



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER
ORDINARY COUNCIL MEETING
WEDNESDAY, 20 DECEMBER 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, on **Wednesday, 20 December 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, 22 November 2017
- Extraordinary Council Meeting held on Wednesday, 29 November 2017

## 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**

- Item GOV99/17 – Water Usage Account – Account No 36962
- Item GOV100/17 – Water Usage Account – Account No 11874
- Item GOV101/17 – Water Usage Account – Account No 11965
- Item COM16/17 – Reseal Tender o4-17/18

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## **15. CONFIDENTIAL BUSINESS**

|                 |                                         |
|-----------------|-----------------------------------------|
| (ITEM GOV99/17) | WATER USAGE ACCOUNT - ACCOUNT NO. 36962 |
|-----------------|-----------------------------------------|

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (a) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals.

|                  |                                         |
|------------------|-----------------------------------------|
| (ITEM GOV100/17) | WATER USAGE ACCOUNT - ACCOUNT NO. 11874 |
|------------------|-----------------------------------------|

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (a) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals.

|                  |                                         |
|------------------|-----------------------------------------|
| (ITEM GOV101/17) | WATER USAGE ACCOUNT - ACCOUNT NO. 11965 |
|------------------|-----------------------------------------|

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (a) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals.

(ITEM COM16/17) RESEAL TENDER 04-17/18

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

**16. MEETING CLOSED**



|                      |                                                            |
|----------------------|------------------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b>        |
| <b>Submitted by:</b> | Manager Property & Environmental Services                  |
| <b>Reference:</b>    | <b>ITEM COM15/17</b>                                       |
| <b>Subject:</b>      | <b>Parks, Gardens &amp; Open Spaces Advisory Committee</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>                                          | Maintain strong relationships with all levels of Government and proactively seek involvement in decision making impacting our Shire and the New England Northwest Region. |
| <b>Delivery Plan Action:</b>                                  | Provide sound and inclusive decisions using the Community Engagement Strategy to guide our interactions.                                                                  |
| <b>Operational Plan Action:</b>                               | Comply with the regulatory and legislative requirements of Councils as outlined by the Office of Local Government and other bodies.                                       |

## SUMMARY

This purpose of this report is to provide Council with an update on the committee and to consider recommended changes to the Committee Register.

## OFFICER'S RECOMMENDATION:

### That Council approve:

- (1) Increase the community representative membership from seven (7) to ten (10).**
- (2) For the next twelve (12) calendar months that the committee meet on a quarterly basis.**
- (3) That the committee meeting day each quarter be on a Thursday with the date of the quarterly month to be determined by forthcoming Council/Committee meeting calendar 2018.**
- (4) Re-advertise in "Your Local News" for the vacant community positions for the villages of Drake and Jennings during January 2018 as approved above.**
- (5) That delegated authority be granted to the Chief Executive to endorse those subsequent nominations.**

## BACKGROUND

The Council meeting of 25 October 2017 under Resolution 224/17 Council approved the following:

### **Resolved** that Council:

- (1) Endorse the nominations received from Ms Margaret Dowe and Ms Sue Jurd as community members of the Arts and Culture Advisory Committee and that these nominees be advised accordingly.*

Our Community No. 15 Cont...

- (2) *Endorse the nominations received from Mr Jeff McKillop, Mr Stephen Goldthorpe, Mr Glen Lamb, Ms Jan Evans, Ms Lexie Kemp and Ms Kerrie Andrew as community members of the Parks, Gardens and Open Spaces Advisory Committee and that these nominees be advised accordingly.*
- (3) *Re-advertise for Expressions of Interest to fill the remaining community member vacancies on the Parks, Gardens and Open Spaces Advisory Committee and that delegated authority be granted to the Chief Executive to endorse those subsequent nominations.*

Re-advertising for the remaining community representative position on the Parks, Gardens and Open Spaces Advisory Committee was undertaken and closed at 4:30pm on Monday 27 November 2017 with two (2) members of the community nominating for the one position.

#### **REPORT:**

On Tuesday 5 December 2017 the first meeting of the Parks, Gardens and Open Spaces Advisory Committee was conducted. Both of the new nominees, being Ms Colleen Knight and Mr Tom Short were invited to attend the meeting.

The committee discussed the Committee Register 1.10 (Attachment 1 (Booklet 1) which defines the Committee's Function, Meetings and Membership.

The committee noted that there were no community representatives from Drake or Jennings and requested that the membership be increased so that the two new nominations could remain on the committee and this would provide a position each for Drake and Jennings.

Following discussions, the committee's consensus requested that the following amendments to the register be put to Council for consideration and approval:

That Council:

1. Increase the community representative membership from seven (7) to ten (10).
2. For the next twelve (12) calendar months that the committee meet on a quarterly basis.
3. That the committee meeting day each quarter be on a Thursday with the date of the quarterly month to be determined by forthcoming Council/Committee meeting calendar.
4. Re-advertise in "Your Local News" for the vacant community positions for the villages of Drake and Jennings during January 2018 as approved above.
5. That delegated authority be granted to the Chief Executive to endorse those subsequent nominations.

#### **COUNCIL IMPLICATIONS:**

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

Community forums are an integral part of Council's community engagement and communication functions.

Our Community No. 15 Cont...

The endorsement of those nominations received from community members for the Parks, Gardens and Open Spaces Committee and the Arts and Culture Advisory Committee will provide an improved level of engagement with the community through a more flexible approach to community input.

## **2. Policy and Regulation**

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

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

Basic administrative support to the committee will be absorbed in the existing Council administration budget however, any additional support will need to be costed and a separate cost centre established.

## **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:     | David Stewart, Manager Property & Environmental Services                                              |                  |
| Approved/Reviewed by Manager: | Andre Kompler, Chief Operating Officer                                                                |                  |
| Department:                   | Infrastructure, Environment & Regulation                                                              |                  |
| Attachments:                  | <b>1</b> Attachment 1 (Booklet 1) - Draft Committee Register - Parks, Gardens & Open Spaces Committee | <b>1</b><br>Page |

|                      |                                                                                              |
|----------------------|----------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b>                                          |
| <b>Submitted by:</b> | Engineering Admin Officer                                                                    |
| <b>Reference:</b>    | <b>ITEM ECO34/17</b>                                                                         |
| <b>Subject:</b>      | <b>November 2017 Infrastructure, Engineering, Planning and Environmental Services Update</b> |

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

|                                 |                                                                                                                                                                    |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>                | <b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan. |
| <b>CSP Strategy:</b>            | Council continually reviews its service provision to ensure best possible outcomes for the community.                                                              |
| <b>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 November 2017 Operations progress update.**

#### **BACKGROUND**

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

#### **REPORT:**

### **1. Roads & Bridges**

#### **General Information**

- The sidetrack for the failed bridge over Beaury Creek, on Tooloom Road, is expected to be completed and ready for traffic on Tuesday, 12 December 2017. The side track will remain unsealed until the 20 December 2017, when Council will apply a two coat cold emulsion seal.

Our Economy No. 34 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. Focus will be put on our pavement repairs of reseal areas over the next two months, ready for reseals in the summer.

#### **Bridge Works**

- Replacement of the running boards has occurred on a small bridge on Paddy's Flat Road South, adjacent to the where the Bruxner Road intersects with Paddy's Flat Road.



- Works have been diverted from the Boonoo Boonoo Bridge on Mt Lindesay Road to the Paddy's Flat Road Bridge. Works replacing the center running boards, some decking boards and the tightening together of all the bridge members to girders of decking boards and running boards is expected to commence mid to late January on Boonoo Boonoo Bridge.

Our Economy No. 34 Cont...

## **Local Roads**

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

- During the first half of 2018 a review of maintenance grading practices will be undertaken. This review will include our operators and other stakeholders to determine best practice and value for money for grading maintenance regime.
- The following maintenance grading is being undertaken and planned for December 2017 -
  - Central Grader - Bungulla Road and Koch's Road (resheet).
  - Northern Grader - Beaury Creek Road and Tooloom Falls Road. Planning on some minor remediation work to Martins Road if resources and time allow before Christmas.
  - Western Grader - Bluff River Road and Pyes Creek Road
  - Eastern Grader - Billirimba Road and Daisy Mount Road.
  - Backhoe Crew - The backhoe is working with the grader crew on Billirimba Road. From here the backhoe will go to Undercliffe Falls and Rivertree Roads. This backhoe has been doing drainage for over 12 months now and Council is beginning to reap the benefits of this work with effective drainage on those roads that have been worked on.

### **Gravel sheeting**

- Nutshell Road has had necessary drainage, clearing and gravel resheeting completed.



Our Economy No. 34 Cont...

### **Bridges and Causeways**

#### Major Bridge Components Replacements

- Correlation of data from investigations and planning continue based on recent bridge reports completed. It is anticipated to commence works in the new calendar year.

### **Flood Damage 2017**

- Both Council's claim submissions from the 12 March 2017 and 28 March 2017 NDRRA events have been assessed by RMS. Council is currently reviewing the RMS assessment, with a view to seek clarification of how the submission has been evaluated.
- RMS have assured Council that the time frame for completion of works will be two years from the time of the event.

### **Town Streets**

- Scott Street Footpath works is progressing. Our crew have had a week away attending to Paddy's Flat Bridge replacement of running boards.



## **2. Asset Management**

- Work has commenced on a review of the asset registers, condition reports, and the replacement and maintenance programs relative to current and projected budgets.

## Our Economy No. 34 Cont...

This will provide a basis for determining the priorities for asset renewal projects in the 2018/19 budget. In addition, it will inform the development of Council's long-term asset management and replacement program.

The review will focus initially on the overall aspects of asset management;

- Is the program realistic and achievable?
- How does the program align with available budgets?
- Can the program be improved by adjusting programs within the budget?
- Do we have the right balance between capital and maintenance budgets?
- Do the proposed replacement solutions provide the best value for money?

### **3. Water & Waste Services**

#### **Capital Projects Update**

##### **Tenterfield Creek Dam Safety Upgrade – Project Report, November 2017**

The month of November saw the mobilisation of the Contractor, Leed Engineering and Construction Pty Ltd, to site in the first week of November 2017.

#### **Schedule**

- Construction progress has been steady and despite 2 days of delay due to the effects of rain, progress is ahead of schedule with current estimated completion being 29th June 2018 against the contractual date of the 9th July 2018 current.

#### **Quality**

- A project quality audit done was undertaken in conjunction with the contractor, the first in their system for this Project, and included site safety and site environmental areas.

#### **Safety**

- There was one safety incident this month, the breakage of a site sewer pipe which was not identified on the site information provided to the Contractor.

#### **Environmental**

- There were no environmental incidents for the month of November.

#### **Construction**

- Key construction activities included the excavation of the left-hand abutment for mass concrete works is completed and the installation of the dental concrete is underway. Work on the right-hand abutment includes cleaning and minor earthworks at the upper end of the wall. This work is anticipated to be completed next month.



## Our Economy No. 34 Cont...

The excavation for the valve house extension is underway and is due for completion in December. The contractor plans to install the valve house slab and the outlet pipework by the December break. This will be reflected in the next construction schedule update.

**Sewer Main Extensions & Upgrading**

- Sewer extension Simpson to Logan Street has progressed with appointment of Contractor to fulfill these works, expected to commence early in the New Year.
- Relining works is continuing with works undertaken in late November 2017 by Council's Contractor Pipe-line.

Our Economy No. 34 Cont...



- Provision of new septic dump point at the showgrounds by Council Staff.



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

- Replacement of problematic pipe has been carried out in Petrie Street Tenterfield by Council staff.



Our Economy No. 34 Cont...

### **Community Recycling Centre**

- Council is currently awaiting advice from the EPA confirming dates for the formal opening of the newly revamped Tenterfield Transfer Station. Additional safety enhancements have been completed with the installation of on car blocks.



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

- Work is nearing completion for the awnings and concrete pads at Liston & Legume Transfer Stations for necessary shelter/shade for the operators.



### **Shirley Park Bore Restoration**

- Bore system at Shirley Park is under investigation, with quotations for installation of electrical control system.

### **Tenterfield Flood Warning System**

- Investigations are continuing for the potential upgrade or replacement of the existing inoperable flood warning system with some initial quotations received.

Our Economy No. 34 Cont...



### **Operations and Maintenance**

#### **Urbenville Water Treatment Plant**

- Investigations are continuing with some initial quotations received awaiting further quotations from pump suppliers for the work.



#### **Boonoo Boonoo Landfill**

- Investigations are continuing for future planning including the provision of a site and waste management strategy and landfill extension at Boonoo Boonoo.



Our Economy No. 34 Cont...

### **Torrington Landfill**

- Site inspection where undertaken at Torrington landfill to assess the condition and risk associated with conversion to a waste transfer station.



## **4. Environmental Services Operations**

### **Weed Control**

- Ragweed – Rivertree Road.
- Giant Parramatta Grass –Roadside spray Billirimba Road from Daisy Mount Road to Rocky River Road. 14 km of Upper Rocky River Road from Rocky River Road including Rocky River Road where required.
- Blackberry - Long Gully Road, Rosemount Road, Branch Creek Bridge.
- Hemlock – Geyers Road Bridge and Tarban Road crossing.
- St John's Wort – Rifle Range Road and East Street, Tenterfield.
- Serrated Tussock – Bruxner Way.

