

QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER ORDINARY COUNCIL MEETING 23 MAY 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 Tenterfield Shire Council Chamber, on **Wednesday** 23 May 2018 commencing at 9.30 am.

Terry Dodds
Chief Executive

Website: www.tenterfield.nsw.gov.au Email: council@tenterfield.nsw.gov.au

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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AGENDA

ORDER OF BUSINESS

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

AGENDA

1. OPENING & WELCOME

2. (A) OPENING PRAYER

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

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

(B) ACKNOWLEDGEMENT OF COUNTRY

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

3. APOLOGIES

4. DISCLOSURES & DECLARATIONS OF INTEREST

5. CONFIRMATION OF PREVIOUS MINUTES

Recommendation

That the Minutes of the following Meeting of Tenterfield Shire Council as typed and circulated, be confirmed and signed as a true record of the proceedings of that meeting:

- Ordianry Council Meeting held on Wednesday 18 April 2018
- 6. TABLING OF DOCUMENTS
- 7. URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS
- 8. COMMUNITY CONSULTATION (PUBLIC ACCESS)
- 9. MAYORAL MINUTE

(ITEM MM3/18) POLICE ASSOCIATION OF NSW (ARMIDALE BRANCH)
CAMPAIGN - TRANSPORT OF PRISONERS......8

10. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

•	(Item ECO10/18)	Update on 2.4kn Road Realignment & Construction Upgrade of Mt Lindesay Road at Dalman North (SLK 26.7-29.1)
•	(Item ECO11/18)	Tenterfield Truck Wash Update
•	(Item ENV11/18)	EPA Litigation Status and Reoslution Update
•	(Item ENV 12/18)	Geotech Pty Ltd Contract Dispute Status

11. OPEN COUNCIL REPORTS

OUR COMMUNITY

Nil.

OUR ECONOMY

(ITEM ECO7/18)	WASTE TO ENERGY - FEASIBILITY STUDY10							
(ITEM ECO9/18)	LOCAL ROADS & TRANSPORT CONGRESS - ALICE SPRINGS (NT) - 20 - 22 NOVEMBER 201822							
(ITEM ECO8/18)	TENTERFIELD LGA TIMBER BRIDGES UPDATE24							
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(ITEM ENV9/18)	JENNINGS SEWERAGE SCHEME: PRELIMINARY ASSESSMENT REPORT							
(ITEM ENV8/18)	JOINT REGIONAL PLANNING PANELS - REVIEW OF PANEL MEMBERS							
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(ITEM GOV38/18)	MONTHLY OPERATIONAL REPORT - MAY 201842							
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(ITEM GOV38/18) (ITEM GOV39/18) (ITEM GOV40/18) (ITEM GOV41/18)	MONTHLY OPERATIONAL REPORT - MAY 2018							

12. REPORTS OF DELEGATES & COMMITTEES

(ITEM RC11/18)	REPORTS OF COMMITTEE & DELEGATES - SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS JOINT MANAGEMENT COMMITTEE - 22 MARCH 201880
(ITEM RC12/18)	REPORTS OF COMMITTEE AND DELEGATES - TENTERFEILD SHIRE LOCAL TRAFFIC COMMITTEE MEETING - 3 MAY 2018
13. NOTICES OF	MOTION
(ITEM NM6/18)	NOTICE OF MOTION - ENCOURAGE MOUNTAIN BIKES TO TENTERFIELD
14. RESOLUTION	REGISTER
(ITEM RES4/18)	COUNCIL RESOLUTION REGISTER - MAY 2018101

15. CONFIDENTIAL BUSINESS

(ITEM ECO10/18) UPDATE ON 2.4KM ROAD REALIGNMENT & CONSTRUCTION UPGRADE OF MT LINDESAY ROAD AT DALMAN NORTH (SLK 26.7- 29.1)

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

(ITEM ECO11/18) TENTERFIELD TRUCK WASH UPDATE

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.

(ITEM ENV11/18) EPA LITIGATION STATUS AND RESOLUTION UPDATE

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (g) of the Local Government Act, 1993, as the matter involves advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

(ITEM ENV12/18) GEOTECH PTY LTD CONTRACT DISPUTE STATUS

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.

16. MEETING CLOSED

MAYORAL MINUTE

(ITEM MM3/18) POLICE ASSOCIATION OF NSW (ARMIDALE BRANCH) CAMPAIGN - TRANSPORT OF PRISONERS

SUMMARY

The Police Association of NSW (PANSW), Armidale Branch is seeking support from local Councils in relation to a campaign that they are conducting to encourage the State Government to fix the crisis around the transport of prisoners in NSW.

BACKGROUND

According to the Armidale Branch, *First Response Police* across NSW are being diverted for extensive periods of time undertaking prisoner escorts and mental health assessment escorts which is not an efficient use of police time.

This directly affects the communities of Armidale, Uralla, Guyra, Glen Innes, Inverell, Tenterfield and Moree, where we live and work; and the police service that can be provided.

The Association has suggested that Corrective Services and Juvenile Justice NSW should be properly resourced to undertake this function for which they are trained.

Western Region Delegate and Chair of the Armidale (Glen Innes and Tenterfield) PANSW, Chris Jordan said, "The transportation of prisoners greatly effects the communities within the Northern Tablelands. When *First Response Police* and vehicles are used to transport these persons in custody, it creates a circumstance where police are taken away from the townships of Armidale, Uralla, Guyra, Glen Innes, Inverell, Tenterfield and Moree for a protracted time leaving the community without *First Response Police*. There are many examples where some of these towns are left with no police to respond to any incidents or emergencies for hours at a time".

"Police response times and crime rates can be impacted; the result being interaction with local residents is also affected. People see fewer or no frontline police and this greatly reduces the capacity to drive down the real fear of crime felt by many in the community. Not only are our communities' safety put at risk with this situation, it cuts the available support for other police in an already understaffed policing area. During the week starting 7 May, we will be running a local media campaign, citing this information. We are always the agency of last resort and we are the only agency tasked to community safety and no-one does it when we are out of town doing the work another agency is primarily assigned to do" he said.

