the ICAC, the NSW Ombudsman, the Office or the Police | 0 |
| k                                                                        | The number of complaints being investigated that are <b>not yet finalised</b>                                                                       | 0 |
| l                                                                        | The <b>total cost</b> of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs          | 0 |

| Preliminary Assessment Statistics |                                                                                                                                                                                     |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3                                 | The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:                                                   |
| a                                 | To take no action <input type="text" value="0"/>                                                                                                                                    |
| b                                 | To resolve the complaint by alternative and appropriate strategies <input type="text" value="0"/>                                                                                   |
| c                                 | To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies <input type="text" value="0"/>                                            |
| d                                 | To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police <input type="text" value="0"/>                                          |
| e                                 | To investigate the matter <input type="text" value="0"/>                                                                                                                            |
| f                                 | To recommend that the complaints coordinator convene a conduct review committee to investigate the matter <input type="text" value="0"/>                                            |
| Investigation Statistics          |                                                                                                                                                                                     |
| 4                                 | The number of investigated complaints resulting in a determination that there was <b>no breach</b> , in which the following recommendations were made:                              |
| a                                 | That the council revise its policies or procedures <input type="text" value="0"/>                                                                                                   |
| b                                 | That a person or persons undertake training or other education <input type="text" value="0"/>                                                                                       |
| 5                                 | The number of investigated complaints resulting in a determination that there <b>was a breach</b> in which the following recommendations were made:                                 |
| a                                 | That the council revise any of its policies or procedures <input type="text" value="0"/>                                                                                            |
| b                                 | That the subject person undertake any training or other education relevant to the conduct giving rise to the breach <input type="text" value="0"/>                                  |
| c                                 | That the subject person be counselled for their conduct <input type="text" value="0"/>                                                                                              |
| d                                 | That the subject person apologise to any person or organisation affected by the breach <input type="text" value="0"/>                                                               |
| e                                 | That findings of inappropriate conduct be made public <input type="text" value="0"/>                                                                                                |
| f                                 | In the case of a breach by the GM, that action be taken under the GM's contract for the breach <input type="text" value="0"/>                                                       |
| g                                 | In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 <input type="text" value="0"/> |
| h                                 | In the case of a breach by a councillor, that the matter be referred to the Office for further action <input type="text" value="0"/>                                                |
| 6                                 | Matter referred or resolved after commencement of an investigation under clause 8.20 of the Procedures <input type="text" value="0"/>                                               |

| Categories of misconduct  |                                                                                                                                                                                                           |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7                         | The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:                                                   |
| a                         | General conduct (Part 3) <input type="text" value="0"/>                                                                                                                                                   |
| b                         | Conflict of interest (Part 4) <input type="text" value="0"/>                                                                                                                                              |
| c                         | Personal benefit (Part 5) <input type="text" value="0"/>                                                                                                                                                  |
| d                         | Relationship between council officials (Part 6) <input type="text" value="0"/>                                                                                                                            |
| e                         | Access to information and resources (Part 7) <input type="text" value="0"/>                                                                                                                               |
| Outcome of determinations |                                                                                                                                                                                                           |
| 8                         | The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewers recommendation <input type="text" value="0"/>       |
| 9                         | The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by the Office <input type="text" value="0"/> |



|                      |                                                     |
|----------------------|-----------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>        |
| <b>Submitted by:</b> | Acting Governance Coordinator                       |
| <b>Reference:</b>    | <b>ITEM GOV80/17</b>                                |
| <b>Subject:</b>      | <b>Code of Conduct - Panel of Conduct Reviewers</b> |

|                                                               |                                                                                                                                                                    |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                    |
| <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>Delivery Plan Action:</b>                                  | Ensure that the performance of Council as an organisation complies with all statutory reporting guidelines and information is available to decision makers.        |
| <b>Operational Plan Action:</b>                               | Statutory reporting – quarterly progress reports to the executive.                                                                                                 |

## SUMMARY

In accordance with the Model Code of Conduct and Procedures for Council's Administration of the Code of Conduct, Council has a statutory obligation to establish an independent Panel of Conduct Reviewers. The purpose of this Report is to advise Council of its obligations under the Code.

