



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

**BUSINESS PAPER**  
**ORDINARY COUNCIL MEETING**  
**WEDNESDAY, 22 MARCH 2017**

Notice is hereby given in accordance with the provisions of the *Local Government Act 1993*, and pursuant to Clause 2.3 of Council's Code of Meeting Practice that an **Ordinary Council Meeting** will be held in the Council Chamber, Tenterfield Shire Council, on **Wednesday 22 March 2017** commencing at **9.30 am**.

Damien Connor  
**General Manager**

## COMMUNITY CONSULTATION – PUBLIC ACCESS

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

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

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

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

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

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

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

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

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

## CONFLICT OF INTERESTS

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

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

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

### **Remoteness**

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

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

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

### **Relatives, Partners**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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## ORDER OF BUSINESS

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

# AGENDA

## 1. OPENING & WELCOME

### 2. (A) OPENING PRAYER

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

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

### (B) ACKNOWLEDGEMENT OF COUNTRY

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

## 3. APOLOGIES

## 4. DISCLOSURES & DECLARATIONS OF INTEREST

## 5. CONFIRMATION OF PREVIOUS MINUTES

### **Recommendation**

That the Minutes of the Ordinary Council Meeting held on Wednesday, 22 February 2017 as typed and circulated, be confirmed and signed as a true record of the proceedings of that meeting.

## 6. TABLING OF DOCUMENTS

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

## 8. COMMUNITY CONSULTATION (PUBLIC ACCESS)

## 9. MAYORAL MINUTE

(ITEM MM1/17) NOTICE OF MOTION - FINANCIAL SUPPORT FOR CULTURAL EXCHANGE .....6

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

## **11. OPEN COUNCIL REPORTS**

### **OUR COMMUNITY**

(ITEM COM2/17) CEMETERY FEES & CHARGES AND SPECIFICATIONS .....7

### **OUR ECONOMY**

Nil.

### **OUR ENVIRONMENT**

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### **OUR GOVERNANCE**

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(ITEM GOV14/17) ANZAC DAY ARRANGEMENTS - TUESDAY, 25 APRIL  
2017..... 21

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

(ITEM RC4/17) REPORTS OF COMMITTEES & DELEGATES - AUDIT &  
RISK COMMITTEE - 1 MARCH 2017..... 24

## **13. NOTICES OF MOTION**

(ITEM NM3/17) NOTICE OF MOTION -ACKNOWLEDGE THE  
CONTRIBUTION OF THE ROTARY CLUB OF  
TENTERFIELD TOWARDS THE STAGING & HOSTING OF  
THE 9TH BIENNIAL BAVARIAN MUSIC FESTIVAL &  
BEERFEST - MONDAY, 27 FEBRUARY TO SUNDAY, 5  
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## **14. RESOLUTION REGISTER**

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## **15. CONFIDENTIAL BUSINESS**

## **16. MEETING CLOSED**

**MAYORAL MINUTE****(ITEM MM1/17) NOTICE OF MOTION - FINANCIAL SUPPORT FOR CULTURAL EXCHANGE**

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**SUMMARY**

With the demise of the International Town Partnership Cultural Committee, it is imperative that Council honours the Partnership Deed and maintains the Sister City Relationship by assisting the ongoing cultural exchange programme for our youth.

**RECOMMENDATION**

I, Cr Peter Petty move a Notice of Motion that Tenterfield Shire Council support financially and in advertising, the ongoing cultural exchange with our Sister Cities of Ottobeuren, Bohen and Hawangan with participants being in the age group of 18 – 25 years.

|                      |                                                             |
|----------------------|-------------------------------------------------------------|
| <b>Department:</b>   | <b>Strategic Planning and Environmental Services</b>        |
| <b>Submitted by:</b> | Acting Director Strategic Planning & Environmental Services |
| <b>Reference:</b>    | <b>ITEM COM2/17</b>                                         |
| <b>Subject:</b>      | <b>Cemetery Fees &amp; Charges and Specifications</b>       |

|                                                               |                                                                                                                                    |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                    |
| <b>Goal:</b>                                                  | Direction 4.6 – A range of public services and facilities that will be accessible for all people is provided.                      |
| <b>Strategy:</b>                                              | 4.6a – Develop and maintain a range of community facilities that meet the diversity of community needs, interests and aspirations. |
| <b>Action:</b>                                                | Provide well managed and well maintained cemeteries.                                                                               |

## SUMMARY

This report is to recommend to Council for resolution proposed fees and charges for the new Niche Wall and Ashes Rose Garden so that families can start to book and intern ashes prior to 1 July 2017.

## OFFICER'S RECOMMENDATION:

That Council:

- (1) Adopt the proposed Fees & Charges for the Niche Memorial Wall and Rose Garden as detailed in this report; and
- (2) Place then on exhibition for public comment for a period of 28 days.

## BACKGROUND

Council by Resolution 94/14, approved the following:

*Resolved that:*

- (1) *The Manager Property & Environmental Services' Report "Tenterfield Cemetery Expansion" be received and noted; and further*
- (2) *That Council approves the area that was previously dedicated in 1873 for 'Unsectarian' burials to be utilised for the development of the rose garden & niche wall incorporating into the design the single grave with headstone and a number of unmarked graves in this area; and*
- (3) *That Council commences the redesign of the Cemetery Masterplan to reflect the newly acquired area; and*
- (4) *That Council endorses that the Rose Garden – Niche Wall is undertaken by Urban Landscape Projects Pty Ltd.*

*(Gary Verri/Tom Peters)*

## REPORT:

The construction of the new Niche Wall is nearing completion. The Rose Garden area has been laid out with concrete kerbing (will be plain concrete not coloured) to be installed (for the placement of plaques, see attached example) and compacted decomposed granite paths to be installed. At the time of the paths being constructed a suitable concrete ramp will be constructed onto the slab of the new Niche Wall for wheel chair access. Refer Attachment 1 (Booklet 1).



Our Community No. 2 Cont...