### **Council Lands Sprayed**

- Sunnyside Loop Road Transfer Station and Tenterfield Pound.
- Tenterfield Aerodrome.
- Stannum Cemetery.
- Tenterfield Town streets, gutters, road verges and culverts.
- Old Arsenic mine in Jennings for privet, blackberry and wild passionfruit vine.
- Council Block in Simpson Street for blackberry and love grass.

### **Inspections**

- Private Property Inspections – Tabulam Area along the Clarence and Rocky River Roads.
- Aerial inspections for Water Hyacinth and Water Lettuce were conducted along rivers and waterways from Mingoola to Mungindi in a joint operation with NSW DPI, QLD DPI, Tenterfield Shire Council, Inverell Shire Council, Moree Plains Shire Council, Goondiwindi Shire Council, Northern Tablelands LLS and the Northwest LLS. These inspections found no Water Hyacinth or Water Lettuce present.

Our Economy No. 34 Cont...

### **Training, Meetings and other**

- One (1) Staff meeting & two (2) Toolbox meetings.
- Attended a Weeds Officer Meeting held in Tamworth.
- Attended a cross border meeting, held in Texas, with NSW DPI, QLD DPI, Tenterfield Shire Council, Inverell Shire Council, Moree Plains Shire Council, Goondiwindi Shire Council, Northern Tablelands LLS and the Northwest LLS to discuss aerial inspections for Water Hyacinth and Water Lettuce.
- The New Weeds program was installed to capture weed data and weed mapping for the Biosecurity Information System (BIS), making Tenterfield Shire Council BIS compliant.

### **Saleyards**

| <b>Cattle numbers for November 2017 – Prime &amp; Private Weighing</b> |           |                |
|------------------------------------------------------------------------|-----------|----------------|
| <b>Total</b>                                                           | 1124 Head | \$1,234,681.90 |

- Cleaned selling pens & general Saleyards maintenance including mowing, spraying and repairs to water troughs and canteen.
- Computer updates – Livestock Exchange.
- Cleaned out three (3) holding pens, cleaned out and re-graveled twenty-eight (28) selling pens and commenced maintenance on another ten (10) selling pens.
- Progression with Truck Wash project.
- Replaced timber rails - total ninety-nine (99) pens completed.

### **Parks & Gardens**

- Installation of power for Fairy Lighting on Trees in Bruxner Park commenced.
- General maintenance, inspections and repairs to Tenterfield Town streets, footpaths, road verges, parks and gardens.

### **Cemetery**

- There was one (1) funeral in Tenterfield.

### **Companion Animal Activities**

- Five (5) dogs and thirteen (13) cats were impounded.
- There were zero (0) dogs and zero (0) cats surrendered.
- There were three (3) dogs rehomed.
- There were two (2) dogs and thirteen (13) cats' euthanised.
- There were three (3) dogs picked up and returned to their owners without being impounded.

### **Registration**

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

Our Economy No. 34 Cont...

### **Barking/Nuisance Dogs**

- One (1) barking dog complaint received in Tenterfield and is still under investigation.

### **Illegal Dumping**

- Investigations into two (2) illegal dumping's along Amosfield Road, Ruby Creek, 1 has been finalised.

### **Impounding Vehicle**

- Two (2) motor vehicles impounded and disposal has now been finalised.

### **Untidy/Unhealthy Premises**

- Investigated two (2) overgrown lots in Urbenville and still ongoing.

### **Ranger Patrols**

- Patrols within loading, bus and school zones in addition to timed parking and disabled parking zones.
- 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.
- Numerous rabbit complaints around town area.
- Investigations of miscellaneous complaints.

## **5. Engineering and Fleet**

### **Engineering**

- Issued eighteen (18) Permits, issued under Section 138 of the Roads Act, two (2) for telecommunications works, one (1) sent to RMS for concurrence.
- Issued eight (8) new Rural Address Numbers, one (1) Urban Street number.
- Consulted and liaised with Crown Lands Department on various road matters.
- General road queries, address queries, road closures, works matters.
- Updates continue to be communicated via MyRoadInfo for scheduled road works and closures due to road events & rainfall.

## Our Economy No. 34 Cont...

- Commenced Land Acquisitions process for Mount Lindesay Road Realignment Projects. Negotiations have commenced with property owners.
- Granite Lane sign has been received and will be erected December 2017.
- Jessica Gibbins and David Stewart attended Native Title Training at Tamworth regarding changes to the Native Title and the Crown Land Management Act commencing 2018.

**Fleet**

- Ongoing mechanical support and repairs to Rural Fire Service (RFS) vehicles and equipment continued throughout the period. Council's Fleet department is working closely with the RFS to implement a record keeping system that allows both parties to monitor the servicing requirements of the RFS fleet. Audit and cross-reference capabilities are key requirements within the system to insure compliance with maintenance schedules. Work is ongoing on this project.
- The delivery of "Unit 137 – Float Trailer" has been delayed due to some minor WHS concerns regarding the physical removal and storage of the spare wheels from their stowed location atop the 'gooseneck'. The Fleet department are working with the supplier to find a suitable solution. Due to the delay, the Fleet department has requested delivery and induction be postponed until after the Christmas break and has now been scheduled for the 17<sup>th</sup> January 2018. The Supplier has agreed to Council's request and will plate the new trailer as a 2018 model in line with its delivery.
- Council's RMS authorised inspection station has continued to see high numbers of registration inspections, blue slip inspections and adjustment of records to the general public. Providing a much valued service to the community.

The Roads and Maritime Services have recently relaxed the regulatory requirements for Taxi inspections. With this change Council's authorised inspection station can now inspect every vehicle type currently registered on NSW roads including Cranes. This is the only authorised inspection station in the local government area with this broad scope of accreditation.

- Quotations were sort for the replacement of unit 260 – Single Reel, utility mounted, noxious weed spray unit. This unit's replacement is in-line with Council's Fleet Asset Management Plan. An order, with a local supplier, is scheduled to be placed early December for supply in the New Year.
- Fabrication of a sign rack was undertaken to enable Council's signage stock and altered-conditions signage assets to be stored to better facilitate stock control. Two further racks will be manufactured and signage catalogued in the New Year.



## Our Economy No. 34 Cont...



- Service of Council fleet assets both in house and on site throughout the Shire are ongoing, including mechanical and technical support to all departments.
- Fleet registrations were renewed prior to Council's common expiry 25<sup>th</sup> November, this consisted of 98 vehicles.
- All Tenterfield based "backup" generators have been checked, operated and tested ahead of the Christmas period. These generators range from 35Kva to 600Kva capacity and are located at several critical locations to provide power in the event of supply interruptions. Council currently maintains 9 generators in total.

**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

Our Economy No. 34 Cont...

**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> | Acting Manager Water & Waste                                       |
| <b>Reference:</b>    | <b>ITEM ECO35/17</b>                                               |
| <b>Subject:</b>      | <b>Improve Council's Ability to Work Effectively at Lower Cost</b> |

|                                                               |                                                                                                                                             |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                             |
| <b>CSP Goal:</b>                                              | <b>Environment</b> - ENVO 11 - Secure, sustainable and environmentally sound infrastructure and services underpin Council service delivery. |
| <b>CSP Strategy:</b>                                          | Water is used carefully in Council's buildings, parks, sporting grounds and daily operations.                                               |
| <b>Delivery Plan Action:</b>                                  | Ensure effective and efficient delivery of water services in accordance with existing service levels.                                       |
| <b>Operational Plan Action:</b>                               | Valve Renewal Program – Tenterfield.                                                                                                        |

## SUMMARY

The purpose of this report is to improve the efficiency and effectiveness of maintaining Council infrastructure.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Approves the capital purchase of a pressure washer/ vacuum pump/ hydraulic valve exerciser trailer combination; and**
- (2) Authorise \$45,000 reallocation from current capex budget item- Tenterfield Water Mains Replacement (#7484 505) to fund this capital purchase.**

## BACKGROUND

Council was recently given a field demonstration of a Wachs Standard LX Diesel Valve Trailer System. It comprised three key components used in water pipeline and valve maintenance mounted on a single-axle trailer with a diesel power pack:

1. Pressure washer (jetter)
2. Vacuum pump
3. Hydraulic valve exerciser

The new units normally retails at \$116,000 (ex GST) but the company is looking to sell their current demonstration system for \$40,600 (plus freight). This presents an excellent opportunity for Council to obtain a valuable suite of maintenance equipment at a 65% discount. The agent has also offered to replace several of the hoses as part of the deal.

## REPORT:

1. Council has a water pressure washer (a jetter) which is heavily relied upon as a principal tool used in cleaning water mains and sewer blockages in pipelines. If it fails, there is no locally available replacement for purchase or hire.

## Our Economy No. 35 Cont...

Having a backup pressure washer available would clearly not only save time as well as be a valuable asset but also represents sound business risk management practice.

2. Council does not have a vacuum pump, and has had to hire one in from outside the Shire at considerable expense whenever it needs one;
  - It is becoming increasingly necessary to use a vacuum pump to excavate around sensitive coaxial cables, where mechanical digging machines and hand shovels are too risky. The cost of repairing breakages of these cables is exceptionally expensive.
  - Regular cleaning of drains, pipelines, etc. is made far easier and less risky using a vacuum pump
  - Regular cleaning of pumping stations (especially removal of accumulated grit) is necessary
  - Recently Council had to hire a vacuum pump (a) to empty the contents of the anoxic tank and (b) the mixing tank at the sewage treatment works.
3. Council does not have a hydraulic valve exerciser, which is also very useful for rehabilitating old and /or very tight valves. Each valve that can be rehabilitated avoids the cost of digging up and replacing valves, costing some \$5,000 each time. A regular program of manual valve exercising (i.e. opening and closing of the valves as a means for mitigating valve inoperability when valves need to be opened manually at short notice) has not proven to be practical in the Shire, because of limited staff availability.
4. Purchase individual units over time and several budgets is not financially sensible – Stand-alone valve exerciser unit is \$29,370 and Vacuum pump unit is \$97,200

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

Nil.

**2. Policy and Regulation**

Nil.

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

Involves reallocation of existing budget items, no change to annual budget amount.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

Our Economy No. 35 Cont...

**7. Performance Measures**

The equipment recommended will improve Council's ability to more effectively and efficiently support its valve replacement program.

**8. Project Management**

This report does not deal with a major project.

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

Prepared by staff member: Malcolm Jones, Acting Manager Water & Waste  
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 ENV28/17</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 **November 2017**. The data herein is also provided to the Australian Bureau of Statistics (ABS) for development monitoring purposes.

## REPORT:

### APPLICATIONS LODGED WITH COUNCIL IN NOVEMBER 2017

| App No.      | Lodged    | Applicant                          | Lot/Sec/DP  | Location                             | Development                                 |
|--------------|-----------|------------------------------------|-------------|--------------------------------------|---------------------------------------------|
| DA 2017.118  | 01-Nov-17 | HOLLEY Bradley                     | 1/1068008   | 999 New England Highway, Tenterfield | Extension & Alteration to Existing Dwelling |
| DA 2017.119  | 09-Nov-17 | DJL Consolidated Pty Ltd (Irving)  | D/10237     | 57 Molesworth Street, Tenterfield    | Shed                                        |
| DA 2017.120  | 14-Nov-17 | GOLDSMITH Glen Lance               | 13/77758959 | 22 Scott Street, Tenterfield         | Change of Use Shed to Dwelling              |
| DA 2017.121  | 22-Nov-17 | RUTHERFORD Ruth                    | 5/1/57797   | 176 Cowper Street, Tenterfield       | Garage/Carport                              |
| CDC 2017.122 | 24-Nov-17 | SULLIVAN Peter (Cairns)            | 21/1232223  | 160 Pelham Street, Tenterfield       | Garage                                      |
| DA 2017.123  | 22-Nov-17 | DJL Building Group Pty Ltd (Lyons) | 1/1155323   | Riley Street, Tenterfield            | Mechanical Workshop                         |

## Our Environment No. 28 Cont...

|                 |           |                                         |                  |                                 |                              |
|-----------------|-----------|-----------------------------------------|------------------|---------------------------------|------------------------------|
| CDC<br>2017.124 | 24-Nov-17 | Wes Smith Building<br>Pty Ltd (Lock)    | 1192/123410<br>1 | Amosfield Road,<br>Liston       | Dwelling & Shed              |
| CDC<br>2017.125 | 24-Nov-17 | Wes Smith Building<br>Pty Ltd (Everett) | 20/846217        | Bryans Gap Road,<br>Tenterfield | Dwelling                     |
| DA<br>2017.126  | 24-Nov-17 | Tenterfield Surveys<br>(Westblade)      | 2/808426         | East Street, Tenterfield        | Three (3) Lot<br>Subdivision |
| DA<br>2017.127  | 27-Nov-17 | WOLVERSON<br>Christina                  | 31/1175097       | Bellevue Road,<br>Tenterfield   | Dwelling, Carport &<br>Shed  |
| DA<br>2017.128  | 30-Nov-17 | Tenterfield Surveys<br>(Hines)          | 120/5223         | Lee Street, Tenterfield         | Two (2) Lot Subdivision      |

