



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER ORDINARY COUNCIL MEETING WEDNESDAY, 22 AUGUST 2018

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 Mingoola Community Hall, on **Wednesday, 22 August 2018** commencing at **9.30 am**.

Terry Dodds
Chief Executive

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

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

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

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

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

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

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

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

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

CONFLICT OF INTERESTS

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

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

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

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

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

Non-pecuniary Interests - Must be disclosed in meetings.

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

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

Disclosures to be Recorded (s 453 Act)

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

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ORDER OF BUSINESS

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

AGENDA

1. OPENING & WELCOME

2. (A) OPENING PRAYER

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

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

(B) ACKNOWLEDGEMENT OF COUNTRY

"I would like to acknowledge the traditional custodians of this land that we are meeting on today. I would also like to pay respect to the Elders 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

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13. NOTICES OF MOTION

Nil.

14. RESOLUTION REGISTER

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15. CONFIDENTIAL BUSINESS

16. MEETING CLOSED

(ITEM MIN1/18) CONFIRMATION OF PREVIOUS MINUTES

REPORT BY: Noelene Hyde, Executive Assistant & Media

RECOMMENDATION

That the Minutes of the following Meetings of Tenterfield Shire Council:

- **Extraordinary Council Meeting held on 25 July 2018**
- **Ordinary Council Meeting held on 25 July 2018**

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

ATTACHMENTS

- | | | |
|----------|--|----------|
| 1 | Extraordinary Council Meeting - 25 July 2018 | 3 Pages |
| 2 | Ordinary Council Meeting - 25 July 2018 | 12 Pages |



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

**MINUTES OF
EXTRAORDINARY COUNCIL MEETING
WEDNESDAY, 25 JULY 2018**

MINUTES OF THE **Extraordinary Council Meeting** OF TENTERFIELD SHIRE held at the Tenterfield Shire Council Chamber on Wednesday 25 July 2018 commencing at 8.35 am.

ATTENDANCE

Councillor Peter Petty (Mayor)
Councillor Don Forbes (Deputy Mayor)
Councillor John Macnish
Councillor Brian Murray
Councillor Tom Peters
Councillor Bob Rogan
Councillor Greg Sauer
Councillor Gary Verri

ALSO IN ATTENDANCE

Chief Executive (Terry Dodds)
Executive Assistant & Media (Noelene Hyde)
Chief Corporate Officer (Kylie Smith)
Chief Operating Officer (Andre Kompler)

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

WEBCASTING OF MEETING

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

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

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

OPENING AND WELCOME

CIVIC PRAYER

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

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

ACKNOWLEDGEMENT OF COUNTRY

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

APOLOGIES

140/18 **Resolved** that the apology of Cr Michael Petrie and Cr Bronwyn Petrie be received and accepted.

(Donald Forbes/Brian Murray)

Motion Carried

Noted that all Councillors were present with the exception of Cr Bob Rogan and those Councillors for which an apology has been received.

DISCLOSURE & DECLARATIONS OF INTEREST

Nil.

BUSINESS OF THE MEETING

A request for an Extraordinary Meeting as a matter of urgency in relation to the following was called by Councillor Brian Murray and Deputy Mayor Donald Forbes.

Two Free Waste Weeks in Lieu of Vouchers

Council has determined that for two specified weeks of the year, Tenterfield Shire households may dispose of household domestic waste at their nearest Waste Transfer Station at no charge, on one occasion per household in each of these weeks. This replaces the previous voucher system that was included with the Rates Notice.

One free waste week will be held in the last week of July 2018 and in the last week of January 2019.

MAYORAL MINUTE

(ITEM MM4/18) PROPOSAL FOR REINSTATEMENT OF WASTE VOUCHER SCHEME

SUMMARY

I, Mayor Peter Petty propose the following motion in response to a request for this Extraordinary Meeting to consider a proposal for the reinstatement of the Waste Voucher Scheme to ensure that Councillors are provided with the facts and implications prior to making a further resolution.

141/18 **Resolved** that Council request the Chief Executive provide to the August 2018 Ordinary Council Meeting, a report detailing the opportunity and implications of the reinstatement of the Waste Voucher Scheme.

The Report to give due consideration to section 8B of the *Local Government Act 1993, Principles of sound financial management*, the level of community concern and impact associated with the removal of the waste vouchers in the current year.

(Peter Petty/Tom Peters)

Motion Carried

Cr Bob Rogan entered the meeting, the time being 8.44 am.

MEETING CLOSED

There being no further business the Mayor declared the meeting closed at 8.58 am.

.....
Councillor Peter Petty
Mayor/Chairperson



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

**MINUTES OF
ORDINARY COUNCIL MEETING
WEDNESDAY, 25 JULY 2018**

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the Tenterfield Shire Council Chamber on Wednesday 25 July 2018 commencing at 9.30 am.

ATTENDANCE

Councillor Peter Petty (Mayor)
Councillor Don Forbes (Deputy Mayor)
Councillor John Macnish
Councillor Brian Murray
Councillor Tom Peters
Councillor Bob Rogan
Councillor Greg Sauer
Councillor Gary Verri

ALSO IN ATTENDANCE

Chief Executive (Terry Dodds)
Executive Assistant & Media (Noelene Hyde)
Chief Corporate Officer (Kylie Smith)
Chief Operating Officer (Andre Kompler)

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

WEBCASTING OF MEETING

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

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

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

OPENING AND WELCOME

Noted that the Property, Building & Landscape Coordinator, Heidi Ford was present in the meeting.

CIVIC PRAYER

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

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

ACKNOWLEDGEMENT OF COUNTRY

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

APOLOGIES

142/18 Resolved that the apology of Cr Michael Petrie and Cr Bronwyn Petrie be received and accepted.

(Donald Forbes/Greg Sauer)

Motion Carried

DISCLOSURE & DECLARATIONS OF INTEREST

Nil.

CONFIRMATION OF PREVIOUS MINUTES

143/18 Resolved that the Minutes of the Council meeting held on Wednesday, 27 June 2018, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

(Brian Murray/Bob Rogan)

Motion Carried

TABLING OF DOCUMENTS

Nil.

URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

Nil.

COMMUNITY CONSULTATION (PUBLIC ACCESS)

Item GOV54/18 – Monthly Operational Report – June 2018

- Erika Bursford, Manager Customer Service, Governance & Records addressed the following sections of the Monthly Operational Report:
 - Corporate and Governance
- Paul Della, Manager Finance & Technology addressed the following sections of the Monthly Operational Report:
 - Finance and Technology

MAYORAL MINUTE

Nil.

RECOMMENDATION FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

144/18 **Resolved** that the following item be considered in the Confidential Section of the Meeting:

- Item ECO15/18 – Koreelah Creek Bridge Upgrade Design Stage – Mt Lindesay Road.

(Gary Verri/Tom Peters)

Motion Carried

OPEN COUNCIL REPORTS

OUR COMMUNITY

(ITEM COM8/18) WAR MEMORIAL BATHS - TENDER RECOMMENDATION

SUMMARY

The purpose of this report is to advise Council of the outcome of the War Memorial Baths Tender for the Pool Operation.

SUSPENSION OF STANDING ORDERS

- 145/18** **Resolved** that Standing Orders be suspended and the Meeting move into Closed Committee to allow for discussion of the Confidential Attachment – Management & Operation of Tenterfield Swimming Pool.

(Donald Forbes/Bob Rogan)

Motion Carried

The doors were closed to the public, the recording device turned off and the Meeting moved into Closed Committee, the time being 9.58 am.

RESUMPTION OF STANDING ORDERS

- 146/18** **Resolved** that Standing Orders be resumed.

(Greg Sauer/Bob Rogan)

Motion Carried

The Meeting moved out of Closed Committee, the doors were opened to the public and the recording device switched on, the time being 10.16 am.

(ITEM COM8/18) WAR MEMORIAL BATHS - TENDER RECOMMENDATION

- 147/18** **Resolved** that Council:

- (1) Accept the Confidential Report from Local Government Procurement; and
- (2) Accept the recommendation from Local Government Procurement as per the Confidential Report and not award a contract for the tender in this instance.

(Donald Forbes/Greg Sauer)

Motion Carried

(ITEM COM9/18) USE OF MEMORIAL HALL & RSL PAVILION BY TENTERFIELD TOTAL CARE & TRANSPORT INC - MEALS ON WHEELS

SUMMARY

Tenterfield Total Care & Transport Inc have contacted Council re use of the Memorial Hall and RSL Pavilion to facilitate *Meals on Wheels* and other community social programs during the refurbishment of the kitchen in their premises at 123 High Street, Tenterfield which are leased from Council, for the period Saturday, 21 July to Sunday, 19 August 2018.

- 148/18** **Resolved** that Council acknowledge a Quarterly Budget Review amendment will be required to the value of \$385.00 to reflect the cost of usage for the Memorial Hall & RSL Pavilion by Tenterfield Total Care & Transport Inc for the period Saturday, 21 July to Sunday, 19 August 2018 while their facility undergoes refurbishment.

(Greg Sauer/Brian Murray)

Motion Carried

OUR ECONOMY

(ITEM ECO13/18) UNNAMED RIGHT OF CARRIAGEWAY OFF MOLE RIVER ROAD, MOLE RIVER

SUMMARY

The purpose of this report is to commence the road naming process to name a Right of Carriageway (ROC) off Mole River Road, Mole River located approximately 200m south-east from Gibraltar Road that services several properties. In accordance with Geographical Names Board (GNB) guidelines this private road is identified as a "Lane".

149/18 **Resolved** that Council:

- (1) Endorse the name "Stone Lane" as the name of this unnamed lane for the purposes of commencing formal public consultation.
- (2) Advertise the proposed road name of "Stone Lane" allowing 28 days for public response to Council's intention to name the road and commence gazettal process of the same unless advised of more appropriate names which:
 - (a) relate to the cultural and or historical significance of the location and;
 - (b) are consistent with the NSW Geographical Names Board guidelines.
- (3) Bring a report back to Council on public consultation results with final recommendation for name adoption and subsequent gazettal and signposting stating not only the road name but also "No Through Road", and "Council does not maintain this road."

(Brian Murray/Tom Peters)

Motion Carried

(ITEM ECO14/18) NATIONAL SALEYARDS EXPO - CASINO - 24 TO 26 JULY 2018

SUMMARY

The purpose of this report is for Council to endorse the attendance of Mayor Peter Petty at the National Saleyards Expo in Casino, 25 and 26 July 2018. Mayor Petty will be accompanied by Mr Mark Cooper, Council's Open Space, Regulatory & Utilities Supervisor.

150/18 **Resolved** that Council endorse the attendance of Mayor Peter Petty at the Australian Livestock Markets Association National Saleyards Expo at Casino, 25 and 26 July 2018.

(Bob Rogan/Gary Verri)

Motion Carried

OUR ENVIRONMENT

(ITEM ENV15/18) MURRAY DARLING ASSOCIATION - 74TH NATIONAL CONFERENCE & ANNUAL GENERAL MEETING - LEETON, NSW - 29-31 AUGUST 2018

SUMMARY

The purpose of this report is to determine Council's delegate/s for the Murray Darling Association and associated attendance at the Association's 74th National Conference and Annual General Meeting to be held at Leeton, NSW – 29 to 30 August 2018.

RECOMMENDATION

That Council:

- (1) Determine the Council delegate/s for the Murray Darling Association; and
- (2) Determine attendee/s for the Murray Darling Association 74th National Conference and Annual General Meeting to be held in Leeton, NSW – 29 to 31 August 2018.

(Greg Sauer/Tom Peters)

AMENDMENT

That the positions of Mayor and/or Deputy Mayor be the delegate positions or any alternative Councillor if the Mayor or Deputy Mayor are unavailable.

(Tom Peters/Donald Forbes)

Amendment Carried

Councillor Bob Rogan recorded a vote against the Amendment.

AMENDMENT

That Deputy Mayor Don Forbes attend the Murray Darling Association 74th National Conference and Annual General Meeting.

(Greg Sauer/John Macnish)

Amendment Carried

151/18 Resolved that:

- (1) The positions of Mayor and/or Deputy Mayor be the delegate positions or any alternative Councillor if the Mayor or Deputy Mayor are unavailable, for the Murray Darling Association; and
- (2) That Deputy Mayor Don Forbes attend the Murray Darling Association 74th National Conference and Annual General Meeting to be held in Leeton, NSW – 29 to 31 August 2018.

(Greg Sauer/Tom Peters)

Motion Carried

SUSPENSION OF STANDING ORDERS

152/18 **Resolved** that Standing Orders be suspended.

(Donald Forbes/Gary Verri)

Motion Carried

The Meeting adjourned for Morning Tea, the time being 10.31 am.

The Meeting reconvened with the same members present but with the absence of the Property, Building & Landscape Coordinator, Heidi Ford, who had left the meeting. The time being 10.55 am.

RESUMPTION OF STANDING ORDERS

153/18 **Resolved** that Standing Orders be resumed.

(Greg Sauer/Gary Verri)

Motion Carried

OUR GOVERNANCE

(ITEM GOV54/18) MONTHLY OPERATIONAL REPORT - JUNE 2018

SUMMARY

The purpose of this report is to provide a standing monthly report to the Ordinary Meeting of Council that demonstrates staff accountabilities and actions taken against Council's 2017/2018 Operational Plan.

154/18 **Resolved** that Council receives and notes the status of the Monthly Operational Report to June 2018.

(Bob Rogan/Gary Verri)

Motion Carried

(ITEM GOV55/18) 2018 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE - SUBMISSION OF MOTIONS

SUMMARY

The purpose of this report is for Council to consider motions for submission to the 2018 Local Government NSW Annual Conference for inclusion in the Business Paper.

155/18 **Resolved:**

- (1) That Council approve the following motions for submission to Local Government NSW for inclusion in the 2018 Annual Conference Business Paper.
- (2) Motion 1 - That Councils lobby State and Federal Governments to introduce harmonized biosecurity legislation with a view to improving dam/river catchment volumes and increased creek flows by returning the landscape to woodland and removing excess vegetation in riparian zones.
- (3) Motion 2 - That LGNSW lobbies the NSW State Governments to legislate a Bill of Rights.

(Gary Verri/Greg Sauer)

Motion Carried

(ITEM GOV56/18) REVOCATION OF SUPERSEDED COUNCIL POLICIES

SUMMARY

The purpose of this report to seek Council's revocation of Council's Gathering Information Policy, that has been superseded in specific State legislation, and where relevant legal obligations are able to be applied through a Council protocol.

- 156/18** **Resolved** that Council revoke Policy Statement No. 1.072 – Gathering Information.

(Donald Forbes/Bob Rogan)

Motion Carried

Manager Finance & Technology, Paul Della, entered the meeting, the time being 11.18 am.

(ITEM GOV57/18) FINANCE & ACCOUNTS - PERIOD ENDED 30 JUNE 2018

SUMMARY

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

- 157/18** **Resolved** that Council receive and note the Finance and Accounts Report for the period ended 30 June 2018.

(Donald Forbes/Gary Verri)

Motion Carried

(ITEM GOV58/18) CAPITAL EXPENDITURE REPORT AS AT 30 JUNE 2018

SUMMARY

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

- 158/18** **Resolved** that Council receive and note the Capital Expenditure Report for the period ended 30 June 2018.

(Brian Murray/Greg Sauer)

Motion Carried

(ITEM GOV59/18) REPORT ON LOAN BALANCES

SUMMARY

The purpose of this report is to inform Council of its loan balances as at 30 June 2018.

- 159/18** **Resolved** that Council notes the loan balance as at 30 June 2018 was \$7,690,327.31.

(Greg Sauer/Gary Verri)

Motion Carried

Manager Finance & Technology, Paul Della, left the meeting, the time being 11.26 am.

REPORTS OF DELEGATES & COMMITTEES

(ITEM RC17/18) REPORTS OF COMMITTEES & DELEGATES - ANNUAL GENERAL MEETING - AUSTRALIAN RURAL ROAD GROUP (INCORPORATED) - 19 JUNE 2018

SUMMARY

The Annual General Meeting of the Australian Rural Road Group (Incorporated) was held in Canberra on Tuesday, 19 July 2018. The meeting was attended by Mayor Peter Petty while in Canberra attending the 2018 National General Assembly of Local Government.

- 160/18** **Resolved** that the report from the Australian Rural Road Group (Incorporated) meeting of 19 June 2018 be received and noted.

(Peter Petty/Bob Rogan)

Motion Carried

(ITEM RC18/18) REPORTS OF COMMITTEES & DELEGATES - TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE - 21 JUNE 2018

SUMMARY

A meeting of the Tenterfield Shire Local Traffic Committee was held on Thursday, 21 June 2018.

- 161/18** **Resolved** that the report and actions of the Tenterfield Shire Local Traffic Committee meeting of 21 June 2018 be received and noted.

(Peter Petty/Greg Sauer)

Motion Carried

(ITEM RC19/18) REPORTS OF COMMITTEES & DELEGATES - AUDIT & RISK COMMITTEE - 21 JUNE 2018

SUMMARY

A meeting of the Audit & Risk Committee was held on Thursday, 21 June 2018.

- 162/18** **Resolved** that Council redirect the Audit Committee to bring forward the Human Resource & Workforce Development Audit and the Information Technology Audit to both be completed by the end of 2018.