As Mayor, I'm asking for Council to show support for the local police who protect the community that you represent by supporting their campaign.

MAYOR'S RECOMMENDATION

I, Councillor Peter Petty hereby move the following Mayoral Minute at the Ordinary Meeting held on Wednesday, 23 May 2018.

That Council;

Mayoral Minute No. 3 Cont...

(1) Write to the NSW Police Minister, The Hon Troy Grant, MP and Member for Lismore, The Hon Thomas George MP expressing support of the Police Association of NSW (Armidale Branch) campaign, highlighting the following:

- i) Transporting prisoners is not police work; and
- ii) Communities within the city of Armidale, and towns of Glen Innes, Inverell, Tenterfield, Uralla, Guyra are put at risk when they are left without *First Response Police*.

Department: Office of the Chief Executive

Submitted by: Chief Executive Reference: ITEM ECO7/18

Subject: Waste to Energy - Feasibility Study

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: Land use planning strategies and polices enhance and support

sustainable economic growth in the Tenterfield Shire.

Delivery Plan

Investigate and implement strategies to reduce waste produced by

Action: households and industry across the Shire.

Operational Implement systems and processes to reduce waste collection and

Plan Action: creation.

SUMMARY

The purpose of this report is for Council to consider seeking financial assistance from the State and or Federal Government to allow completion of a feasibility study to convert municipal and other sources of waste into energy (WtE) at a local scale.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Receives and notes the report;
- (2) Seeks support from all levels of government and government agencies to provide seed funding for the completion of a feasibility study to convert waste to energy;
- (3) Investigates alternate methods to achieve an outcome such as public private partnerships (PPPs), build own operate transfer contracts, and other partnering methodologies.

BACKGROUND

The management of municipal waste is an ongoing challenge and not likely to improve in the short to medium term. Recently the decision by a foreign government has changed the landscape forever. In short, our governments and industries were caught largely ill prepared. There has been much discussion since, but no definitive affordable solution.

Moreover, the whole country is going through a difficult yet exciting period regarding the energy market. In short, photovoltaic, hydro and wind generated power have their place, but alone only supply part of the solution, with base-load power generation still being the cornerstone requirement.

With 8,000 MW of coal-fired generation capacity to be retired in the next 20 years, the time for change has never been more prudent. Especially as the will to invest in traditional coal fired generation seems to have significantly waned.

Our Economy No. 7 Cont...

Despite the fact that coal seam gas (CSG) accounts for 27% of Australian gas reserves, approving the extraction of CSG deposits has been addressed differently by each State, and is mired by problems, be they real or imaginative.

Australia's gas supply used to be considered the natural successor to coal, but as gas is a commodity able to be sold on the world stage, it cannot now be a cheap back up source to that of coal as the price is determined by a bigger market.

It is for these and other reasons that both the State and Federal governments have been giving so much encouragement towards the burgeoning new sustainable or renewable energy industries.

The mood of change towards waste and energy is reported in news outlets almost daily. It is hoped that this mood has transcended into a will by decision-makers in higher levels of government to take action, or failing that, support those who are acting.

If Tenterfield Shire Council is successful in gaining the support of higher levels of government or their agencies to provide financial assistance in leading a feasibility study into waste to energy (WtE) at a local scale, regional communities far and wide may benefit.

REPORT:

See Attachment 1 (Booklet 1).

Conclusion:

Waste to Energy projects are not new, however, technologies have advanced so much over the past five years, particularly across Europe, the author thinks it is time that they are reviewed in Australia – at a small scale.

In the past, chasing economies of scale meant that sub-regional economies did not usually benefit. A feasibility study into Waste to Energy at this point in technological developments may change the waste and energy paradigms for the better, at a scale to provide benefit to many more local economies than was previously the case.

There is steadfast diligence required in a number of arenas which need to remain front of mind:

- ➤ It has been proven that large scale plants work in cities (and for whole countries; 35), but vast distances (country Australia) cause economic and environmental losses which quickly erode benefits. Yet our regulators, at least in the Eastern States, appear to not support the industry.
- ➤ Pollution needs to be, at the very least, less detrimental than the current management systems (hiding waste in a big hole). The pollution offsets need to be tabled and robustly considered. The reductions in current pollutants, such methane, leachate, and CO² (transportation), needs to be considered and compared in parallel with any newly introduced technologies.

Arguments the writer has seen to date conveniently negate this, instead only concentrating on energy used to manufacture something in another geographical area or country, new pollutants, or don't reflect the benefits to a local community.

Our Economy No. 7 Cont...

> The study needs to concentrate on science, economics, logistics, markets, and the (net) environmental impacts versus subjective opinions by special interest groups or attempted influence by industries that currently benefit in maintaining the status quo.

- > The macro view (triple bottom line) needs to concentrate on delivery for Tenterfield Shire and surrounds, not a net benefit to others a thousand kilometers away in a city, or worse, overseas.
- Protecting an objective and rational answer from being sabotaged by emotive and irrational arguments will be more difficult than the assessment of technical, environmental and economic endeavours.

At the time of writing this report there were television interviews showcasing crying, almost hysterical people, who oppose an 'incinerator' being built at Eastern Creek, Sydney. To describe a Plasma Arc Gasification unit as an incinerator, because you're old enough to remember your neighbours burning leaves in their besser block incinerator in the 60's, is akin to describing the Voyager 1 spacecraft as a large aluminum can.

Lastly, the investigation needs to ensure that what makes Tenterfield so great for locals and visitors alike; picturesque place to visit, lovely natural amenity, wonderful town to live in; remains so in the event the feasibility study determines the objective to be sound. In other words, start with the end in mind.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)
This report's recommendation is to seek seed funding from a second party or

parties only. Should a feasibility study indicate that further investigation is warranted, community engagement would form part of the *Concept Phase*.

(Concept, Development, Implementation and Finalisation are the four phases of project management.)