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

| App<br>No.      | Lodged    | Date of<br>Approval | No.<br>of<br>Days | Applicant                                              | Lot/<br>Sec/<br>DP | Locality                                          | Description of<br>Development                 |
|-----------------|-----------|---------------------|-------------------|--------------------------------------------------------|--------------------|---------------------------------------------------|-----------------------------------------------|
| DA<br>2017.094  | 22-Sep-17 | 10-Nov-17           | 50<br>Days        | TYACKE Lana                                            | 6 &<br>106/751504  | 1844 Bruxner<br>Way,<br>Tenterfield<br>(Woodside) | Two (2) Lot<br>Boundary<br>Adjustment         |
| DA<br>2017.103  | 05-Sep-17 | 14-Nov-17           | 41<br>Days        | Tenterfield<br>Surveys<br>(Lake)                       | 5/236737           | Schroders<br>Road,<br>Tenterfield                 | Three (3) Lot<br>Subdivision                  |
| DA<br>2017.107  | 12-Oct-17 | 13-Nov-17           | 19<br>Days        | MORTON<br>Richard<br>(Tolley &<br>Schroder)            | 4/63/<br>758959    | 146 East<br>Street,<br>Tenterfield                | Garage                                        |
| DA<br>2017.108  | 16-Oct-17 | 9-Nov-17            | 25<br>Days        | POLLARD<br>Thomas                                      | 4/1129603          | 170 Mount<br>McKenzie<br>Road,<br>Tenterfield     | Dwelling & Shed                               |
| DA<br>2017.109  | 16-Oct-17 | 2-Nov-17            | 18<br>Days        | ZANNES<br>Peter                                        | 2/631792           | 189 Pelham<br>Street,<br>Tenterfield              | Enclosure of Two<br>(2) Existing<br>Verandahs |
| DA<br>2017.110  | 19-Oct-17 | 2-Nov-17            | 15<br>Days        | SMITH Mark                                             | 14/1153064         | 251 East<br>Street,<br>Tenterfield                | Dwelling & Shed                               |
| DA<br>2017.112  | 24-Oct-17 | 14-Nov-17           | 22<br>Days        | LAVERY John<br>& Margaret                              | 3/9/758959         | 113 Rouse<br>Street,<br>Tenterfield               | Shed                                          |
| DA<br>2017.116  | 26-Oct-17 | 23-Nov-17           | 29<br>Days        | DJL<br>Consolidated<br>Pty Ltd<br>(McDonald)           | 12/541392          | 25 Douglas<br>Street,<br>Tenterfield              | Shed                                          |
| DA<br>2017.117  | 31-Oct-17 | 22-Nov-17           | 23<br>Days        | Tenterfield<br>Hardware &<br>Gardens<br>(Geoffrey Nye) | 1/782261           | 347 Rouse<br>Street,<br>Tenterfield               | Pergola                                       |
| DA<br>2017.119  | 09-Nov-17 | 24-Nov-17           | 16<br>Days        | DJL<br>Consolidated<br>Pty Ltd (Irving)                | D/10237            | 57 Molesworth<br>Street,<br>Tenterfield           | Shed                                          |
| CDC<br>2017.122 | 24-Nov-17 | 30-Nov-17           | 8<br>Days         | SULLIVAN<br>Peter                                      | 21/1232223         | 160 Pelham<br>Street,<br>Tenterfield              | Garage                                        |

Our Environment No. 28 Cont...

**APPLICATIONS CURRENTLY OUTSTANDING (AS AT 7 DECEMBER 2017)**

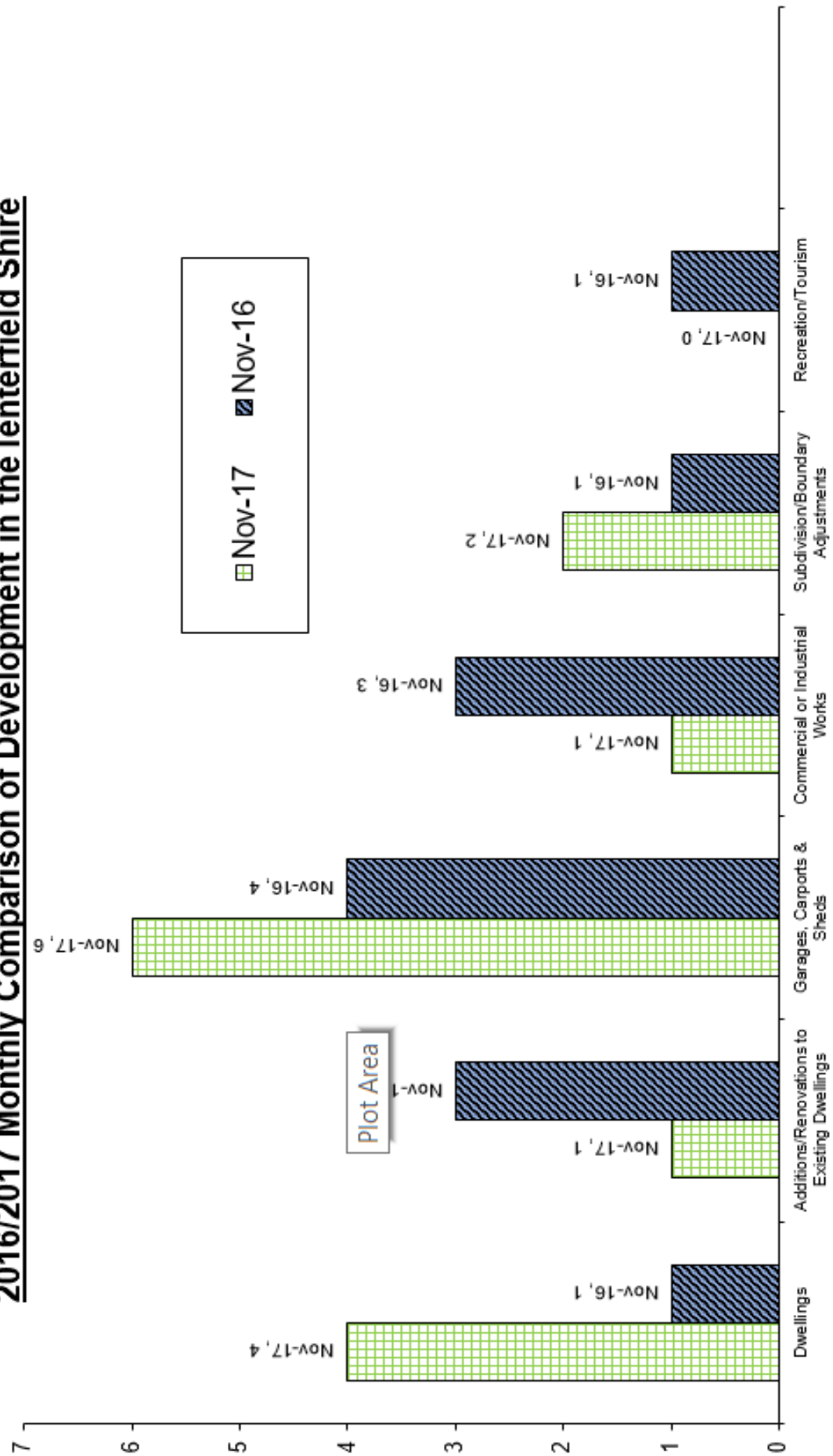
| DA No. | Lodged    | Status of Application/Comment                            | Applicant                                     | Location                       | Proposed Development                                                         |
|--------|-----------|----------------------------------------------------------|-----------------------------------------------|--------------------------------|------------------------------------------------------------------------------|
| 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 |                                               |                                |                                                                              |
| 17.102 | 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                       |                                               |                                |                                                                              |
| 17.118 | 01-Nov-17 | Information Required from Applicant                      | HOLLEY Brad                                   | 999 New England Hwy, T'field   | Extension & Alteration to Existing Dwelling                                  |
|        |           | Insufficient Information provided to complete assessment |                                               |                                |                                                                              |
| 17.120 | 14-Nov-17 | Under Assessment                                         | GOLDSMITH Glen                                | 22 Scott St, T'field           | Change of Use Shed to Dwelling                                               |
| 17.121 | 22-Nov-17 | Under Assessment                                         | RUTHERFORD Ruth                               | 176 Cowper St, T'field         | Garage/Carport                                                               |
| 17.123 | 22-Nov-17 | Under Assessment                                         | DJL Building Group Pty Ltd (Lyons)            | Riley St, T'field              | Mechanical Workshop                                                          |
| 17.126 | 24-Nov-17 | Under Assessment                                         | Tenterfield Surveys (Fox Street Property P/L) | East St, T'field               | Three (3) Lot Subdivision                                                    |
| 17.127 | 27-Nov-17 | Under Assessment                                         | WOLVERSON Christina                           | Bellevue Rd, T'field           | Dwelling, Carport & Shed                                                     |
| 17.128 | 30-Nov-17 | Awaiting Recommendation from RFS                         | Tenterfield Surveys (Hines)                   | Lee St, T'field                | Two (2) Lot Subdivision                                                      |
|        |           | All Council requirements completed                       |                                               |                                |                                                                              |



Our Environment No. 28 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. 4<br>Value \$880,480.00   | 1<br>\$18,900.00                                   | 6<br>\$131,514.00            | 1<br>\$450,000.00                 | 2<br>\$0.00 | 0<br>\$0.00            | 14<br>\$1,480,894.00      | 13<br>\$391,690.00        |  |  |
| Dec-17                              | No.<br>Value                  |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 10<br>\$930,366.00        |  |  |
| Jan-18                              | No.<br>Value                  |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 8<br>\$1,605,823.00       |  |  |
| Feb-18                              | No.<br>Value                  |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 19<br>\$1,439,127.00      |  |  |
| Mar-18                              | No.<br>Value                  |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 17<br>\$595,287.00        |  |  |
| Apr-18                              | No.<br>Value                  |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 8<br>\$3,976,300.00       |  |  |
| May-18                              | No.<br>Value                  |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 7<br>\$446,300.00         |  |  |
| Jun-18                              | No.<br>Value                  |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 12<br>\$987,851.00        |  |  |
| No. (Year to Date)                  | 19                            | 6                                                  | 21                           | 8                                 | 11          | 3                      | 68                        | 135                       |  |  |
| FY 17/18 Total Value (Year to Date) | \$4,736,965.00                | \$145,900.00                                       | \$617,028.00                 | \$633,500.00                      | \$0.00      | \$31,900.00            | \$6,165,293.00            | \$13,423,025.00           |  |  |
| 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            |                           |                           |  |  |

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



Our Environment No. 28 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 ENV29/17</b>                                                      |
| <b>Subject:</b>      | <b>Removal of Section 88B Restriction - Tenterfield Industrial Estate</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 seek Council's resolution to remove a restriction currently in place in regard to vehicular access to particular lots within Council's industrial estate. Since the time of development consent being issued for the subdivision and subsequent registration of the plan, a number of changes in traffic activity and restrictions have been implemented, meaning that the former restriction is no longer required. The removal of the restriction will allow for development of the remaining vacant lot affected and result in a more efficient and orderly use and development of the land.

## OFFICER'S RECOMMENDATION:

**That Council remove Terms of Restriction on the use of land numbered 3 in the Plan (DP 1155323) which state;**

- a. A motor vehicle to which this restriction applies must only enter a burdened lot from Western Street and must only exit from that lot to a street other than Western Street.**
- b. This restriction applies to motor vehicles having a carrying capacity of more than three tonnes.**

## BACKGROUND

Development Application 2007.109 for the subdivision of land fronting Riley and Western Boundary Streets was approved by Council subject to conditions on 4 August 2008.

Upon registration of the final plan of subdivision, a Section 88B Instrument was created which set out a number of easements and restrictions applicable to the land. A copy of the 88B instrument is included at Attachment 2 (Booklet 1). It is not intended to vary any other components of the 88B instrument.

Our Environment No. 29 Cont...

At the time of assessment of the DA for the subdivision, concerns were raised in relation to the potential impact that heavy traffic may have on residential premises in Riley Street. The measures implemented at the time, were to place restrictions on the use of the land as identified in the 88B instrument. Since this time, load limits and traffic calming measures (blisters at the entrance to the industrial estate) have been implemented which mean that no heavy vehicles enter or exit the industrial estate via Riley Street. Instead all heavy vehicles enter and exit from the New England Highway via Western Boundary Street.

#### **REPORT:**

The restriction has the effect of limiting the development potential for the remaining vacant lot 2 by imposing a restriction which requires access to the lot only from Western Boundary Street and exit via either Riley St or Banksia Drive. Council is in receipt of a Development Application which proposes to gain access off Riley Street.

#### **COUNCIL IMPLICATIONS:**

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

No community consultation required.

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

- There are no policy implications as a result of the recommendation.

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

Removal of the 88B restriction requires a legal variation to the instrument, with a small cost of approximately \$550.00.

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

No implications.

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

No implications.

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

No implications. The process is a simple matter of removing the restriction through Council's solicitor.

##### **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:                  | <b>1</b> Attachment 2 (Booklet 1) - 88B Instrument | <b>4</b> Pages |

|                      |                                                         |
|----------------------|---------------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>            |
| <b>Submitted by:</b> | Governance Coordinator                                  |
| <b>Reference:</b>    | <b>ITEM GOV92/17</b>                                    |
| <b>Subject:</b>      | <b>November 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 November 2017 Service Update Report.**

## BACKGROUND

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

## REPORT:

### 1. Community Development

#### Tenterfield in Touch

Tenterfield in Touch currently has 393 subscribers, and continues to be sent out weekly.