**Note:** Plaques on the concrete kerbing around the Rose Garden are to meet the specifications for the new Niche Wall.

### COUNCIL IMPLICATIONS:

- 1. Community Engagement / Communication (per engagement strategy)**  
CONSULT – Fees & Charges on exhibition for 28 days.
- 2. Policy and Regulation**  
Not Applicable.
- 3. Financial (Annual Budget & LTFP)**  
The adoption of the proposed Fees & Charges (Attachment 3 (Booklet 1)) will be included into the Annual Budget for Financial Year 2017/2018
- 4. Asset Management (AMS)**  
Inclusion in the new Niche Wall will be required into the Open Space & Recreation Asset Management Plan.
- 5. Workforce (WMS)**  
Not Applicable
- 6. Legal and Risk Management**  
Not Applicable
- 7. Performance Measures**  
Not Applicable
- 8. Project Management**  
Not Applicable

**David Stewart**  
**Acting Director Strategic Planning & Environmental Services**

|                               |                                                                                                                                       |            |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------|
| Prepared by staff member:     | David Stewart, Acting Director Strategic Planning & Environmental Services                                                            |            |
| Approved/Reviewed by Manager: | David Stewart, Acting Director Strategic Planning & Environmental Services                                                            |            |
| Department:                   | Strategic Planning and Environmental Services                                                                                         |            |
| Attachments:                  | <b>1</b> Attachment 1 (Booklet 1) -<br>Photographs                                                                                    | 3<br>Pages |
|                               | <b>2</b> Attachment 2 (Booklet 1) -<br>Specifications of Columbarium (new<br>Niche Memorial Wall) Rose Garden                         | 1<br>Page  |
|                               | <b>3</b> Attachment 3 (Booklet 1) -<br>Proposed Fees & Charges for<br>Cremated Remains (All Cemeteries)<br>- Financial Year 2017/2018 | 1<br>Page  |

|                      |                                                             |
|----------------------|-------------------------------------------------------------|
| <b>Department:</b>   | <b>Strategic Planning and Environmental Services</b>        |
| <b>Submitted by:</b> | Acting Director Strategic Planning & Environmental Services |
| <b>Reference:</b>    | <b>ITEM ENV3/17</b>                                         |
| <b>Subject:</b>      | <b>Planning/Development Update</b>                          |

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                  |                                                                                                                                                                                                                                    |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Goal:</b>     | DIRECTION 1.5 – Land use planning strategies and policies enhance and support sustainable economic growth.                                                                                                                         |
| <b>Strategy:</b> | STRATEGY 1.5b – Exercise Council’s statutory functions under the EPAA 1979 properly and equitably to determine applications efficiently and in accordance with statutory requirements and/or Council policy and standards.         |
| <b>Action:</b>   | Proper execution of delegated authorities in a timely and professional manner in accordance with the adopted policy “Limit of Delegated Authority in Dealing with Development Application and Complying Development Certificates”. |

**SUMMARY**

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

**OFFICER’S RECOMMENDATION:**

That Council receives and notes the Report “Planning/Development Update”.

**BACKGROUND**

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

Our Environment No. 3 Cont...

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

| App No.     | Lodged    | Applicant                                                          | Lot/Sec/DP                 | Location                             | Development                                                                   |
|-------------|-----------|--------------------------------------------------------------------|----------------------------|--------------------------------------|-------------------------------------------------------------------------------|
| DA 2017.008 | 01-Feb-17 | KING David                                                         | 5/1057612                  | 155 Millers Lane, Tenterfield        | Shipping Container                                                            |
| DA 2017.009 | 06-Feb-17 | DJL Consolidated Pty Ltd (Townes)                                  | 11/1194194                 | 5 Riley Street, Tenterfield          | Storage Shed                                                                  |
| DA 2017.010 | 07-Feb-17 | Tenterfield Surveys (White)                                        | 11 & 14/751519 & 1/1219625 | 306A Geyers Road, Tenterfield        | Two (2) Lot Boundary Adjustment                                               |
| DA 2017.011 | 10-Feb-17 | CMC Constructions (Birnbaum)                                       | 5/1192951                  | 295 East Street, Tenterfield         | Staged Development -<br>1. Temporary Dwelling<br>2. Dwelling                  |
| DA 2017.012 | 10-Feb-07 | Rhombus Contracting (Tenterfield Local Aboriginal Land Council)    | 344/751540                 | 73 Leechs Gully Road, Tenterfield    | Storage Shed                                                                  |
| DA 2017.013 | 13-Feb-07 | McNAMARA Michael & Margaret                                        | 2/1036571                  | 76 Summit Road, Maryland             | Extension to Existing Accommodation Cabin                                     |
| DA 2017.014 | 13-Feb-17 | Cawongla Pty Ltd T/A GNE Sheds & Kit Homes (Hile & Urzi)           | 9/15/758654                | 29 Maryland Station Road, Maryland   | Garage                                                                        |
| DA 2017.015 | 13-Feb-17 | Cawongla Pty Ltd T/A GNE Sheds & Kit Homes (Negerevich)            | 3/12/758616 & B/397160     | 5110 Mount Lindesay Road, Liston     | Garage X 2                                                                    |
| DA 2017.016 | 14-Feb-17 | FAGG Thomas                                                        | 8/751083                   | 226 Faggs Road, Wylie Creek          | Removal of Dwelling                                                           |
| DA 2017.017 | 15-Feb-17 | Wes Smith Building Pty Ltd (Spedding)                              | 34/71201                   | 42 Aldershot Road, Tenterfield       | Staged Development -<br>1. Dwelling<br>2. Granny Flat                         |
| DA 2017.018 | 15-Feb-17 | LUND Zdenek & Kim                                                  | 812/1205063                | Neagles Lane, Tenterfield            | Three (3) Lot Subdivision                                                     |
| DA 2017.019 | 15-Feb-17 | ABC Construction Company Pty Ltd (Townes)                          | 622/1057621                | 610 Sunnyside Loop Road, Tenterfield | Manufactured Dwelling                                                         |
| DA 2017.020 | 15-Feb-17 | THOMAS Jonathan                                                    | 1/868480                   | Western Boundary Road, Tenterfield   | Rural Supplies Extension & Demolition of Shed                                 |
| DA 2017.021 | 15-Feb-17 | The Shed Stop (Bartlett)                                           | 72/1223142                 | 29 Stoney Ridge Road, Liston         | Shed                                                                          |
| DA 2017.022 | 16-Feb-17 | De GIT Nicholas                                                    | A/400600                   | 104 Rouse Street, Tenterfield        | Signage                                                                       |
| DA 2017.023 | 20-Feb-17 | FOWLER Rhonda                                                      | 2/1064589                  | 324 Bryans Gap Road, Tenterfield     | Temporary Use Beerfest Lunch 5-3-2017<br>Oracles of the Bush Lunch – 1-4-2017 |
| DA 2017.024 | 28-Feb-17 | Killarney P-10 State School P & C Border Rangers Trail Ride Cmttee | Multiple                   | Legume Area                          | Temporary Use - "Border Ranges Trail Ride" 25 & 26 March 2017                 |