(Donald Forbes/Brian Murray)

Motion Carried

- 163/18** **Resolved** that the Minutes of the Audit & Risk Committee Meeting held on 21 June 2018 be endorsed and adopted.

(Gary Verri/Donald Forbes)

Motion Carried

(ITEM RC20/18) REPORTS OF COMMITTEES & DELEGATES - NEW ENGLAND JOINT ORGANISATION (NEJO) - 25 JUNE 2018

SUMMARY

The inaugural Ordinary Meeting of the New England Joint Organisation (NEJO) was held at Moree Plains Shire Council on Monday, 25 June 2018.

- 164/18** **Resolved** that the Minutes of the New England Joint Organisation (NEJO) of 25 June 2018 be received and noted.

(Peter Petty/Greg Sauer)

Motion Carried

NOTICES OF MOTION

Nil.

(ITEM RES6/18) COUNCIL RESOLUTION REGISTER - JULY 2018

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.

165/18 **Resolved** that Council notes the status of the Council Resolution Register to July 2018.

(Bob Rogan/Brian Murray)

Motion Carried

CONFIDENTIAL BUSINESS – SUSPENSION OF STANDING ORDERS

166/18 **Resolved** that Standing Orders be suspended and:

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

(Greg Sauer/Donald Forbes)

Motion Carried

The doors were closed to the public, the recording device turned off and the Meeting moved into Closed Committee, the time being 11.48 am.

(ITEM ECO15/18) KOREELAH CREEK BRIDGE UPGRADE DESIGN STAGE - MT LINDESAY ROAD

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

SUMMARY

The purpose of this report is to provide Council with a report and recommendation on the tender evaluation associated with the Koreelah Creek Bridge upgrade design stage of the \$24M Mt Lindesay Road upgrade project.

- 167/18** **Resolved** that Council accept the tender of SMEC Australia Pty Ltd for the Koreelah Creek Bridge upgrade design stage of the Mt Lindesay Road project in the amount of \$252,301.50 (including GST).

(Gary Verri/Brian Murray)

Motion Carried

RESUMPTION OF STANDING ORDERS

- 168/18** **Resolved** that Standing Orders be resumed.

(Donald Forbes/Bob Rogan)

Motion Carried

The Meeting moved out of Closed Committee, the doors were opened to the public and the recording device switched on, the time being 12 noon.

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

MEETING CLOSED

There being no further business the Mayor declared the meeting closed at 12.01 pm.

.....
Councillor Peter Petty
Mayor/Chairperson

MAYORAL MINUTE**(ITEM MM5/18) DROUGHT RELIEF - POTABLE WATER ACCESS****SUMMARY**

Fellow Councillors and the community will be aware of the significant hardship of farmers throughout New South Wales and other States and Territories due to the prolonged drought conditions being experienced.

Our own local farmers within the Shire have not been immune to this critically devastating plight.

With livestock feed at an all-time low which has been widely reported on, it has also been brought to Council's attention that the cost of access to fresh water for our local farming families is also a real struggle and a contributing factor to their existing financial stresses.

Council is in a position to provide some very limited assistance to those drought affected farming families by offering access to potable water from our standpipe via our water carting contractor.

The current charges for potable water is \$6.20 per kilolitre; so a 20,000 litre tanker could be filled for \$124. It is proposed that the Chief Executive should determine the total value of assistance that could be available, in accordance with Council's budgetary commitments and constraints.

To ensure that any offer of assistance is not exploited, Council would liaise with the Salvation Army so that only those families registered as being eligible for drought relief assistance could access the service.

I respectfully request consideration of this very worthwhile assistance program.

MAYOR'S RECOMMENDATION

I, Councillor Peter Petty hereby move the following Mayoral Minute at the Ordinary Meeting held on 22 August 2018:

- (1) That Council grant the Chief Executive delegated authority to negotiate and subsidise the provision of potable water via Council's water carting contractor to those farmers within the Tenterfield Shire that have been declared eligible for drought relief assistance.**
- (2) That a further report be brought back to Council in three months, pending a review of the drought relief assistance program, including take-up rates, budgetary implications, and social/humanitarian impacts.**

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM COM10/18
Subject:	COMMUNITY CONTRIBUTIONS/DONATIONS - 2018/2019 FINANCIAL YEAR

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Community - COMM 2 - Health and quality of life are supported by a wide range of recreation and leisure opportunities.
CSP Strategy:	Enrich the cultural life of the community by supporting a variety of cultural events and activities for the community and visitors.
CSP Delivery Program	Enrich the cultural life of the community by supporting a variety of cultural events and activities for residents and visitors.

SUMMARY

The purpose of this report is to advise Council of the applications received requesting financial support through Council's Community Donations/Contributions Policy and for Council to adopt the donations for this financial year.

OFFICER'S RECOMMENDATION:

- (1) That Council adopt the individual allocation of community contributions / donations as outlined in this report; and**
- (2) That Council notes the allocation of \$875 towards drought relief measures.**

BACKGROUND

In February 2018 Council adopted the Community Donations/Contributions Policy which states as follows:

The Council, in preparing the Operational Plan Budget for the ensuing Financial Period, shall allocate an amount to be available to meet requests from community bodies for donations or contributions.

After adoption of the Operational Plan Budget, Council will call for applications from Local Voluntary/Community Organisations for contributions/donations. No requests for donations/contributions will be considered throughout the year. Unless special circumstances exist as determined by the Mayor and Chief Executive, Council's policy is not to contribute to charitable appeals. Clause 211 (3) of the Local Government (General) Regulation 2005 states that "all such approvals and votes lapse at the end of a Council's financial year".

An amount of \$35,875 was allocated in the 2018/2019 Operational Plan Budget and applications/submissions were invited through Council's newsletter "Your Local News" and on Council's website. Closing date for applications was 5.00 pm on Wednesday, 1 August 2018.

REPORT:

Council has previously determined to consider a contribution/donation to the following groups/organisations without the need for an application to be submitted each year.

Our Community No. 10 Cont...

No.	Organisation	Project	Amount \$
1	Drake Primary School	Presentation Night	150.00
2	Jennings Public School	Presentation Night	150.00
3	Mingoola Public School	Presentation Night	150.00
4	St Joseph's Convent Schools	Presentation Night	150.00
5	Sir Henry Parkes Memorial Primary School	Presentation Night	150.00
6	Tenterfield High School	Presentation Night	150.00
7	Urbenville Public School	Presentation Night	150.00
8	Woodenbong Public School	Presentation Night	150.00
9	TAFE	Presentation Night	150.00
10	Drake Primary School	Learn to Swim – contribution to transport	550.00
11	Urbenville Public School	Learn to Swim – contribution to transport	550.00
12	Westpac Helicopter Rescue Service	Helicopter Rescue Service – Annual Contribution	2,000.00
13	A Brush with Verse	Acquisition Art Prize	1,050.00
14	Tabulam SES	Upper Clarence Art Exhibition	500.00
15	Liston Hall Committee	Annual contribution to assist with operating costs	500.00
16	Bolivia Hall Committee	Annual contribution to assist with operating costs	500.00
17	Legume Hall Committee	Annual contribution to assist with operating costs	500.00
18	Drake Hall Committee	Annual contribution to assist with operating costs	500.00
19	Urbenville Hall Committee	Annual contribution to assist with operating costs	500.00
20	Steinbrook Hall Committee	Annual contribution to assist with operating costs	500.00
21	Sunnyside Hall Committee	Annual contribution to assist with operating costs	500.00
22	Mingoola Hall Committee	Annual contribution to assist with operating costs	500.00
23	Torrington Hall Committee	Annual contribution to assist with operating costs	500.00
24	Tenterfield Highlander Pipe Band	Annual contribution to assist with operating costs	600.00
		Sub-Total	\$10,050.00

An Assessment Committee comprising the Mayor, Councillors Michael Petrie, John Macnish, Don Forbes, Gary Verri and Greg Sauer, supported by the Chief Executive Terry Dodds met on Tuesday, 7 August 2018, to assess the applications.

The Assessment Committee determined that the allocation made to *A Brush with Verse – Acquisition Art Prize* be deleted as this event is no longer held.

In addressing the thirty two (32) applications received, the Assessment Committee used the Selection Criteria as well as the direction of Council's Community Strategic Plan to

Our Community No. 10 Cont...

address the various target groups (eg Aboriginal, aged, youth) a physically and mentally healthy community, and support for events and public spaces.

The organization, amount sought and recommended amount with comments are outlined in the table below:

No.	Organisation	Project	Amount Sought \$	Recommended Amount \$	Comment
25	Tenterfield Showground Trust	Installation of 14 grey water dump points at the Showground	5,000.00	2,000.00	
26	Tenterfield Traditional Archers Inc.	Completion of disabled carpark at the Club's admin area	1,000.00	1,000.00	
27	Rotary Club of Tenterfield	Assisting with costs for conducting the annual Christmas Carnival	500.00	500.00	
28	Ozfish Unlimited Tenterfield	Assisting with costs for the annual Gone Fishing Day at Tenterfield Dam	925.00	500.00	
29	Tenterfield Show Society	Contribution towards entertainment and educational opportunities for children and young adults - 2019 Tenterfield Show	2,000.00	1,000.00	
30	The Sir Henry Parkes Memorial Public School	Contribution to supply topsoil for a native garden bush tucker trail at the entrance of the School	No amount requested	N/A	Request to Council to donate 100 cubic square metres of wood chip / topsoil
31	Urbenville Progress Association	Contribution to purchase a lockable storage cabinet for the Hall kitchen	1,700.00	1,000.00	
32	Tenterfield Eisteddfod Association Inc.	Contribution to hire cost of the School of Arts	1,000.00	500.00	

Our Community No. 10 Cont...

No.	Organisation	Project	Amount Sought \$	Recommended Amount \$	Comment
		Theatre for the conduct of the 2019 Eisteddfod.			
33	Tenterfield Transport Museum Inc.	Contribution to sealing driveway at the entrance of the Transport Museum	3,200.00	1,000.00	
34	Steinbrook Progress Association	Purchase of tables for the Steinbrook Hall	1,500.00	750.00	
35	The Oracles of the Bush Inc.	Contribution to fuel subsidy for surrounding schools to participate in Oracles of the Bush and contribution towards attendance of professional poet	1,100.00	600.00	
36	Tenterfield Community Playgroup	Contribution for hire of RSL Pavilion for the weekly Playgroup	1,081.00	550.00	
37	Tenterfield Poultry Club Inc.	Contribution for restumping of the Poultry Pavilion at the Showground	2,000.00	1,000.00	
38	Tenterfield Physical Culture Club	Contribution to host an interclub competition - Memorial Hall / RSL Pavilion	1,508.00	750.00	
39	Tenterfield Art & Craft Society Inc.	Contribution - donation of quilts to families who have experienced devastation of flood, fire or drought	500.00	250.00	
40	Liston & Area Progress Association	Contribution to slab with roof for community BBQ	3,043.95	1,000.00	

Our Community No. 10 Cont...

No.	Organisation	Project	Amount Sought \$	Recommended Amount \$	Comment
41	Tenterfield Senior Soccer	Contribution for hire fees at Federation Park and use of lights	2,592.00	Nil	
42	Tenterfield Mens' Shed	Contribution to fit out dining, kitchen and toilet areas in the newly erected Mens' Shed	8,483.95	1,000.00	
43	Tenterfield Westpac Helicopter Op Shop	Contribution to off-set Waste fees	300.00	Nil	Contribution of \$2,000 made to Westpac Helicopter
44	Tenterfield Railway Station Preservation Society Inc.	Assist with purchase of a lawn mower	3,000.00	2,000.00	
45	Tenterfield Rotary Club	Contribution to coach hire for the 2019 German Band Cultural Exchange	2,000.00	2,000.00	
46	Drake School of Arts & Progress Association Inc.	Contribution to purchase and installation of ceiling fans for Drake Community Hall	1,142.00	750.00	
47	Tenterfield Horticultural Society	Contribution to reimbursement of hire fees - Memorial Hall for year 2018 Flower Show	602.00	300.00	
48	Torrington Hall	Contribution to replace the floor in Torrington Hall	4,400.00	2,200.00	
49	Seniors Week Committee	Contribution to 2019 Seniors Week	1,000.00	500.00	
50	Tenterfield Lions Club Inc.	Contribution - 2019 Lions Club Cracker Night	5,000.00	2,000.00	
51	Legume Progress Association	Contribution - purchase 2 professional tournament	450.00	225.00	

Our Community No. 10 Cont...

No.	Organisation	Project	Amount Sought \$	Recommended Amount \$	Comment
		size table tennis tables			
52	Tenterfield Endurance Riding Club	Contribution - purchase of horse rugs as prizes for Club event	600.00	600.00	
53	Tenterfield Community College	Contribution to Quilt-a-Thon held with Tenterfield Craft Group	500.00 to 1,000.00	250.00	
54	Cullendore High Country Pty Ltd	Contribution - tourist map for Liston district	No amount requested	Nil.	Does not meet criteria – is a business or commercial venture
55	Drake School of Arts & progress Association Inc.	Hire of Park for local markets held monthly	60.00	60.00	
56	Council's ANZAC Centenary Steering Committee	Contribution to purchase of materials for a replica mock-up World War 1 tunnel and trench system	1,000.00	665.00	
57	Tenterfield Shire Council	Contribution towards Council's drought relief measures		875.00	Transport of hay/provision of potable water
Sub Total			57,688.50	25,825.00	
Sub Total				10,050.00	
TOTAL				35,875.00	

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

The applications for 2018/2019 are varied with a strong focus on community.

2. Policy and Regulation

- Council Policy 1.031 – Community Donations/Contributions
- Local Government (General) Regulations 2005

3. Financial (Annual Budget & LTFP)

An amount of \$35,875 was allocated in the 2018/2019 Operational Plan Budget.

4. Asset Management (AMS)

Nil.

Our Community No. 10 Cont...

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Recommendation supports the measures outlined in Council's Integrated Planning documents.

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:	Office of the Chief Executive
Attachments:	There are no attachments for this report.

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM COM11/18
Subject:	NSW PUBLIC LIBRARIES ASSOCIATION - SWITCH 2018 CONFERENCE - COFFS HARBOUR - 27 TO 29 NOVEMBER 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Community - COMM 5 - The community learns and grows together and fosters an involved community and creative environment.
CSP Strategy:	Provide a library service that informs, educates, inspires and support lifelong learning providing a culturally rich environment.
CSP Delivery Program	Provide ongoing delivery of broad range of library services that respond to community needs.

SUMMARY

The purpose of this report is to consider attendance of Council's NSW Public Libraries Association delegate (Cr John Macnish) and other interested Councillors at the Switch 2018 Conference in Coffs Harbour, 27 to 29 November 2018 and to support the *Renew Our Libraries Campaign* calling for a doubling in State Government funding to resolve a shortfall that threatens the long-term viability of local public libraries.

OFFICER'S RECOMMENDATION:

That Council:

- (1) **Endorse the attendance of Council's NSW Public Libraries Association delegate Cr John Macnish at the Switch 2018 Conference in November 2018; and**
- (2) **Offer the opportunity for attendance at the Switch 2018 Conference to any other interested Councillors to be paid from the Councillor Training budget; and**
- (3) **Recommend that Tenterfield Shire Council join with other local governments and public libraries in a united effort across NSW to call for a doubling in State Government funding to resolve a shortfall that threatens the long-term viability of local public libraries. Our public libraries are the heart of our communities and valued places where people meet, access knowledge and share ideas. Every year local Councils like ours contribute over \$314 million to support over 360 libraries while the NSW Government provide just \$23.5 million in recurrent funding. This is an unfair burden for us to bear, particularly when local council budgets are already stretched. At around 7.8% of total funding, the NSW contribution to libraries is the lowest in Australia, far behind Victoria (18%) and Queensland (12%).**

Our Community No. 11 Cont...

BACKGROUND

In the past, where Conferences have been reasonably local and therefore transport costs are substantially reduced, the opportunity to attend has been offered to other Councillors as a training opportunity.

As Council's delegate to the NSW Public Libraries Association, it is normal practice that Cr John Macnish would attend.

Council's Senior Librarian, Ms Jenny Stoker will also be attending the Conference.

REPORT:

The *Renew Our Libraries Campaign* arose from the 2017 LGNSW Conference, where NSW Councils unanimously resolved to advocate for improved NSW Government funding to enable public libraries to meet the growing needs of local communities and to raise public awareness of the multiple roles public libraries play in supporting the educational, social, cultural and economic outcomes in local communities.

The NSW Public Libraries Association are therefore calling on all political parties to urgently address this funding crisis in NSW public libraries by doubling recurrent funding and creating a sustainable funding model. Community members can support this initiative by signing the online petition at www.renewourlibraries.com.au

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Public libraries play an important role in the community and with the demands placed on budgets at the local level, it is imperative that additional funding be provided by the NSW State Government to ensure the libraries throughout our Shire can be maintained.

Community members can support the *Renew Our Public Libraries Campaign* by signing the online petition at www.renewourlibraries.com.au

2. Policy and Regulation

- Council Policy – Councillor Expenses & Facilities Policy
- Council Policy – Library Services Policy

3. Financial (Annual Budget & LTFP)

- Registration – Early Bird (\$650) Standard (\$700)
- Accommodation - \$200
- Travel – Council vehicle

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

Our Community No. 11 Cont...