#### Drug and Alcohol Support – The Tenterfield Community Hub

Meeting held Wednesday 29 November 2017 at 1.00 pm. Hosted by Deborah Lions from the Hub. Attended by representatives from Armajun Health Service Aboriginal Corporation Inverell, TSDC and Gordana Sommer (Community Development).

The meeting was initiated specifically to raise awareness and seek further assistance in implementing an "Emergency Detox Bed" in the Tenterfield Hospital. Jenny from Armajun, relayed as the most experienced person offering this support to Inverell, that it would not be of benefit as there needs to be an ongoing process from detoxing a client to rehabilitation.

Tenterfield does not have facilities for transportation or accommodation for a person presenting with a drug or alcohol condition. Need to engage a physician that will admit a patient and administer appropriate medication and refer to counselling.

Our Governance No. 92 Cont...

This will not be beneficial if there is no counselling service to support the hospital. Tenterfield needs to advocate for a Drug & Alcohol Counselor and or support worker.

**Some options were suggested in the interim:**

- *Contact CEDA for funding to facilitate training programs.*
- *Contact AA to at least have some immediate support.*
- *"Smart Recovery" – This is a self- help group with a facilitator, coming together to provide support for all types of addictions. It was noted that the Mental Health sector would not be in a position or have the capacity to be involved in this matter. At the conclusion, it was recommended to write a submission to the Council, in the first instance, to request guidance and support for a best outcome moving forward.*

## **2. Economic Growth and Tourism**

### **Grant Update**

Regional Cultural Fund (RCF) re (Round 1)

Museum Revitalisation and Digitisation Program.

Our EOI was unsuccessful in Round 1, it will be progressing to Round 2 for a further assessment. There was recognition that digitisation is an issue for many regional areas. The application does not need to be re-submitted.

Building Better Regions – Infrastructure Stream

Application submitted to value of \$2,000,000 for Emu Creek Bridge, Hootens Road.

No matching funding included in the application due to the Disaster Declaration, works under the grant being \$404,000 2018-19 and \$1,596,000 2019-20.

Building Better Regions – Community Stream

Application submitted for Integrational Volunteer Mentoring Program. Total project funding sought \$121,520 with the project to be undertaken in 2018-19.

Safer Communities Fund

Application submitted to the value of \$367,500 for the lighting of pedestrian walkway. This was a revision and resubmission of the project as there was an original application last year that did not address the criteria to a satisfactory standard for assessment. The project is designed to support the PAMP.

Growing Local Economies Funding

No progress on an application, subject to the completion of the Regional Economic Development Strategy.

### **Northern Inland Innovation Awards**

The Northern Inland Innovation Awards were held in Armidale on the 24<sup>th</sup> November, and Tenterfield Shire Council received the 2017 award for Innovation in Retail, Tourism, & Leisure, for the new Tenterfield True brand. The award was provided for the processes behind the brand development, through community workshops, engagement and consultation. The Tenterfield True branding process was considered a worthy nominee, given its success in engaging with the community to set a direction for the Shire's tourism marketing.

Our Governance No. 92 Cont...



### **Destination NSW Tourism Review**

Adam Marshall (NSW Tourism Minister) has called for a mid-term review of the State's tourism strategic plan, the NSW Visitor Economy Industry Action Plan (VEIAP). The TO met with representatives from the New England North West and with members of the Visitor Economy Taskforce in Bingara early November (including John Hartigan who is the Chair of DNSW and Robbie Sefton).

There was a strong voice supporting the need for Destination NSW to provide the regions more support, to respect our knowledge and the work we are doing and to make it easier to access funding. The consensus was that after an initial 12 months, the Country & Outback Destination Network is not functioning, partly because of the size of the area (62% of the State), the budget (majority being spent of staff) and also because of the bureaucracy.

A number of these meetings have been held around the state, and the review is due to be released by the end of January.

### **New England High Country**

The New England High Country submitted to Destination New South Wales (DNSW) a draft Expression of Interest for the Regional Tourism Fund. This application was for matched funds for the 2017/2018 My Favourite Corner and Adventure campaign, which Adventures Group Holdings are heavily involved in, from developing creative assets to negotiating media spend and leveraging their media assets. DNSW have responded to the application, noting that it does not fit their requirements, as their media planning agency needs to be responsible for the media buy, and there is no guarantee that would be granted to the Adventures Group. Additionally the timeframes to do this mean that the campaign would essentially be pushed back to late this year, or early next year (2018/2019).

The New England High Country group met late November, and decided to go ahead with the campaign without sourcing funding from DNSW. Adventures Holding Group have already developed all the collateral required, and are confident they are able to source additional funding/in-kind support from their contacts. To apply for funding with DNSW, we would have to start the campaign again, develop all new collateral and would not have control over how or where the funds are spent.



Our Governance No. 92 Cont...

### **Peter Allen Festival**

The TO and SEDO are working closely with the organising committee (sub-committee of the Tenterfield Chamber) for the Tenterfield Peter Allen Festival, to be held 7-9 September 2018. The Tenterfield Chamber has committed \$30,000 to seed funding for the festival, and additional funding streams are being sought through grants. Approval has been received by Peter's sister and from his Estate Management Council to use his name and image for the event. An event plan has been developed, and the committee is looking to appoint a part-time coordinator to assist with the planning and implementation of the festival.

### **Services NSW**

A meeting was held with representatives from Services NSW, to discuss a potential Service Centre for Tenterfield. The Mayor, Chief Executive Officer, TO and SEDO were in attendance. Although initially looking at the Visitor Information Centre, the meeting established that the space was not going to be suitable, due to the space required, confusion for visitors and limited parking options (enough parking for visitor centre, would be limited with staff & Services NSW parking as well). TSC is working with Services NSW to assist them to find a suitable space.

### **Industrial Estate**

The SEDO is currently in discussions in relation to two potential developments at the Tenterfield Industrial Estate.

### **Tenterfield Visitor Information Centre**

|                                     | <b>November 2017</b> | November 2016 |
|-------------------------------------|----------------------|---------------|
| <b>VISITATION</b>                   |                      |               |
| <i>TOTAL Visitors to the Centre</i> | <b>1230</b>          | 1234          |
| <i>Domestic Visitors</i>            | <b>91%</b>           | 92%           |
| <i>International Visitors</i>       | <b>9%</b>            | 8%            |
| <b>SALES</b>                        |                      |               |
| Total Merchandise Sales             | <b>\$2,139</b>       | \$1398        |
| Consignment & Income                | <b>\$1330</b>        | \$659         |
| <b>WEBSITE</b>                      |                      |               |
| Unique Website Visitors             | <b>3533</b>          | 5087          |

#### Comment:

Visitors to the Tenterfield Tourism website are decreasing. This is likely due to the website being outdated and slow to load. A redevelopment of the website has been identified as critical, and will be completed in 2018, as funding & resources are available.

Our Governance No. 92 Cont...

**3. Theatre & Museum Complex**

| <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                  | 37                  | 59                  |                     |
| Children                                     | 192                 | 24                  | 0                   | 25                  | 12                  |                     |
| Concession                                   | 19                  | 134                 | 87                  | 90                  | 39                  |                     |
| Free Pass                                    | 22                  | 16                  | 13                  | 34                  | 19                  |                     |
| <b>TOTAL</b>                                 | <b>309</b>          | <b>251</b>          | <b>121</b>          | <b>186</b>          | <b>129</b>          |                     |
| Family (included as<br>2 adults, 2 children) | 6                   | 2                   | 0                   | 2                   | 5                   | 0                   |
| Groups (included<br>above<br>as individuals) | 3x81                | 3x44                | 0                   | 2x45                | 0                   |                     |
| Merchandising sales                          | \$74.30             | \$96.80             | \$60.00             | 115.90              | 67.60               |                     |
| <b><u>Volunteer hours</u></b>                |                     |                     |                     |                     |                     |                     |
| Museum hours                                 | <b>330</b>          | <b>312</b>          | <b>273</b>          | <b>258</b>          | <b>320</b>          | <b>306</b>          |
| Number of<br>Volunteers                      | 20                  | 16                  | 19                  | 16                  | 19                  | 16                  |
| Cinema hours                                 | <b>194</b>          | <b>207</b>          | <b>134</b>          | <b>173</b>          | <b>113</b>          | <b>206</b>          |
| Number of C/T<br>Volunteers                  | 28                  | 19                  | 23                  | 20                  | 23                  | 21                  |
| 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>431</b>          | <b>448</b>          | <b>512</b>          |

Comment

Museum/Cinema open sign should be considered for the front of the museum.

Facility Use November 2017

|        | <b>Activity</b>                       | <b>Location</b> | <b>Presenter</b> | <b>Comments</b> |
|--------|---------------------------------------|-----------------|------------------|-----------------|
| 11 Oct | Music Supper Club<br>ACDC             | Cinema          | School of Arts   | 24 attended     |
| 11 Oct | Grant Writing<br>Workshop             | Theatre         | School of Arts   | 16 participants |
| 12 Oct | Eleanor's Story                       | Theatre         | School of Arts   | 30 attended     |
| 13 Oct | Shannon Public School<br>Tour         | Museum          | School of Arts   | 18 Students     |
| 14 Oct | Tour Group                            | Museum          | School of Arts   | 17 persons      |
| 21 Oct | Tony's Tour Group                     | Museum          | School of Arts   | 25 persons      |
| 28 Oct | Oration                               | Theatre         | School of Arts   | 90 attended     |
| 30 Oct | Tour Group                            | Museum          | School of Arts   | 17 students     |
| 8 Nov  | Music Supper Club<br>Eagles & Friends | Cinema          | School of Arts   |                 |

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|        | <b>Activity</b>                            | <b>Location</b> | <b>Presenter</b> | <b>Comments</b>           |
|--------|--------------------------------------------|-----------------|------------------|---------------------------|
| 12 Nov | Tenterfield Tours                          | Museum          | School of Arts   | 23 persons                |
| 18 Nov | National Party Voting                      | Theatre         | School of Arts   | Hall Hire                 |
| 25 Nov | Adventure Railway<br>Tour Group            | Museum          | School of Arts   | 22 persons                |
| 29 Nov | Volunteers Xmas Party<br>(joint SOA & VIC) | Bowling<br>Club | School of Arts   | 50 volunteers<br>attended |

### **CINEMA USE – Oct, Nov, Dec 2017**

|            | <b>Oct-16</b> | <b>Oct-17</b> | <b>Nov-16</b> | <b>Nov-17</b> | <b>Dec-16</b> | <b>Dec-17</b> |
|------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Screenings | 31            | <b>21</b>     | 18            | <b>18</b>     | 30            |               |
| Admissions | 496           | <b>405</b>    | 134           | <b>205</b>    | 393           |               |

## **4. Finance and Technology**

### **Technology**

Council is installing new copiers at the Library and Council. The net result is expected savings to be up to \$10,000 per year, while improving efficiencies throughout the organisation via improved connectivity and software.

### **Information Technology**

Council has purchased Financial planning and reporting software and will be installing it during January which is traditionally a quiet time for Council.

### **Financial Statements**

Council's audit was concluded during November and an analysis of Council's financial position showed Council to be in a good financial position.

## **5. Corporate and Governance**

### **Audit & Risk**

The Audit & Risk Committee's final meeting for the year was held on Wednesday 6 December 2017. The Audit Office of NSW, and Forsyths, attended the meeting, via teleconference.

### **Annual Report**

The 2016/2017 Annual Report adopted by Council on 29 November 2017 has been uploaded to Council's website. A link to the document on Council's website has also been forwarded to the Office of Local Government on 29 November 2017.

### **Records Management**

Development of a Records Management Framework, Records Business Continuity Plan and Records Strategic Plan has commenced, with Relevancy Pty Ltd working on site with Council from 20 – 24 November 2017.

### **Community Strategic Plan – Community Engagement**

Community engagement sessions were undertaken as part of Council's Integrated Performance & Reporting requirements in Tenterfield on Friday 1 December and Thursday 6 December 2017, focusing on Our Society, Our Economy and Our Environment goals from the Community Strategic Plan.

Our Governance No. 92 Cont...

### **Policy Review**

Managers and staff have continued to provide drafts of reviewed policies. A policy framework is being considered by the Senior Management Team, for discussion with Council during 2018, following organisational alignment with the Delivery and Operational Plans.

## **6. Workforce Development**

Council's commitment in the Workforce Management Strategy continued to be discharged in the key areas of health, safety and well-being of staff, growing leadership capability and nurturing talent.

During the month there was no lost time due to workplace incidents and no injuries. The tool box talks, which contribute to strong safety awareness, continued for Works, Water and Parks and Gardens staff. Drug and alcohol tests conducted yielded negative results as well as the successful completion of the safety inspection of nine work sites. Audit and review of Councils WHS performance led to receipt of an incentive from StateCover Mutual of \$21,135 in reduced premium and a Workers Compensation cash rebate of \$36,549, both in recognition of strong positive performance in these areas when compared with other Councils.

Five WHS and General Inductions took place for contractors, staff and work experience students from the High School. There was one Work for the Dole Induction.

Leadership capability was the focus of an Innovation Fund program covering senior personnel and provided by the Australian School of Applied Management. The three day workshop included weekend sessions. Human Resources staff completed update training in changes to job evaluation systems, and staff from all areas involved in Customer Service completed a short course in Excellent Customer Service, which received very positive feedback.