2. Policy and Regulation

The list of compliance requirements is daunting and in many cases legislation contradicts itself.

One of the biggest challenges will be finding a path through the legislation and regulations without having either a special interest group, a currently benefiting industry or group of industries, a government agency with an individual controlling a 'go/no go' threshold with a biased personal opinion, or an influential politician using the process for their own agenda effecting the outcome.

- NSW Environmental Planning & Assessment Act (1979)
- Contaminated Land Management Act 1997
- Dangerous Goods (Road and Rail Transport) Act 2008
- Environmentally Hazardous Chemicals Act 1985
- Forestry Act 2012
- National Environment Protection Council (New South Wales) Act 1995

Our Economy No. 7 Cont...

- Ozone Protection Act 1989
- Pesticides Act 1999
- Protection of the Environment Administration Act 1991
- Protection of the Environment Operations Act 1997
- Radiation Control Act 1990
- Waste Avoidance and Resource Recovery Act 2001
- EPBAC Act
- POEO Regulation 2014 (part 9) and 2010 Clean Air
- POEO Act 1997 (schedule 1)
- WARR Act 2001
- EP&A Act (part 3A) Ministerial Approval
- Local Government Act 1993
- The Waste Less Recycle More Initiative
- The Clean Energy Act (and potential repeal)
- NSW Waste Levy Review
- NSW Waste Avoidance and Resource Recovery Act and Strategy
- Protection of the Environment Operations Waste Regulation
- Boonoo Boonoo Landfill Design Masterplan
- Product Stewardship Act & Regulation
- NEGOC (seeking advocacy)
- LEP
- SEPPs (various)

3. Financial (Annual Budget & LTFP)

This report is to initially seek a mandate to advocate for seed funding.

It is expected that Council would need to engage many experts in various fields which is currently not in the forward budget and Long Term Financial Plan. (For example; Environmental Economist, Chemical Engineer, Electrical Engineer, Senior Project Manager, Planning Consultant, Legal Consultant, Market Analyst, Network Demand Planner, and others.)

If the feasibility study positively confirms that Council's aspirations are technically sound the result has the potential to benefit all local government areas. It is for this reason that the writer believes that the cost of answering the questions should be shared. It will not be possible nor is it fair for Tenterfield Shire Council to harbour the cost imposition alone. Without the State and or Federal Government providing financial support it is unlikely that the project can proceed.

Although the first two Waste to Energy Plants (both in WA) have commenced, the scale is too large to work in country areas in NSW. The words 'at a local scale' were chosen very carefully. The technology has been proven for years to work at large scales, the writer wishes to answer the question as to whether the scale can be economically reduced.

4. Asset Management (AMS)

Council's Long Term Financial Plan and Asset Management Strategy will require a complete review should the new technologies be implemented. The feasibility study will need to address asset management.

Our Economy No. 7 Cont...

5. Workforce (WMS)

The workforce will not be influenced the short to medium term. The short term involves consultants only.

6. Legal and Risk Management

This report seeks to gain seed funding only at this stage. Should this occur, and it progresses further, separate investigations will be required as part of the feasibility study.

There is already risk though. Even before the commencement of construction of the two WtE plants in Western Australia special interest groups have started by making statements about the Western Australian Government not having a 'social license'. Another group has written to all councils about recycling and the 'circular economy'.

The writer is not supportive of anything that provides a solution (anywhere) that isn't at least a better outcome for Tenterfield. Each special interest group has quite pertinent views that should be addressed. But they will be addressed scientifically, with business interests and subjectivity removed – with Tenterfield residents as the beneficiaries.

7. Performance Measures

At present, Council is endeavouring to complete a strategic business review on waste management. If successful, this study may greatly influence the outcome in the future. But it will be the medium-term future, <u>not</u> the immediate.

Council should not stop or slow the efforts of the current strategic business review (waste) for something that may not eventuate. At this stage, Council needs to continue with its current plans, until or if, there is a case for change.

It is expected that a feasibility study of this level of sophistication will take longer than Council can afford to wait prior to addressing the issue of the rapidly filling cell at Boonoo Boonoo.

8. Project Management

If successful, the overall outcome sought will require robust project management disciplines to be put in place. Until that time, the project remains a feasibility study only.

Terry Dodds Chief Executive

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

Attachments: **1** Experts want different waste focus 3

- Local Government Career Pages

2 Competitive Solar-plus-storage 3 moves closer to reality Pages

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Our Economy No. 7 Cont...

3 Attachment 1 (Booklet 1) - Waste to Energy: Discussion Paper; The Case for Change









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Experts want different waste focus

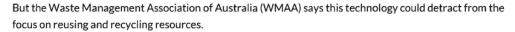
30 APRIL 2018

An expansion of waste-to-energy projects is on the way, but experts say we cannot burn out problems away.

"We've already got more than 30 [waste-to-energy] projects underway in Australia...and we look forward to expanding these over time," Energy minister Josh Frydenberg told reporters on Friday.

"In the United States, they have a significant number of these projects — there's a plant just outside Paris, there's one in London; this is a common form of waste-to-energy projects [sic] that we could roll out here in Australia."

A number of countries including Sweden, the United States and Germany are already feeding garbage into sophisticated incineration systems that burn waste as a fuel to generate energy.



"We as an industry, we know that waste-to-energy has a role to play. But it's one of the lowest options on the hierarchy, as in it's the last resort before landfill," WMAA spokesperson Gayle Sloan said.

"Once you've burnt it, it's gone. You don't get that resource back."

Plastic is primarily made from virgin fossil fuel, and currently consumes about 4 per cent of global oil production.

 $\label{thm:experts} \textbf{Experts say burning plastics for fuel squanders the best form of the valuable resource}.$

"This would be really problematic because it would increase our demand for virgin products like oil," Rachael Wakefield-Rann from the Institute of Sustainable Energy Futures at UTS says.