## OFFICER'S RECOMMENDATION:

- (1) That Council re-establishes an independent Code of Conduct Review Panel and advertises for suitably qualified individuals or entities to participate on the Panel through an Expression of Interest process.**
- (2) That Council writes to each of its previous Panel members and thanks them for their contributions over the past four years.**
- (3) That Council receives a further Report once Expressions of Interest have been received.**

## BACKGROUND

At its meeting of 24 July 2013, Council resolved:

- 1. That the Acting General Manager's Report "Expressions of Interest – Code of Conduct Panel" be received and noted; and further*
- 2. That Council establishes the following Panel of Conduct Reviewers for a term of four (4) years, in accordance with part 3, Clause 3.1 of Procedures for Council's Administration of the Code of Conduct:*
  - *LKA Group;*
  - *Internal Audit Bureau of NSW (IAB);*
  - *BDO;*
  - *Strategic Risk Solutions;*

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- *Prevention Partners NSW;*
- *Mr Chris Gallagher;*
- *InConsult;*
- *Train Reaction Pty LTD; and*
- *MSM Loss Management.*

Given Council's resolution to appoint the Panel for four years from July 2013, the term has now expired. Of the 26 Code of Conduct complaints received during this period, there were nine complaints referred to the Panel and one referred to the Office of Local Government.

As advised by the Office of Local Government in its Circular 04-09 relating to *Practice Direction 1: Additional Guidance to Complaints Coordinators on the referral of Code of Conduct matters to conduct reviewers – 19 November 2013*, Conduct Reviewers are required to meet certain selection and eligibility criteria to be appointed to a Council's Panel. These criteria are designed to ensure that Conduct Reviewers are independent of the Council that appointed them and have the necessary skills, knowledge and experience to undertake their role effectively and appropriately.

Many Councils, including Tenterfield, have appointed incorporated and other entities to their Panels of Conduct Reviewers. The Model Code Procedures do not explicitly preclude Councils from appointing incorporated and other entities to their Panels of Conduct Reviewers. However, where a Council has appointed an incorporated or other entity to its Panel, the Council's Complaints Coordinator will need to ensure that any person that undertakes Conduct review work for the Council on behalf of the entity also meets the selection and eligibility criteria required of Conduct Reviewers.

## **REPORT:**

Part 3 of the Procedures for the Administration of the Model Code of Conduct requires that:

- 3.1. The Council must by resolution establish a panel of Conduct Reviewers.
- 3.2 The Council may by resolution enter into an arrangement with one or more other Councils to share a panel of Conduct Reviewers.
- 3.3 The Panel of Conduct Reviewers is to be established following a public Expression of Interest process.
- 3.4 An Expression of Interest for members of the Council's Panel of Conduct Reviewers must, at a minimum, be advertised locally and in the Sydney metropolitan area.
- 3.5 To be eligible to be a member of a Panel of Conduct Reviewers, a person must, at a minimum, meet the following requirements:
  - a) an understanding of Local Government, and
  - b) knowledge of investigative processes including but not limited to procedural fairness requirements and the requirements of the Public Interest Disclosures Act 1994, and
  - c) knowledge and experience of one or more of the following:
    - i) investigations, or
    - ii) law, or

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iii) public administration, or

iv) public sector ethics, or

v) alternative dispute resolution, and

d) meet the eligibility requirements for membership of a Panel of Conduct Reviewers under clause 3.6.

3.6 A person is not eligible to be a member of the Panel of Conduct Reviewers if they are:

a) a Councillor, or

b) a nominee for election as a Councillor, or

c) an Administrator, or

d) an employee of a Council, or

e) a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or

f) a nominee for election as a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or

g) a person who has a conviction for an indictable offence that is not an expired conviction.

3.7 A person is not precluded from being a member of the Council's Panel of Conduct Reviewers if they are a member of another Council's Panel of Conduct Reviewers.