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:	Office of the Chief Executive	
Attachments:	1 Switch2018 Conference - Draft Program	2 Pages

SWITCH 2018 DRAFT Conference Program

REGISTRATION (Tue Nov 27)	
5.00pm – 7.00pm	Registration
5.30pm – 7.30pm	Welcome Reception & Opening of Trade Exhibition Sponsored by James Bennett A great way to begin SWITCH 2018
6.00pm	AWARDS: Presentations of the Multicultural Excellence Awards (Sponsored by CAVAL Language Resources), Innovation in Outreach Service Awards and the Kath Knowles Emerging Leader Award
DAY 1 (Wed Nov 28)	
8.30am – 9.00am	Coffee and Registration
Conference Opening	
9.00am – 9.05am	Welcome to Country Gumbaynggir Elder
9.05am – 9.10am	Welcome to Coffs Harbour Cr Denise Knight Mayor, Coffs Harbour City Council
9.10am – 9.25am	Welcome to SWITCH 2018 Cr Dallas Tout President, NSWPLA
9.25am – 9.45am	State Library of NSW Address Dr John Vallance State Librarian, State Library of NSW
9.45am – 10.15am	Liberal Party Address Andrew Fraser MP, Member for Coffs Harbour
Morning Tea & Networking	Sponsored by ALS Library
Theme – Collaboration	
10.45am – 11.40am	Libraries as Collaboration for Social Equity Susan Benton President and CEO, Urban Libraries Council (USA and Canada)
11.40am – 12.15pm	Essential Media – Developing and Presenting Great Community Campaigns Peter Lewis Director, Essential Media
Lunch	Sponsored by The Book House
Theme – Collaboration	
1.15pm – 1.45pm	And Now a Word from Our Platinum Sponsor – BOLINDA
1.45pm – 2.15pm	Letting Go A Little – should public libraries actively support peer-led learning in digital literacy programs? Liz Griffiths Service Delivery Librarian, Willoughby Library. Kath Knowles Young Leader Award recipient 2016
2.15pm – 3.15pm	KEYNOTE SPEAKER: Foodbank – Fighting Hunger Across Australia John Robertson Executive General Manager, Foodbank NSW & ACT
Afternoon Tea & Networking	Sponsored by Wavesound
Theme – Collaboration	
3.45pm – 4.45pm	PANEL SESSION: Challenges and Success for Libraries Supporting Refugee Communities Carina Clement Library and Museum Team Leader, AlburyCity Margaret Redrup-May Outreach Programs Coordinator, Blacktown City Libraries Annette Webb Program Coordinator Diversity, City of Sydney Library Claire Campbell Manager Library Services, Wagga Wagga City Council
4.45pm – 5.00pm	Summation of the Day's Proceedings & Announcements Amy Heap Outreach & Promotions Coordinator, Riverina Regional Library
7.00pm – until late	Exhibitors & Sponsors Dinner - Charity Fun-Raiser for the BrainChild Foundation Sponsored by Insight Informatics

DAY 2 (Thu Nov 29)	
7.00am – 8.30am	Librarians' Breakfast
8.30am – 9.00am	Coffee and Registration
Theme – Innovation	
9.00am – 9.05am	Welcome Back
9.05am – 9.30am	Labor Party Address The Hon Peter Primrose MLC Shadow Minister for Local Government, NSW Parliament
9.30am – 10.30am	Responding to Change in the Age of Disruption Kelly Grigsby CEO, Wyndham City Council, Victoria
Morning Tea	
11.00am – 11.45am	Making the Most of Opportunity Gavin Carnegie Learning & Development Manager, Local Government Professionals Australia, NSW
11.45am – 12.30pm	Only Play with People who want to Play with You! A Partnership Approach to Developing a Creative Technology 'Play to Learn' Outreach Space Paula Kelly Paull Manager Learning Communities, Hobsons Bay Libraries
Lunch	
Theme – Sustainability	
1.30pm – 2.30pm	PANEL SESSION: Libraries Designed For Communities Philip Edney Manager Library Services, City of Canada Bay Theresa Jude Librarian, Lachlan Shire Library Service Margie Kirkness Manager Libraries & Museum, Shellharbour City Council Kathryn Baget-Juleff Group Manager Community Connections, Shellharbour City Council Jenn Martin Venue Coordinator Libraries, City of Sydney
2.30pm – 3.15pm	Regional Libraries – because we're worth it Annie Hensley fjmt Architects
Afternoon Tea	
Theme – Sustainability	
3.45pm – 4.45pm	Anh Do presents... Anh Do Author, Actor, Comedian and Artist
4.45pm – 4.55pm	Summation of the Day's Proceedings & Announcements Amy Heap Outreach & Promotions Coordinator, Riverina Regional Library
4.55pm – 5.00pm	Conference Acknowledgements and Farewell Cr Dallas Tout President, NSWPLA
7.00pm – until late	Conference Dinner – theme is 'Trash or Treasure' Includes announcement of Life Memberships and recognition of Retiring Library Managers

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM COM12/18
Subject:	ARTSTATE BATHURST - 1 TO 4 NOVEMBER 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Community - COMM 2 - Health and quality of life are supported by a wide range of recreation and leisure opportunities.
CSP Strategy:	Enrich the cultural life of the community by supporting a variety of cultural events and activities for the community and visitors.
CSP Delivery Program	Enrich the cultural life of the community by supporting a variety of cultural events and activities for residents and visitors.

SUMMARY

The purpose of this report is for Council to endorse the attendance of Cr Gary Verri at Artstate Bathurst Lismore from Thursday, 1 November to Sunday, 4 November 2018.

OFFICER'S RECOMMENDATION:

That Council endorse the attendance of Arts Northwest Board Member, Cr Gary Verri at Artstate Bathurst from Thursday, 1 November to Sunday, 4 November 2018.

BACKGROUND

Cr Gary Verri currently serves as a Director on the Board of Arts Northwest. Each year Directors are invited to attend the major art event held in regional NSW and sponsored by Arts Northwest.

REPORT:

In 2018, Artstate Bathurst will be held from Thursday, 1 November to Sunday, 4 November 2018.

The cost to Council is minimal, being registration fee of \$345 and transport costs. Accommodation is paid by Arts Northwest.

COUNCIL IMPLICATIONS:

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

- 2. Policy and Regulation**

- Council Policy – Councillor Expenses & Facilities Policy

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

The cost to Council is a registration fee of \$345 and transport costs. Accommodation is paid by Arts Northwest.

- 4. Asset Management (AMS)**

Nil.

Our Community No. 12 Cont...

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Terry Dodds
Chief Executive

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

Department:	Office of the Chief Corporate Officer
Submitted by:	Property, Buildings and Landscape Co-ordinator (Part-time)
Reference:	ITEM COM13/18
Subject:	WAR MEMORIAL BATHS CONTRACT - AFFIXING THE COUNCIL SEAL

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Community - COMM 2 - Health and quality of life are supported by a wide range of recreation and leisure opportunities.
CSP Strategy:	Sporting facilities are modern, provide choice and cater for the diverse needs of the community.
CSP Delivery Program	Provision of an accessible quality swimming and recreation facility which encourages participation.

SUMMARY

The purpose of this report is for Council to grant authority to affix the Council Seal to the contract to be negotiated to manage and operate the War Memorial Baths. This will ensure that Council will be able to meet community expectations of commencing the pool season from the long weekend in October by entering into a Contract prior to the next meeting of Council. A further report will come back to Council for information purposes only once the Contract has been finalised.

OFFICER'S RECOMMENDATION:

- (1) That Council authorise the Council Seal of Tenterfield Shire Council to be affixed to the contract between Tenterfield Shire Council and the successful Contractor to manage and operate the Tenterfield War Memorial Baths.**
- (2) That Council authorise the Mayor and the Chief Executive to execute the contract between Tenterfield Shire Council and the successful Contractor to manage and operate the Tenterfield War Memorial Baths.**
- (3) In the circumstance where agreement on the terms of a new contract are not reached with a relevant Contractor, the proposal shall be referred back to the Council for consideration.**

BACKGROUND

At its meeting of 22 July 2018, Council resolved:

That Council:

- 1. Accept the Confidential Report from Local Government Procurement; and*
- 2. Accept the recommendation from Local Government Procurement as per the Confidential Report and not award a contract for the tender in this instance.*

As previously advised, the Tenterfield War Memorial Baths Operation Contract expired on 8 April 2018 and the current Operator had been managing the facility for the duration of the five year contract. There was an option for Council to extend the existing contract for a further five years, however clarity and additional information for the agreement was required to keep in alignment with legislative changes.

Our Community No. 13 Cont...

Questions from the community regarding the management of the facility and the roles and responsibilities of the Operator and Council, opening hours, WH&S, maintenance, management and marketing of the facility were also taken into account.

As a result, on 18 April 2018 Council resolved to go to tender for the Operation of the Pool using an independent consultant to facilitate the process.

REPORT:

Local Government Procurement (LGP) were engaged to administer the tender process.

As discussed at Council's July meeting, LGP had recommended, inter alia that:

Council cancel the proposal for the tender contract and to enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter of the tender.

Subsequently, negotiations have been undertaken and there is a strong likelihood that a Contract for the management and operation of the Pool will be entered into prior to the next meeting of Council.

Should this occur, Council is required to adopt a resolution to affix the Council Seal.

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

- Local Government Act 1993
- Local Government Regulation 2005
- Councils Procurement Policy
- Tendering Guidelines for NSW Local Government October 2009

3. Financial (Annual Budget & LTFP)

Issuing of tenders provides a competitive market evaluation of the operations of the facility. However given the location, the group of tenders was lower than in other areas, providing less competition.

Using the tender received as a guide, Council's existing budget is considered low and may need adjustment in the future to achieve to operational plan objectives.

4. Asset Management (AMS)

Council remains the Asset Owner of the facility. Alternative management of the facility is being sought to ensure the Pool Management Plan is actioned this season. Staff will commence investigations to resource the facility to ensure strategic outcomes.

5. Workforce (WMS)

The workforce impact is currently unknown. however should the operations be sourced in house there will be a need to engage staff for the operation of the pool during the season and/or ongoing maintenance.

Our Community No. 13 Cont...

6. Legal and Risk Management

The contact management risk has decreased, however the operational risk has increased with no material change to the overall risk profile.

7. Performance Measures

The current performance measures are swimming pool attendance and the net annual operating cost per attendance. Council anticipates the operating cost to increase and the attendance to remain the same, despite last season's attendance being approximately 3000 short of the projections last year.

8. Project Management

Nil.

Kim Appleby
Acting Chief Corporate Officer

Prepared by staff member:	Heidi K Ford, Property, Buildings and Landscape Co-ordinator (Part-time)
Approved/Reviewed by Manager:	Kim Appleby, Acting Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	There are no attachments to this report

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM ECO16/18
Subject:	PROPOSAL FOR COUNCIL MEMBERSHIP OF THE NATIONAL TIMBER COUNCILS ASSOCIATION

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Economy - ECON 6 - Tenterfield Shires economic base is robust, growing and supports the creation of a variety of employment and business opportunities.
CSP Strategy:	Support, promote and participate in regional economic collaboration opportunities including planning, industry support and innovation.
CSP Delivery Program	Develop and maintain a range of community facilities that meet the diversity of community needs, interests and aspirations.

SUMMARY

The purpose of this report is to propose Council membership of the National Timber Councils Association (NTCA).

OFFICER'S RECOMMENDATION:

That Council:

- (1) Join the National Timber Councils Association.**
- (2) Determine the Council delegate/s.**

BACKGROUND

As Council faces the immediate problem of a failing timber bridge infrastructure, all options open to Local Government are being investigated and pursued.

Information has come to hand that there may be an opportunity for funding and assistance from the National Timber Councils Association given that timber was previously a major industry and source of income for the Shire.

This industry was effectively removed with the implementation of the Carr Government's large expansion of State Forest to National Parks in 1995 and 1998, resulting for Tenterfield Shire in the loss of substantial areas of rateable land and the sawmills at Tenterfield, Drake, Bonalbo, Urbenville and Woodenbong.

The implementation of the Northeast Regional Forest Agreement on 5 March 1999 was the death knell for the forestry industry in the Tenterfield Shire.

REPORT:

The timber industry is a substantial contributor to Australia's regional and overall economies. The road infrastructure required for the efficient operation of the forest industries is not necessarily more extensive than that required by other primary production sectors, but it involves the use of roads in more remote areas and often in more difficult terrain. Furthermore, the total quota of logs being harvested and transported to primary processing mills continues to increase.

Our Economy No. 16 Cont...

For this reason, the forest industries across Australia have a need for a special category of road funding to be introduced. This special category of road funding should be paid directly to local government authorities who bear the brunt of logging traffic on their rural and remote roads.

As Council struggles to fund the replacement of its ageing timber bridge infrastructure, it is noted that the National Timber Councils Association is seeking Federal funding to assist in the development of a report on not only timber impacted roads, but also other impacted freight infrastructure throughout the supply chain.

Although there are no longer any sawmills in our Shire, the Forestry Corporation and private contractors continue to harvest timber and transport it on our road network. It is therefore recommended that Council join the National Timber Councils Association at a cost of \$1,500 per annum (population below 10,000).

Attached to this report is a list of members of the National Timber Councils Association and the membership of Kyogle Council is noted. Also attached in the Strategic Directions 2018-2020 and a document entitled Freight Infrastructure Funding which outlines the detail of the proposed report.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

Nil.

3. Financial (Annual Budget & LTFP)

Annual membership of \$1,500 per annum.

4. Asset Management (AMS)

May assist in providing further funding options for maintenance of roads and infrastructure impacted by the transport of harvested timber.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Terry Dodds
Chief Executive

Our Economy No. 16 Cont...

Prepared by staff member:	Noelene Hyde, Executive Assistant & Media	
Approved/Reviewed by Manager:	Terry Dodds, Chief Executive	
Department:	Office of the Chief Executive	
Attachments:	1 NTCA - List of Members	3 Pages
	2 NTCA - Strategic Directions 2018-2020	4 Pages
	3 NTCA - Freight Infrastructure Funding	1 Page



Home Conference Welcome About us **Members** LIST OF MEMBERS

Publications Contact page

NSW Kyogle Council

Contact person	Cr Lindsay Passfield
Contact details	council@kyogle.nsw.gov.au
Council website	www.kyogle.nsw.gov.au
NTCT related projects	Conducting in-house familiarisation tour of Southern NSW Timber Industry Issues or thoughts Looking for value adding opportunities for our local government area
Issues or thoughts	Looking for value adding opportunities for our local government area

NSW Murray River Council

Contact Person	Not available
Contact Details	admin@murrayriver.nsw.gov.au
Council Website	www.murrayriver.nsw.gov.au
NTCT related projects	Not available
Issues or thoughts	Not available

NSW Oberon Shire Council

Contact person	Cr Kerry Gibbons
Contact details	council@oberon.nsw.gov.au
Council website	www.oberon.nsw.gov.au
NTCT related projects	Not available
Issues or thoughts	Not available

NSW Snowy Valleys Council

Contact person	Not available
Contact details	info@svc.nsw.gov.au
Council website	www.snowyvalleys.nsw.gov.au
NTCT related projects	Not available
Issues or thoughts	Not available

TAS Dorset Shire Council

Contact person	Mayor Greg Howard
Contact details	0409 546 247, mayorhoward@dorset.tas.gov.au
Council website	www.dorset.tas.gov.au
NTCT related projects	Not available
Issues or thoughts	Not available

VIC East Gippsland Shire Council

Contact person	Not available
Contact details	feedback@egipps.vic.gov.au
Council website	www.egipps.vic.gov.au, www.discovereastgippsland.vic.gov.au
NTCT related projects	East Gippsland has received funding from the Timber Industry Road Evaluation Study to upgrade timber in roads throughout the council
Issues or thoughts	Not available

VIC Glenelg Shire Council

Contact person Cr Karen Stephens
 Contact details
 Council website www.glenelg.vic.gov.au
 Glenelg Shire is situated in the heart of Victoria's Green Triangle and the Port of Portland is the international gateway for the Green Triangle. Economic opportunities are immense with the future Blue Gum harvest.
 NTCT related projects Glenelg Shire Council and the Port of Portland are very positive on the huge economic benefits that will flow from increased forestry projects.
 Issues or thoughts

VIC Latrobe City Council

Contact person Cr Dale Harriman
 Contact details 0419 399 093,
dale.harriman@latrobe.vic.gov.au
 Council website www.latrobe.vic.gov.au
 NTCT related projects Not available
 Issues or thoughts Not available

VIC Moorabool Shire Council

Contact person Cr Tom Sullivan
 Contact details (03) 53 689
 757, tsullivan@moorabool.vic.gov.au
 Council website <http://www.moorabool.vic.gov.au/>
 NTCT related projects Not available
 Issues or thoughts Moorabool Shire struggles to provide the resources to adequately monitor the operations of the private forestry

VIC Murrindindi Shire Council

Contact person Cr Rebecca Bowles
 Contact details Not available
 Council website <http://www.murrindindi.vic.gov.au/>
 NTCT related projects Bushfire related issues
 Black Saturday has had a dramatic impact on Murrindindi Shire. Our current focus is on recovery and reconstruction of the council
 Issues or thoughts

VIC Pyrenees Shire Council

Contact person Cr Robert Vance
 Contact details pyrenees@pyrenees.vic.gov.au
 Council website www.pyrenees.vic.gov.au
 NTCT related projects Not available
 Issues or thoughts


VIC Wellington Shire Council

Contact person Cr Malcolm Hole
 Contact details 0408 541
 746, Malcolm.hole@wellington.vic.gov.au
 Council website www.wellington.vic.gov.au
 NTCT related projects Not available
 Issues or thoughts Not available

SA District Council of Grant

Contact Person	Mayor Richard Sage
Contact Details	
Contact Website	www.dogrant.sa.gov.au
NTCT related projects	Not available
Issues or thoughts	Not available

RECENT TWEETS

 George Konstandakis, Head of DesignMake speaking about why building with timber. #NTCAconf2018 pic.twitter.com/4k1Tx1JT2k 11 hours ago

 Peter Devontree speaking on issues faced by small growers and local planning schemes. #NTCAconf2018 pic.twitter.com/9MLaD0LMXz 12 hours ago

 Chris Crump spoke to us about the impact of government decisions. He took us through his personal experience. Power [twitter.com/i/web/status/1...](https://twitter.com/i/web/status/1000000000000000000) 12 hours ago

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NATIONAL TIMBER
COUNCILS ASSOCIATION

STRATEGIC DIRECTIONS
2018 - 2020



National Timber Councils Association
Email: nationaltimbercouncilsassoc@gmail.com

Mobile: 0498 487 844



AIM

The National Timber Councils Taskforce aims to promote vibrant, resilient communities, maintain regional investment, employment opportunities and responsible environmental practices.