Ordinary Council Meeting - 23 May 2018 Waste to Energy - Feasibility Study

Attachment 1
Experts want different
waste focus - Local
Government Career

"Research is pretty clear that incineration is much less beneficial than recycling in terms of getting that circular flow of resources back into the economy.

"There's still very serious concerns about the pollution that would come from an incinerator of the scale that's required.

"There's not really any demonstration that we have the regulation to ensure that the emissions on our incinerators would be captured," she said.

Ms Wakefield-Rann said governments have more levellers at their disposal, particularly in their recycling plans and procurement.

"Because of the scale of Government projects they're often the biggest procurer of resources," she said.

"Changing Government procurement policies to ensure that a certain percentage of their materials have to come from recycled sources would change the situation right away."

Ms Sloan also said the Government should do more.

"The Government needs to show leadership in this space. At all levels, they should be buying recycled materials and showing the value of it," she said.

"We've already got the ability to recycle, we just don't have the demand."



ALSO ON CAREERSPOT

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1 comment • 2 months ago

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Stressed school leaders offered cheques

Lcomment • 4 months ago

AngeTKenos — Spoli the principals. My experience is that a MINORITY are great and a considerable number are

Andrews drops big road plan - IndustrialCareer

2 comments • 5 months ago

David Paterson — Confusing headline. Mr Andrews has announced the plan, he doesn't appear to be dropping it?

Bitcoin markets expect regulation

! comment • 4 months ago

Sem — thanks to useful information about crypto currency for residents of Australia

back to top



Incentives and economics result in more pairings of solar power and energy storage

AUTHOR Peter Maloney @TopFloorPower PUBLISHED May 14, 2018

Solar-plus-storage projects are becoming more competitive with other, more traditional resources, as more projects are cropping up.

Earlier this month, EnSync Energy Systems signed a power purchase agreement for a solar-plus-storage project at a housing complex in Oahu, Hawaii.

Last month, Origis Energy USA and Sterling Municipal Light Department completed the first community solar-plus-storage project in Massachusetts. And in March Cypress Creek Renewables commissioned 12 solar-plus-storage projects that provide energy to customers served by the Brunswick Electric Membership Corp. in North Carolina.

The EnSync project is designed for 750 kW of solar power backed up by 500 kWh of storage. The Origis project is for 1 MW of solar power and 2 MWh of energy storage. Cypress Creek's Brunswick EMC project consists of 12 individual projects that pair 500 kW of solar and a 500 kW / 1MWh battery system from Lockheed Martin.

"We are definitely seeing more and more projects that combine solar and storage," Caileen Gamache, senior counsel with Norton Rose Fulbright, told Utility Dive. What started as small, behind-the-meter projects, is starting to get bigger, according to Gamache.

Solar-plus-storage projects could be competitive without any federal tax incentives in California by 2020, Paul Denholm, senior energy analyst at the National Renewable Energy Laboratory (NREL), told Utility Dive. Denholm added that the time is not far off when these project pairings will be competitive with gas-fired peaking plants in other locations such as the Southwest.

"Solar-plus-storage could be competitive in a sizeable fraction of the United States, but it is hard to say exactly when, mostly because of fluctuations in the cost of natural gas," Denholm said.

The analysis is not static. One of the chief inputs in NREL's analysis is the cost of lithium ion batteries which are expected to continue to trend downward. But natural gas prices are also a factor because they often determine the operating costs of fossil fuel plants.

The go-to metric for those comparisons is the levelized cost of electricity (LCOE), which measures the lifetime costs of a technology or project divided by its output. But "LCOE is only half the cost; it doesn't account for value," Denholm said.

"Accounting for value gets tricky," Denholm said. "You need to understand what a project is offsetting. When storage is added to a project, the costs always goes up, but it makes a project more valuable."

In doing its analysis, NREL makes assumptions about the price of natural gas and runs energy simulation models on the cost to run other resources. Next, NREL does year-long simulations of a project using cost estimates that look 20 years into the future to come up with a benefit/cost ratio to evaluate the attractiveness of various PV and storage configurations under a range of conditions.

That analysis includes a capacity value for storage, Denholm said. Even in markets without a capacity market, it is possible to get paid for capacity through resource adequacy payments or payments for the value of capacity that are built into bilateral contracts. However, Denholm said he is more conservative in considering revenues from ancillary services.

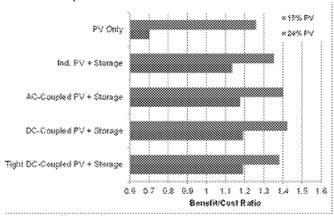
There are so many energy storage developers crowding into the market to take advantage of ancillary market revenues that "we tend to think those payments will be worth less" going forward, he says.

Even though the value of capacity is subject to the same curve of diminishing returns, it is "a much, much bigger market," says Denholm. "Capacity is needed everywhere." The total market for ancillary services is about 2.5 GW, but the capacity market is larger by an order of magnitude, he says.

NREL's analysis also shows the same saturation effect for solar power. As solar penetration increases, NREL finds that the benefit/cost ratio of a stand-alone solar project declines, but that ratio increases when the project is coupled with energy storage capability.

However, there are also trade-offs between different types of solar-plus-storage projects. In an August 2017 report, NREL looked at four configurations for solar-plus-storage projects: independent systems that are not co-located, AC-coupled systems that are co-located but do not share an inverter, DC-coupled systems that are co-located and share an inverter, and tightly DC-coupled systems charged entirely by solar power that share location and at least one inverter.

Benefit/Cost Ratio for PV plus storage in California in a 2020 scenario with two different levels of PV penetration and the 30% ITC



Four configurations

NREL's analysis found that independent systems have the highest costs and, in most cases, a lower benefit/cost ratio than coupled systems, which have greater efficiencies and lower costs. But the analysis becomes more complex with DC-coupled systems.