3.8 A Panel of Conduct Reviewers established under this Part is to have a term of up to four years.

3.9 The Council may terminate the Panel of Conduct Reviewers at any time by resolution.

3.10 When the term of the Conduct Reviewers concludes or is terminated, the Council must establish a new Panel of Conduct Reviewers in accordance with the requirements of this Part.

3.11 A person who was a member of a previous Panel of Conduct Reviewers established by the Council may be a member of subsequent Panels of Conduct Reviewers established by Council.

## **COUNCIL IMPLICATIONS:**

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

Council meets its commitment to inform, consult and involve by publicly seeking participation on its Panel of Conduct Reviewers and reporting on the process via its Open Ordinary Meeting and calling for Expressions of Interest.

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

- The Local Government Act 1993
- Local Government (General) Regulation 2005
- The Model Code of Conduct 2013 (and draft 2017)
- Procedures for the Administration of the Model Code of Conduct 2013 (and draft 2017)

Our Governance No. 80 Cont...

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

There are costs associated with the establishment of Panel of Conduct Reviewers and undertaking Code related investigations. Reported costs for the four years 2014-17 totalled \$31,436.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

The establishment of a Panel of Conduct Reviewers is a statutory requirement. Failure to do so would result in a significant risk to Council of being non-compliant.

**7. Performance Measures**

Council is required to report annually to the Office of Local Government on its Code of Conduct Complaint Statistics, including the number of complaints referred to the panel. The performance measure for compliance with all legislative requirements is included in Council's Delivery Program.

**8. Project Management**

Nil.

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

Prepared by staff member: Erika Bursford, Acting Governance Coordinator  
Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer  
Department: Corporate, Governance & Community  
Attachments: There are no attachments for this report.

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b> |
| <b>Submitted by:</b> | GIS Accountant                               |
| <b>Reference:</b>    | <b>ITEM GOV81/17</b>                         |
| <b>Subject:</b>      | <b>Finance and Accounts</b>                  |

|                                                               |                                                                                                                                                                    |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                    |
| <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 Action:</b>                                  | Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.                                                  |
| <b>Plan Action:</b>                                           | Ensure adequate and effective internal controls are in place for all financial management and purchasing functions.                                                |

### SUMMARY

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.

### OFFICER'S RECOMMENDATION:

**That Council receive and note the Finance and Accounts Report for the period ended 31 October 2017.**

### 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 at Attachment 2 (Booklet 1).

#### (a) Reconciliation of Accounts

Reconciliation of cash books of all funds have been carried out with the appropriate bank statements as at 31 October 2017.

Cash Book Balances on this date were as follows:-

|                        |    |            |        |
|------------------------|----|------------|--------|
| General (Consolidated) | \$ | 806,617.00 | Credit |
| General Trust          | \$ | 321,533.93 | Credit |

Our Governance No. 81 Cont...

(b) Summary of Investments

Attachment 2 (Booklet 1) is a certified schedule of all Council's investments as at 31 October showing the various invested amounts and applicable interest rates.

**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 & LTFFP)**

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

There has been no adjustment to budget expectations.

**8. Project Management**

Nil.

**Kylie Smith**  
Chief Corporate Officer

|                               |                                                                                                                                                                 |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Belinda Savins, GIS Accountant; Andrew Wright,<br>Manager Finance                                                                                               |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                                                                                            |
| Department:                   | Corporate, Governance & Community                                                                                                                               |
| Attachments:                  | <b>1</b> Attachment 2 (Booklet 1) - <span style="float: right;">1</span><br>Summary of Investments - 31 <span style="float: right;">Page</span><br>October 2017 |

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b> |
| <b>Submitted by:</b> | Manager Finance                              |
| <b>Reference:</b>    | <b>ITEM GOV82/17</b>                         |
| <b>Subject:</b>      | <b>Posted Expenditure Report</b>             |

|                                                               |                                                                                                                                                                    |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                    |
| <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 Action:</b>                                  | Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.                                                  |
| <b>Plan Action:</b>                                           | Ensure adequate and effective internal controls are in place for all financial management and purchasing functions.                                                |

## SUMMARY

The purpose of this report is to monitor progress on expenditure items and flag when the expenditure reaches 60 percent of the allocated budget to alert Council to over expenditure. At this time, four items have been flagged on the report due to a nil budget allocation. The adoption of proposed carry-forward amounts will enable the projects to be completed within the original budget allocations.