Our Environment No. 3 Cont...

**DETERMINATIONS MADE UNDER  
STAFF DELEGATION IN FEBRUARY 2017**

| App No.                  | Lodged    | Date of Approval | No. of Days | Applicant                                            | Lot/ Sec/ DP                                         | Locality                           | Description of Development                                         |
|--------------------------|-----------|------------------|-------------|------------------------------------------------------|------------------------------------------------------|------------------------------------|--------------------------------------------------------------------|
| DA 2016.112              | 12-Dec-16 | 07-Feb-17        | 36 Days     | MAGNAY John                                          | 5/712965                                             | 432 Cyril Smith Circuit, Tabulam   | Dwelling                                                           |
| DA 2017.001              | 03-Jan-17 | 24-Feb-17        | 14 Days     | MULLER Michael                                       | 50/751043                                            | Rivertree Road, Liston             | Dwelling & Garage Shed                                             |
| DA 2017.003              | 10-Jan-17 | 07-Feb-17        | 29 Days     | Tenterfield Surveys (Morton)                         | 54/751519                                            | 244 Geyers Road, Tenterfield       | Three (3) Lot Subdivision                                          |
| DA 2017.004              | 12-Jan-17 | 27-Feb-17        | 47 Days     | Wes Smith Building Pty Ltd (Marshman)                | 193/751517                                           | 435 Schroders Road, Tenterfield    | Dwelling                                                           |
| DA 2017.007              | 30-Jan-17 | 28-Feb-17        | 30 Days     | WASHINGTON Julie                                     | 55/751490                                            | Tarban Road, Tenterfield           | Installation of Previously Used Residence & Construction of a Deck |
| DA 2017.008              | 01-Feb-17 | 20-Feb-17        | 20 Days     | KING David                                           | 5/1057612                                            | 155 Millers Lane, Tenterfield      | Shipping Container                                                 |
| DA 2017.009              | 06-Feb-17 | 13-Feb-17        | 8 Days      | DJL Consolidated Pty Ltd (Townes)                    | 1/1194194                                            | 5 Riley Street, Tenterfield        | Storage Shed                                                       |
| DA 2017.010              | 07-Feb-17 | 20-Feb-17        | 14 Days     | Tenterfield Surveys (White)                          | 11 & 14/751519 & 1/1219625                           | 306A Geyers Road, Tenterfield      | Two (2) Lot Boundary Adjustment                                    |
| DA 2017.016              | 14-Feb-17 | 15-Feb-17        | 2 Days      | FAGG Thomas                                          | 8/751083                                             | 226 Faggs Road, Wylie Creek        | Removal of Dwelling                                                |
| DA 2017.020              | 15-Feb-17 | 17-Feb-17        | 2 Days      | THOMAS Jonathan                                      | 1/868480                                             | Western Boundary Road, Tenterfield | Rural Supplies Extension & Demolition of Shed                      |
| DA 2017.022              | 16-Feb-17 | 21-Feb-17        | 6 Days      | De GIT Nicholas                                      | A/400600                                             | 104 Rouse Street, Tenterfield      | Signage                                                            |
| Section 96 Modifications |           |                  |             |                                                      |                                                      |                                    |                                                                    |
| 20.2009.97/3             | 25-Jan-17 | 2-Feb-17         | 9 Days      | KRAHE Paula                                          | 12/106035 2                                          | Polworth Street, Tenterfield       | Staged Subdivision                                                 |
| 2016.040 /1              | 31-Jan-17 | 2-Feb-17         | 3 Days      | Tenterfield Surveys (Jasmine Blue (NSW) Pty Limited) | Lots 20 & 21, DP 751053 & Lots 111 & 112, DP 1172383 | Paddy's Flat Road, Upper Tooloom   | Three (3) Lot Boundary Adjustment                                  |

Our Environment No. 3 Cont...