Under the Workforce Training to meet Innovation Fund Grant commitments continued with commenced Code of Conduct training for Councillors and all staff completed by Local Government Training Institute during the month. TAFE assisted by providing Report Writing for identified staff, with relevant job requirements, was also 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.

Much of our recent training has been facilitated by TAFE who have made valuable contributions to upskilling staff. Fifteen existing works (outdoor staff) have been enrolled in Civil Construction Certificate III Courses, using the State Apprenticeship and training schemes and well targeted and supported training and assessment programs. Funding received more than covers training outlays. Ongoing regulatory and action to address other staff training needs have been planned and scheduled into the new calendar year.

## **7. Library Services**

### **Activities**

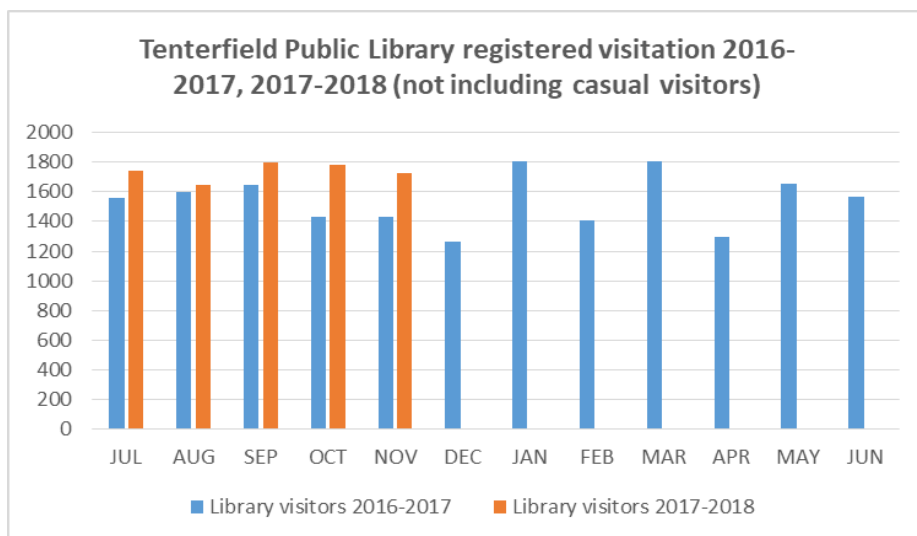
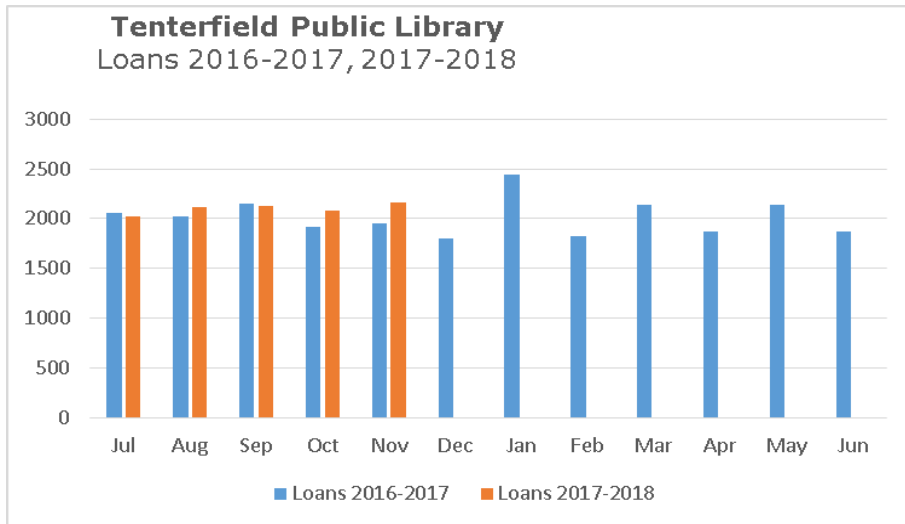
- November 13 & 27 Sir Henry Parkes Memorial Primary School Kindy, Year 1 and Year 2 class visits – story time and familiarisation tour of the library

Our Governance No. 92 Cont...

- Extension of library room at Urbenville Hall
- Annual meeting of Northern Tablelands Cooperative Library Service attended by Chief Corporate Officer and Senior Librarian
- Annual Statistical Return and Funding applications submitted to State Library

**Statistics**

Loans: 2191  
 Library Users (registered): 1727  
 New borrowers: 14  
 Computer Users: 415  
 Computer Hours: 463  
 WiFi logins: 375  
 OPAC searches: 24150  
 Tenterfield Star database searches: 204  
 Interlibrary loans: 23  
 Home Library Service Loans: 165  
 Reservations satisfied: 36  
 Holdings as at 04/12/2017: 35280



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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, Governance Coordinator; Kylie Smith, Chief Corporate Officer

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 GOV93/17</b>                         |
| <b>Subject:</b>      | <b>Joint Organisation Nomination</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>                                          | We partner with the community, business and Federal and State Government in the achievement of our goals.                                                                 |
| <b>Delivery Plan Action:</b>                                  | Maintain strong relationships with all levels of Government and proactively seek involvement in decision making impacting our Shire and the New England Northwest Region. |
| <b>Operational Plan Action:</b>                               | Participate in regionals organisations of Council and other joint bodies to advance the needs of the Tenterfield Shire and the surrounding regions.                       |

## SUMMARY

Councils that are interested in becoming a member of a Joint Organisation have been invited to submit their nomination to the Minister for Local Government.

To nominate, each Council needs to write to the Minister for Local Government stating that they have resolved to be a member of a Joint Organisation, attach the Council resolution in relation to joining a Joint Organisation, and complete the Forming a Joint Organisation checklist.

## OFFICER'S RECOMMENDATION:

**That Council in accordance with Part 7 of Chapter 12 of the Local Government Act 1993 (Act), the Tenterfield Shire Council (Council) resolves:**

- (1) That the Council inform the Minister for Local Government (Minister) of the Council's endorsement of the Minister recommending to the Governor the establishment of a Joint Organisation (Joint Organisation) in accordance with this resolution.**
- (2) To approve the inclusion of the Council's area in the Joint Organisation's area.**
- (3) That the Joint Organisation be established to cover the Council's area and any two or more of the following Council areas:**
  - a) Armidale Regional Council, Glen Innes Severn Council, Gwydir Shire Council, Inverell Shire Council, Moree Plains Shire Council and Uralla Shire Council.**
- (4) That before 28 February 2018, the General Manager provide the Minister with a copy of this resolution including the date on which Council made this resolution.**

Our Governance No. 93 Cont...

**(5) That, on the expiry of a period of 28 days from the making of this resolution, the General Manager inform the Minister that this resolution has not been rescinded.**

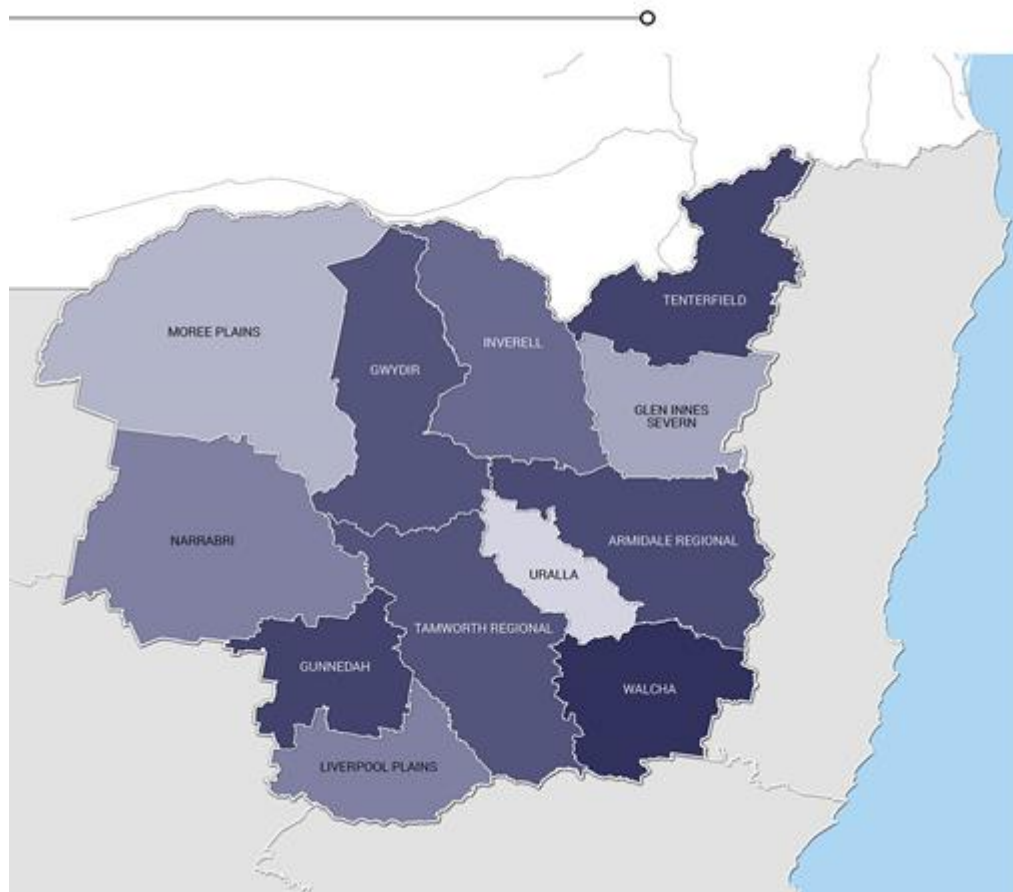
### BACKGROUND

The NSW Parliament recently passed the Regional Joint Organisations Bill 2017. This legislation allows for Councils to voluntarily join new Joint Organisations (JOs) to strengthen regional coordination and improve service delivery through collaboration, shared leadership and advocacy. Council has recently been invited to nominate to form a JO and this report has been submitted for Council to identify preferred partners in the formation of the new organisation and identify assistance needed to establish the partnership.

### REPORT:

Tenterfield Shire Council is included in the New England North West Region. A map sourced from NSW Planning and Environment web page, included in this report, shows the Councils in the region that Tenterfield Shire Council aligns with. In considering a proposal to form a Joint Organisation, Council must nominate partners within this region.

Figure 10: Local government areas of the New England North West





Our Governance No. 93 Cont...

Tenterfield Shire Council has a close association with its neighbours in the New England North West Region encompassing, Armidale Regional Council, Glen Innes Severn Council, Gwydir Shire Council, Inverell Shire Council, Moree Plains Shire Council and Uralla Shire Council.

The relationship has been fostered by Tenterfield Shire Council attendance and participation with the New England Regional Group of Councils. As such, the formation of a Joint Organisation with the aforementioned Councils is seen to be the most beneficial combination to archive the objectives of a Joint Organisation and will be an appropriate size and have the capacity to partner with the NSW Government, the Commonwealth Government and other organisations. This was confirmed by the members of the NEGOC at their most recent meeting (extract to NEGOC Minutes attached).

(It should be noted that Uralla Shire Council was not as certain as to whether they would join their northern councils, as part of our Joint Organisation, or join their southern neighbours. This outcome will slightly change the net cost to each member of a future Joint Organisation.)

### **COUNCIL IMPLICATIONS:**

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

Nil.

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

- Part 7 of Chapter 12 of the Local Government Act 1993

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

The Government will provide up to \$3.3 million in seed funding to Joint Organisations to support their establishment. Funding for each Joint Organisation will be based on the number of Councils that choose to form a Joint Organisations, with maximum funding provided to regions where all Councils in a region choose to be members of the new regional body.

All Joint Organisations, whether they were pilot regions or not, will be provided with seed funding.

Whilst this report does not highlight any direct financial implications of joining a proposed Joint Organisation, it is anticipated that Council will need to make an ongoing contribution once the Joint Organisation is formed and that this contribution will be determined once the scope of activities and services are agreed upon. Further details on funding arrangements available for the seed funding will be provided to Councils in future.

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

Nil.

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

Currently NEGOC have a voluntary secretariat that is shared between member councils. It is anticipated that, to be truly effective (once NEGOC transforms into a Joint Organisation), a future Joint Organisation will require an Executive Officer. Whether this is a part or full time role will depend on the quantum of duties the Board requests.

Our Governance No. 93 Cont...

Initially each Joint Organisation will have seed funding to pay for an Executive Officer. As the government will likely pursue further Joint Organisation initiatives, and as collaboration between member councils increase, it is expected that the option of using a voluntary secretariat will become impractical due to time constraints. The resultant impact on each member Council will inevitably be felt in the (amortised) cost of providing an Executive Officer.

History has shown that governments usually cease funding operational positions after a certain time. This will place pressure on all councils. If the savings are greater than the amortised cost, the additional expense won't affect council's operations. Should any savings not materialise, the cost will negatively affect the budget.

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

Council can choose not to become a member of a Joint Organisation. The Government strongly encourages all Councils in regional NSW to consider the benefits and opportunities offered by Joint Organisations. Although there is no direct requirement to be a member the government has made it clear that councils not in Joint Organisations won't be in as good a position to advocate for funding opportunities.

Councils that are members of Joint Organisations will be able to take advantage of investment opportunities that are delivered through the Joint Organisation and failure to join a JO may have negative consequences for Council if they are not able to participate in opportunities provided; providing the amortised cost is less than the benefits.