## OFFICER'S RECOMMENDATION:

**That Council receive and note the Posted Expenditure Report for the period ended 31 October 2017.**

## BACKGROUND

Council receives a monthly posted expenditure report to monitor the capital projects for the financial year.

The posted expenditure report for the period ended 31 October 2017 provides information on the percentage of the original budget expended.

The posted expenditure report establishes a process of monitoring budget variations more effectively. Where over-expenditure has occurred, the quarterly budget review process provides a mechanism for the effect of the over-expenditure to be considered within the context of the overall budget.

The accommodation of over-expenditure will require the allocation of other projects to be reduced or even removed from the budget altogether, or transfer of funds from reserves.

Comment is provided on all projects in the Attachment where the percentage spent of the approved budget is 60 percent or higher.

## REPORT:

Nil

Our Governance No. 82 Cont...

**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.

**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: Andrew Wright, Manager Finance; Belinda Savins, GIS Accountant

Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer

Department: Corporate, Governance & Community

Attachments: **1** Attachment 3 (Booklet 1) - Capital Expenditure Program 2017/18 - 31 October 2017 **2** Pages



|                      |                                                |
|----------------------|------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>   |
| <b>Submitted by:</b> | Manager Finance                                |
| <b>Reference:</b>    | <b>ITEM GOV83/17</b>                           |
| <b>Subject:</b>      | <b>Budget and Financial Reporting Software</b> |

|                                                               |                                                                                                                                                                    |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                    |
| <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 Action:</b>                                  | Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.                                                  |
| <b>Operational Plan Action:</b>                               | Ensure adequate and effective internal controls are in place for all financial management and purchasing functions.                                                |

### SUMMARY

Council's financial sustainability, and effective use of its financial resources, is predicated upon Council's staff's ability to quickly and easily access and report on Council's financial position.

This report is to support the bringing forward of funds to implement a budget and reporting system that will enhance Council's existing financial system. The system will provide quick and easy access to Council's financials, allowing officers to easily monitor their existing budgets and design their future budgets in the same system. This project has been identified in the Delivery Program relating to the 2017/18 year.

### OFFICER'S RECOMMENDATION:

- (1) That a project to the value of \$35,000 to purchase and implement a Budget and Financial Reporting system be added to the capital program; and**
- (2) That Council move the allocation of \$21,141 forward in the Long Term Financial Plan from 2017/18 to be funded by existing cash reserves; and**
- (3) That the remaining \$13,859 be sourced from a reallocation of operational budget items identified in the report.**

### BACKGROUND

During the development of its Long Term Financial Plan (LTFP), Council allocated \$21,141 for the implementation of Budget and Financial Management Software. The funds have been placed in the office equipment internal reserves to be allocated in 2018/19.

### REPORT:

Council financial sustainability is one of the essential performance management indicators that Council is assessed by when being reviewed under the Fit For the Future (FFF) criteria by the Office of Local Government (OLG). To enable Council officers to monitor and manage their budgets it is essential that they can access their financial information easily.

Our Governance No. 83 Cont...

The introduction of budgeting software will assist in streamlining processes that will result in a number of efficiencies for Council. An integrated system will enhance reporting efficiencies and provide a more comprehensive reporting regime.

The budget of \$21,141 originally allocated to the 2018/19 financial year, is insufficient to complete this implementation. An indicative budget allocation of \$35,000 will be required to procure the relevant software. The additional funding requested will be sourced from savings that have been a direct result of renegotiating Councils Banking contract, reducing the original net cost to Council by \$8,000 and reducing the cost of White Pages advertising by changing the type of advertisement to the value of \$6,000 during the current financial year. The annual licence fee will be included in the operational budget moving forward funded by the changes to the budget composition outlined above.