If a DC-coupled system is able to access a full range of revenue streams, it can have a high benefit/cost ratio, but if the system is tightly coupled — only charging with solar power — it can lose revenues because the system cannot be optimally dispatched. The trade-off, however, is that only batteries charged by solar power are eligible for the federal investment tax credit (ITC). The 30% value of the ITC is enough to make up for the loss of revenues, producing the highest overall value of the various configurations, according to NREL's analysis. But while operating a solar-plus-storage system in a tightly coupled manner may benefit the owner, it does not necessarily provide the highest value to the grid, the NREL analysis found.

The ITC requirements also pose a risk to solar-plus-storage developers, which they often try to share with offtakers. ITC limitations are often one of the most heavily negotiated items in a PPA for a solar-plus-storage project, says Gamache.

Those are all factors that go into estimating the market for a solar-plus-storage project.

"As we think about developing new projects, we think it's important to understand where the markets are going and what will be the most effective design for the system," Brian Knowles, director for energy storage at Cypress Creek Renewables, told Utility Dive via email. "Additionally, it's critical to understand certain dynamics playing out on the grid as that may lead to a need to shift our PV production."

Knowles says he is seeing a lot of "encouraging policy developments around energy storage right now." And, as a result, "we think it's important to give ourselves the optionality storage can provide for our assets early on in the development cycle."

Knowles says it is hard to estimate how many of Cypress Creek's projects will end up having integrated energy storage, but "given momentum of the industry right now it could be the majority of them."

Pairing up in the residential market

Energy storage is also becoming a factor in the residential solar market. Battery costs can pose a high barrier to entry in the residential storage market, but regulations in some markets are creating opportunities for combining storage with rooftop solar installations. In addition, as NREL points out, storage has a much smaller footprint than solar panels and can be deployed to defer new transmission and distribution investments or to replace peaking capacity in urban areas. Those benefits are hard to replicate in the utility-scale market.

Already the economics of solar-plus-storage work in Hawaii and California, Anne Hoskins, chief policy officer at Sunrun, told Utility Dive.

"We are seeing strong demand" for Brightbox, Sunrun's home solar and battery service, Hoskins says. Brightbox was launched in Massachusetts less than three months ago and nearly 10% of customers have already added storage to their solar service. In California, more than 20% of new sales to direct customers include a Brightbox, and in parts of Southern California that total is as high as 50% of sales.

One of the key drivers of solar-plus-storage in California is the state's switch from net metering to time-of-use rates. "We saw tremendous interest from customers" in Brightbox when the state imposed TOU rates on solar customers, Hoskins said.

On the East Coast, Hoskins sees "a huge opportunity" in helping customers with resiliency. Customers are paying \$7,000 to \$10,000 for a backup generator that will be rarely used. Instead, they could invest in a solar-plus-storage system that could be continuously used to provide power, with backup capabilities when needed, Hoskins said.

Sunrun is also looking at states such as New York, where regulators are encouraging utilities to consider non-wires alternatives. When customers are willing to make investments, Hoskins asked, why should utilities invest billions of dollars on grid resiliency programs whose costs get passed on to ratepayers?

If regulators continue to set policies that are punitive to customers, more customers will turn away from the grid, Hoskins said. Utilities have a role in maintaining the system, but the unanswered question, she says, is the role of the utility in this distributed system. Meanwhile, there are "customers asking for storage, and we are going to be ready for that," Hoskins said.

Credit: https://www.utilitydive.com/news/competitive-solar-plus-storage-moves-closer-to-reality/523519/

Office of the Chief Executive **Department:**

Submitted by: Chief Executive Reference: **ITEM EC09/18**

Local Roads & Transport Congress - Alice Springs (NT) - 20 -**Subject:**

22 November 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: We partner with the community, business and Federal and State

Government in the achievement of our goals.

Delivery Plan

Maintain strong relationships with all levels of Government and Action:

proactively seek involvement in decision making impacting our

Shire and the New England Northwest Region.

Operational Advocate for the permanent doubling of the Roads to Recovery Plan Action:

Program to address the current annual funding shortfall to maintain

Australia's local roads and to support national productivity

improvements.

SUMMARY

The purpose of this report is for Council to approve the attendance of the Mayor and Chief Executive at the 2018 Australian Local Government Association Local Roads & Transport Congress to be held in Alice Springs, Northern Territory from Tuesday, 20 November to Thursday, 22 November 2018.

OFFICER'S RECOMMENDATION:

That Council approve the attendance of Mayor Peter Petty and Chief Executive Terry Dodds at the 2018 Local Roads & Transport Congress in Alice Springs (NT).

BACKGROUND

The National Local Roads & Transport Congress is held annually in major centres throughout Australia. In 2017, the Congress was held in Albany, Western Australia and was attended by the Mayor (Cr Peter Petty) and the Chief Operating Officer, Mr Andre Kompler.

REPORT:

The Congress is an opportunity for Councils to come together as a united force to develop and refine a coherent national case for improved investment in Local Government roads as well as in other transport infrastructure for which Local Government is responsible that impacts on our communities.

The Roads Congress is the only National Local Government event devoted entirely to roads and transport. Bearing in mind Tenterfield Shire Council's current need to address issues related to our aging timber bridges, any intelligence gained regards same will be well received.

The first Congress was held in Moree in 2000 and involved Local Government working with the then Deputy Prime Minister and Minister for Roads to develop the case that persuaded the Howard Government to introduce the highly successful Roads to

Our Economy No. 9 Cont...

Recovery Program. Since then, the Congress has played a critical role in securing subsequent extensions of the program through to June 2019.

COUNCIL IMPLICATIONS:

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

2. Policy and Regulation

 Payment of Expenses & Provision of Facilities to Councillors Policy (Policy Statement 1.160).

3. Financial (Annual Budget & LTFP)

Allocation has been made in the 2018/2019 budget for the attendance of the Mayor and/or Councillors and Council staff at Conferences, however an estimate of cost per delegate is as follows:

• Early Bird Registration \$890 (prior to 12 October 2018)

Accommodation (4 nights)
 \$220 per night allowable as per Policy

• Airfare (Brisbane/Alice Springs via Darwin or Perth) Approx \$1200pp return

• Car Hire Approx \$400

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Terry Dodds Chief Executive

Prepared by staff member: Terry Dodds, Chief Executive 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 Operating Officer

Submitted by: Chief Operating Officer

Reference: ITEM ECO8/18

Subject: Tenterfield LGA Timber Bridges update

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.