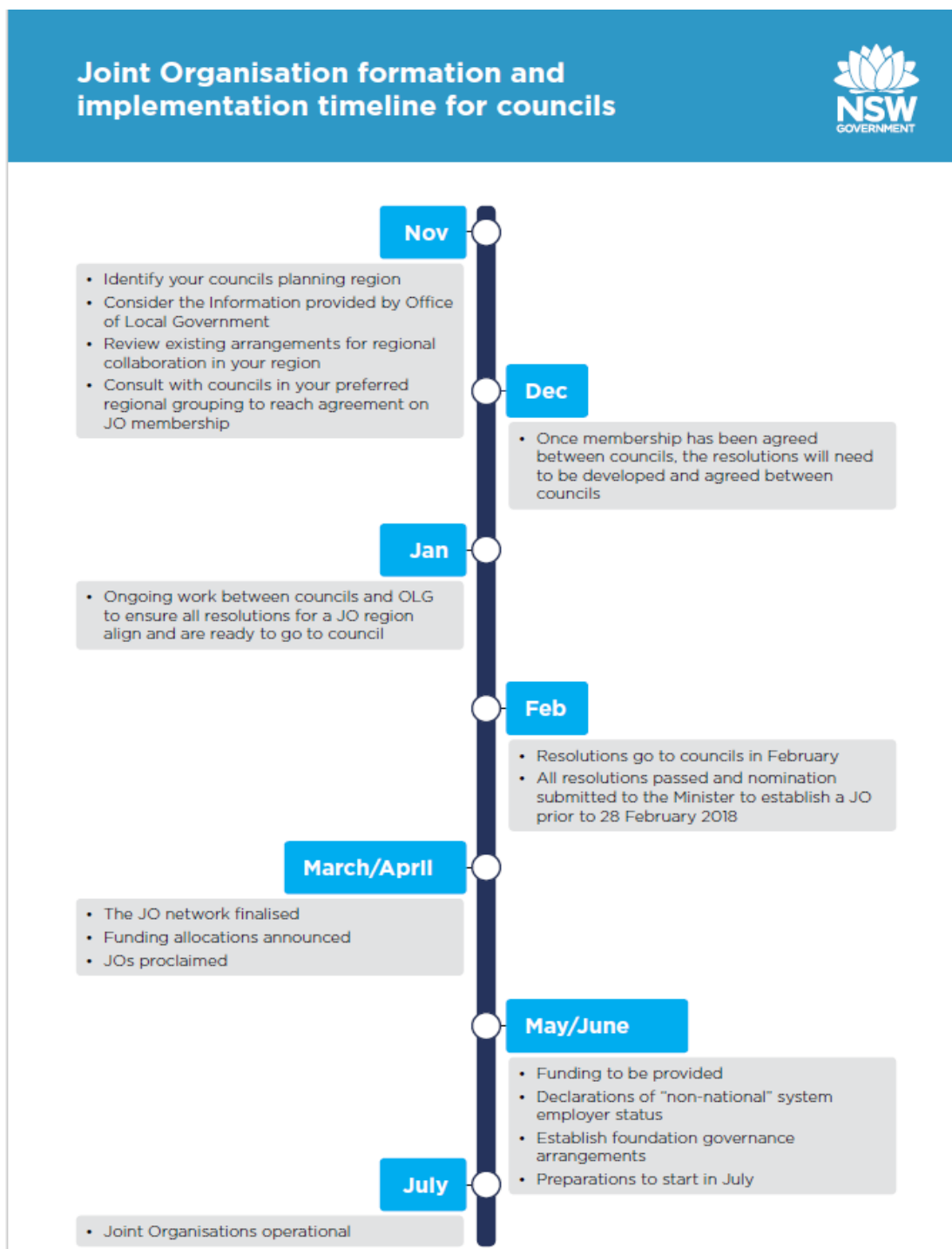
## **7. Performance Measures**

Council will need to adopt the resolution contained in this report before 28 February 2018. The Chief Executive (General Manager) must provide the Minister with a copy of this resolution including the date on which Council made this resolution.

On the expiry of a period of 28 days from the making of this resolution, the Chief Executive (General Manager) will need to inform the Minister that this resolution has not been rescinded.

## **8. Project Management**

Joint Organisation formation and implementation timeline for Councils provided by the Office of Local Government:



**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** Attachment 3 (Booklet 1) - Minute Number 5.6 in the NEGOC Minutes **2** Pages

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b> |
| <b>Submitted by:</b> | Governance Coordinator                       |
| <b>Reference:</b>    | <b>ITEM GOV94/17</b>                         |
| <b>Subject:</b>      | <b>Agency Information Guide</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 enable Council to consider and adopt the updated Tenterfield Shire Council Agency Information Guide (Attachment 4 (Booklet 1) required in accordance with the Government Information (Public Access) (GIPA) Act 2009.

## OFFICER'S RECOMMENDATION:

**That Council adopt the Tenterfield Shire Council Agency Information Guide 2017 in accordance with Section 22 of the Government Information (Public Access) Act 2009.**

## BACKGROUND

At its Meeting of 29 June 2016, Council resolved:

1. *That the Executive Assistant and Media's Report "Tenterfield Shire Council – Agency Information Guide be received and noted: and further*
2. *That Council adopts the Agency Information Guide as per Attachment 5 (Book 2) following its approval by the information commissioner as required under Section 22 of the GIPA Act.*

Section 20 of the GIPA Act requires that agencies must have an Agency Information Guide as follows:

- (1) *An agency (other than a Minister) must have a guide (its "agency information guide") that:*
  - (a) *describes the structure and functions of the agency, and*
  - (b) *describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public, and*

Our Governance No. 94 Cont...

*(c) specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions, and*

*(d) identifies the various kinds of government information held by the agency, and*

*(e) identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available, and*

*(f) specifies the manner in which the agency makes (or will make) government information publicly available, and*

*(g) identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.*

*(2) An agency must make government information publicly available as provided by its agency information guide.*

*(3) The Director-General of the Department of Local Government may, in consultation with the Information Commissioner, adopt mandatory provisions for inclusion in the agency information guide of local authorities. The agency information guide of a local authority must include any such mandatory provision unless the Director-General otherwise approves in a particular case.*

#### **REPORT:**

In accordance with Section 22 of the GIPA Act, agencies must notify the Information Commissioner before adopting or amending their Agency Information Guide and must, if requested to do so by the Information Commissioner, consult with the information Commissioner on the proposed Agency Information Guide. The Information Commissioner may choose to issue model guidelines for Agency Information Guides.

The Information Commissioner was notified on 21 November 2017 of the revised draft and has subsequently endorsed it. The Agency Information Guide has been amended to reflect legislative changes to the Local Government Act 1993 and other relevant Acts; Council's organisational structure; Committees; and public documents available for access.

#### **COUNCIL IMPLICATIONS:**

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

Council meets its commitment to inform, consult and involve by reviewing and adopting its Agency Information Guide via its Open Ordinary Meeting.

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

- Government Information (Public Access) Act 2009

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

Nil.

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

Nil.

Our Governance No. 94 Cont...

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Section 21 of GIPA provides that agencies must review their Agency Information Guides and adopt a new publication guide at intervals of not more than 12 months. An agency may update and amend its publication guide at any time. Failure to do so would result in a non-compliance.

**7. Performance Measures**

Council is required to review its Agency Information Guide at intervals of not more than 12 months. 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, Governance Coordinator                                                       |             |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                         |             |
| Department:                   | Corporate, Governance & Community                                                            |             |
| Attachments:                  | <b>1</b> Attachment 4 (Booklet 1) -<br>Tenterfield Shire Council Agency<br>Information Guide | 24<br>Pages |

|                      |                                                                             |
|----------------------|-----------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>                                |
| <b>Submitted by:</b> | Governance Coordinator                                                      |
| <b>Reference:</b>    | <b>ITEM GOV95/17</b>                                                        |
| <b>Subject:</b>      | <b>Review of Delegations - Section 380 of the Local Government Act 1993</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>                                          | Services to our community are provided in a professional, friendly and timely manner consistent with our corporate values.                                         |
| <b>Delivery Plan Action:</b>                                  | Deliver Customer Service and Business Services in the support of corporate outcomes.                                                                               |
| <b>Operational Plan Action:</b>                               | Review and continually improve processes and systems in response to changing customer service needs and in the promotion of a positive customer service culture.   |

## SUMMARY

Under Section 380 of the Local Government Act 1993 (the Act), Council must review all of its delegations within the first 12 months of the Ordinary Election of Council.

## OFFICER'S RECOMMENDATION:

**That Council:**

- (1) Delegate to the Chief Executive all of the delegable functions of the Council excluding those functions specified in clauses (a) to (u) of Section 377(1) of the Local Government Act 1993, subject to the following:**
  - (a) The Chief Executive may only determine development applications and Section 96 applications where the application:**
    - (i) in the Chief Executive's opinion does not represent a significant variation of the Council's policy/environmental planning instruments or has not been the subject of significant objection; or**
    - (ii) has not been the subject of a written request made by at least three Councillors for the matters to be reported to the Council for decision.**
  - (b) The Council may direct at any time by resolution that a matter be referred to the Council for decision, in which event this delegation shall not apply to such particular matter unless and until such direction or resolution is revoked by further resolution.**
- (2) Fixes the amount of \$1,000 as the amount above which rates, charges and debts owed to the Council may be written off only by resolution of the Council, pursuant to clauses 131(1), 131(2), and 213(2) of the**

Our Governance No. 95 Cont...

**Local Government (General) Regulation 2005.**

- (3) Authorises employees of the Council holding the position of Chief Corporate Officer (or equivalent) and Governance Coordinator (or equivalent) to determine formal applications for access to the Council's documents under the Government Information (Public Access) Act 2009.**

**BACKGROUND**

Under Section 380 of the Act, Council must review all its delegations within the first 12 months of an Ordinary Election. The last comprehensive review was undertaken in February 2013 when a new General Manager was appointed. The review included both the delegation by Council to the General Manager under Section 377(1) of the Act and the sub delegations from the General Manager to staff under Section 378 of the Act.

At its Meeting of 26 July 2017, Council resolved:

- 1. That, in accordance with Section 377 of the Local Government Act 1993, Council authorise that the current "General Manager's Delegations of Authority" be amended to "Chief Executive's Delegations of Authority"; and further*
- 2. That Council authorise the Chief Executive's Delegations of Authority to remain current regardless of the incumbent of the position and for the Delegations of Authority to run in conjunction with the term of Council.*

With the appointment of the new Chief Executive, and for completeness to ensure that relevant delegations are granted, this report details the functions that can be dealt with under delegated authority. The previous resolution of Council in July will be superseded with the current recommendation of this report.

**REPORT:**

Following the comprehensive review of delegations in 2013, all delegations have now been allocated to positions within the organisation rather than individual employees. As a result, they do not necessarily require significant review when someone leaves the organisation as the replacement staff member will generally assume the same delegations for the position as the previous incumbent.

Recommendation 1 provides for the broad delegation to the Chief Executive under Section 377 (1) of the Act and includes the exceptions to the Chief Executive's delegated authority to determine development applications and Section 96 applications.

Recommendation 2 gives the authority to the Chief Executive to write off rates, charges and debts up to \$1000. This amount has been included in Council's adopted *Writing off of Debts Policy*. Should Council wish to amend this threshold, the aforementioned policy will also require amendment. The quoted sections of the Regulation require Council to resolve to fix the amount above which debts can only be written off by resolution of Council. This makes this process more efficient while still retaining Council's authority to write off larger amounts of rates, charges and debts owing to Council.



Our Governance No. 95 Cont...

Recommendation 3 provides the authority to determine formal applications for access to Council's documents under the Government Information (Public Access) Act 2009 to the Chief Corporate Officer (or equivalent) as Public officer, and in their absence, the Governance Coordinator (or equivalent). The Chief Executive will continue to determine any Internal Reviews applied for under the Act.

Council has subscribed to Local Government Legal's Delegations Database. This tool is designed to assist Councils to ensure that their delegation documents are prepared correctly and are kept up to date in accordance with the latest legislation.

The Delegations Database, including the schedule of legislative functions, has been developed by Local Government Legal's Lawyers, and will be updated when legislation is amended, enacted or repealed. This will allow Council to ensure that its delegations of authority, appointment of authorised persons, and authority cards are up-to-date and lawful. Council will be notified when the schedule of legislative functions is amended, so it can know when to amend its delegations.

### **COUNCIL IMPLICATIONS:**

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

Council meets its commitment to inform, consult and involve by reviewing and adopting its delegated functions via its Open Ordinary Meeting.

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

The delegation of functions under the Act allows the Council to be efficiently and effectively managed. Council supports these delegations by adopting policies on a wide range of issues to provide guidance to the Chief Executive and staff in undertaking their delegated functions.

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

The Delegations Database subscription costs are allocated in the operational budget.

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

Nil.

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

Nil.

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

The delegations to the Chief Executive meet the requirements of Section 377 (1) of the Act, insofar as Council's Chief Executive is the General Manager. It should be noted that all legislative references relate to the General Manager and are not further defined.

The internal nomenclature change to Chief Executive in 2016 has no bearing on the legislative provisions. For the purposes of this report and associated delegations, Council is granting delegated authority to the General Manager.

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

Council is required to review its delegations within 12 months of an Ordinary Election. The performance measure for compliance with all legislative requirements is included in Council's Delivery Program.