It is recommended that Council approve the allocation of these funds as part of the quarterly review so that the software can be implemented in time for the budget process.

### **COUNCIL IMPLICATIONS:**

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

Outputs from the system will enable greater reporting and accountability to the community in future. Objective 6 of the Community Engagement Strategy which is to "Assist the Council to better plan services to meet community needs and aspirations, whilst prioritising competing services and projects to make the best use of limited resources".

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

- Procurement Policy 409/15

10.4 Goods/Services between \$5,001 and \$50,000

- (a) Three written quotations are required. Justification should be provided by the person who has the delegated authority to approve the purchase for any decision made in this category as per Clause 10; and

- (b) Purchase must be made by official purchase order.

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

The net impact on councils LTFP will be \$13,859 in 2017/18, however this will be offset by expected savings and efficiencies during the year.

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

Nil

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

Nil

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

This software will help to mitigate risks associated with financial sustainability and effective budget management.

Our Governance No. 83 Cont...

**7. Performance Measures**

This project aligns to the Operational Plan 2017/18, Finance and Technology Service action as follows:

*Provide financial reports to management and staff to assist in budget control and decision making.*

**8. Project Management**

Nil

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

|                               |                                           |
|-------------------------------|-------------------------------------------|
| Prepared by staff member:     | Andrew Wright, Manager Finance            |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer      |
| Department:                   | Corporate, Governance & Community         |
| Attachments:                  | There are no attachments for this report. |

**(ITEM RC19/17) REPORTS OF COMMITTEES & DELEGATES - TENTERFIELD SHIRE  
LOCAL TRAFFIC COMMITTEE MEETING - 19 OCTOBER 2017**

---

**REPORT BY:** Peter Petty, Chairperson, Mayor

A meeting of the Tenterfield Shire Local Traffic Committee was held on Thursday, 19 October 2017. Minutes of the Meeting are attached.

**RECOMMENDATION**

**That the report of the Tenterfield Shire Local Traffic Committee meeting of 19 October 2017 be received and the actions be endorsed.**

**ATTACHMENTS**

- 1 Minutes of Meeting 7 Pages



**MINUTES OF  
TENTERFIELD SHIRE LOCAL TRAFFIC  
COMMITTEE MEETING  
THURSDAY 19 OCTOBER 2017**

MINUTES OF THE **Tenterfield Shire Local Traffic Committee Meeting** OF TENTERFIELD SHIRE held at the Council Chambers on Thursday, 19 October 2017 commencing at 10.00 am.

**ATTENDANCE**

Councillor Peter Petty (Mayor - TSC)  
Councillor Gary Verri (TSC)  
Glen Lamb - Representative for The Hon Thomas George, MP (Member for Lismore)  
Stefan Wielebinski (RMS) – *By Phone*  
Councillor Tom Peters (TSC)

**ALSO IN ATTENDANCE**

Chief Operating Officer (Andre Kompler)

*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.*

**DISCLOSURE OF INTERESTS**

Nil.

**APOLOGIES:**

Nil.

**CONFIRMATION OF MINUTES**

**Resolved** that the Minutes of the Tenterfield Shire Local Traffic Committee held on 3 August 2017, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

Peter Petty/Gary Verri

**BUSINESS ARISING FROM PREVIOUS MINUTES**

**1. ROAD SAFETY CONCERN – INTERSECTION OF NEW ENGLAND HIGHWAY AND BRUXNER WAY, TENTERFIELD**

The intersection of New England Highway and Bruxner Way/Old Ballandean Road has been tabled for consideration at previous meetings.

**ACTION:**

It was announced in June 2017 by NSW Roads Minister, Melinda Pavey and The Hon Thomas George, MP that funding in amount \$90,000 has been secured for the installation of the warning lights at this intersection.

An additional \$180,000 announced. Stefan Wielebinski mentioned that Black Spot nomination for line marking and resurfacing has been approved for this intersection. Previously the intended solution allowed for left out only onto Old Ballandean Road, the solution now is opposing right turn lanes into both sides of the road.