ROLE

- To advocate at the Federal and State Government levels on native forestry and plantation issues on behalf of councils throughout Australia
- Provide local government with access to information regarding forest policy development and implementation and keep councils informed of developments at Federal and State Government levels
- Provide a means for reviewing and contributing to forest-related planning and regulatory frameworks at the Commonwealth, State and Territory Government levels
- Provide opportunities for networking and knowledge exchange between councils across Australia
- Formulate and promote forest policies that do not adversely impact on councils and support local communities

FREIGHT INFRASTRUCTURE FUNDING

The NTCA will liaise with Australian Government Ministers (Infrastructure, Transport, Regional Development and Local Government) to seek additional funding to support the safe transportation of freight associated with native forestry and plantation development, harvest, haulage on local roads to export.

The NTCA to prepare a submission to seek federal funding to develop the Transport Network Strategic Investment Tool (TraNSIT) research study with CSIRO. A planning horizon of 20-25 year study at annual time intervals, with 5 yearly reviews. TraNSIT performs a mass optimal routing of vehicle movements between thousands of enterprises and scales up to provide industry, domain or locality wide logistics costs. This document to justify local government road and bridge funding to support a National industry



NTCA COLLABORATIONS

The NTCA will continue to pursue collaborations with organisations which hold sympathetic views to the forest and timber industry.

The NTCA will continue to capitalise on existing relationships with CSIRO and Federal government to achieve production of TraNSIT study, Planet Ark and University of Melbourne.

The NTCA will strengthen relationships with Federal, State and Territory governments in their quest for decentralisation of industry and the economic wellbeing of small communities.

MEMBERSHIPS

The NTCA will liaise with all non-member Australian Councils where the timber industry influences are significant to their community and local economy to promote the work of the Association and benefits of membership.

FORESTRY EDUCATION & RESEARCH

The NTCA will encourage the development of forest education and research, supporting the perpetuity of the industry.

PROCUREMENT

The NTCA will work with the Australian, State, Territory and Local Governments, industry experts and stakeholders to provide information to member councils about industry and procurement policies and impacts, with an emphasis on the development for support of Australian forest and wood products

COMMERCIAL PLANTATION FORESTRY

The NTCA will engage with the Australian Government and industry stakeholders on the future directions of forest policy to ensure long term certainty and security of supply.

The NTCA will liaison with federal and state governments and opposition to pursue a bipartisan approach

The NTCA will work collectively with local government to address any regional issues relating to carbon plantings

The association will explore avenues to facilitate community development contributions from commercial plantation companies to support the local communities in which they exist.



CARBON

The NTCA will continue to build member understanding of the implications and opportunities for the forest and wood products industry, and determine the most appropriate response on behalf of those affected communities.

The NTCA will seek consideration from the Federal Government for the recognition of carbon stored in wood and wood based products in relation to this area of policy.

BIOENERGY

The NTCA will promote the use of biomass residues from sustainably harvested forests to generate energy and employment. The association will seek to highlight the opportunity for job creation in the development of the bioenergy sector.



OPPORTUNITIES

The NTCA prepares an agenda for the 2018 National Conference
The NTCA start planning for a conference during AusTimber 2020

FREIGHT INFRASTRUCTURE FUNDING

The timber industry is a substantial contributor to Australia's regional and overall economies. The road infrastructure required for the efficient operation of the forest industries is not necessarily more extensive than that required by other primary production sectors, but it involves the use of roads in more remote areas and often in more difficult terrain. Furthermore, the total quota of logs being harvested and transported to primary processing mills continues to increase. For this reason, the forest industries across Australia have a need for a special category of road funding to be introduced. We would like this special category of road funding to be paid directly to local government authorities.

Adequate road infrastructure will be required to efficiently transport the increases in harvested timber. Adequate road infrastructure will also lead to reduced transport costs, which is a direct pathway to improving the domestic and international competitiveness of Australia's forest industries; which in turn, underpins job security and new investment within the sector and in regional Australia.

The National Timber Councils Association (NTCA) is requesting funding from the Federal Government to create a report on not only timber impacted roads, but also other impacted freight infrastructure throughout the supply chain.

NTCA has been in discussion with CSIRO in regard to the use of the CSIRO Transport Network Strategic Investment Tool (TraNSIT) to inform timber industry relevant infrastructure investments at a Council level. TraNSIT performs a mass optimal routing of vehicle movements between thousands of enterprises, and scales up to provide industry, domain or locality wide logistics cost. This provides the ability to test infrastructure scenarios that reduce transport costs for enterprises nationally within a region or at a council level. TraNSIT accounts for features and costs associated with the transport of commodity across the road/rail network.

The project will model timber transport volumes over a 20-25 years horizon at a spatial scale that is relevant to councils such as, at annual time intervals, based on changes in harvest rotations over that time horizon. It will differentiate between hardwood and softwood. Transport volumes from plantations or native forests to nearest sawmills and from sawmills to secondary processing (including pulp and paper), as well as transport to export ports. The project aims to provide transport costs as well as the total travel times of timber transport within council boundaries. Density maps showing the number of transport movements on individual infrastructure segments will help identify both roads that will be exposed to increased traffic loads but also infrastructure bottlenecks.

This report will also assist in the safety of local residents, farmers, tourists and school buses amongst other road users.

The study based on 20 councils will cost \$100,000. NTCA will be contributing \$20 000 and CSIRO will be contributing \$15 000, we are seeking from the Federal Government funding to the cost of \$65 000 to complete this study.

REQUEST: \$65,000 to conduct TraNSIT

Department:	Office of the Chief Operating Officer
Submitted by:	Chief Operating Officer
Reference:	ITEM ECO17/18
Subject:	TENTERFIELD LGA TIMBER BRIDGES LOAD LIMITS

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

This report relates to the application of timber bridge load limits as an interim strategy to minimise the risk of timber bridge failure until such time as Council is in a position to upgrade the structures to meet current standards.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Endorse the application of load limits and speed restrictions on fourteen (14) timber bridge structures in the Tenterfield LGA as follows:**

Road Name	Stream Name	GVM Load Limit (tonnes)
Mt Lindesay Road	Boonoo Boonoo River	10
Black Swamp Road	Cataract River	10
Hootons Road	Clarence River	9
Paddys Flat Road (North)	Kangaroo Creek	10
Torrington Road	Deepwater River	12
White Swamp Road	Woodenbong Creek	9
Beaury Creek Road	Beaury Creek	30
Beaury Creek Road	Boundary Creek	11
Billirimba Road	Hawkins Gully	7
Castlerag Road	Deepwater River	13
Paddys Flat Road	Unnamed Creek	14
Sunnyside Loop Road	Blacksmith's Creek	8 Axle Load Limit
Torrington Road	Kangaroo Creek	12
Leeches Gully Road	Washpool Creek	16

- (2) Note Council's road network and topography are such that the placement of side tracks around load limited bridges is in most cases not a realistic way for Council to try and help its already drought affected rural communities mitigate the increased disconnection and business cost increase implications of load limited bridges.**

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- (3) Note Council are in the process of evaluating the condition and load limit requirements on the balance of Council's timber bridge inventory, along with temporary interim bridging solutions.**
- (4) Authorise the diversion of funds from the current \$412,000 timber bridge major component repair 2018/2019 Operations Plan budget towards detour signage and some interim temporary solutions that mitigate economic impact of bridge load limit imposition.**
- (5) Continue to strongly advocate to the State and Federal Government for an immediate injection to the Tenterfield LGA of at least \$3 Million of funding (over and above funding commitments to date) to cover the putting in place of interim bridge solutions as soon as possible after load limit placement.**
- (6) Note that in the next 3 years without increased major ongoing injections of State and Federal funding aimed at specifically replacing infrastructure like timber bridges which are long past their useful life and are failing now, the Tenterfield LGA will be faced with future special rate variations (SRV) or the community will have to accept increased costs of business and a less accessible road/ bridge network.**
- (7) Advocate for State and Federal government to recognise the dire need of small rural LGA's like Tenterfield, with a very limited "capacity to pay" for back logs of unfunded failing bridge infrastructure at the end of their useful life, and that the State and Federal Government commit to funding the infrastructure needs of rural LGA's pertaining to timber bridges.**

BACKGROUND

A report to Council's May 2018 meeting, indicated the need to load limit 15 out of a total of 17 timber bridges that had previously been given Level 3 bridge inspection and testing. One of the 15 bridges is currently being replaced with a new structure.

Council committed to;

- (1) Note the need for load limits in due course to be placed on 15 of 17 timber bridge structures in the Tenterfield LGA; and
- (2) Over the next 2 months engage with the appropriate stakeholders advising of alternative routes and updating information channels before load limit implementation; and
- (3) Receive a final report of detours and load limits before load limit implementation.

The following report recommends the application of load limits to the remaining 14 timber bridges including localised speed restrictions on the approaches to the bridges. The report also recommends a pathway forward to mitigating short and long term business and community impacts associated with providing key, "cannot do without" "essential service" infrastructure like bridges.

Refer to the political and advocacy need comment in the following Item 7- Performance measures.

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REPORT:

Council has a total of 58 timber bridges across the Shire and after a failure of one bridge last year, non-destructive testing of 17 timber bridges on key road class category 'A' and 'B' roads was undertaken. Such revealed the need to apply load limits on structures on account of most structures being well past there useful life and in need of replacement as seen in the photo below of the White Swamp Creek bridge.

Whilst a lot of timber members may on the outside look intact and OK, the drilling of hole through the member, or a tap with a hammer reveals the true extent of degradation and the bridge's reduced capacity to deal with heavy vehicle loading so necessary to service rural communities.



Picture 1 – showing impaired timber "support" of impaired timber girders on White Swamp Bridge near Legume in Tenterfield LGA

What these 17 reports and subsequent follow-up work by Council revealed, was the need to impose load limits on the majority the structures tested to-date.

Under the current 2018/19 Capital Expenditure Program, Council has already commenced site work to replace one of those bridges over the Five Mile Creek on Beaury Creek Road with a new structure.

Lower level inspections usually undertaken by Council staff identify maintenance defects and components that may need attention. However, the structural Level 3 inspections identify the loading the bridge can safely carry in the remaining years of service. Level 3 structural inspections are being arranged on the remaining 34 timber bridges in the network that have not been tested at this level to-date.

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Due to the general terrain across the local government area, load limits on selected bridge locations will require some significant road detours for heavy vehicles and in some cases, limits on two or three bridges in one locality will have a compounding effect in the available detour route. One example of this is Torrington Road west of Deepwater where it is proposed to have two bridges restricted to 12 tonne, however the nearest route around this section is Castlerag Road with a bridge needing a 13 tonne limit.

There are only 5 of the bridges that provide access for school bus routes and the majority of the school buses are small single axle buses that are within the proposed limits. The school bus using Black Swamp Road and Paddy's Flat North Road may need to be given an exemption to allow the route to continue as they do not exceed the proposed limits by a significant factor.

Information on the bridges for which load limits and speed restrictions will be applied under this report are listed in Attachment 1 (Booklet 1) - Tenterfield Load Limit Implementation June 2018.

This Attachment which will be put on Council's website outlines;

- A. Plan of bridges on Council's Local Road network.
- B. Summary of proposed gross vehicle mass and axle load limits along with indicative load limit mitigations Council might be able to consider subject to funding.
- C. Summary of key stakeholders
- D. At risk location speed zones.
- E. Individual bridge location review.
- F. Enforcement of load limits

Load limits for all of these bridges fall within the range of 7 to 16 tonnes with the exception of Beaury Creek and generally require a limit over a single axle of 5 or 6 tonnes. The mass limits under the state regulations for general access heavy vehicles only allow smaller single axle trucks up to 15 tonnes, therefore this implies that for most large trucks including any semi-trailers having a dual axles will need to detour around the bridge locations.

In the past, a number of the bridges have been bypassed with side tracks through the waterway while major repairs are carried out. The remnants of the side tracks are visible and while a temporary bypass could be considered, NSW Fisheries usually only allow bypasses for specific construction work and are unlikely to permit bypasses for longer than 12 months.

If any temporary bypasses are approved, they may have to be removed after 12 months and a detour route still applied. All but one of the sites would require a permit approval with threatened species identified as likely to be impacted at 4 of the sites with the species of fish such as purple spotted gudgeon.

In terms of the way forward in managing Council's timber bridge infrastructure, Council needs to apply load limits for community safety and to ensure the structures last until Council can replace them. For Council to ignore recommendations on imposing load limits would open Council to potential legal action if a bridge failed causing harm to people and/or property.

Our Economy No. 17 Cont...

There is no doubt that load limited bridges will adversely impact Tenterfield LGA communities, and Council are mindful to try and mitigate this impact as soon as possible by;

- Talking to its' communities and trying to keep stakeholders informed of bridge status changes. Note that prior to this report, Council has had discussion with a cross section of landowners and started a process of sending letters to groups who might be affected. Such is in addition to any advertising.
- Council has set up a team to focus on timber bridge issues and interim solution assessment.
- Seeking to divert some funds to providing urgent repairs and/or temporary interim solutions which when implemented may see an easing on the extent of load limits, and thereby to minimise detours and community impacts.
- Advocacy for at least \$3m of special purpose grant funding for putting in place interim temporary solutions over the next 3 years as soon as possible after load limit implementation. Note Council is already working on some of these interim solutions as seen in Section B of Attachment 1 (Booklet 1). For instance Council will be purchasing 3 temporary structures that can be reused at other locations.
- Council is seeking grant funding for the replacement of the Beaury Creek Bridge on Tooloom Road, Boonoo Boonoo Creek Bridge on Mt Lindesay Road and Emu Creek Bridge on Hootons Road. Such applications are being submitted to the NSW Fixing Country Roads program closing December 2018 and to the NSW 'Growing Local Economies' Fund program closing early September 2018.
- Undertaking level 3 structural inspections on the balance of Council's timber bridge inventory after the conclusion of a current tender process. After the level 3 inspections, Council will, in March 2019, have a clearer factual assessment on all structures which it can then be used to prioritise works and use as input for a timber bridge strategy which covers the next 20 years.

Traffic management plans for each location affected are shown in Attachment 2 (Booklet 1) - Traffic Management Plan.

It is recommended that Council endorse the recommendations at the start of this report.

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

The issue of load limits for these timber bridges has been made available to the general public in June through media releases in the local newspaper, Council's 'Your Local News' newsletter and on Council's website. Other key stakeholders such as school bus operators have been contacted relating to the implications of the limits.

Council's Traffic Committee has already supported the application of these load limits.

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2. Policy and Regulation

The application of these load limits will see Council's responsibility in respect to risk management being supported.

3. Financial (Annual Budget & LTFP)

The cost to install the initial load limit and speed restriction signage for these 14 bridges is estimated to be \$70,000. Ongoing maintenance of the signage will need to be funded from the bridge maintenance funds.

Indicative temporary interim solution costs are noted in Attachment 1 (Booklet 1).

When Council receives the results of level 3 checking of the balance of Council's timber bridge inventory, such will most likely highlight similar issues and needs.

This report suggests Council continue to advocate for an urgent injection of at least \$3 million of funding over and above current State and Federal funding to help deal with the implementation of interim infrastructure solutions that would mitigate the imposition of load limits.

4. Asset Management (AMS)

A long term strategy is being investigated to assess the most effective and efficient program of bridge renewal for timber bridges. The strategy will need to consider all bridges on Council's road network.

Council currently has a tenders advertised for further level 3 structural inspections on the remaining timber bridges in the network that have not been tested at this level. While there is a risk that further load limitations may be recommended for those bridges, this process will provide more comprehensive information on which to base the long term strategy for all timber bridges.

5. Workforce (WMS)

The timber bridge maintenance task is being focused immediately upon tightening all components of the existing bridges to ensure the bridge components act integrally for the structure even when smaller vehicles use the structure. By carrying out this task, the bridge components will be able to better distribute loading across the bridge.