Our Governance No. 95 Cont...

### **8. Project Management**

Nil.

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

Prepared by staff member: Erika Bursford, 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>Chief Executive Office</b> |
| <b>Submitted by:</b> | Executive Assistant & Media   |
| <b>Reference:</b>    | <b>ITEM GOV96/17</b>          |
| <b>Subject:</b>      | <b>Council Recess Period</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>                                          | Services to our community are provided in a professional, friendly and timely manner consistent with our corporate values.                                         |
| <b>Delivery Plan Action:</b>                                  | Deliver Customer Service and Business Services in the support of corporate outcomes.                                                                               |
| <b>Operational Plan Action:</b>                               | Review and continually improve processes and systems in response to changing customer service needs and in the promotion of a positive customer service culture.   |

## SUMMARY

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

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Be in recess from 21 December 2017 to 28 February 2018.**
- (2) Pursuant to Section 377 of the Local Government Act 1993, delegate authority to the Mayor and/or Deputy Mayor, and the Chief Executive jointly to exercise any function of Council during the recess period with the exception of:**
  - Determination of applications for all dwelling types and ancillary structures where significant objections have been received;**
  - Rezoning matters;**
  - Subdivision applications; and**
  - Entering into Leases and Licences.**
- (3) That a full list of any matters considered under such delegated authority be submitted for Council's information to the first 2018 Ordinary Meeting of Council to be held on 28 February 2018.**

## BACKGROUND

At its Meeting of 25 October 2017, Council resolved:

*That Council endorse the closedown periods for the Christmas/New Year 2017/2018 period as follows:*

- Indoor staff – close of business Friday, 22 December 2017, re-opening Tuesday, 2 January 2018;*

Our Governance No. 96 Cont...

- *Outdoor staff – close of business Thursday, 21 December 2017, re-opening Monday, 15 January 2018.*

It is now important to consider and adopt the recess period for Council, and to determine what delegated authorities will be granted to the Mayor and/or Deputy Mayor, and the Chief Executive specific for the recess period.

#### **REPORT:**

There may be development applications under the standard process which would require Council to determine between the last Ordinary Meeting of Council in 2017 and the first Ordinary Meeting of Council in 2018. In this regard, it is considered prudent to delegate authority to the Mayor and/or Deputy Mayor, and the Chief Executive to determine those applications that cannot wait until the first Ordinary Meeting in February.

In addition, any other function of Council should be delegated to ensure the effective and efficient operations of the Council during the recess period.

#### **OPTIONS:**

1. That Council grants delegated authority to the Mayor and/or Deputy Mayor, and the Chief Executive in accordance with the recommendation.
2. That Council not grant delegated authority to the Mayor and/or Deputy Mayor, and the Chief Executive in accordance with the recommendation.

Option 1 is the preferred option.

#### **COUNCIL IMPLICATIONS:**

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

Closedown arrangements and emergency contacts for the period have been advertised through "Your Local News", local media and available on Council's website and phone message.

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

Section 377 of the Local Government Act 1993 provides for delegations to the Chief Executive.

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

Nil.

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

Nil.

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

Nil.

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

It is important for Council to delegate functions to the Mayor and/or Deputy Mayor, and the Chief Executive to enable Council to lawfully make decisions of Council during the recess period. Failure to grant delegated authority may result in non-compliance of legislative provisions.

Our Governance No. 96 Cont...

**7. Performance Measures**

The performance measure for compliance with all legislative requirements is included in Council's Delivery Program.

**8. Project Management**

Nil.

**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: There are no attachments for this report.

|                      |                                                     |
|----------------------|-----------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>        |
| <b>Submitted by:</b> | Governance Coordinator                              |
| <b>Reference:</b>    | <b>ITEM GOV102/17</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 for Council to appoint independent members to the Panel of Conduct Reviewers.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Establishes the following Panel of Conduct Reviewers for a term of four years, in accordance with Part 3 of the Procedures for the Administration of the Model Code of Conduct:**
  - **Alison Cripps – Cripps Consulting**
  - **Patrick Brown – PNB Audit and Governance**
  - **Michael Symons - ACCA**
  - **Christopher Davies – Oakton Services Pty Ltd**
  - **Phil O'Toole – Centium Group Pty Ltd**
  - **O'Connor Marsden and Associates**
  - **Emma Broomfield – Locale Consulting Pty Ltd**
  - **Winton Consulting**
- (2) That Council writes to the unsuccessful applicants and advises accordingly.**

## BACKGROUND

At its meeting of 22 November 2017, Council resolved:

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.*

Our Governance No. 102 Cont...

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.*

Expressions of Interest were advertised in the Tenterfield Star, Sydney Morning Herald and Council's website.

#### **REPORT:**

At the close of submissions, 16 Expressions of Interest (EOI) were received. The EOIs have been assessed against the selection criteria via a weighted scorecard (Confidential Attachment 12 (Booklet 3)). Due to the number of EOIs received; in addition to the advertised criteria, the assessment process also took into consideration price (if included), attention to detail, unauthorised use of Council's logo in submission, specific experience in NSW Local Government Code of Conduct investigations, and reference checks. It is now recommended that the following individuals/entities be appointed for four years to Council's Panel of Conduct Reviewers:

- Alison Cripps – Cripps Consulting
- Patrick Brown – PNB Audit and Governance
- Michael Symons - ACCA
- Christopher Davies – Oakton Services Pty Ltd
- Phil O'Toole – Centium Group Pty Ltd
- O'Connor Marsden and Associates
- Emma Broomfield – Locale Consulting Pty Ltd
- Winton Consulting

#### **COUNCIL IMPLICATIONS:**

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

Council meets its commitment to inform, consult and involve by publically seeking participation on its Panel of Conduct Reviewers and reporting on the process 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 & LTFP)**

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.

Our Governance No. 102 Cont...

#### **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, Governance Coordinator  
Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer  
Department: Corporate, Governance & Community  
Attachments: **1** Attachment 12 (Booklet 4) - Confidential Code of Conduct Review 2017 Panel Weighted Score Card **1** Page



|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b> |
| <b>Submitted by:</b> | GIS Accountant                               |
| <b>Reference:</b>    | <b>ITEM GOV97/17</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 30 November 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 5 (Booklet 2).

#### (a) Reconciliation of Accounts

Reconciliation of cash books of all funds have been carried out with the appropriate bank statements as at 30 November 2017.

Cash Book Balances on this date were as follows:-

|                        |    |                 |        |
|------------------------|----|-----------------|--------|
| General (Consolidated) | \$ | 1,829,826.96.00 | Credit |
| General Trust          | \$ | 321,533.93      | Credit |

Our Governance No. 97 Cont...

(b) Summary of Investments

Attachment 5 (Booklet 2) is a certified schedule of all Council's investments as at 30 November 2017 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 & LTFP)**

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 5 (Booklet 2) - <span style="float: right;">1</span><br>Summary of Investments - 30 <span style="float: right;">Page</span><br>November 2017 |

|                      |                                                          |
|----------------------|----------------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>             |
| <b>Submitted by:</b> | Manager Finance                                          |
| <b>Reference:</b>    | <b>ITEM GOV98/17</b>                                     |
| <b>Subject:</b>      | <b>Capital Expenditure Report as at 30 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 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

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

## OFFICER'S RECOMMENDATION:

**That Council receive and note the Capital Expenditure Report for the period ended 30 November 2017.**

## BACKGROUND

This report has been updated and will replace the Expenditure Progress Report previously provided to Council.

In developing this report, each manager was asked to review their budget in October and estimate when they expected capital expenditure to occur in each month between October 2017 and June 2018. This information has been compiled and a month to month expenditure calculated.

## REPORT:

The new report will report to the forecast Year to Date (YTD) budget which has been phased to indicate to Council the financial progress of each project against the forecast expenditure for that project. The information has also been set out to show which Council service the expenditure relates to.

In the report there is one project that has not any allocated budget. The Project for Safer Local Government Roads is an initiative by the New South Wales Government that is fully funded by Road and Marine Services. A report will be made to the February 2018 meeting and an adjustment in the December 2017 quarterly review to reflect the income and expenditure for this project.

Our Governance No. 98 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                                                        |         |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                  |         |
| Department:                   | Corporate, Governance & Community                                                     |         |
| Attachments:                  | <b>1</b> Attachment 6 (Booklet 2) - Capital Expenditure Report as at 30 November 2017 | 2 Pages |

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**(ITEM RC21/17) REPORTS OF COMMITTEES & DELEGATES - COUNTRY MAYORS' ASSOCIATION OF NSW - 3 NOVEMBER 2017**

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**REPORT BY:** Peter Petty, Mayor

Meetings of the Country Mayors' Association were held at Parliament House, Sydney on Friday, 3 November 2017. The meetings were attended by Mayor Peter Petty.

**Annual General Meeting**

- Mayor Katrina Humphries (Moree Plains Shire Council) – Re-elected Chairperson.
- Mayor Michael Pearce (Uralla Shire Council) – Re-elected Deputy Chairperson
- Mayor Peter Petty (Tenterfield Shire Council) – Re-elected for 2<sup>nd</sup> Term on the Executive along with 6 others.
- 82 member Councils.

**General Meeting**

- The Hon John Barilaro MP, Deputy Premier, Minister for Regional NSW, Minister for Skills and Minister for Small Business:
  - Spoke on health, roads and bridges, Police, telecommunications, mobile phone towers and supporting the Inland Rail as well as Joint Organisations across the State;
  - Application forms for grant funding are too onerous for Local Councils;
  - Building of mobile phone towers is too slow;
  - NSW Government is offering to help with skills training at a local level;
  - Police numbers still an issue in smaller areas.
- The Hon Melinda Pavey MP, Minister for Roads and Maritime and Freight:
  - Spoke on Fixing Country Roads – 105% increase in Roads budget. 65% spent in regional areas.
- Margaret Crawford, Auditor-General of NSW:
  - Internal control and governance;
  - Financial reporting;
  - Asset management;
  - Service delivery.
- Commissioner Mark Smethurst, NSW State Emergency Service:
  - Spoke on ownership of this organisation;
  - Making courses easier (reducing paper work and red tape) for Volunteers to join;
  - 32,000 volunteers have been called out since the beginning of 2016-2017;
  - Spoke on Rural Fire Service/State Emergency Service sharing resources into the future.

**RECOMMENDATION**

**That the report on the Country Mayors' General Meeting of 3 November 2017 be received and noted.**

Report of Committee No. 22 Cont...

**(ITEM RC22/17) REPORTS OF COMMITTEES & DELEGATES - NEW ENGLAND GROUP OF COUNCILS (NEGOC) - 24 NOVEMBER 2017**

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**REPORT BY:** Peter Petty, Mayor

A meeting of the New England Group of Councils (NEGOC) was held at Inverell Shire Council Chambers on Friday, 24 November 2017. The meeting was attended by Mayor, Peter Petty and Chief Executive, Terry Dodds.

Minutes of the meeting are attached.

**RECOMMENDATION**

**That the Minutes and Attachments of the New England Group of Councils' meeting of 24 November 2017 be received and noted.**

**ATTACHMENTS**

- |          |                                                                                                   |             |
|----------|---------------------------------------------------------------------------------------------------|-------------|
| <b>1</b> | Attachment 7 (Booklet 2) - Minutes of Meeting                                                     | 12<br>Pages |
| <b>2</b> | Attachment 8 (Booklet 2) - Item 5.4 - Crown Land Management                                       | 11<br>Pages |
| <b>3</b> | Attachment 9 (Booklet 2) - Item 7.1 - Northern NSW Renewable Energy - Collaborative Opportunities | 3 Pages     |

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**(ITEM RC23/17) REPORTS OF COMMITTEES & DELEGATES - 2017 NSW LOCAL GOVERNMENT ANNUAL CONFERENCE - 4 TO 6 DECEMBER 2017**

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**REPORT BY:** Peter Petty, Mayor

- Deputy Premier Mr John Barilaro spoke and opened the conference in place of the Premier the Hon Galdys Berejiklian MP, who was overseas on a business trip.
- The first day was spent going through 87 Motions and 3 Late Motions.
  - Tenterfield Motions No. 11 ad No. 62 went through unopposed. I moved against motion 71 from Shellharbour City Council to ban exotic animals in circus performance/attractions in NSW and was successful in voting down that motion.
- Hon Gabrielle Upton MP Minister for Local Government mentioned:
  - Local Government employs 50,000 people, \$10 Billion dollars spent each year.
  - Reform is over, no more merges.
  - 46 Councils went to elections in September 2017.
  - New Code of Meeting Practise/Draft Code on Display for 6 months for any amendments.
  - 115 Councils posting surplus budgets in 2016/2017.
  - 28 Councils have access to T-Corp money to borrow for projects.
  - NSW, Deposit System – Return & Earn.
  - Spoke of Joint Organisations (JO's) and how they will work. 93 Councils can make up JO's.
  - \$3.3 million available from July 2018. To be up and running to nominate by February 2018.
- The Hon Peter Primrose MLC, Shadow Minister for Local Government presented on their alternative policies.
- Dr Johnathon Carr-West, CE of Local Government Unit/UK presented on the big screen and completed a Q&A with questions that had already been prepared. He4 spoke about rebuilding trust.
- Carolyn McNally/Secretary of the Department of Planning & Environment spoke on housing affordability, partnerships with Councils, and open spaces and parks.
- The Hon Melinda Pavey MP, Minister of Roads, Maritime and Freight mentioned:
  - JO's and how important they will be for regions in securing funding.
  - 166,000kms of Roads, \$1.48 Billion in 2017/2018 being maintained by Local Government.
  - 23 Councils have been successful with Fixing Country Roads program.
  - Shifting Road to Rail has increased from 14% to 22% (of freight onto rail).
  - Changing the process of applying for Grants and Repair Grants.
  - Increase of containers from Port Botany by 50% to rail.
- Stuart Reeve, Managing Director Micromex Research and Consulting delivered an address on Community Perceptions of Local Government:

## Report of Committee No. 23 Cont...

- Thoughts on Local Government
- 75% of people talk to Local Government, 20% to State Government and 5% to Federal Government.
- Trust in Government - 70% trust Local Government, 43% trust State Government.
- Communication and engagement with your community.
- 56% want to be involved in more decision making.