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

| DA No. | Lodged    | Status of Application                          | Applicant                                | Location                       | Proposed Development                                            |
|--------|-----------|------------------------------------------------|------------------------------------------|--------------------------------|-----------------------------------------------------------------|
| 16.024 | 21-Mar-16 | Additional Information Required from Applicant | O'MULLANE Ian & Judith                   | 8 Welch St, Urbenville         | Change of Use Place of Public Worship into a Dwelling           |
| 16.095 | 31-Oct-16 | Awaiting Recommendation from NSW RFS           | Tenterfield Surveys P/L (Scarrabelotti)  | 1490 Back Creek Rd, Back Creek | Six (6) Lot Staged Subdivision                                  |
| 16.103 | 14-Nov-16 | Additional Information Required from Applicant | Tenterfield Family Funerals (Glen Curry) | 61-63 Rouse St, T'field        | Crematorium                                                     |
| 17.013 | 13-Feb-17 | In Progress                                    | McNAMARA Michael & Margaret              | 76 Summit Rd, Maryland         | Extension to Existing Accommodation Cabin                       |
| 17.015 | 13-Feb-17 | In Progress                                    | Cawongla P/L (Negerevich)                | 5110 Mount Lindesay Rd, Liston | Garage X 2                                                      |
| 17.017 | 15-Feb-17 | In Progress                                    | Wes Smith Building (Spedding)            | 42 Aldershot Rd, T'field       | Staged Development - Stage One: Dwelling Stage Two: Granny Flat |
| 17.018 | 15-Feb-17 | Awaiting Recommendation from NSW RFS           | LUND Zdeenek & Kim                       | Neagles Ln, T'field            | Three (3) Lot Subdivision                                       |
| 17.019 | 15-Feb-17 | Additional Information Required from Applicant | ABC Constructions (Townes)               | Kildare Rd, T'field            | Manufactured Dwelling                                           |
| 17.025 | 01-Mar-17 | Awaiting Recommendation from NSW RFS           | KEARNEY Stephen & Judith                 | 15 McKechnie Rd, Ruby Creek    | Relocation of a Previously Used Residence                       |

Our Environment No. 3 Cont...

| FY 16/17 Development Statistics     |                               |                                                    |                              |                                   |             |                        |                           |                           |  |  |
|-------------------------------------|-------------------------------|----------------------------------------------------|------------------------------|-----------------------------------|-------------|------------------------|---------------------------|---------------------------|--|--|
|                                     | Dwellings                     | Additions/<br>Renovations to<br>Existing Dwellings | Garages, Carports<br>& Sheds | Commercial or<br>Industrial Works | Subdivision | Recreation/<br>Tourism | FY 16/17<br>Monthly Total | FY 15/16<br>Monthly Total |  |  |
| Jul-16                              | No. 3<br>Value \$513,000.00   | \$0.00                                             | 2<br>\$178,000.00            | 0<br>\$0.00                       | 2<br>\$0.00 | 1<br>\$32,770.00       | 8<br>\$723,770.00         | 9<br>\$496,563.00         |  |  |
| Aug-16                              | No. 2<br>Value \$318,000.00   | \$63,600.00                                        | 2<br>\$68,500.00             | 0<br>\$0.00                       | 2<br>\$0.00 | 0<br>\$0.00            | 9<br>\$450,100.00         | 12<br>\$814,550.00        |  |  |
| Sep-16                              | No. 5<br>Value \$1,031,735.00 | \$0.00                                             | 5<br>\$111,786.00            | 2<br>\$95,200.00                  | 1<br>\$0.00 | 1<br>\$0.00            | 14<br>\$1,238,721.00      | 8<br>\$613,123.00         |  |  |
| Oct-16                              | No. 3<br>Value \$816,290.00   | \$0.00                                             | 5<br>\$119,400.00            | 1<br>\$2,000.00                   | 1<br>\$0.00 | 0<br>\$0.00            | 10<br>\$937,690.00        | 14<br>\$1,315,369.00      |  |  |
| Nov-16                              | No. 1<br>Value \$50,000.00    | \$169,000.00                                       | 4<br>\$97,690.00             | 3<br>\$75,000.00                  | 1<br>\$0.00 | 1<br>\$0.00            | 13<br>\$391,690.00        | 24<br>\$963,350.00        |  |  |
| Dec-16                              | No. 6<br>Value \$797,556.00   | \$112,810.00                                       | 1<br>\$20,000.00             | 0<br>\$0.00                       | 1<br>\$0.00 | 0<br>\$0.00            | 10<br>\$930,366.00        | 9<br>\$491,650.00         |  |  |
| Jan-17                              | No. 5<br>Value \$1,537,176.00 | \$0.00                                             | 2<br>\$68,647.00             | 0<br>\$0.00                       | 1<br>\$0.00 | 0<br>\$0.00            | 8<br>\$1,605,823.00       | 3<br>\$82,400.00          |  |  |
| Feb-17                              | No. 5<br>Value \$1,160,265.00 | \$0.00                                             | 7<br>\$97,462.00             | 3<br>\$176,400.00                 | 2<br>\$0.00 | 2<br>\$5,000.00        | 19<br>\$1,439,127.00      | 9<br>\$2,632,960.00       |  |  |
| Mar-17                              | No.                           |                                                    |                              |                                   |             |                        |                           | 15<br>\$1,289,999.00      |  |  |
| Apr-17                              | No.                           |                                                    |                              |                                   |             |                        |                           | 10<br>\$630,217.00        |  |  |
| May-17                              | No.                           |                                                    |                              |                                   |             |                        |                           | 9<br>\$993,968.00         |  |  |
| Jun-17                              | No.                           |                                                    |                              |                                   |             |                        |                           | 9<br>\$676,127.00         |  |  |
| No. (Year to Date)                  | 30                            | 8                                                  | 28                           | 9                                 | 11          | 5                      | 91                        | 131                       |  |  |
| FY 16/17 Total Value (Year to Date) | \$6,224,022.00                | \$345,410.00                                       | \$761,485.00                 | \$348,600.00                      | \$0.00      | \$37,770.00            | \$7,717,287.00            |                           |  |  |
| FY 15/16 Total Value                | \$7,917,361.10                | \$487,700.00                                       | \$777,052.90                 | \$1,633,163.00                    | \$0.00      | \$184,999.00           |                           | \$11,000,276.00           |  |  |

Our Environment No. 3 Cont...