The warning lights have been installed at this location and are in operation.

No Further Action required.

**2. REQUEST FOR A SPEED REDUCTION KILLARNEY ROAD**

Council received a request from a resident requesting a speed reduction from 100k/hr to 80k/hr on Killarney Road, between the QLD/NSW border to Legume.

**ACTION:**

At the last meeting held 3 August 2017, Stefan Wielebinski advised that based on the traffic counts provided by Council that this does not warrant a full speed zone review as it does not meet the parameters for review.

Council's Works Manager advised that Council will be undertaking some rehabilitation works such as resealing in this year's program. The intersection with Acacia Plateau Road on the boundary will be investigated as to why there is so much moisture.

No further action required. This matter has been programmed for completion.

### **3. TOOLOOM FALLS SIGNAGE REQUEST**

Council previously received a request from Urbenville Progress Association requesting a larger sign indicating the Tooloom Falls.

#### **ACTION:**

Council is currently liaising with RMS regarding design for a generic sign indicating Tooloom Falls in addition to a sign at the intersection indicating distance to the Falls. Jessica Gibbins has forwarded details to Stefan who will send designs to Council.

Ongoing.

### **4. PETER ALLEN FESTIVAL**

The Business Chamber of Commerce, Industry and Tourism has advised that in September 2018, it is proposed that Tenterfield will be holding the Peter Allen Festival which will involve temporary road closure of the New England Highway section between High Street and Manners Street for the purpose of holding a street parade and functions.

#### **ACTION:**

At the last LTC meeting, Council's Chief Operating Officer advised the Committee that a temporary detour using Logan and Pelham Streets may be achievable. Council will investigate to see if an alternate detour route for heavy vehicles can be achieved and will report back to the next LTC meeting.

Update was provided by Peter Petty. Stefan advised that a Road Occupancy Licence will need to be obtained through the online process. Details to be confirmed however the event is proposed to be between 9am – 4pm on 8th September 2017 and 9 September 2018. Council will need to provide a letter to RMS indemnifying RMS for road damage. Council will need to come up with alternate route and check that it can handle traffic. No need for change of priority of traffic flow, but needs to be included in risk assessment.

### **5. PARKING OF HEAVY VEHICLES, TENTERFIELD INDUSTRIAL ESTATE**

Council's Ranger advised previously that there are numerous heavy vehicles parking in the Tenterfield Industrial Estate.

#### **ACTION:**

- Council has approached RMS for a concrete truck parking area on the approach to Tenterfield to help support the trucking industry in our community.
- Letters were sent to trucking firms with responses collated and sent to RMS seeking support for the incorporation of a facility to both sides of the Tenterfield Heavy Vehicle Bypass Bypass and for the same to be included in the Bypass Project scope of works and total project costing.

Ongoing. Matter now in the hands of RMS.

**6. NEW ENGLAND HIGHWAY/ROUSE STREET, TENTERFIELD – SPEEDING ISSUE**

At the last LTC meeting, Council tabled the complaint from a local Motel Owner, Jumbuck Motor Inn concerning speed and noise from trucks that are traveling through town at night time. The motel owner has received complaints from people staying at the motel and that it is affecting business.

**ACTION:**

Council arranged traffic counters at the subject location and the data has been forwarded to RMS.

Stefan asked was the traffic count in 50km zone? If in 50km zone, 85<sup>th</sup> percentile is 53km/hr. Overall compliance appears good. Peter Petty said the 50km zone applies at southern end of town.

Enforcement is only solution – from counters you can determine the hours of day when high speeds and give such to the police.

**7. PELHAM STREET, TENTERFIELD – SPEED REDUCTION REQUEST**

At the last LTC meeting, Council tabled correspondence from the Tenterfield Golf Club concerning the safety of employees when maintaining the road reserve.

**ACTION:**

James Paynter and Stefan Wielibinski carried out an inspection after the LTC meeting. It was concluded that there will be no requirement to change speed signage. The issue will need to be dealt with as per any other section 138 and a TCP and TMP provided when these works are required as per the RMS requirements. This advice has been provided to the Tenterfield Golf Club.