6. Legal and Risk Management

In applying the load limits to these bridges, Council is undertaking due diligence in respect to risk management to ensure safety for road users on the transport network.

7. Performance Measures

The Tenterfield LGA's age demographic, average annual income, large infrastructure at the end of its useful life, the community's limited "capacity to pay" coupled with rate pegging and decades of cost shifting to local government are the perfect storm collective of ingredients that will significantly impact this LGA's economy in the near future.

With the impact of big capital spending requirements in the next 10 years on timber bridge replacements, water treatment plant replacement and waste landfill cell staged construction, it is difficult to see how Council can maintain its

Our Economy No. 17 Cont...

current financial position and be sustainable into the future without serious help from the State and Federal Governments for key infrastructure replacements.

Many a NSW Council would suggest that the State and Federal Governments provide inadequate levels of grant funding support for rural roads and bridges.

Also all of the bridge related grant funding opportunities fail to recognise; the sheer backlog of bridge assets that are well past their 'use by' date, and rural small community inability to fund the replacement of such critical infrastructure which is key to community connectivity, safety and sustainable rural communities. Without reliable bridges, the costs of getting produce to market increases, communities are further disadvantaged by having their costs of doing business increase through increased travel costs, rural communities become increasingly disconnected.

Whilst we cannot influence the "rains", governments can influence the "pains" rural communities are trying to deal with. Without serious real attention and prioritised State and Federal support to councils like Tenterfield, for essential service replacement infrastructure like timber bridges, water treatment plant and waste services land fill infrastructure, it is difficult to see how disadvantaged communities with a limited "capacity to pay" can shoulder major cost increases to pay for replacement deficient infrastructure.

For some time higher levels of government have been focused on awarding funding to infrastructure projects where there is significant pre-existing committed co-contributions of council funding, and which demonstrate a lift in supposed freight load carrying efficiency (i.e. transport networks being opened up to heavier and higher load carrying transport).

This model is flawed, inequitable and does not recognise that any number of rural communities are going backwards just trying to maintain existing standards let alone lifting standards. If the food bowls of Australia are overlooked for too long, there will be a flow on affect to the rest of Australia.

Councils like Tenterfield cannot be wasting it's time and limited resources on ongoing grant applications for its' 58 timber bridge network and other aging infrastructure which can cost \$20,000 per application. Equally without enough State and Federal help, Special Rate Variation applications to IPART within 3 years will need to be looked at after consultation with the Tenterfield LGA communities.

Council has to successfully advocate to higher levels of government for a better funding model.

8. Project Management

Refer to previous comment on project team establishment.

Andre Kompler
Chief Operating Officer

Our Economy No. 17 Cont...

Prepared by staff member:	Andre Kompler, Chief Operating Officer	
Approved/Reviewed by Manager:	Andre Kompler, Chief Operating Officer	
Department:	Office of the Chief Operating Officer	
Attachments:	1 Attachment 1 (Booklet 1) - Bridge Load Limit Implementation June 2018	26 Pages
	2 Attachment 2 (Booklet 1) - Traffic Management Plan for Installation of Timber Bridge Load Limits	35 Pages

Department:	Office of the Chief Operating Officer
Submitted by:	Chief Operating Officer
Reference:	ITEM ECO18/18
Subject:	2018 ROAD NETWORK ASSET MANAGEMENT PLAN UPDATE

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Transport - TRSP 16 - Our quality of life is enhanced by transport options to access services that are not available in our community and enable us to connect with people visiting and accessing the services we provide.
CSP Strategy:	Provide the required public transport infrastructure and work with key partners to expand the provision of cost effective public transport.
CSP Delivery Program	Construction of Transport Infrastructure.

SUMMARY

The purpose of this report is to update Council's Road Network Asset Management Plan to reflect current thinking relating to bridges, allow for funding projections as used in the current Operations Plan, and provide a refresh on the way ahead to manage expectations in terms of what we can do, what we cannot do, flagging challenges ahead.

OFFICER'S RECOMMENDATION:

That Council receive and adopt the updated Road Network Asset Management Plan 2018 – Version 4.01.

BACKGROUND

Council has a suite of documents that it refers to for asset management and financial control (i.e. Community Strategic Plan, Delivery Plan, 2018/2019 Operational Plan, Strategic Asset Management Strategy, Road Network Management Plan, Road Network Asset Management Plan (RNAMP), asset registers, condition surveys, revaluation reports, Long Term Financial Plan etc).

Council's previous Road Network Asset Management Plan did not align with all of the above, nor did such reflect current engineering thinking, and there appeared inadequate reference to big issues likely to seriously impact the level of funding allocation. At present, the RNAMP (2018) refers to the issue of timber bridges at a high level, but does not provide a specific 10 year capital works program. Such will be prepared after Council sources an asset management predictive modelling system like SMEC, and the vacant position of Manager Assets & Program Planning is filled.

REPORT:

Review of Road Network Asset Management Plan & Data Base (circa: 2015)

The Shire's initial Road Network Asset Management Plan (RNAMP) was developed in 2013. At that time the network was visually inspected by Shire operational staff and condition ratings were assigned by individuals using the rating framework in the Plan. This had the potential of variances in assessment and inconsistencies.

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Since 2013, the 'asset road register' has been updated with asset changes due to reconstructions, rehabilitations, gravel road re-sheetings, resealing, major culvert and bridge works.

In 2015, the Road Network Asset Management Plan financials were updated and the Plan became a Version 3.01 with the same being adopted by the Shire on 24 June 2015. Concurrently, *Blue Sky* undertook an audit in line with the updated RNAMP – 2015 and revised the valuation of the road network assets. As part of the audit process there were updates on changes and improvements to causeways, culverts, bridges and roads.

In preparation for the Review of the RNAMP 2015 was the development of the:

- Project Management Plan and Communications Plan in line with IAP2 guidelines;
- Review instructing analysis document;
- Conditions Ratings guide;

A review of the previous 2015 RNAMP revealed the following matters for update.

Table 1: Road Network Management Plan 2015 Review Findings

Page No	Section No	Description	Updates, Changes, Revisions and Actions Required
Front Page	Adopted details	Noted as OCM 24 June 2015 (GM057/15)	When AMP is completed reviewed change advisory.
p ii	Revision Table	Latest Rev 3.01 shows the same person for author, reviewer and approver. This should not be the case in future revision.	Add latest revision 4.01 – details, author, reviewer and approver.
p i should be p iii	Table of Contents	Wrong page number – no continuity	Page number is maligned and needs to be updated with contents when completed.
p iv	1.2	Network services	Change to 570.5km sealed roads, 1124.2 unsealed roads to accord with p10
p iv	graph	No identifier – Figure: No 1	Update in accordance with recalculation of 'SB' excel spreadsheet.
p v	1.3	What can we do	Identify as remedial cost saving measures - relabel
p v	1.3	Next steps	Identify as action plan to deliver AMP
p v	1.3	What is the funding shortfall?	Spelling of organisation (Spell check to ensure English spelling throughout)

Our Economy No. 18 Cont...

Page No	Section No	Description	Updates, Changes, Revisions and Actions Required
p v	1.3	What options do we have?	Bridging the funding gap actions.
p 1	2.1	Table 2-1	Replacement Value to be updated using those calculated by Blue Sky – Audit Report - 2015
p 1	2.1	Table 2-1	Assumption: last line of last paragraph should be highlighted and put in a table upfront listing all assumption for clarity
p 1	2.2	Goals & objectives of asset management	Suggest the OLG's Integrated Planning & Reporting Framework – cycle is imbedded in AMP along with the spatial on the Shire's fit to the IP&RF (See report by 29/06/2018). Rewrite section and add connection to the Community Strategic Plan 2017 and Delivery Program 2017-2021 and Asset Management Strategy 2017-2027.
p 3	2.2	Community consultation	Update this section to accord with the Community Engagement Strategy 2017.
p 4	3.2	Legislative Requirements	Update to accord with the OLG's – IP&RF and Manual
p 6	4.1	Demand Forecasts	Update in accord with Bureau of Statistic with most recent census data.
p 6	4.2	Changes in technology	Update and include recent advances in hardware, software and practices
p 7	4.4	New assets growth	Are the 5 major projects still relevant and have any been completed or are there others now? (Update)
p 9	5.0	Life cycle management plan	Refer to the Shire's Road Network Management Plan – 2013 and cross refer to the extracts
p 10	5.1.2	Sealed and unsealed roads	Check physical parameters – lengths of A,B,C,D,E Categories
p 11	Fig 5-1	Bridge age profile	It is the same as the 'SB' Excel spreadsheet but is it accurate.

Our Economy No. 18 Cont...

Page No	Section No	Description	Updates, Changes, Revisions and Actions Required
p 12	5.1.4	Key Regional Roads	Is the list of roads still at the end of their life? Have any been reconstructed?
p 13	Ratings Table 5-7 & 5-8	Descriptions	Very brief and need more information to assist staff doing the rating (refer to NAASRA or AustRoads Guides)
p 13	Fig 5-2	Sealed road condition chart	Used the one without Bruxner Way and this changes the profile of responsibility. Suggest use the other graph with all roads. This may change with a resurvey of the network
p 14	Fig 5-3	Unsealed road condition profile	This may change with a resurvey of the network
p 17	5.1.5	Asset Valuations	Suspect this not accurate as the 'SB' Excel spreadsheet showed inconsistencies. Would need to incorporate the valuations determined by Blue Sky and or the Finance Team. It is based on old costing elements, which need to be updated
p 18	Table 5-6	Network metrics	Depreciations and consumption assumptions to be updated in line with Finance calculations and Blue Sky as a referral only.
p 18	Table 5-17	Critical risks and treatments	To be updated in line with current Shire protocols see WHS Officer
p 19	Table 5-18	Maintenance expenditure	Need to update in line with current budget documents
p 20 & p 21	Table 5-19 & 5-20	Renewal priority ranking	Where do these come from?
p 21	Fig's 5-4, 5-5, 6-1	Figure program and budget	These are now obsolete and will need updating with changes in program and budgets over the last 3 years
p 21	5.5.3	Summary	Are the projects still relevant?
p 23 & p 24	6.1.1	Long term life cycles	Elemental dollar values will be obsolete and need to update
p 25	6.4	Key assumptions	Suggest now changed and no longer valid

Our Economy No. 18 Cont...

Page No	Section No	Description	Updates, Changes, Revisions and Actions Required
p 26	7.1.4	Roads Culverts & causeways	Change asset lives a per meeting 28 /06/2018 and follow up email 29/06/2018
p 29	7.2	Asset management systems – Very important section to update	Most of this section no longer applies and needs to be updated in line with the introduction of synergy and staffing changes and responsibilities
p 30	7.4	Standards and guides	More comprehensive list of documents to be added including the suite of strategies and plans of the Shire
p 31	8.0	Plan improvement & monitoring	Update in consultation with staff
p 32	9.0	References	More comprehensive list of documents to be added including the suite of strategies and plans of the Shire
p 33	10.0	Appendices	Update all appendices after a resurvey of all asset conditions, update of costs Circa: 2018, and asset lives adopted, harmonising with financial roads register
p 36, 37	10.3 and 10.4	Abbreviations and Glossary	Update as necessary.

The RNAMP 2018 version now includes the following changes:

1. The Plan has been rewritten to comply with the Office of Local Government NSW (OLG) Integrated Planning and Reporting Framework and to align with all of the other Shire published documents:
<https://www.tenterfield.nsw.gov.au/council/council-documents/plans-and-reports/integrated-planning-reporting-2018>
 - ❖ Community Engagement Strategy (TSC:2017)
 - ❖ Community Strategic Plan 2017-2017 (TSC: 2017)
 - ❖ Delivery Program 2017-2021 (TSC:2017)
 - ❖ Operational Plan 2018-2019 (TSC:2018)
 - ❖ Workforce Management Strategy 2017-2021(TSC:2017)
 - ❖ Long Term Financial Plan 2017-2027 (TSC:2017)
 - ❖ Asset Management Strategy 2017-2027 (TSC:2017)
 - ❖ Road Network Management Plan 2013 (TSC:2013)
2. An asset management document flow chart has been developed to understand the connectivity of the Shire's documents to the OLG Framework.

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3. A raft of updates, changes, revisions and actions as determined by the instructing review analysis have been incorporated into the 2018 version. (Refer to Table 1 above).
4. A bench marking analysis has been undertaken with four other local governments to compare the essential elements of a RNAMP and the systems used. This has resulted in the adjustment of asset useful lives and residual values, along with validating the Shire's system.
5. The community consultation section has been updated to reflect the recent 2018 community survey results.
6. All of the financial analysis has been reviewed and updated to align with the Delivery Program 2017-21, Operational Plan 2018-19, Long Term Financial Plan 2017-27 (LTFP) and the Asset Management Strategy 2017-27 (AMS). This has also taken into account the recent funding of major regional road projects.
7. Valuations have been updated to reflect the 2015 Audit outcomes.
8. A road network sample audit has been instigated for 5 percent of each of the road categories to check entries in the data base for completeness and correctness. This is on-going and will several months to complete.
9. Reviewed the road condition definitions to align with NAASRA and AustRoads.
10. Harmonising the Road Asset Registers between the Engineering and Finance Departments.
11. Updated the risk section to align with the current Shire adopted practice.
12. Updated the improvement plan.

As this is as much a technical review and alignment of existing documentation aimed at helping Council remain current, it is recommended Council adopt the Road Network Asset Management Plan 2018 Version 4.01.

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

See reference above to incorporation of most recent community survey feedback.

2. Policy and Regulation

The current document aligns with current policy and other related Council plans.

3. Financial (Annual Budget & LTFP)

The document reflects most recent valuations, revised "useful life" data and aligns with current budgets and recent internal audit.

4. Asset Management (AMS)

The asset management strategy is aimed at providing "fit for purpose" levels of service to its community consistent with the evolving major risks like timber bridge replacement.

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5. Workforce (WMS)

Council is changing and refining the mix of staff it has to align with mix of capex and maintenance ahead.

6. Legal and Risk Management

The major change to Council's risk profile is in the timber bridges area which is largely unfunded into the future at present. The RNAMP flags the need for major injections of new capital funding needed in the next 3 years (ie \$3m for interim bridge related solutions) and \$27-30 million over the next 20 years for bridge replacement.

7. Performance Measures

Capex renewal ratios will have to be carefully managed if Council is to be sustainable.

8. Project Management

Project teams are being set up. More discipline is being applied to doing project estimates and project plans inclusive of MS Project chart tracking of projects. More significantly, there is now more effort being applied at the project development stage to help deliver better outcomes on the job.

Andre Kompler
Chief Operating Officer

Prepared by staff member:	Andre Kompler, Chief Operating Officer	
Approved/Reviewed by Manager:	Andre Kompler, Chief Operating Officer	
Department:	Office of the Chief Operating Officer	
Attachments:	1 Attachment 3 (Booklet 2) - Road Network Asset Management Plan 2018	55 Pages

Department:	Office of the Chief Operating Officer
Submitted by:	Engineering Officer (Part-time)
Reference:	ITEM ENV16/18
Subject:	FORMER ARSENIC PROCESSING PLANT, JENNINGS NSW - VOLUNTARY MANAGEMENT PROPOSAL UNDER THE CONTAMINATED MANAGEMENT ACT 1997

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Environment - ENVO 9 - Our natural environment will be protected, enhanced and promoted for future generations.
CSP Strategy:	Land use planning provisions support and promote sustainable land use and management in the Shire.
CSP Delivery Program	Provision of advice and guidance on legislative compliance for the construction of dwellings and commercial/industrial buildings.

SUMMARY

This report is in addition to the previous report ITEM ENV14/18 considered at the 27 June 2018 Ordinary meeting to advise Council of an additional road reserve that is required to be closed as part of the Voluntary Management Proposal (VMP) under the Contaminated Land Management Act 1997 submitted by NSW Department of Industry-Crown Lands following the outcome of the NSW Environment Protection Authority's (EPA's) assessment of contamination of the NSW Crown Land, known as the Former Arsenic Poison Factory, Jennings NSW.

OFFICER'S RECOMMENDATION:

That Council, in addition to Council Resolution No. 125/18:

- (1) Commences the Road Closure Process in accordance with the Roads Act 1993 for the following section of Council road reserve to enable NSW Department of Industry – Crown Lands and Water to secure perimeter fencing around the entire proposed Project Site Boundary to minimise access to the public, livestock and wildlife:**

- ***Portion of unnamed road reserve between King Street ending at the north eastern boundaries of Lots 4 and 10 DP 758540.***

Upon closure, it is understood that all of the mentioned road reserves will vest in the Crown.

BACKGROUND

As previously advised in ITEM ENV14/18 considered at the Ordinary Council Meeting held 27 June 2018, in December 2017 Council was informed that NSW EPA proposed to declare the site known as the Former Arsenic Poison Factory, Jennings as significantly contaminated land under section 11 of the Contaminated Land Management Act 1997 (CLM Act).