**Breakaway Discussions – Infrastructure & Economics**

- Greg Dyer, CEO City of Parramatta: 41,000 people by 2021 growth, light rail, revamp of the river walk, revamp of Parramatta Square, Western City University building, also supporting economic development for all of Sydney.
- Sean Gordon, CEO Darkinjung Local Aboriginal Land Council: building local economies and the economic development of Aboriginal lands.
  - \$34,000 in unresolved Aboriginal Land claims across NSW.
  - Cost to the Government - \$340m to \$600m
  - I spoke on the Western Bundjalung Native Title Claim and how we need to work with that Group.

**LGNSW Board Elections**

**Note:** The Elections were also held while in Sydney and listed below are the newly elected.

**Directors (Metropolitan/Urban)**

Karen McKeown, Mazhar Hadid, Julie Griffiths, Khal Asfour, George Greiss, Lesley Furneaux-Cook and Michael Regan.

**Directors (Rural/Regional)**

Darriea Turley, Phyllis Miller, Marianne Saliba, Ruth Fagan, Ben Shields, Rod Kendall and Paul Harmon.

They join Cr Linda Scott (President), Cr Marjorie Spooner O'Neill (Treasurer), Cr Angelo Tsirekas (Vice President - Metro/Urban), Cr Lindsay Brown (Vice President - Rural/Regional) and Cr Keith Rhoades (Immediate Past President) on the Board of LGNSW.

I also thank our Chief Executive, Mr Terry Dodds for his attendance and assistance.

**LGNSW Learning Solutions Calendar of Upcoming Courses: January to June 2018**

Please see Attachment 10 (Booklet 2). A further report by the Chief Executive will be provided at the February 2018 Ordinary Council Meeting.

**RECOMMENDATION**

**That the report on the 2017 NSW Local Government Annual Conference be received and noted.**



Report of Committee No. 23 Cont...

**ATTACHMENTS**

- |                                                                                                                  |            |
|------------------------------------------------------------------------------------------------------------------|------------|
| <b>1</b> Attachment 10 (Booklet 2) - LGNSW Learning Solutions Calendar of Upcoming Courses: January to June 2018 | 8<br>Pages |
|------------------------------------------------------------------------------------------------------------------|------------|

**(ITEM RC24/17) REPORTS OF COMMITTEES & DELEGATES - AUDIT & RISK COMMITTEE - 6 DECEMBER 2017**

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

A meeting of the Audit & Risk Committee was held on Wednesday, 6 December 2017. Minutes of the Meeting are attached.

**RECOMMENDATION**

**That the Minutes of Audit & Risk Committee Meeting held on 6 December 2017 be endorsed and adopted.**

**ATTACHMENTS**

- 1 Minutes of the Meeting 5 Pages



## **MINUTES OF AUDIT & RISK COMMITTEE WEDNESDAY, 6 DECEMBER 2017**

MINUTES OF THE **Audit & Risk Committee** OF TENTERFIELD SHIRE held at the Tenterfield Shire Council Chamber on Wednesday, 6 December 2017 commencing at 1.00 pm.

### **ATTENDANCE**

Councillor Don Forbes (Deputy Mayor)  
Mr Peter Sheville – Independent External Member  
*(By telephone)*  
Mr Andrew Page – Independent External Member

### **ALSO IN ATTENDANCE**

Chief Operating Officer (Kylie Smith)  
Executive Assistant & Media (Noelene Hyde)  
Finance Manager (Andrew Wright)  
Governance Co-ordinator (Erika Bursford)  
WHS & Risk Management Officer (Wes Hoffman)  
Forsyths (Paul Cornall) – *By telephone*  
Audit Office of NSW (Lawrissa Chan) – *By telephone*  
Audit Office of NSW (Furqan Yousuf) – *By telephone*

*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.*

## **APOLOGIES**

Apologies received from Cr Peter Petty (Mayor), Mr Terry Dodds (Chief Executive), and Mr Geoff King (Independent External Member).

## **DISCLOSURE OF INTERESTS**

Nil.

## **CONFIRMATION OF MINUTES**

### **Meeting of 4 October 2017**

Items raised by Peter Sheville:

- Item CE04/17 – Audit & Risk – Reporting Schedule 2017  
*Action Item – Noted that this is a matter on the Agenda today.*
- Item CE05/17 – End of Year Financial Statements  
*Action Item – Extraordinary Meeting held 7 November 2017. Item Completed.*
- Item CE012/17 – Audit & Risk Committee Charter
  - *Action Item – The Audit Committee Plan to provide a schedule of meetings.*
  - *Action Items 2, 3 & 4 – Refer specifically to the audit process.*

**Resolved** that the Minutes of the Audit & Risk Committee Meeting held on Wednesday, 4 October 2017, as circulated and subject to amendment, be confirmed and signed as a true record of the proceedings of the meeting.

(Don Forbes/Peter Sheville)

### **Meeting of 7 November 2017**

Item raised by Peter Sheville:

- *Amend spelling of "Sheville".*

**Resolved** that the Minutes of the Extraordinary Audit & Risk Committee Meeting held on Tuesday, 7 November 2017, as circulated and subject to amendment, be confirmed and signed as a true record of the proceedings of the meeting.

(Don Forbes/Andrew Page)

*The Chair determined to bring forward Item CE021/17 – Audited Financial Statements for the Year Ended 30 June 2017.*

**(ITEM CEO21/17) AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017**

**SUMMARY**

Council's 2016/17 Financial Statements were adopted by Council on 29 November 2017.

**ACTION**

- *Timetable for the Annual Audit be provided to the Committee for consideration (draft form if possible).*
- *The efforts and involvement of everybody and in particular the Audit Office, are appreciated.*

**Resolved** that the Audit & Risk Committee note the audited statements and reports.

(Don Forbes/Andrew Page)

*The Chair determined to bring forward Item CE011/17 – Fraud, Misconduct & Compliance.*

**(ITEM CEO16/17) FRAUD, MISCONDUCT AND COMPLIANCE**

**SUMMARY**

The purpose of this report is to provide details of any Fraud, Misconduct and Compliance breaches identified or allegations made, during the period 4 October 2017 to 6 December 2017.

**ACTION**

- *Ensure that Management be aware that at the end of the audit process, any issues around fraud be advised to the Auditors upon the Auditor's request.*
- *That the Report be broadened to include risk management activity.*

**Resolved** that the Audit & Risk Committee receive and note the report on Fraud, Misconduct and Compliance.

(Don Forbes/Andrew Page)

*Mr Paul Cornell (Forsyths), Lawrissa Chan (Audit Office) and Furqan Yousuf (Audit Office) left the meeting, the time being 1.35 pm.*

**(ITEM CEO14/17) WORKPLACE HEALTH & SAFETY SUMMARY**

**SUMMARY**

The purpose of this report is to advise the Audit & Risk Committee of a summary of Councils Work Health & Safety Matters.

**Resolved** that the Audit & Risk Committee receive and note the current status of Council Work Health & Safety Summary.

(Don Forbes/Andrew Page)

**(ITEM CEO15/17) BUSINESS CONTINUITY MANAGEMENT PLAN DEVELOPMENT**

**SUMMARY**

The purpose of this report is update the Audit & Risk Committee of the progression of Councils Business Continuity Management Plan development.

**ACTION**

- *Completed Plan to the March meeting of the Audit & Risk Committee.*

**Resolved** that the Audit & Risk Committee receive and note the current status of Council's Business Continuity Management Plan development.

(Andrew Page/Don Forbes)

**(ITEM CEO17/17) CODE OF CONDUCT COMPLAINTS STATISTICS 2016/17**

**SUMMARY**

The purpose of this report is to advise the Committee of Council's endorsement of the Code of Conduct Complaints Statistics Report for the period 1 September 2016 to 31 August 2017 submitted to the Office of Local Government.

**Resolved** that the Committee note that Tenterfield Shire Council's Code of Conduct Complaints Statistics report for the period 1 September 2016 to 31 August 2017 has been submitted to the Office of Local Government.

(Don Forbes/Andrew Page)

**(ITEM CEO18/17) CODE OF CONDUCT REVIEW PANEL**

**SUMMARY**

The purpose of this report is to advise the Committee of Council's endorsement of the re-establishment of an Independent Code of Conduct Review Panel.

**Resolved** that the Committee note the re-establishment of the Tenterfield Shire Council Code of Conduct Review Panel for a period of four years, from 2017 to 2021.

(Don Forbes/Andrew Page)

**(ITEM CEO19/17) AUDIT & RISK COMMITTEE ANNUAL PLAN**

**SUMMARY**

The purpose of this report is to present the Audit & Risk Committee Annual Plan 2018 to each meeting of the Audit & Risk Committee.

**ACTION**

- *There needs to be a separate report item for Audit & Risk Committee Annual Plan and the Annual Internal Audit Plan.*

- *Chair to review the Audit & Risk Committee Annual Plan against the Charter and provide feedback.*
- *Internal Audit Scope to be prepared for audit of the Procurement and Tendering process in the 2018 financial year. This proposal will need to be submitted to the Chief Executive and Council to determine if funds are available to undertake this Audit in the current financial year.*
- *A risk based Strategic Audit Plan and Annual Internal Audit Plan needs to be prepared and considered by the Audit & Risk Committee. This is a fundamental responsibility. The Audit & Risk Committee recommends that Council work with the Chief Executive and the Audit & Risk Committee to confirm a budget for the development of these and the delivery of internal audits based on an Annual Internal Audit Plan.*
- *Internal audit of recruitment processes (Regulatory and Legal Compliance) was requested to be included in an Annual Internal Audit Plan.*

**Resolved** that the Audit & Risk Committee receive and note the Audit & Risk Committee Annual Plan 2018 in particular, the items for December 2017.

(Don Forbes/Andrew Page)

#### **(ITEM CEO20/17) BUDGET REVIEW AS AT 30 SEPTEMBER 2017**

##### **SUMMARY**

The purpose of this report is to submit the September Quarter Budget Review to Council's Audit & Risk Committee.

**Resolved** that the Audit & Risk Committee note the report.

(Don Forbes/Andrew Page)

##### **NEXT MEETING**

The next meeting of the Audit & Risk Committee will be Wednesday, 7 March 2018 @ 1.00 pm in the Tenterfield Shire Council Chamber.

There being no further business the Chairperson declared the meeting closed at 2.09 pm.

.....  
Peter Sheville  
Chairperson

|                      |                                                                   |
|----------------------|-------------------------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                                     |
| <b>Submitted by:</b> | Councillor Gary Verri                                             |
| <b>Reference:</b>    | <b>ITEM NM16/17</b>                                               |
| <b>Subject:</b>      | <b>PRESERVATION OF RAILWAY CORRIDOR - ARMIDALE TO WALLANGARRA</b> |

|                                                               |                                                                                                                               |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                               |
| <b>CSP Goal:</b>                                              | <b>Community</b> - COMM 2 - Health and quality of life are supported by a wide range of recreation and leisure opportunities. |
| <b>CSP Strategy:</b>                                          | Provide a wide range of high quality and well maintained active and passive recreation facilities.                            |
| <b>Delivery Plan Action:</b>                                  | Identify suitable areas for the extension and embellishment of the current and future cycleway network.                       |
| <b>Operational Plan Action:</b>                               | Delivery of the Pedestrian Access Strategy.                                                                                   |

### SUMMARY

The NSW Department of Premier & Cabinet held a community meeting at Tenterfield on Monday, 11 December 2017 seeking community input on the proposed closure of the rail corridor between Armidale and Wallangarra.

### RECOMMENDATION:

**That Council does not support the proposed closure of the rail corridor between Armidale and Wallangarra and lobbies to maintain the rail infrastructure to allow for future tourist activities.**

### BACKGROUND

The meeting was attended by some seventy (70) community members who indicated overwhelmingly that the rail corridor and infrastructure should be preserved to allow for future development, which would include tourist activities, as it provides a unique opportunity for the Northern Tablelands area and should not be lost.

**Gary Verri**  
Councillor

Prepared by Councillor:

Gary Verri, Councillor

Department:

Chief Executive Office

Attachments:

There are no attachments for this report.



|                      |                                                    |
|----------------------|----------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                      |
| <b>Submitted by:</b> | Executive Assistant & Media                        |
| <b>Reference:</b>    | <b>ITEM RES11/17</b>                               |
| <b>Subject:</b>      | <b>Council Resolution Register - December 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 December 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 11 (Booklet 3) - Resolution Register - December 2017 23 Pages