Delivery Plan Mana

Management of the transport infrastructure assets in response to

Action: changing community need.

Operational Implement and review Road Network Management Plan (RNMP)

Plan Action: and the Road Network Asset Management Plan (RNAMP).

SUMMARY

The following report gives an update on the status of timber bridge condition and future load limiting process as part of a long term strategy aimed at seeing structures provide limited service over the next 20 years without unexpected bridge failures whilst Council progressively replaces structures.

OFFICER'S RECOMMENDATION:

That Council:

- (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.

BACKGROUND

In the December quarter of 2017, Beaury Creek Bridge failed from carrying loads well in excess of the bridge's long term service load carrying capacity. Aside from pile trestle piers well past their 'use by date', one of the girders was snapped, and the balance of the girders cracked at pier supports significantly compromising the structure to carrying of loads not greater than 5 tonne. This structure alone has a \$2Million replacement cost and Council does not have reserves to readily apply to such failed infrastructure.

Whilst Council put in a temporary low level crossing at a cost of close to \$100,000, this type of response to keeping existing levels of service in place is not a sustainable long term solution.

The following report provides an update on the status of Council's 58 timber bridges, and the need to apply load limits in the short to medium term whilst Council evaluates community impact and options for service provision over the long term.

Our Economy No. 8 Cont...

REPORT:

As can be seen in Attachment Map 1 - Council has 58 Timber bridges across it Local Government Area. The 15 structures to be potentially load limited are identified by a yellow star.

The bridges vary in their level of use and priority in line with the category of road upon which the bridge is located. According to Council's Road Network Management Plan (RNMP) Council has 4 Categories of roads from the highest category being 'A' (i.e. the Mt Lindesay Road) through to category 'D' which are predominantly limited access roads.

Whilst Council has completed bridge inspections in the past, there has been very limited Level 3 structural inspections to confirm the extent of service load which can be accommodated long-term without unexpected failure occurring.

Also Council has in yesteryear recognised the long term solution for many of these timber structures as replacement with concrete structures, but regrettably a reserve of funding to deal with bridge renewal work over time has not been allowed for.

Timber bridge maintenance is a very expensive exercise which if not managed via a programed preventative intervention approach, can result in small jobs turning into poor value for money major jobs. For example the replacement of a single girder may be the obvious need, but such becomes a near useless exercise and waste of Council money if timber degradation is found in the piers, cross beams or timber deck, and such is left unattended during repair. Consequently a lot of timber bridge maintenance centres around bolt tightening to try and have the bridge components act together to help distribute load, or the maintenance work is cosmetic like replacing the timber deck running boards only, as to do much else nearly ventures into full bridge replacement.

Following the Beaury Creek Bridge failure Council engaged a consultant to undertake nondestructive testing of 17 of our timber bridges. The testing was done on bridges which were predominantly RNMP category 'A' or 'B' roads.

The result was extensive reporting on structures and recommended load restrictions. Such load restrictions will need to be observed as Council progressively replaces defective structures with 'fit for Purpose' long-term solutions over the next 20 years.

Whilst Council can afford an exemption to some vehicles like school buses depending on the extent of structural compromise, for the long-term Council needs its community to respect any future load restrictions and use alternative routes.

Nothing lasts forever, and whilst one may well say this situation was a long time in the making and did not creep up on Council, timber bridge liability is concern for many Councils. What must be remembered is 'Asset Management' and putting away reserves to deal with the day assets need renewing is something not many Councils or State Government departments appropriately allow for.

Accordingly, and in line with the Integrated Planning and Reporting requirements of the Local Government Act, a timber bridge strategy will be forth coming in due course to reflect a sustainable way forward over the next 20 years.

Our Economy No. 8 Cont...

Whilst Council's Traffic Committee is supportive of putting in place load limits as soon as possible, there are a few steps Council needs to walk through over the next 2 months, and such is all part of communication and risk management.

Short of an absolute emergency like a bridge failure, where a load limit can be applied any time by Council's Chief Operating Officer, the process of applying load limits needs to consider the following steps;

- 1. Signage procurement for signs at both the bridge site and at all major connective roads
- 2. Entering of bridge locations into Council's map information system
- 3. Development of proposed detour routes (Min 2 days)
- 4. Inspection of routes to ensure heavy vehicle access (Min 3 days)
- 5. Mapping of routes, consultation with Emergency Services and local freight companies (Min 2 Weeks)
- 6. Public consultation with stakeholders like school bus operators (3 weeks)
- 7. Advice to NHVR, My Roads, TSC website, press releases (1 Week)
- 8. LTC and Council sign off (1 week)

Accordingly Council will now walk through the above steps in relation to the following roads.

Load Limit to be applied (GVM tonnes)	Bridge	Road		Construction Date	Stream Name	Length	Width
	No	No	Name				
10	62218	MR 622	Mt Lindesay Rd		Boonoo Boonoo River	39.8	5.90
closed	73581	7358	Tooloom Rd	1934	Beaury Creek	31.10	5.26
Only school buses	51544	5154	Beaury Creek Rd	NK	Five Mile Creek	15.90	5.60
10	52201	5220	Black Swamp Rd	NK	Cataract River	32.65	3.50
9	61112	6111	Hooten's Rd	1948	Clarence River	32.00	4.15
10	67202	6720	Paddy's Flat Rd (nth)	NK	Kangaroo Creek	19.00	4.20
12	73901	7390	Torrington Rd	NK	Deepwater River	18.90	4.88
9	75411	7541	White Swamp Rd	NK	Woodenbong Creek	17.40	4.40
30	51542	5154	Beaury Creek Rd	NK	Beaury Creek	12.00	5.00
11	51543	5154	Beaury Creek Rd	NK	Boundary Creek	10.00	5.30
7	51871	5187	Billirimba Rd	NK	Hawkins Gully	6.74	5.10
	51873	5187	Billirimba Rd	NK	Swamp Oak Creek	11.80	4.80
13	54511	5451	Castlerag Rd	NK	Deepwater River	10.45	3.60
14	67161	6716	Paddy's Flat Rd	NK	Unnamed Creek	10.10	6.23
8	72111	7211	Sunnyside Loop Rd	NK	Blacksmith's Creek	11.20	6.40
12	73903	7390	Torrington Rd	NK	Kangaroo Creek	6.70	6.60
16	62431	6243	Leeches Gully Rd	NK	Washpool Creek	8.36	6.00

Our Economy No. 8 Cont...