On 7 April 2018, the EPA declared that the site is contaminated with Arsenic. The EPA determined that the contamination is significant enough to warrant regulation under the CLM Act for the following reasons:

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- Soil, sediments and water are contaminated with heavy metals, particularly arsenic, at levels exceeding that applicable criteria, as a result of former industrial activities conducted at the site;
- Arsenic is likely to exist in a soluble mobile form and is likely to migrate from the land or leach into groundwater;
- Potential risks to human health are present through dermal contact and inhalation of contaminated soils and sediments, and
- The sediment basin was constructed at half of the recommended capacity for a one in 10 year storm event. Subsequently there are potential risks to off-site human and ecological receptors should an uncontrolled discharge from the sediment basin occur.

At this time, Department of Industry – Crown Lands were provided opportunity to submit a voluntary management proposal and once satisfied with the proposal, the EPA may approve it under section 17 of the CLM Act.

REPORT:

On Friday 16 March 2018, Council's Engineering Officer and Manager of Water & Waste met on-site with representatives from NSW Department of Industry – Crown Lands, EPA and soil investigation teams to discuss the Voluntary Management Proposal (VMP) for the site. This included recognising the need to close part of Council's road reserves to incorporate a portion of Gladstone Street and Robinson Street and track in use between Gladstone Street and King Streets for which Council currently maintains that does not follow the correct alignment of the road reserve.

There is a portion of an unnamed road reserve that also needs to be closed which runs from King Street and up to the north eastern boundaries of Lots 4 & 10 DP 758540. It is proposed that the perimeter fencing will be upgraded around the entire proposed Project Site Boundary to minimise access to the public, livestock and wildlife.

The VMP Performance Schedule was tabled previously.

The principal features of Stage 1 will involve undertaking a process of community and stakeholder consultation including with local council and nearby residents. Above and below ground service owners/operators of infrastructure which is known to transect the project site will also be identified and contacted as part of Stage 1.1 in the instance where relocation of such services may be required to facilitate later stages of work.

Following the on-site meeting held 16 March 2018, Council Officers confirmed with Crown Lands that Council does not have an active line through the site and that the water main was relocated to run along the Ballandean Road reserve. Identification and ownership details of the private line that runs through the site was provided to Crown Lands.

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

The Voluntary Management Proposal (VMP) previously tabled, details that the community stakeholder consultation should be focused in order to incorporate a portion of the Gladstone Street road reserve, portion of Robinson Street and the track in use between Gladstone Street and King Streets, the entirety of Lot 4, Lot 5, Lot 8 & Lot 9, Lot 10 Section 12 DP 758540 into the overall Project Site Boundary.

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Crown Lands further requested to include the portion of Robinson Street in the incorporation intended as a buffer from surrounding residential properties and provide extra land for later site management actions. In addition, the portion of the unnamed road reserve which runs from King Street through to the north eastern boundaries of Lots 4 and 10 DP 758540 is required to be closed for this to occur. (The attachment outlines the proposed road reserve closures).

As a part of incorporating the additional lots, it is proposed that the perimeter fencing will be upgraded around the entire proposed Project Site Boundary to minimise access to the public, livestock and wildlife. This stage of the proposal is to be carried out as a collaboration between Tenterfield Shire Council and Crown Lands. At the completion of site establishment activities, a letter acknowledging this will be supplied to the NSW EPA.

Community consultation is intended to be conducted via a meeting to include the communities of Wallangarra and Jennings followed by a letter drop to residents located adjacent to the Project Site Boundary. The Community Engagement Plan (or communication strategy) shall be submitted to the EPA for endorsement prior to implementation of the VMP. Other regulatory stakeholders shall be invited to monthly VMP update teleconference sessions. To date, the Community Sessions have been advertised and will be held on Monday 27 August 2018 in Jennings.

2. Policy and Regulation

- Roads Act 1993
- Contaminated Land Management Act 1997

3. Financial (Annual Budget & LTFP)

Council's Engineering Officer has confirmed that all costs involved in the proposed road closure process will be undertaken/reimbursed by NSW Department of Industry – Crown Lands and Water. This will include, but not limited to, the fee for Applying to close a public road, advertising and survey plans.

4. Asset Management (AMS)

Council currently maintains the whole length of Gladstone Street from Manor Street through to King Street. Although the track in use (past the sealed section) does not follow the road alignment. Upon closure of the section of Gladstone Street past the sealed section, this will be removed from Council's Road Register for maintenance purposes.

Council currently maintains Robinson Street adjacent to Lot 12 Sec 12 DP 758540 approximately 60 metres from Manor Street south.

Upon closure of the section of Robinson Street will not affect Council's Road Register for maintenance purposes.

The unnamed road reserve that runs from King Street through to the north eastern boundaries of Lots 4 and 10 DP 758540 is not formed or maintained by Council. Closing these road reserves will not affect Council's Road register for maintenance purposes.

5. Workforce (WMS)

Nil.

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6. Legal and Risk Management

Department of Industry – Crown Lands have been provided the opportunity to submit a VMP and once satisfied with the proposal, the EPA may approve it under section 17 of the CLM Act. In order to achieve this, Council has been identified as a key stakeholder to assist in the management of the contaminated site.

EPA will keep Council informed about the finalisation of the declaration and any progress in the regulation of the contamination present at the site so that appropriate notations can be included on s149 planning certificates for the land.

7. Performance Measures

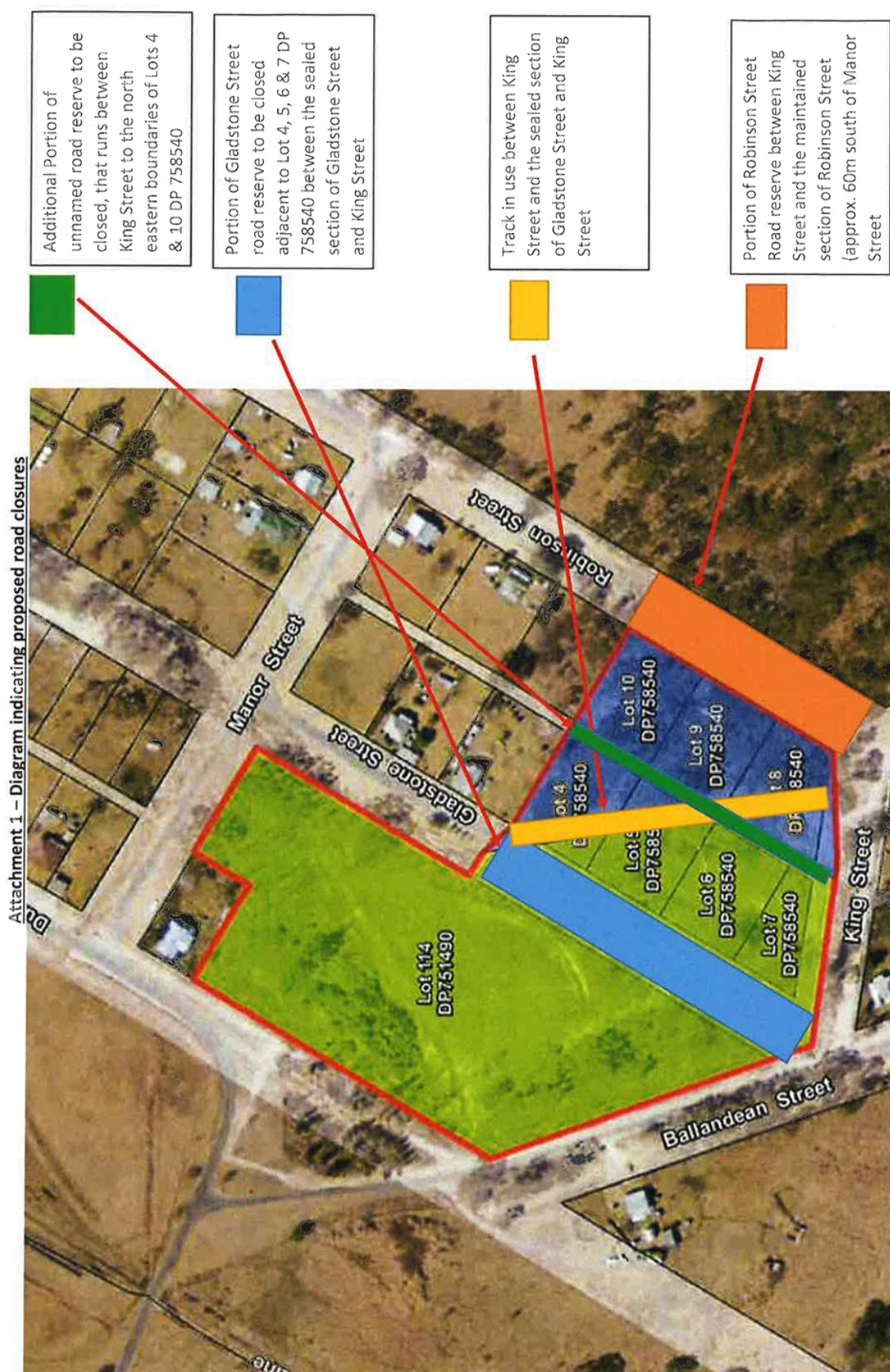
It is proposed that a staged approach to the implementation of a VMP is the most appropriate.

8. Project Management

The VMP Performance Schedule previously tabled outlines the key milestones for investigation, remediation and other actions along with reporting requirements and timeframe for submissions of reports.

Andre Kompler
Chief Operating Officer

Prepared by staff member:	Jessica Gibbins, Engineering Officer (Part-time)
Approved/Reviewed by Manager:	Andre Kompler, Chief Operating Officer
Department:	Office of the Chief Operating Officer
Attachments:	1 Diagram Indicating Propooosed Road Closures 1 Page



Department:	Office of the Chief Operating Officer
Submitted by:	Technical Projects Engineer
Reference:	ITEM ENV17/18
Subject:	FREE WASTE WEEK AND REINSTATEMENT OF THE WASTE VOUCHER SCHEME

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Environment - ENVO 11 - Secure, sustainable and environmentally sound infrastructure and services underpin Council service delivery.
CSP Strategy:	Waste from our operations is managed to reduce the volume and take advantage of recycling opportunities available to us.
CSP Delivery Program	Provide effective and efficient delivery of sewerage services across to the townships of Tenterfield and Urbenville.

SUMMARY

The purpose of this report is to detail the opportunity and implications of the reinstatement of the Waste Voucher Scheme and to give due consideration to section 8B of the Local Government Act 1993, Principles of sound financial management, the level of community concern and impact associated with the removal of the waste vouchers in the current year.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Determines its position in relation to the provision of waste vouchers and/or waste free weeks.**
- (2) Communicates this position to the community via local media and Council's website and newsletter.**

BACKGROUND

At its Ordinary Meeting of 23 May 2018, Council resolved to replace the Waste Voucher Scheme with two free waste weeks per year, to be held in the last week of July 2018 and the last week of January 2019. The first free waste week occurred between 23-29 July 2018. During this time, four (4) complaints were received by Council about the free waste week, with ratepayers saying that they preferred the waste vouchers. Some Councillors also received complaints.

As a result of these concerns an Extraordinary Council Meeting was held on 25 July 2018.

Pursuant to a Mayoral Minute, the following was adopted:

Resolution 141/18

That Council request the Chief Executive provide to the August 2018 Ordinary Council Meeting, a report detailing the opportunity and implications of the reinstatement of the Waste Voucher Scheme.

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The Report to give due consideration to section 8B of the Local Government Act 1993, Principles of sound financial management, the level of community concern and impact associated with the removal of the waste vouchers in the current year.

REPORT:

Waste Voucher Information

The waste vouchers were originally implemented when fees were introduced to dispose of waste at the Sunnyside Loop Road Transfer Station. The rationale for introducing such a scheme was to help the community adjust to the fact that they were now going to have to pay for waste, and it was not intended to be a permanent system. Three (3) vouchers were issued to each ratepayer to the value of 1 box trailer per voucher.

It was never intended that this scheme would be used for household domestic putrescible waste, but rather, the waste types that would usually be disposed of through periodic kerbside collections.

In the 2017/2018 financial year, 14,565 vouchers were issued to residential ratepayers. In 2017-2018 financial year the vouchers were set at \$13 per voucher. This equated to \$189,345.00 of revenue that Council might not potentially realise. Approximately 3,883 vouchers were used by ratepayers last year, equating to \$50,479 of revenue that was not realised by Council.

In addition to the lost revenue, there are costs involved in administering the scheme.

For example, there is also a cost to print and distribute the vouchers to ratepayers. Previously, the vouchers were issued with the first rate assessment notice of the Financial Year. Given that these have already been sent for the 2018/19 Financial Year, a separate mail out would be required if the scheme were to be reinstated. The cost of the design and print of the vouchers is estimated to be \$2,500, with postage costs approximately \$4,800.

In 2017/18, the vouchers were issued with a barcode. This was to try and limit the amount of fraudulent vouchers being received. However, none of the Waste Transfer Stations have a barcode reader. Therefore, to monitor the vouchers coming in, Council administrative staff were required to log each voucher and the barcode number. This is an additional cost to Council, with up to half a day each week being dedicated to the input of this data. This equates to approximately \$6,000 per year.

From the log it was found that there were seven (7) fraudulent vouchers that were accepted. These fraudulent vouchers were difficult to distinguish from the legitimate vouchers. There is no current policy in place for prosecuting customers who have produced fraudulent vouchers.

Council operators have also confiscated vouchers that were clearly fraudulent. They would advise the customers that they would have to pay for their waste as they had presented fraudulent vouchers. This would often lead to customers verbally abusing Council's operators.

The total approximate cost and lost revenue of the waste vouchers for 2017/2018 was \$63,800.

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It has been suggested that Brisbane City Council manage their free waste voucher scheme without the need for barcodes and that administrative costs would be lower there than here despite giving 10 free vouchers to ratepayers.

Obviously, Brisbane City Council is a much larger Council than Tenterfield Shire Council, with a bigger rate base and additional own source revenue options. It is interesting to note in an article in the "Brisbane Times" from 25 August 2017, that Brisbane City Council spent almost \$40,000 putting a photocopy-proof foil in their vouchers in an attempt to stop ratepayers from fraudulently using them and that they were re-assessing whether to continue to provide waste vouchers to ratepayers into the future. The issue there was that vouchers were being sold on Gumtree.

There are tangible and intangible administrative costs involved in administering the free voucher scheme at Brisbane City Council and at Tenterfield Shire Council.

Free Waste Week Information

During free waste week a total of \$7,033.70 of revenue was not realised across all our transfer stations. The breakdown of this per Waste Transfer Station is:

- Tenterfield Waste Transfer Station: \$4,277.00 of revenue not realised;
- Drake Waste Transfer Station: \$1,202.00 of revenue not realised;
- Liston Waste Transfer Station: \$549.80 of revenue not realised;
- Legume Waste Transfer Station: \$228.50 of revenue not realised;
- Urbenville Waste Transfer Station: \$776.40 of revenue not realised.

During the 2017-2018 financial year, the average weekly takings from the Waste Transfer Stations was \$1,293.60. The breakdown of this per Waste Transfer Station is:

- Tenterfield Waste Transfer Station: average weekly earnings of \$912.25;
- Drake Waste Transfer Station: average weekly earnings of \$262.20;
- Liston Waste Transfer Station: average weekly earnings of \$15.70;
- Legume Waste Transfer Station: average weekly earnings of \$12.30;
- Urbenville Waste Transfer Station: average weekly earnings of \$91.15.

These figures show that there was an increase in waste volumes during the free waste week compared to a typical week. This has a twofold impact on Council, the financial impact of waste revenue not realised and an increased volume of waste to manage at our Boonoo Boonoo Landfill Facility. It is anticipated that there would be even more waste deposited during the January 2019 free waste week, as people will have more green waste due to the week being in the summer period rather than winter.

In addition to this, Council had additional staff to manage the waste during the July period and the plant was operating more frequently to manage the increased waste volumes. The total cost of labour and plant during the week was \$24,428.30. During the 2017/2018 financial year, the average weekly operating costs of the Waste Transfer Stations and the Boonoo Boonoo Landfill was \$9,266.85. Therefore, the additional cost to operate the free waste week was \$15,161.45.

Council logged four (4) complaints specifically about the ratepayer's unhappiness that the waste vouchers were removed in lieu of two (2) free waste weeks. There was one (1) complaint that advised only one of the Northern Waste Transfer Stations was going to be open the usual two days and that there was poor advertising about the event.

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There were also three (3) complaints about green waste not being free during free waste week, however, this issue was rectified by the afternoon of the first day. Compared to the number of ratepayers within the Shire, this equates to 0.08 percent of the affected ratepayers having an issue with the change from waste vouchers to a free waste week.

The total approximate cost (excluding normal operational costs) and lost revenue of the Free Waste Week – Week 1 is \$22,195.15. Assuming a similar result is derived from the free waste week in January, the total cost (excluding normal operating costs) and lost revenue of having two Free Waste Weeks per year will be \$44,390.30.

Reinstating the Waste Vouchers

As residents have already had an opportunity to utilise the free waste week, if the vouchers are reinstated this financial year, it would be recommended to reduce the number of vouchers issued.

As aforementioned, the cost of preparing and printing the vouchers is approximately \$11,300. In addition to this, the potential revenue lost as a result of the vouchers this financial year (assuming 3 per ratepayer) is \$80,107.50, as the cost of a box trailer is \$16.50. There would still be the ongoing drain on staff time as well, which is still estimated at \$8,190 per year.