**COUNCIL IMPLICATIONS:**

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

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

**2. Policy and Regulation**

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

**3. Financial (Annual Budget & 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

**Tamai Davidson**

**Acting Director Strategic Planning & Environmental Services**

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

Approved/Reviewed by Manager: Tamai Davidson, Acting Director Strategic Planning & Environmental Services

Department: Strategic Planning and Environmental Services

Attachments:

|                      |                             |
|----------------------|-----------------------------|
| <b>Department:</b>   | <b>Corporate Services</b>   |
| <b>Submitted by:</b> | Director Corporate Services |
| <b>Reference:</b>    | <b>ITEM GOV11/17</b>        |
| <b>Subject:</b>      | <b>Finance and Accounts</b> |

|                                                               |                                                                                                          |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                          |
| <b>Goal:</b>                                                  | Direction 6.1 – Council has a long-term vision based on principles of sustainability.                    |
| <b>Strategy:</b>                                              | Strategy 6.1c Provide Financial Services for the Council in an accurate, timely, open and honest manner. |
| <b>Action:</b>                                                | Review monthly reports to Council to ensure that they are easy to read and provide timely information.   |

### SUMMARY

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

### OFFICER'S RECOMMENDATION:

That Council receive and note the Manager Finance's Report "Finance and Accounts" for the period ended 28 February 2017.

### BACKGROUND

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

### REPORT:

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

#### (a) Reconciliation of Accounts

Reconciliation of cash books of all funds have been carried out with the appropriate bank statements as at 28 February 2017.

Cash Book Balances on this date were as follows:-

|                        |    |              |        |
|------------------------|----|--------------|--------|
| General (Consolidated) | \$ | 1,761,725.01 | Credit |
| General Trust          | \$ | 321,533.93   | Credit |

#### (b) Summary of Investments

Attached to this report is a certified schedule of all Council's investments as at 28 February 2017 showing the various invested amounts and applicable interest rates.



Our Governance No. 11 Cont...

### **COUNCIL IMPLICATIONS:**

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

Nil.

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

- Investment Policy (Policy Statement 1.091)
- Local Government Act 1993
- Local Government (General) Regulation 2005
- Ministerial Investment Order
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Circulars

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

There has been no adjustment to budget expectations.

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

Nil.

**Allan Shorter**  
**Director Corporate Services**

|                               |                                                                                     |                  |
|-------------------------------|-------------------------------------------------------------------------------------|------------------|
| Prepared by staff member:     | Belinda Savins, GIS Accountant                                                      |                  |
| Approved/Reviewed by Manager: | Allan Shorter, Director Corporate Services                                          |                  |
| Department:                   | Corporate Services                                                                  |                  |
| Attachments:                  | <b>1</b> Attachment 4 (Booklet 1) -<br>Summary of Investments - 28<br>February 2017 | <b>1</b><br>Page |

|                      |                                  |
|----------------------|----------------------------------|
| <b>Department:</b>   | <b>Corporate Services</b>        |
| <b>Submitted by:</b> | Director Corporate Services      |
| <b>Reference:</b>    | <b>ITEM GOV12/17</b>             |
| <b>Subject:</b>      | <b>Posted Expenditure Report</b> |

|                                                               |                                                                                                                |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                |
| <b>Goal:</b>                                                  | <b>Direction 6.1 – Council has a long-term vision based on principles of sustainability.</b>                   |
| <b>Strategy:</b>                                              | <b>Strategy 6.1c Provide Financial Services for the Council in an accurate, timely, open and honest manner</b> |
| <b>Action:</b>                                                | <b>Review monthly reports to Council to ensure that they are easy to read and provide timely information.</b>  |

## SUMMARY

The purpose of this report is to monitor progress on major and critical expenditure items and flag when the expenditure reaches 60% of budget whether the item will meet budgeted targets.

## OFFICER'S RECOMMENDATION:

That Council receive and note the "Posted Expenditure Report" for the period ended 28 February 2017.

## BACKGROUND

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

The posted expenditure report for the period ended 28 February 2017 provides information on the percentage (%) of the original budget expended.

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

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

In the attachment to this report comment is provided on all projects where the percentage spent of the approved budget is 60% or higher.

## REPORT:

The "Recommended Changes Next QBR" column incorporates budget amendments that are to be reflected in the March quarter budget review.

There is no major over-expenditure to report however a budget adjustment will be required for the item "Tenterfield Dam Wall Project Management Costs" at the March QBR following a revised estimate of costs that will be incurred this financial year.

Our Governance No. 12 Cont...

### **COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Circulars

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

The amendments noted in this report will be included in the December QBR.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

The impact of the change shown in this report are reflected in the performance measures included in the December (QBR).

**8. Project Management**

Nil.

**Allan Shorter**  
**Director Corporate Services**

Prepared by staff member: Belinda Savins, GIS Accountant  
Approved/Reviewed by Manager: Allan Shorter, Director Corporate Services  
Department: Corporate Services  
Attachments: **1** Attachment 5 (Booklet 1) - Capital Expenditure Program 2016/17 - 28 February 2017 3 Pages

|                      |                                  |
|----------------------|----------------------------------|
| <b>Department:</b>   | <b>General Managers Office</b>   |
| <b>Submitted by:</b> | General Manager                  |
| <b>Reference:</b>    | <b>ITEM GOV13/17</b>             |
| <b>Subject:</b>      | <b>Draft Social Media Policy</b> |

|                                                               |                                                                                                  |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                  |
| <b>Goal:</b>                                                  | Council is operated efficiently and effectively.                                                 |
| <b>Strategy:</b>                                              | Develop Strategies and policies to enable Council to achieve excellence in corporate governance. |
| <b>Action:</b>                                                | Continue to monitor policies and practices with the aim of continuous improvement.               |

## SUMMARY

The purpose of this report is to present a draft Social Media Policy to Council for adoption and subsequent placing on public exhibition for comment.

## OFFICER'S RECOMMENDATION:

That Council adopts the draft Social Media Policy, as attached, and places the document on public exhibition for a period of 14 days.

## BACKGROUND

Council at its Ordinary Meeting in March 2016 passed a Resolution (51/16) to request that a procedure (Policy) be developed to address the use of social media and other on-line forms by Council representatives, agents and staff.

## REPORT:

Social Media are a group of online applications which are designed to allow information to be created, shared, discussed and disseminated. Social media includes the sites, tools, channels and platforms used to publish user generated content and promote social connections and conversations.