A report will be brought back to Council at the August OCM meeting on road detours and options for dealing with situations where there are few options before load limits are applied.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Per the above process a Council project engineer will endeavor to engage with bus companies and stakeholders along routes either side of the bridges to be impacted to confirm needs.

2. Policy and Regulation

Council has little choice but to manage the risks placed before it.

3. Financial (Annual Budget & LTFP)

There will be significant impacts to the LTFP to allow for bridge replacements. The full extent of such is yet to be costed.

Council has commenced reducing the cross subsidy by the General Fund (General Rates Revenue) by increasing the Water, Sewer and Waste charges. It is not yet determined whether both the amount and timing of the accumulation of funds is adequate. Once the timber bridge strategy is finalised more detail and the total effect on the 10 Year Financial Plan will be known.

4. Asset Management (AMS)

The current transport asset management plans do not adequately address what has to be done when and in what order of bridge renewal replacement.

It might be that stream topography allows for some structures to revert to a concrete causeway. Similarly, some bridges may be able to be replaced with structures made with contemporary materials. A timber bridge strategy in 2018/2019 will look at the options and costs going forward.

5. Workforce (WMS)

Council's workforce is being geared up to deal more with timber bridge maintenance that is focused on safety only.

6. Legal and Risk Management

Council is managing its liability through a process of quantifying the extent of load limits and priorities going forward.

Council has also recently applied for a grant to do level 3 structural inspections on the balance of our timber bridges.

7. Performance Measures

Keep the network open albeit with detours.

8. Project Management

An engineer will be dedicated to this project over the next 2-3 months.

Andre Kompler Chief Operating Officer

Our Economy No. 8 Cont...

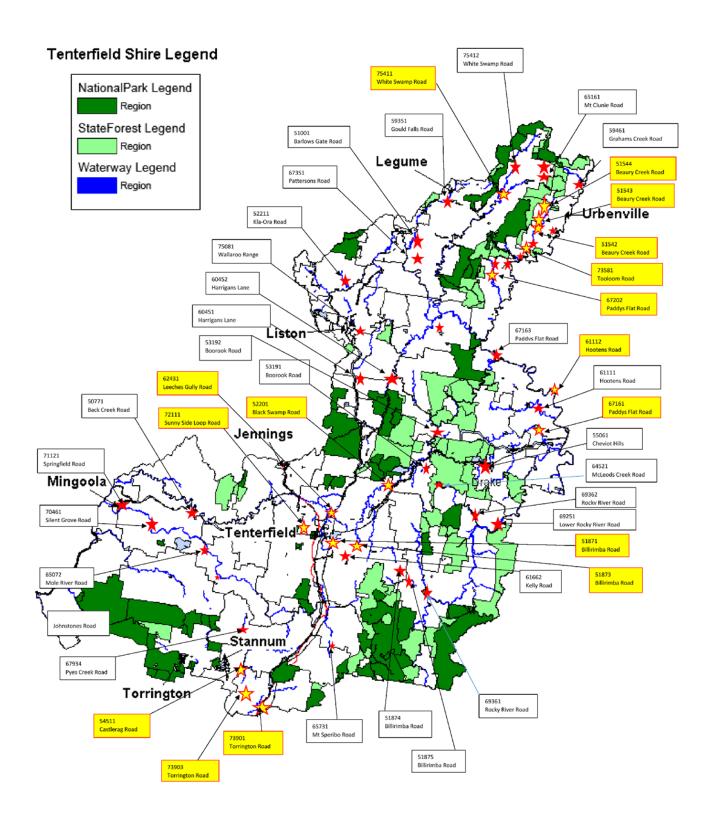
Prepared by staff member: Andre Kompler, Chief Operating Officer Approved/Reviewed by Manager: Andre Kompler, Chief Operating Officer

Department: Office of the Chief Operating Officer

Attachments: 1 Tenterfield Shire Council Timber 1

Bridges Map

Page



Department: Office of the Chief Operating Officer

Submitted by: Manager Water & Waste

Reference: ITEM ENV9/18

Subject: Jennings Sewerage Scheme: Preliminary Assessment Report

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.

Delivery Plan

Provide effective and efficient delivery of sewerage services across

Action: to the townships of Tenterfield and Urbenville.

Operational Ongoing maintenance and operation of sewerage network.

Plan Action:

SUMMARY

The purpose of this report is to update Council on progress of a preliminary investigation for a sewerage scheme for Jennings and associations with Southern Downs Council. The report provides an assessment of types of schemes available and associated costs for implementation.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Receive and note the Jennings Sewerage Scheme Preliminary Assessment by HunterH₂O (2017).
- (2) Endorse continued dialogue with Southern Downs Council.
- (3) Investigate funding opportunities to enable connection to the common effluent drainage system.

BACKGROUND

Council staff considered options for Jennings to connect sewerage, options for treatment, community engagement and connection to Wallangarra Common Effluent Drainage (CED) Scheme in 1988. A detailed report 'Jennings Sewerage Strategy Study' was commissioned in 1998 by SKM and initially included in the Economic Development Strategy 2013-2017. The current report by HunterH₂O was delivered as part of Council's Delivery Program (2017-2021) and Actions Programs 2017-2018 under the Operational Plan.