The waste vouchers are typically issued during the first rates notice of the financial year. This will not be possible this year, as the rates notices have already been issued. There are therefore two options for the reissuing of the vouchers; do a separate mail out or attach them to another installation rates notice.

Separate Mail Out

The additional cost of doing a separate mail out would be \$4,855 for the postage of the vouchers. A letter would also be required to be included explaining why they are now being issued waste vouchers.

Inclusion in Rates Notices

In discussion with the Rates team, it would be unlikely that the waste vouchers would be able to be issued with the second instalment of the rates notice, as there is approximately a 10 week lead time for submission of items for printing. Therefore the vouchers would not be mailed to residents until January.

The other issue is how to get the vouchers to ratepayers who pay their rates in full, as they will not get any further notices. Additional staff time would therefore be required to determine which ratepayers require a separate mail out. The additional cost to Council will be the staff member's time and the cost of mailing.

Broader Financial Considerations (Comment from the Manager Finance & Technology)

The balance of the Waste Reserve, based on projections for this Financial Year indicate that it will decrease from \$809,007 as at 30 June 2018 to \$86,329 as at 30 June 2019.

The high balance as at 30 June 2018 is due to a number of capital projects not being completed in that Financial Year and it is anticipated that they will be undertaken in 2018/19.

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The additional costs and revenue forgone from either continuing on with the free waste week or reinstating the voucher system will see this balance decrease further and does not assist in setting Council up for its future waste needs. Preliminary projections indicate that Council will need to find \$3.3M to fund waste requirements in 2021/22. (i.e. if no action is taken there will be a shortfall in that year in the Waste fund.)

If the Waste to Energy project comes to fruition, there may be a reduced need for landfill and Council could save or even make money in this area, but at the moment, Council needs to plan based on existing needs.

Council needs to give consideration to Section 8B of the *Local Government Act 1993* which states that:

8B Principles of sound financial management

The following principles of sound financial management apply to Councils:

- a) Council spending should be responsible and sustainable, aligning general revenue and expenses.*
- b) Councils should invest in responsible and sustainable infrastructure for the benefit of the local community.*
- c) Councils should have effective financial and asset management, including sound policies and processes for the following:*
 - i. performance management and reporting,*
 - ii. asset maintenance and enhancement,*
 - iii. funding decisions,*
 - iv. risk management practices.*
- d) Councils should have regard to achieving intergenerational equity, including ensuring the following:*
 - i. policy decisions are made after considering their financial effects on future generations,*
 - ii. the current generation funds the cost of its services.*

Options

1. That Council provides the free waste week in January 2019 as planned and advertised in the Operational Plan.
2. That Council does not reinstate the Waste Voucher Scheme in this or future years.
3. That Council ceases holding free waste weeks after the January 2019 week is completed.
4. That Council continues with two waste vouchers in the 2019/2020 financial year, after renewed community consultation.
5. That Council continues the two free waste weeks in the 2019/2020 financial year after renewed community consultation.
6. That Council provides one voucher and one free waste week in the 2019/2020 financial year after renewed community consultation.

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All options have a financial implication. Should Council choose to adopt one or more of these options, they should form the basis of Council's resolution, and recommendation 1 be amended accordingly.

CONSULTATION

The following officers were consulted in the preparation of this report:

- Manager Finance
- Acting Chief Corporate Officer

CONCLUSION

Proceeding with either scheme in future years will ultimately have a long term impact on our ratepayers, as costs will eventually have to be increased to try and make waste more financially sustainable. It should be noted that Council is mindful that many of our community members, particularly our farmers, are doing it tough with the prevailing drought conditions and any additional cost burdens on these families is a real issue. With this in mind though, we must also ensure Council's own financial sustainability.

This report is provided for Council's information and determination in relation to free waste service options.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

According to the Community Engagement Strategy, the changing of the waste system is Shire wide and has a low impact. As such, the following actions must to be undertaken before a final decision is made (listed as "every time"):

- Customer Service Centre
- Tenterfield Shire Council's Website/s
- Newspaper/advertising/features
- Media Release
- Publications/Information Material
- Public Exhibitions Submissions.

The following actions are likely to be done before a final decision is made (listed as "in most circumstances"):

- Targeted Direct Mail
- Your Local News
- Community displays / Information Sessions
- Briefing
- Meeting by Invitation
- Council Committees/advisory groups
- Large Group/Stakeholder Collaboration.

2. Policy and Regulation

- Tenterfield Shire Council Community Strategic Plan
- Tenterfield Shire Delivery program and Operational Plan
- NSW Local Government Act 1993

Our Environment No. 17 Cont...

3. Financial (Annual Budget & LTFP)

There are significant budgetary implications that have been addressed elsewhere in this report.

4. Asset Management (AMS)

Plant fleet has incurred approximately 2,150km additional transport to the normal operation, decreasing the 'life-cycle' of the asset.

Predictively future 'free waste week' in January will incur similar costs.

5. Workforce (WMS)

Additional expense for labour was incurred, as double costs for the transfer stations of Listen, Legume, Drake and Urbenville while Tenterfield as a larger site incurred triple costs.

These costs were able to be kept in-house, with some shifts aided by the Works Department.

Predictively, the future 'free waste week' in January will incur similar costs.

6. Legal and Risk Management

There are corporate and operational risks that have been addressed elsewhere in this report.

7. Performance Measures

NA

8. Project Management

NA

Andre Kompler
Chief Operating Officer

Prepared by staff member:	Melissa Blum, Technical Projects Engineer; Gillian Marchant, Manager Water & Waste
Approved/Reviewed by Manager:	Andre Kompler, Chief Operating Officer
Department:	Office of the Chief Operating Officer
Attachments:	There are no attachments for this report.

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM GOV60/18
Subject:	MONTHLY OPERATIONAL REPORT - JULY 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

The purpose of this report is to provide a standing monthly report to the Ordinary Meeting of Council that demonstrates staff accountabilities and actions taken against Council's 2018/2019 Operational Plan.

OFFICER'S RECOMMENDATION:

That Council receives and notes the status of the Monthly Operational Report to July 2018.

Terry Dodds
Chief Executive

Prepared by staff member:	Noelene Hyde, Executive Assistant & Media	
Approved/Reviewed by Manager:	Terry Dodds, Chief Executive	
Department:	Office of the Chief Executive	
Attachments:	1 Attachment 4 (Booklet 3 - Monthly Operational Plan - July 2018	141 Pages

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Customer Service, Governance & Records
Reference:	ITEM GOV61/18
Subject:	OPERATIONAL PLAN 2017/2018 - REPORT TO 30 JUNE 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

The purpose of this report is to provide a summary to Council of delivery of actions in the Operational Plan 2017/2018 to 30 June 2018.

OFFICER'S RECOMMENDATION:

That Council notes the delivery of actions in the Tenterfield Shire Council Delivery Program 2017-2021 and Operational Plan 2017/2018.

BACKGROUND

Council adopted the Delivery Program and supporting Operational Plan 2017/2018 on 28 June 2017 (Resolution 102/17). The activities contained in the Operational Plan were structured to meet the objectives for the 2017/2018 financial year with the aim to fulfil the Directions contained in the Four (4) Year Delivery Program 2017-2021 and the Community Strategic Plan 2017-2027.

This report provides Council with a summary as at 30 June 2018 of progress against actions across Council's Service areas. This supports the requirement of the Chief Executive (General Manager) to ensure that progress reports are provided to the Council, with respect to the principal activities detailed in the Delivery Program, at least every 6 months.

REPORT:

Council and staff achieved extensive progress of the actions and activities in the 2017/2018 Operational Plan, as previously reported to Council monthly, in the Monthly Operational Reports.

The summary as at 30 June 2018 can be viewed in the attachment booklet. The Actions and Programs for 2017/18 provides commentary on activities undertaken to achieve these actions and support the achievement of the Delivery Program.

The 2017/2018 Operational Plan was the first annual Plan aimed at achieving Delivery Program outcomes to support the Community Strategic Plan 2017-2027 and aligned actions with outcomes under the Council's suite of Integrated Planning & Reporting documents.

Our Governance No. 61 Cont...

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

- NSW Local Government Act 1993 as amended;
- NSW Local Government (General) Regulation 2005;
- Integrated Planning and Reporting Manual for Local Government in NSW, March 2013.

3. Financial (Annual Budget & LTFP)

Nil for this report; budget reports are provided in line with statutory guidelines to support the IP&R Framework, as well as each month in the Monthly Operational Report to Council.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kim Appleby
Acting Chief Corporate Officer

Prepared by staff member:	Erika Bursford, Manager Customer Service, Governance & Records
Approved/Reviewed by Manager:	Kim Appleby, Acting Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	<div style="display: flex; justify-content: space-between;"> <div> 1 Attachment 5 (Booklet 4) - Delivery Program & Operational Plan 2017/2018 - End of Year Reporting 30 June 2018 </div> <div>37 Pages</div> </div>

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Customer Service, Governance & Records
Reference:	ITEM GOV62/18
Subject:	COUNCILLOR EXPENSES AND FACILITIES POLICY NO 1.160

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

The purpose of this report is to present the amended Councillor Expenses and Facilities Policy No 1.160 to Council for adoption, following public exhibition for 28 days.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Adopt the amended Councillor Expenses and Facilities Policy, and**
- (2) Rescind the previous Payment of Expenses and Provision of Facilities to Councillors Policy.**

BACKGROUND

Council's current Payment of Expenses and Provision of Facilities to Councillors Policy details the payments and reimbursements available to Councillors in the carrying out of their civic duties. As part of Council's policy review program, this policy was amended and provided to Councillors for review from 14 March 2018. The policy was further discussed at the Councillor briefing of 13 June 2018.

REPORT:

The New South Wales Office of Local Government (NSW OLG) has provided a Councillor Expenses and Facilities Policy template format that has been provided in response to local government requests for guidance and better practice. The amended Councillor Expenses and Facilities Policy has been prepared to be consistent with the Local Government Act 1993, the Local Government (General) Regulations 2005, and Council's relevant associated policies.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

The policy was placed on public exhibition for 28 calendar days, from 28 June 2018 to 25 July 2018, for public comment. No public comments were received by Council during the exhibition period.

Our Governance No. 62 Cont...

2. Policy and Regulation

- The Councillor Expenses and Facilities Policy will replace the existing Payment of Expenses and Provision of Facilities to Councillors Policy.

3. Financial (Annual Budget & LTFP)

The payment of up to \$500 per Councillor for reimbursement of travel costs (paragraph 6.3, page 4 of the attachment) to collect printed copies of business papers and other documents from Council's Administration building will need to be paid from Council's existing budget for Councillor Expenses.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kim Appleby
Acting Chief Corporate Officer

Prepared by staff member:	Erika Bursford, Manager Customer Service, Governance & Records
Approved/Reviewed by Manager:	Kim Appleby, Acting Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	1 Councillor Expenses & Facilities Policy No 1.160 14 Pages



COUNCILLOR EXPENSES AND FACILITIES POLICY

Summary:

The purpose of this policy is to ensure that Councillors receive adequate and reasonable payment of expenses and the provision of facilities and equipment to enable them to carry out their civic duties. It also ensures that they are provided in a consistent, transparent and accountable manner.

The format for this policy has been provided by the New South Wales Office of Local Government and has been prepared to be consistent with the Local Government Act 1993 and Local Government (General) Regulations 2005.

Policy Number	1.160
Document version	Version 14
Adoption Date	27 June 2018
Endorsed By	Chief Executive
Minute Number	XX/18
Consultation Period	March 2018 – June 2018
Review Due Date	September 2020
Department	Governance
Policy Custodian	Chief Executive
Superseded Documents	1.160 - Payment of Expenses and Provision of Facilities to Councillors Policy (V13)
Related Legislation	Councillor Expenses and Facilities Policy – Better Practice Template 27 June 2017. Office of Local Government Circular 17-17. ICAC publication – No excuse for misuse, preventing the misuse of Council resources. TSC Code of Conduct.
Delegations of Authority	Chief Executive, Chief Corporate Officer, Chief Operating Officer

Part A – Introduction

1. Introduction

- 1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Tenterfield Shire Council.
- 1.2. The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. Policy objectives

- 2.1. The objectives of this policy are to:
 - enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties.
 - enable facilities of a reasonable and appropriate standard to be provided to councillors to support them in undertaking their civic duties.
 - ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors.
 - ensure facilities and expenses provided to Councillors meet community expectations.
 - support a diversity of representation.
 - fulfil the Council's statutory responsibilities.

3. Principles

- 3.1. Council commits to the following principles:
 - **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
 - **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor.
 - **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor.
 - **Equity:** there must be equitable access to expenses and facilities for all Councillors.

- **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

4. Private or political benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to Council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council.
- 4.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
 - production of election material;
 - use of Council resources and equipment for campaigning;
 - use of official Council letterhead, publications, websites or services for political benefit, and
 - fundraising activities of political parties or individuals, including political fundraising events.

Part B – Expenses

5. General expenses

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

6. Specific expenses

General travel arrangements and expenses

- 6.1. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.

- 6.2. Each Councillor may be reimbursed, and the Mayor may be reimbursed, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement for:
- public transport fares;
 - use of a private vehicle or hire car;
 - parking costs for Council and other meetings;
 - tolls;
 - Cab charge card or equivalent, and
 - documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Councillors may be reimbursed for return trips from their usual place of residence within Tenterfield Shire, up to a maximum of \$500 per annum, to Council's Administration Office in Tenterfield Township, for the purpose of collecting hard copies of Council business papers, publications and/or other documents relevant to Council business, when advised by Council's Executive Assistant & Media that these are available for collection.
- 6.4. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 6.5. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long distance intrastate travel expenses

- 6.6. Given Council's location near an interstate border, travel to South East Queensland will be considered as general travel. Arrangements and expenses for this travel will be governed by Clauses 6.1-6.4.
- 6.7. In accordance with Section 4, Council will scrutinise the value and need for councillors to undertake overseas travel. Councillors should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.
- 6.8. Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the Chief Executive prior to travel.
- 6.9. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full council meeting prior to travel.
- 6.10. The case should include:
- objectives to be achieved in travel, including an explanation of how the travel aligns with current council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the councillor's civic duties;
 - who is to take part in the travel;
 - duration and itinerary of travel, and

- a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.10 For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.11 For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 6.12 For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 6.13 Bookings for approved air travel are to be made through the Chief Executive's office.
- 6.14 For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

- 6.15 Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 6.16 In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the Chief Executive. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.
- 6.17 Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Tenterfield local government area.
- 6.18 The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Council's Conference/Seminar/Training Expenses Policy.
- 6.19 The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the Chief Executive, being mindful of Clause 4 and Clause 6.18.
- 6.20 Councillors will not be reimbursed for alcoholic beverages.

Refreshments for council related meetings

- 6.21 Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the Chief Executive.
- 6.22 As an indicative guide for the standard of refreshments to be provided at Council related meetings, the Chief Executive must be mindful of Clause 4 and Clause 6.18.

Professional development

- 6.23 Council will facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.
- 6.24 In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 6.25 Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.26 Approval for professional development activities is subject to a prior written request to the Chief Executive outlining the:
- details of the proposed professional development;
 - relevance to council priorities and business, and
 - relevance to the exercise of the Councillor's civic duties.
- 6.27 In assessing a Councillor request for a professional development activity, the Chief Executive must consider the factors set out in Clause 6.26, as well as the cost of the professional development.

Conferences and seminars

- 6.28 Council is committed to ensuring its councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.
- 6.29 Approval to attend a conference or seminar is subject to a written request to the Chief Executive. In assessing a Councillor request, the Chief Executive must consider factors including the:
- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties, and
 - cost of the conference or seminar.
- 6.30 Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the Chief Executive. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18 and 6.20.

Information and communications technology (ICT) expenses

- 6.31 Council will provide Councillors with appropriate IT hardware such as an electronic iPad or Notebook equivalent, to meet the ICT needs associated with his or her civic duties.
- 6.32 Council will provide Councillors with appropriate IT data services up to a limit of \$600 per annum (\$50 per month) for each Councillor and \$1200

per annum (\$100 per month) for the Mayor. This may include mobile phone and home internet data costs.

- 6.33 Reimbursements will be made only for communications devices and services used for Councillors to undertake their civic duties, such as:
- receiving and reading Council business papers;
 - relevant phone calls and correspondence, and
 - diary and appointment management.
- 6.34 Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a Councillor, within the maximum limit.

Special requirement and carer expenses

- 6.35 Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.
- 6.36 Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- 6.37 In addition to the provisions above, the Chief Executive may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 6.38 Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$1500 per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.39 Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.40 In the event of caring for an adult person, Councillors will need to provide suitable evidence to the general manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

7. Insurances

- 7.1 In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- 7.2 Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 7.3 Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.
- 7.4 Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Council business.

8. Legal assistance

- 8.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.
- 8.2 In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the Chief Executive to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- 8.3 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 8.4 Council will not meet the legal costs:
- of legal proceedings initiated by a Councillor under any circumstances
 - of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
 - for legal proceedings that do not involve a Councillor performing their role as a Councillor.
- 8.5 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

Part C – Facilities

9 General facilities for all councillors

Facilities

- 9.1 Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:

- access to shared car parking spaces while attending Council offices on official business;
 - personal protective equipment for use during site visits, and
 - a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.
- 9.2 Councillors may book meeting rooms for official business in a specified Council building at no cost. Rooms may be booked through a specified officer in the Mayor's office or other specified staff member.
- 9.3 The provision of facilities will be of a standard deemed by the Chief Executive as appropriate for the purpose.