With the exponential growth and application of social media in recent times, it is recognised that there is a need for Council to have a policy to ensure that those who use social media, either as part of their role (employed, contracted or elected) or in a personal capacity, have guidance on Council's expectations where social media is used.

The purpose of the draft Social Media Policy (as per Attachment 6 (Booklet 1) is to establish Council's position with regard to the expectations of Council representatives, agents and staff when engaging in social media in both an official and personal capacity.

This Policy also forms a part of Councils community engagement framework, which provides guidelines to ensure that sound and consistent communication and community engagement practices are implemented and adhered to by Council and its staff and representatives.

Our Governance No. 13 Cont...

### **COUNCIL IMPLICATIONS:**

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

Consult - The draft Social Media Policy is to be placed on public exhibition for a period of 14 days.

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

- NSW Local Government Act 1993;
- Government Information Public Access Act 2009.
- Privacy & Personal Information Protection Act 1998.
- Tenterfield Shire Council
- Code of Conduct 2016.
- Workplace Health and Safety Act 2011.

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

No changes recommended.

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

No changes recommended.

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

No changes recommended.

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

N/A

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

N/A

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

N/A

**Damien Connor**  
**General Manager**

Prepared by staff member:

Damien Connor, General Manager

Approved/Reviewed by Manager:

Damien Connor, General Manager

Department:

General Managers Office

Attachments:

**1** Attachment ?? (Booklet ??) - Draft 4  
Social Media Policy Pages

|                      |                                                        |
|----------------------|--------------------------------------------------------|
| <b>Department:</b>   | <b>General Managers Office</b>                         |
| <b>Submitted by:</b> | General Manager                                        |
| <b>Reference:</b>    | <b>ITEM GOV14/17</b>                                   |
| <b>Subject:</b>      | <b>ANZAC DAY ARRANGEMENTS - TUESDAY, 25 APRIL 2017</b> |

|                                                               |                                                     |
|---------------------------------------------------------------|-----------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                     |
| <b>Goal:</b>                                                  | The community is welcoming, friendly and inclusive. |
| <b>Strategy:</b>                                              | Encourage and foster community pride.               |
| <b>Action:</b>                                                | <a href="#">Click here to enter text.</a>           |

## SUMMARY

The purpose of this report is provide information for Council's consideration regarding arrangements for Anzac Day, Tuesday, 25 April 2017.

## OFFICER'S RECOMMENDATION:

- (1) That in accordance with Council Minute 208/04, Council's representative at Anzac Day Ceremonies throughout the Shire will lay a wreath or present a book as per the requirements of the local organisers; and
- (2) That Councillors be allocated to attend the services around the Shire as follows:
  - (a) The Mayor, Cr Peter Petty at the Tenterfield Dawn Service and Morning Service;
  - (b) Councillor ..... at the Dawn Service in Torrington;
  - (c) Councillor ..... at the Legume Service;
  - (d) Councillor ..... at the Urbenville Service;
  - (e) Councillor ..... at the Jennings Service;
  - (f) Councillor ..... at the Drake Service;
  - (g) Councillor ..... at the Liston Service; and
  - (h) Councillor ..... at the Mingoola Service.

## BACKGROUND

Council has resolved that if agreeable to the local RSL Sub-Branch, a book be presented instead of a wreath at the Anzac Day Services with the exception of the Dawn Service in Tenterfield.

Artificial wreaths are provided to those services where the logistics of delivery of fresh wreaths proves difficult.

## REPORT:

In 2017, it is suggested Council representatives make presentations as follows:-  
Wreaths

- Tenterfield Dawn Service
- Torrington Dawn Service
- Liston Service

### Books

- Urbenville
- Legume (goes to Urbenville School)

Our Governance No. 14 Cont...

- Jennings
- Drake
- Mingoola

To date the following information has been received in respect to this year's Anzac Day ceremonies:-

- Tenterfield – 5:30 am, Dawn Service at Memorial Hall, followed by service at Cemetery then at 6:30 am, Gunfire Breakfast at Memorial Hall (RSL Pavilion). 10:30 am - Anzac Day March from Telegraph Hotel to Memorial Hall with the Commemoration Service at 11:00 am. Luncheon at the Tenterfield Bowling Club at 12.30 pm followed by Two Up at the Royal Hotel from 1:30 pm.
- Torrington Dawn Service – Assemble at Hall between 5:00 am and 5:15 am and march to Torrington War Memorial Park. Arrangements to be confirmed but as per previous years it is anticipated this would be a non speaking role.
- Drake Dawn Service – Service commences at 6:00 am followed by breakfast. Arrangements to be confirmed.
- Urbenville – There is no Dawn Service. 9:30 am - Service at St Mark's Memorial Church in Beaury Street. At 10:45 am, the March will take place from the Hotel to the Memorial Gates at the Showground, followed with a Service at 11:00 am. A further short service to be held at the Urbenville Cemetery at 11.45 am. ANZAC Day luncheon at the Urbenville Bowling Club at 1.00 pm. Arrangements to be confirmed.
- Legume – Service at Legume Cemetery at 8.00 am. Arrangements to be confirmed.
- Wallangarra/Jennings – Dawn Service at RSL Hall followed by Pilgrimage to Cemetery. March commences at 11.30 am at the RSL Hall, Barrawell Street, Wallangarra and proceeds to the School of Arts Hall, Wallangarra. Service commences at 12 noon and is followed by a light luncheon at the RSL Hall. Arrangements to be confirmed.
- Liston – Arrangements to be confirmed.
- Mingoola – Arrangements to be confirmed.

#### **COUNCIL IMPLICATIONS:**

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

N/A

**2. Policy and Regulation**

N/A

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

Expenditure is contained within existing budget allocations.

**4. Asset Management (AMS)**

Nil.

Our Governance No. 14 Cont...

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Damien Connor**  
**General Manager**

Prepared by staff member: Noelene Hyde, Executive Assistant & Media  
Approved/Reviewed by Manager: Damien Connor, General Manager  
Department: General Managers Office  
Attachments: There are no attachments for this report.