No further action.

**8. BLACK SWAMP ROAD/BLACK SWAMP SCHOOL ROAD INTERSECTION**

Council previously received correspondence from a concerned resident from Black Swamp Road concerning lack of sight distance at this location.

**ACTION:**

It was recommended that Council clear some of the trees and erect a T-intersection sign if required at the intersection. James Paynter has advised that the T-Intersection sign has been erected and clearing works will be completed as soon as a backhoe is available.

No further action.

**9. AMOSFIELD ROAD/LISTON ROAD INTERSECTION**

Council previously received a complaint from a concerned resident about near misses mainly from cattle trucks travelling along Amosfield Road.

**ACTION:**

It was recommended that Council install a "Give Way Ahead" sign in addition to a "Give Way" sign at this location including linemarking in line with current standards.



---

James Paynter has advised that the signs have been erected.

No further action.

**10. SANDY FLAT ROAD/NEW ENGLAND HIGHWAY INTERSECTION**

Council was to investigate whether a T-Intersection sign is required in addition to the sight board at this intersection.

**ACTION:**

James Paynter advised that Sandy Flat Road has a T-Intersection sign at this location.

No Comments and no further action

**11. BRIDGES ON MOUNT LINDESAY ROAD**

Glen Lamb mentioned that some of the bridges on Mount Lindesay Road are obscured by vegetation such as small suckers.

**ACTION:**

James Paynter advised that some areas have been cleared, near Faggs Road and Jenners Creek. Other areas will be cleared as time permits over the next 12 months.

Council staff will check vegetation around Bookookoosarra & Wallaby Creek. Ongoing.

**GENERAL BUSINESS**

**1. MOUNT LINDESAY ROAD, LEGUME**

Council has received a request from Legume Progress Association requesting Council to install traffic counters in the village on Mount Lindsay Road in view of concerns raised about excessive traffic speed and for Council to remark the centre white dots/lines, along with the speed limits, on the road pavement to improve road safety for all users.

For discussion.

Traffic counters have been there for 2 weeks.

**2. BRYANS GAP ROAD, TENTERFIELD**

Council has received a request from a concerned resident requesting bitumen seal on Bryans Gap Road. (See attached request).

Discussion was held. There are two ways to get job funded;

1. Development consent condition;
2. S94 Plan contributions.

Response to be provided to Peter advising thanks but will be considered in the next round of budget submissions.

## **BUSINESS WITHOUT NOTICE**

### **1. 5 MINUTE PARKING AREA**

The question was asked if there was any chance of a "Patient Drop off Area" out the front of Tenterfield Medical Centre (Dr Mondal's) in Rouse Street, Tenterfield. Stefan (RMS) said the right signage is "No Parking" but other Councillors said there are issues with kerb height and access.

#### **ACTION:**

Andre advised that signage can be changed recognizing that patients would likely be provided assistance, otherwise more accessible access is provided in the adjacent cross street.

### **2. MOUNT MCKENZIE LINEMARKING REQUEST**

Councillor Gary Verri requesting line marking be reinstated on Mount McKenzie Road. Stefan Wielibinski mentioned that in some areas yellow line marking can be used particularly if snow falls.

#### **ACTION:**

Council to investigate if warrants line marking in line with guidelines.

### **3. CULLENDORE TURNOFF**

Glenn Lamb asked could someone from Engineering have a look at Cullendore turnoff to bitumen at Dick Bonners as shoulders are soft and bitumen is pushed down (issue compaction of shoulder)

#### **ACTION:**

Council's staff to check road/shoulder compaction and re-roll if need be.

### **4. MOUNT LINDESAY ROAD, BLACK SWAMP**

Mount Lindesay Road, near Black Swamp Road is breaking up – swampy bit an ongoing problem

#### **ACTION:**

Council's Engineering staff to investigate.

### **5. BEAURY CREEK BRIDGE UPDATE**

#### **ACTION:**

Install sign on Mount Lindesay Road advising drivers they can still go to Tooloom/Paddy Flat in view of long term.