Administrative support

- 9.4 Council will provide administrative support to councillors to assist them with their civic duties only. Administrative support may be provided by staff in the Mayor's office or by a member of council's administrative staff as arranged by the Chief Executive or their delegate.
- 9.5 As per Clause 4, council staff are expected to assist councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

Part D – Processes

10. Approval, payment and reimbursement arrangements

- 10.1 Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 10.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 10.3 Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
- carer costs
- 10.4 Final approval for payments made under this policy will be granted by the Chief Executive or their delegate.

Direct payment

- 10.5 Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Executive Assistant and Media for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

- 10.6 All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the Executive Assistant and Media.

Notification

- 10.7 If a claim is approved, Council will make payment directly or reimburse the Councillor via direct deposit to their nominated bank account in the next available payment run.
- 10.8 If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Timeframe for reimbursement

- 10.9 Councillors must provide all claims for reimbursement within 60 days of an expense being incurred. Claims made after this time cannot be approved.

11 Disputes

- 11.1 If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the Chief Executive.
- 11.2 If the Councillor and the Chief Executive cannot resolve the dispute, the Councillor may submit a notice of motion to a council meeting seeking to have the dispute resolved.

12 Return or retention of facilities

- 12.1 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 12.2 Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the Chief Executive to purchase any such equipment. The Chief Executive will determine an agreed fair market price or written down value for the item of equipment.
- 12.3 The prices for all equipment purchased by Councillors under Clause 13.2 will be recorded in Council's annual report.

13 Publication

- 13.1 This policy will be published on Council's website.

14 Reporting

- 14.1 Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.
- 14.2 Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

15 Auditing

- 15.1 The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two years.

16 Breaches

- 16.1 Suspected breaches of this policy are to be reported to the Chief Executive.
- 16.2 Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

17. Accountability, Roles & Responsibility

Policy Custodian

The Chief Executive is the custodian for this policy. As the custodian he/she is responsible for managing policy compliance and initiating the policy review process as well as having responsibility for policy implementation.

Jurisdiction

No authority to depart from this policy is granted to any person. All actions and decisions must be in accordance with this policy and this policy can only be varied by Council.

18. Definitions

- 18.1 **The Act:** The NSW Local Government Act 1993.
- 18.2 **The Regulation:** The Local Government (General) Regulation 2005.
- 18.3 **The Guidelines:** The Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, as released by the Division of Local Government in October 2009 under the provisions of section 23A of the Act.
- 18.4 **Expenses:** Payments made by Council to reimburse councillors for reasonable costs or charges incurred, or to be incurred, for discharging their civic functions. All expense to be reimbursed must be outlined in this Policy and may be either reimbursed to a councillor or paid directly by the Council to a third party. Expenses are separate and additional to annual fees paid to the councillors and Mayor in accordance with the Act.
- 18.5 **Facilities:** Equipment and services provided by Council to councillors to enable them to discharge their civic functions to a standard and appropriate to their role.
- 18.6 **Meeting:** Meetings for which councillors expenses will be reimbursed for attending include Ordinary and Extra-ordinary meetings of Council within the meaning of the Act, and Standing Committee meetings to which the Councillor is a delegate by resolution of Council.
- 18.7 **Council event:** A Council event for the purpose of this policy is one which the attending Councillors were authorised to attend by Council resolution, or where appropriate the authorisation of the Mayor and Chief Executive.

These are in addition to Council's ordinary and extra-ordinary meetings, and may include training and development events, civic events, conferences, dinners with visiting delegates and workshops. The purpose of this is to ensure that control exists over the number and type of events for which the Council may become exposed to expense claims and limits them to those which the attendee is a delegate or alternate appointed by Council resolution.

18.8 Local travel: Travel within the Tenterfield Shire Council Local Government Area.

18.9 Limits and standards: The Policy sets out the monetary limits to be applied to reimbursement of expenses, and the standards for the provision of equipment of facilities as determined by Council in accordance with the Guidelines.

No other specific definitions are deemed required for this policy, with all terms used intended to have their everyday meanings.

19. Related Legislation, Standards & Guidelines

- NSW Local Government Act 1993 (as amended);
- NSW Local Government (General) Regulation 2005;
- Office of Local Government publications:
 - Guidelines for the payment of Councillors Expenses and Facilities 2009; and
 - Circular 11/27
- ICAC publication:
 - No Excuse for Misuse, preventing the misuse of Council resources.

Council must also undertake 28 days' public exhibition of the revised policy and invite submissions on it during that period. (LGA s253).

20. Attachments

Appendix A – Expense Claim Form

Appendix B - Cost/Criteria for Expenses Reimbursements

21. Version Control & Change History

Version	Date	Modified by	Details
V1	23/03/2000	Council	Adoption of Policy – 200/00

V2	15/07/2004	Council	Policy revision – 335/04
V3	17/08/2006	Council	Policy revision – 460/06
V4	25/07/2007	Council	Policy revision – 434/07
V4.1	26/09/2007	Council	Policy revision – 579/07
V5	27/02/2008	Council	Policy revision – 49/08
V5.1	27/02/2008	Council	Policy revision – 128/08
V5.2	23/08/2008	Council	Policy revision – 189/08
V5.3	26/11/2008	Council	Policy revision – 632/08
V6	23/09/2009	Council	Policy revision – 1227/09
V7	24/02/2010	Council	Policy revision – 92/10
V7.1	24/11/2010	Council	Policy revision – 814/10
V8	26/10/2011	Council	Policy revision – 534/11
V9	28/11/2012	Council	Policy revision – 474/12
V10	27/11/2013	Council	Policy revision – 430/13
V11	26/11/2014	Council	Policy revision – 416/14
V11.1	17/12/2014	Council	Policy revision – 459/14
V12	23/09/2015	Council	Policy revision – 303/15
V13	28/09/2016	GM	Reconstruction of Policy – 249/16
V14	27/06/2018	CE	Policy Revision – XXX/18

Appendix A – Expense Claim Form

Available from Executive Assistant & Media

Appendix B – Cost/Criteria for Expenses Reimbursements

Expense or facility	Cost/Criteria	Frequency
General travel expenses.	Assessed and approved by Council prior to travel being undertaken, or by authority of the Chief Executive and Mayor, where appropriate.	Per trip
Approved travel using own vehicle.	Under 2.5 litres – 0.68 cents p/km 2.5 litres and over – 0.78 cents p/km	Per trip
Interstate, overseas and long distance intrastate travel expenses.	Assessed and approved by Council prior to travel being undertaken.	Per trip
Meals.	No greater than \$60 per meal, with a daily limit of \$125.	Per full day
Accommodation.	Up to \$350 in Capital City locations. Up to \$200 in other locations.	Per night
Professional development.	Council provided workshops and professional development sessions.	Per year
Conferences and seminars.	Assessed and approved by Council prior to travel being undertaken, or by authority of the Chief Executive and Mayor, where appropriate.	Per event
Carer expenses.	\$6.00 per hour to a maximum of \$1500.	Per year
Furnished office.	Provided to the Mayor.	Not relevant
Staff support for Mayor and Councillors.	Provided to the Mayor and Councillors.	Not relevant

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV63/18
Subject:	FINANCE & ACCOUNTS - PERIOD ENDED 31 JULY 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council receive and note the Finance and Accounts Report for the period ended 31 July 2018.

BACKGROUND

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

REPORT:

A reconciliation of cash books of all funds has been carried out with the appropriate bank statements. A certified schedule of all Council's investments showing the various amounts invested is shown as an attachment to this report.

(a) Reconciliation of Accounts

A reconciliation of the cash books of all funds have been carried out with the appropriate bank statements as at 31 July 2018.

Cash Book Balances on this date were as follows:-

General (Consolidated)	\$	2,909,458.59	Credit
General Trust	\$	321,533.93	Credit

Our Governance No. 63 Cont...

(b) Summary of Investments

The attachment to this report is a certified schedule of all Council's investments as at 31 July 2018 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
Nil.

8. Project Management
Nil.

Kim Appleby
Acting Chief Corporate Officer

Prepared by staff member:	Paul Della, Manager Finance & Technology
Approved/Reviewed by Manager:	Kim Appleby, Acting Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	1 Investment Report - July 2018


TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 JULY 2018

Financial Institution	Issuer Rating	Investment Term	Maturity Date	Interest Rate	Amount	Percentage Exposure
National Australia Bank	AA-	90 Days	29/Aug/18	2.57%	2,000,000.00	14.12%
National Australia Bank	AA-	140 Days	20/Aug/18	2.58%	1,000,000.00	7.06%
National Australia Bank	AA-	142 Days	22/Aug/18	2.00%	1,000,000.00	7.06%
National Australia Bank	AA-	91 Days	03/Sep/18	2.62%	1,000,000.00	7.06%
National Australia Bank	AA-	90 Days	07/Aug/18	2.59%	1,000,000.00	7.06%
TOTAL NAB INVESTMENTS					6,000,000.00	42.37%
Commonwealth Bank	AA-	At Call	31/Jan/19	1.50%	1,761,409.60	12.44%
Commonwealth Bank	AA-	90 Days	25/Sep/18	2.57%	1,000,000.00	7.06%
TOTAL CBA INVESTMENTS					2,761,409.60	19.50%
Bankwest	AA-	90 Days	29/Aug/18	2.60%	3,000,000.00	21.18%
Bankwest	AA-	90 Days	03/Sep/18	2.65%	800,000.00	5.65%
Bankwest	AA-	60 Days	28/Aug/18	2.55%	600,000.00	4.24%
Bankwest	AA-	90 Days	27/Sep/18	2.80%	1,000,000.00	7.06%
TOTAL BANKWEST INVESTMENTS					5,400,000.00	38.13%
INVESTMENTS TOTAL					14,161,409.60	100.00%

Summary

I hereby certify that the investments as shown herein, have been invested in accordance with Section 625 of the Local Government Act 1993, and associated Regulations, and in accordance with Council policy and procedures.

By:


P. Della

Responsible Accounting Officer

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV64/18
Subject:	CAPITAL EXPENDITURE REPORT AS AT 31 JULY 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.
CSP Strategy:	Council is a financially sustainable organisation, delivering value services to the Community.
CSP Delivery Program	Collaborate and deliver resources with other organisations to ensure a variety of cost effective services across the service area.

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council receive and note the Capital Expenditure Report for the period ended 31 July 2018.

BACKGROUND

This report was updated in the 2017/18 Financial Year and replaced the Expenditure Progress Report that had previously been provided to Council.

Managers were asked to review their budgets in October 2017 and estimate when they expected capital expenditure to occur in each month between October 2017 and June 2018. This information was compiled and a month to month expenditure calculated.

A similar process will be undertaken this financial year when Managers have been trained in Power Budget which will give them the ability to cash flow (phase) their own budgets. For the purpose of this report Finance staff have tied the YTD Budget (being the month of July with actual expenditure for that month).

REPORT:

The Capital Expenditure report indicates to Council the financial progress of each project against the forecast expenditure for that project. The information has also been set out to show which Council service the expenditure relates to.

Some projects will have actual figures but not budgets as yet, because they relate to items carried forward from 2017/18. These budget adjustments will be made in the first quarterly budget review, for the period 1 July 2018 to 30 September 2018.

COUNCIL IMPLICATIONS:

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

Our Governance No. 64 Cont...

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)

Budget for Capital projects that will carry forward from 2017/18 will be included in the first Quarterly Budget Review.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kim Appleby
Acting Chief Corporate Officer

Prepared by staff member:	Paul Della, Manager Finance & Technology
Approved/Reviewed by Manager:	Kim Appleby, Acting Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	1 Capital Expenditure Report 31 July 2018

(ITEM RC21/18) REPORT OF COMMITTEE & DELEGATES - PARKS, GARDENS & OPEN SPACE ADVISORY COMMITTEE MEETING - 9 AUGUST 2018

REPORT BY: Brian Murray, Chairperson, Councillor

A meeting of the Parks, Gardens & Open Space Advisory Committee was held on Thursday, 9 August 2018. Minutes of the meeting are attached.

RECOMMENDATION

That the report and actions of the Parks and Gardens Committee meeting of 9 August 2018 be received and endorsed.

ATTACHMENTS

1 Minutes of Meeting 2 Pages



MINUTES OF PARKS, GARDENS & OPEN SPACE ADVISORY COMMITTEE

THURSDAY, 9 AUGUST 2018

MINUTES OF THE **Parks, Gardens & Open Space Advisory Committee** OF TENTERFIELD SHIRE held at the Tenterfield Shire Council Chamber on Thursday, 9 August 2018 commencing at 10.00 am.

ATTENDANCE

Councillor Greg Sauer
Councillor Brian Murray (Chair)
Tom Short
Robyn Short

ALSO IN ATTENDANCE

Chief Executive (Terry Dodds)
Open Space, Regulatory & Utilities Supervisor (Mark Cooper)

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

DISCLOSURE OF INTERESTS

Nil.

APOLOGIES

Apologies received from Stephen Goldthorpe (Urbenville), Glen Lamb (Legume), Kerri Andrew (Tenterfield) and Chief Corporate Officer Kylie Smith.

CONFIRMATION OF MINUTES

Resolved that the Minutes of the Parks, Gardens & Open Space Advisory Committee meeting held on Thursday, 14 June 2018, as circulated, be confirmed and signed as a true record of the proceedings of the meeting with an amendment to item concerning the Labyrinth (*under investigation not to be installed*).

Terry Dodds/Tom Short

BUSINESS ARISING FROM THE MINUTES

1. Information Booklet on Trees in the Tenterfield Area

- Ongoing

2. Bruxner Park Sign – Rouse Street, Tenterfield

- Designed by John Mongard
- Tabled for further discussion
- Ongoing

3. Clean Up Sections of Tenterfield Creek – Removal of Sand

- Meeting scheduled for Friday, 17 August 2018 with Mike Lloyd of *Red Frog* with a revisit of the Riparian Tenterfield Creek Management Plan.

4. Interpretative Panels

- Bruxner Park
- Millbrook Park – Tree Species
 - o - Ongoing

GENERAL BUSINESS

1. Letter – Direction of Committee

- Letter read by the Chair, Cr Brian Murray (attached)
- Recommendation from Committee to pursue the contents of the letter and put forward for publication in The Tenterfield Star for the information of the community.

- 2. Investigation - War Helmet**
 - For use at the fountain in Bruxner Park
 - John Mongard may have a design
- 3. Grant Funding – Stronger Community Grants**
 - Most projects were successful.
 - May have to revisit some costings.
- 4. Labyrinth – Misprint**
 - Should have read:
 - 'under further investigation, not to be installed.'

Cr Greg Sauer arrived at 10.50am.

NEXT MEETING

Thursday, 29 November 2018 at 10.00 am in the Council Chamber.

There being no further business the Chairperson declared the meeting closed at 11.00 am.

.....
Councillor Brian Murray
Chairperson

Attachment

Letter read to Committee by Chairperson Cr Brian Murray

One of the things that makes Tenterfield and indeed our whole Shire such a point of difference to others in the New England, but even more so in the wider area, is that we've been receiving a dividend delivered by the foresight of people who lived before us, notably for example Mr Robert Brush.

There have been many others as well, such as those who had the vision to ensure public parks, reserves and lands were set aside which allowed facilities such as showgrounds, halls, rotundas, commemorative monuments, beautiful walkways, children's playgrounds, gardens, schools, churches and government buildings to adorn our community.

With other pressing issues catching up with us over the last few decades, such as the maintenance and provision of hard infrastructure, we've largely been concentrating on those and perhaps spent less time and thought on why we love living here and why others come here and take photos of our tree lined streets and parks; in autumn in particular.

Recently the Chief Executive reviewed the accountabilities within Council's services and brought to Council a report defining the need to support public amenity.

What was obvious to myself and other Councillors had been confirmed. We needed specialist and dedicated effort placed to ensure not only that our foresight of those before us was maintained, but we didn't rest on our laurels and further develop what is a terrific legacy.

Up until now there has been reasonable and well intentioned efforts by many, but unless we work from a high level strategy downwards we risk having a box of jigsaw pieces versus a collider scope of interconnected colour and magnitude.

This Committee has an opportunity, or maybe even a duty to those coming after us just like Robert Brush, to work together with the wider community to develop the vision, strategy, goals, programs and lastly, oversee the delivery of something bigger than the sum of its' parts.

Moreover, just like Robert Brush did when the main roads took different routes, we need to ensure that the avenues on either end of our towns are as inviting as they were in yesteryear.

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM RES7/18
Subject:	COUNCIL RESOLUTION REGISTER - AUGUST 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.
CSP Strategy:	Council fosters a strong organisational culture which strives for best practice in all operations with a supportive corporate governance framework.
CSP Delivery Program	Ensure that the performance of Council as an organisation complies with all statutory reporting guidelines and information is available to decision makers.

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council notes the status of the Council Resolution Register to August 2018.

Terry Dodds
Chief Executive

Prepared by staff member:	Noelene Hyde, Executive Assistant & Media	
Approved/Reviewed by Manager:	Terry Dodds, Chief Executive	
Department:	Office of the Chief Executive	
Attachments:	1 Attachment 6 (Booklet 4) - Resolution Register - August 2018	29 Pages