**(ITEM RC4/17)** REPORTS OF COMMITTEES & DELEGATES - AUDIT & RISK COMMITTEE - 1 MARCH 2017

---

**REPORT BY:** Allan Shorter, Director Corporate Services

A meeting of the Audit & Risk Committee was held on Wednesday, 1 March 2017. Minutes of the meeting are attached.

**RECOMMENDATION**

That Council receives and notes the Minutes of the Audit & Risk Committee meeting held on Wednesday, 1 March 2017.

**ATTACHMENTS**

**1** Minutes of Meeting 6 Pages



**MINUTES OF  
AUDIT & RISK COMMITTEE  
WEDNESDAY, 1 MARCH 2017**

MINUTES OF THE **Audit & Risk Committee** OF TENTERFIELD SHIRE held at the Tenterfield Shire Council Chambers on Wednesday, 1 March 2017 commencing at 1.10 pm.

**ATTENDANCE**

Councillor Peter Petty (Mayor)  
Councillor Don Forbes  
Mr Peter Sheville – Independent External Member  
Mr Geoff King – Independent External Member  
Mr Andrew Page – Independent External Member

**ALSO IN ATTENDANCE**

General Manager (Damien Connor)  
Director of Corporate Services (Allan Shorter)  
WHS & Risk Management Officer (Wes Hoffman)  
Manager Finance (Paul Chawner)  
Executive Assistant & Media (Noelene Hyde)

*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.*

## **WELCOME**

Independent Member Mr Peter Sheville took the Chair.

## **APOLOGIES**

Nil.

## **DECLARATION OF CONFLICT OF INTEREST**

Committee Members to disclose any interests and reasons for declaring such interest in the matters under consideration at this meeting.

| <b>Name</b>                                           | <b>Type</b>                               | <b>Item</b>                |
|-------------------------------------------------------|-------------------------------------------|----------------------------|
| Mr Peter Sheville<br>(Independent<br>External Member) | Less Than<br>Significant Non<br>Pecuniary | Member of Pilot Committee. |

## **ELECTION OF CHAIRPERSON**

### **RECOMMENDATION**

**Resolved** that Mr Peter Sheville be appointed Chairperson of the Committee going forward.

(Geoff King/Andrew Page)

Mr Sheville accepted the position.

## **CONFIRMATION OF MINUTES**

**Resolved** that the Minutes of the Audit & Risk Committee meeting held on Thursday, 15 December 2016, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

(Geoff King/Andrew Page)

*Mayor Peter Petty entered the meeting, the time being 1.14 pm.*

## **ACTIONS FROM MINUTES**

### **6.3 Reporting Schedule - 2017**

To be included in Agenda for each meeting.

#### **Action:**

This should be looked at in October with criteria developed prior to the October meeting. Paul Sheville to develop criteria and bring back to the June 2017 meeting.

### **6.4 2015/16 Annual Financial Statements and Auditors Report**

A tender process has been undertaken to select an organisation to undertake the revaluation of water and sewer services. A draft report will be available 19 May 2017.

### **7.1 Internal Audit Program 2016/17**

Council staff have been developing Asset Plans and Asset Management Strategy.

Council has reviewed a draft Asset Management Strategy which is now on display for public comment.

#### **Review of Council's IT Systems**

##### **Action:**

Feedback on the proposed management of IT risk to be brought back to the next meeting.

### **RECOMMENDATION**

**Resolved** that the Committee note the Action Items that have been taken from the Minutes .

(Geoff King/Andrew Page)

### **PRESENTATION**

#### **EXTERNAL AUDITOR – FORSYTHS CHARTERED ACCOUNTANTS**

Mr Paul Cornall of Forsyths joined the meeting via telephone at 1.45 pm to discuss the Client Service Plan.

Forsyths have been appointed by the NSW Audit Office to undertake Council's audits for the next two (2) years.

Mr Cornall will take on the role of Lead Auditor and has drafted the Client Service Plan. The draft was forwarded to the NSW Audit Office on 24 February 2017.

A client planning meeting has been held to assist Council understand its critical risks, these being:

- Revaluation of water/sewer assets;
- Related Party Disclosures;
- Depreciation;
- Procurement and contracts;
- Capital expenditure;
- Landfill – extra audit analysis re rehabilitation and related assets;

### **RECOMMENDATION**

**Resolved** that the Committee note the update by Mr Paul Cornall of Forsyths Chartered Accountants.

(Geoff King/Andrew Page)

#### **AR17/001 - EXTERNAL AUDIT – GOVERNANCE LETTER FOR THE YEAR ENDED 30 JUNE 2016**

The Governance letter provided by Forsyths Chartered Accountants was taken as read with discussion taking place on the various issues raised in the letter.

**RECOMMENDATION**

**Resolved** that the Committee receive and note the Governance Letter.

(Geoff King/Andrew Page)

**PRESENTATION – UPDATE ON COUNCIL’S RISK MANAGEMENT STATUS**

Verbal presentation given by Council’s WHS & Risk Management Officer, Mr Wes Hoffman.

**Action:**

Risk Management documentation to be tabled at the next Committee meeting.

**RECOMMENDATION**

**Resolved** that the Committee note and appreciates the update.

(Geoff King/Andrew Page)

**AR17/002 – FRAUD, MISCONDUCT & COMPLIANCE**

There were no Fraud, Misconduct or Compliance breaches identified or allegations made in the period 13 December 2016 to 1 March 2017.

**PRESENTATION – AUDIT OFFICE OF NSW**

Mr Nathan Carter, Audit Office of NSW joined the meeting via telephone at 2.15 pm to address the tabled Audit & Risk Committee Briefing.