**NEXT MEETING**

21 December 2017 at 10:00 am in the Council Chambers.

There being no further business the Mayor declared the meeting closed at 11:30 am.

.....  
Councillor Peter Petty  
Mayor/Chairperson

**(ITEM RC20/17) REPORTS OF COMMITTEES & DELEGATES - EXTRAORDINARY MEETING OF AUDIT & RISK COMMITTEE - 7 NOVEMBER 2017**

---

**REPORT BY:** Erika Bursford, Acting Governance Coordinator

An Extraordinary Meeting of the Audit & Risk Committee was held on Tuesday, 7 November 2017. The Minutes of the Meeting are attached.

**RECOMMENDATION**

That the Minutes of the Extraordinary Meeting of the Audit & Risk Committee held on 7 November 2017 be endorsed and adopted.

**ATTACHMENTS**

- 1 Minutes of the Extraordinary Meeting 2 Pages



**MINUTES OF  
EXTRAORDINARY MEETING  
AUDIT & RISK COMMITTEE  
TUESDAY, 7 NOVEMBER 2017**

MINUTES OF THE EXTRAORDINARY MEETING OF THE **Audit & Risk Committee** OF TENTERFIELD SHIRE held at the Tenterfield Shire Council Chamber on Tuesday, 7 November 2017 commencing at 9.00 am.

**ATTENDANCE**

Councillor Peter Petty (Mayor) - *Phone*  
Councillor Don Forbes (Deputy Mayor) - *Present*  
Mr Peter Scheville – Independent External Member  
- *Phone*  
Mr Geoff King – Independent External Member -  
*Phone*

Mr Andrew Page – Independent External Member -  
*Phone*

**ALSO IN ATTENDANCE**

Chief Corporate Officer (Kylie Smith) – *Phone*  
Governance Co-ordinator (Erica Busford) – *Present*  
Acting Finance Manager (Andrew Wright) - *Present*  
Executive Assistant & Media (Noelene Hyde) -  
*Present*

*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.*

**DISCLOSURE OF INTERESTS**

Nil.

**APOLOGIES**

Nil.

**(ITEM CEO13/17) DRAFT 2016/17 FINANCIAL STATEMENTS**

**SUMMARY**

The purpose of this report is to present to the Audit & Risk Advisory Committee the Draft 2016/17 Financial Statements for Tenterfield Shire Council and to subsequently refer the Financial Statements to Council.

**Resolved that the Audit & Risk Committee endorse the draft Annual Financial Statements for the year ended 30 June 2017 for recommendation to Council for subsequent approval to proceed to Audit.**

**(Peter Petty/Andrew Page)**

*Following endorsement of the draft Financial Statements and various questions, Committee members were requested to put their questions/suggestions to Acting Finance Manager Andrew Wright for action.*

*Independent External Member Mr Andrew Page left the meeting, the time being 9.28 am.*

There being no further business the Chairperson declared the meeting closed at 9.38 am.

.....  
Peter Scheville  
Chairperson

|                      |                                                    |
|----------------------|----------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                      |
| <b>Submitted by:</b> | Executive Assistant & Media                        |
| <b>Reference:</b>    | <b>ITEM RES10/17</b>                               |
| <b>Subject:</b>      | <b>Council Resolution Register - November 2017</b> |

|                                                               |                                                                                                                                                                    |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                    |
| <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>Delivery Plan Action:</b>                                  | Ensure that the performance of Council as an organisation complies with all statutory reporting guidelines and information is available to decision makers.        |
| <b>Operational Plan Action:</b>                               | Quarterly reporting of Council achievements against Operational Plan.                                                                                              |

### 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 November 2017.**

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

Prepared by staff member: Noelene Hyde, Executive Assistant & Media  
 Approved/Reviewed by Manager: Terry Dodds, Chief Executive  
 Department: Chief Executive Office  
 Attachments: **1** Attachment 4 (Booklet 2) - Resolution Register - November 2017 26 Pages