Issues raised were as follows:

- Audit fees still being worked out internally.
- Conduct of the Audit Report – working with the Office of Local Government to ensure consistency.
- Reporting to Parliament – first report tabled March 2018.
- Performance Auditing (funded by Treasury). Sample of three (3) Councils across NSW.
- Key focus areas for 2016-17:
  - Water and sewerage asset valuations;
  - Working with OLG to declutter the Code of Accounting Practice;
  - Promote consistency of the accounting for Rural Fire Service assets;
  - Related Party Disclosures; and
  - Eliminating prior period errors.

Further, Mr Carter advised that a draft Client Service Plan for Tenterfield Shire Council has been received from Forsyths and it is anticipated the final document will issued by the end of March 2017.

**RECOMMENDATION**

**Resolved** that the Committee notes the update from the Audit Office of NSW and anticipates receipt of the Client Service Plan by the end of March 2017.

(Geoff King/Andrew Page)

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**AR17/003 – REPORTING SCHEDULE – 2017**

**RECOMMENDATION**

**Resolved** that the Committee accept the Reporting Schedule for 2017.  
(Geoff King/Andrew Page)

**AR17/004 – 2016/17 BUDGET REVIEW – 31 DECEMBER 2016**

**Action:**

That quality assurance over the spreadsheet formula is certified so that errors are not presented.

**RECOMMENDATION**

**Resolved** that the Quarterly Budget Review to 31 December 2016 be received and noted.  
(Peter Sheville/Andrew Page)

**ON-GOING ITEMS**

**INTERNAL AUDIT PROGRAM 2016/17**

Verbal update from staff.

**Asset Management**

Allan Shorter advised that the audit scope for Asset Management has not yet been developed.

**RECOMMENDATION**

**Resolved** that the Asset Management Audit be deferred to 2017/18 financial year.  
(Geoff King/Andrew Page)

**Business Continuity Management**

Allan Shorter advised that the Business Continuity Management Plan is currently under review. Echelon Australia conducted a BCP documentation review and scenario based exercise on 20 October 2016 and subsequently provided a Gap Analysis Report. Further work will be carried out to produce a new BCP by 30 June 2017.

**RECOMMENDATION**

**Resolved** that Action Plans be provided to the next meeting.  
(Geoff King/Peter Petty)

**Records & Information Management**

Allan Shorter advised that an audit of Council's Records and Information Management systems was undertaken in June/July 2016 by Relevancy P/L. An action plan is being developed and staff are working to improve the systems.

**Action:**

Next meeting – table a copy of the risk action plan for Records & Information Management and the Committee will make a decision at that time about whether a further audit is required.

**Risk Management Action Plan**

Discussion took place on future audits.

**Action:**

Allan Shorter to forward previous IAB information to Committee members.

**RECOMMENDATION**

**Resolved** that once the Risk Management Action Plan has been developed, the Committee can have the discussion on risk management moving forwards.

(Peter Petty/Geoff King)

**GENERAL BUSINESS**

Nil.

**MEETING DATES FOR THE COMMITTEE**

- Wednesday, 7 June 2017 @ 1.00 pm – *Peter Sheville to come a day earlier to get to know Tenterfield Shire Council.*
- Wednesday, 4 October 2017 @ 1.00 pm
- Wednesday, 6 December 2017 @ 1.00 pm – *Geoff King will be absent.*

There being no further business the Chairperson declared the meeting closed at 3.05 pm.

.....  
Peter Scheville  
Chairperson

|                      |                                                                    |
|----------------------|--------------------------------------------------------------------|
| <b>Department:</b>   | <b>General Managers Office</b>                                     |
| <b>Submitted by:</b> | Councillor Don Forbes                                              |
| <b>Reference:</b>    | <b>ITEM NM3/17</b>                                                 |
| <b>Subject:</b>      | <b>NOTICE OF MOTION –ACKNOWLEDGMENT OF TENTERFIELD ROTARY CLUB</b> |

## SUMMARY

The purpose of this Notice of Motion is to officially acknowledge and recognize on behalf of the community of the Tenterfield Shire, the outstanding contribution of the Rotary Club of Tenterfield in hosting and staging the 9<sup>th</sup> Biennial Bavarian Music Festival and Beerfest.

## PROPOSED MOTION:

That Council officially acknowledge and recognise on behalf of the community of the Tenterfield Shire, the outstanding contribution of the Rotary Club of Tenterfield in hosting and staging the 9<sup>th</sup> Biennial Bavarian Music Festival and Beerfest from Monday, 27<sup>th</sup> February to Sunday, 5<sup>th</sup> March 2017.

## REPORT:

By any measure, this major event in 2017 (last held in 2015) was a success! The Beerfest, held on Saturday night, 7<sup>th</sup> March, was a 'sell-out'. Motels in the town were full, and many visitors had travelled some quite big distances to attend – some for the second, third or fourth time. The local economy received a much needed boost.

It is a huge effort by volunteers, to coordinate and provide the logistical support to stage the week's activities; culminating in the Beerfest. There were many 'behind the scenes' helpers/volunteers, in particular wives, husbands, spouses, partners, other family members and friends of Rotarians whose efforts were pivotal to ensuring a successful week of entertainment and celebration.

The Tenterfield Lions Club and other sporting clubs also assisted and their contribution should also be acknowledged.

I would suggest that a letter of appreciation, on behalf of the community of the Tenterfield Shire, from the Tenterfield Shire Council to be forwarded to the President of the Rotary Club of Tenterfield would be appropriate.

**Don Forbes**  
**Councillor**

Prepared by Councillor:

Don Forbes, Councillor



|                      |                                                 |
|----------------------|-------------------------------------------------|
| <b>Department:</b>   | <b>General Managers Office</b>                  |
| <b>Submitted by:</b> | Executive Assistant & Media                     |
| <b>Reference:</b>    | <b>ITEM RES2/17</b>                             |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - MARCH 2017</b> |

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**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 Council Resolution Register to March 2017.

**Damien Connor**  
**General Manager**

Prepared by staff member: Noelene Hyde, Executive Assistant & Media  
Approved/Reviewed by Manager: Damien Connor, General Manager  
Department: General Managers Office  
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