REPORT:

The report provided by $HunterH_2O$ (2017) detailed that little growth has occurred in Jennings with population estimated at 220 people in 88 dwellings averaging 150L/day water consumption.

To provide the best value option, a design load of 33gBOD/EP/d (the required biological oxygen demand to breakdown effluent) would be required along with a 750 person design. These design figures would allow Jennings to be connected to Wallangarra Common Effluent Disposal (CED) system. The connection to the CED system is

Our Environment No. 9 Cont...

estimated to cost Council \$2.9 million, with losses incurred for Wallangarra equivalent to \$220,000 (as loss of expansion capacity as Jennings residents are connected to their sewerage treatment system as CED). The nutrient loads expected will affect the Wallangarra. Please see attached report for more detailed information.

Right now, changing the status quo is not recommended.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)
Community engagement occurred in the 1980's in the form of a questionnaire which was circulated to 60 households. Only 25 responded to the questionnaire with 2 households in favour of sewer connection.

2. Policy and Regulation

 Health Surveying Services, South Australian Health Commission (SAHC 1992), Public Health Inspection Guide Number 6, Common Effluent Drainage Schemes.

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Council has two risks associated with not connecting a sewer scheme in Jennings as;

- Pollutant risk or environmental risk associated with failed septic systems, that has the potential to increase nutrients and bacteria in the environment, and
- Health risk associated for the population from exposure to microbiological pathogens/organisms.

Note: Legally Council's responsibility includes the inspection of septic systems to ensure correct functioning, with owners required to cover costs.

7. Performance Measures

Nil.

8. Project Management

Nil.

Andre Kompler Chief Operating Officer

Our Environment No. 9 Cont...

Prepared by staff member: Gillian Marchant, Manager Water & Waste Approved/Reviewed by Manager: Andre Kompler, Chief Operating Officer

Department: Office of the Chief Operating Officer

Attachments: **1** Attachment 3 (Booklet 1) - 39
Jennings Sewerage Scheme - Pages

Preliminary Assessment

Department: Office of the Chief Corporate Officer

Submitted by: Senior Planner Reference: ITEM ENV8/18

Subject: Joint Regional Planning Panels - Review of Panel Members

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Leadership - LEAD 12 - We are a well engaged community that is CSP Goal:

actively involved in decision making processes and informed about

services and activities.

We partner with the community, business and Federal and State **CSP Strategy:**

Government in the achievement of our goals.

Delivery Plan

Action:

Maintain strong relationships with all levels of Government and proactively seek involvement in decision making impacting our

Shire and the New England Northwest Region.

Participate in regionals organisations of Council and other joint **Operational** Plan Action:

bodies to advance the needs of the Tenterfield Shire and the

surrounding regions.

SUMMARY

The purpose of this report is to provide Council with the opportunity to review Council's Joint Regional Planning Panel members and update its membership as requested by the NSW Department of Planning and Environment.

The Joint Regional Planning Panels were introduced in NSW on 1 July 2009 to strengthen decision making on regionally significant development applications (DAs) and certain other planning matters.

The Joint Regional Planning Panels and the Sydney Planning Panels (planning panels) are independent bodies representing the Crown and are not subject to the direction of the Minister, except on matters relating to planning panel procedures.

Each planning panel consists of five members, with three of the members, including the Chair, appointed by the Minister (State members) and two members nominated by the relevant Council (Council members).

A copy of the "Planning Panels Operational Procedures - September 2016" is enclosed for Council's reference at Attachment 2 (Booklet 1).

OFFICER'S RECOMMENDATION:

That Council:

- **(1)** Seeks expressions of interest from current Councillors and/or community members in accordance with the criteria set down by the Planning Panels Operational Procedures - September 2016; and
- Advises the Panel Secretariat that Council has facilities to make audio **(2)** recordings of public Panel meetings as required by the Operational Procedures.

Our Environment No. 8 Cont...

BACKGROUND

Current membership includes the Mayor and Chief Executive as members with the Deputy Mayor and Chief Corporate Officer as alternate members, however Council may wish to review this membership and include other Councillors and/or community members apart from those now ineligible under the new Act.

The NSW Department of Planning & Environment has written to Council advising of new legislative provisions relating to the Joint Regional Planning Panels and requested that Council's nominated Panel members be reviewed to ensure its continuing eligibility to participate. A copy of the correspondence is contained in Attachment 1 listed below.

REPORT:

The amendments to the *Environmental Planning and Assessment Act 1979* (Act) came into force on 1 March 2018. A key change in the Act now means that property developers and real estate agents are no longer eligible to sit as either State-nominated or Council-nominated Panel members.

An additional requirement is that all public Panel meetings are to be recorded and the recording made available on the Planning Panel's website at planningpanels.nsw.gov.au. The Panel's Secretariat has arranged for audio recording specialists to record these meetings, however where Councils are equipped to be able to make audio recordings, it would be appreciated if these facilities could be made available for Panel meetings.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)
Should Council decide to seek expressions of interest from community members,
notification in the local newspaper and Council's 'Your Local News' will be
undertaken.

2. Policy and Regulation

• Joint Regional Planning Panels were established in 2009 and form part of the process in determining development applications when certain thresholds are met, as set out in SEPP State and Regional Development 2011.

3. Financial (Annual Budget & LTFP)

No implications, Council representatives are not remunerated.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil

Our Environment No. 8 Cont...

Kylie Smith Chief Corporate Officer

Attachments:

Prepared by staff member: Tamai Davidson, Senior Planner

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

Department: Office of the Chief Corporate Officer

1 NSW Department of Planning & 2
Environment - Copy of Pages
Correspondence

2 Attachment 2 (Booklet 1) - 47
Planning Panels Operational Pages
Procedures

35

Attachment 1
NSW Department of
Planning & Environment
- Copy of
Correspondence



6 April 2018

IRF18/892

Mr Terry Dodds General Manager Tenterfield Shire Council PO Box 214 TENTERFIELD NSW 2372

Dear Mr Dodds

I am writing to draw your attention to new legislative provisions relating to the Joint Regional Planning Panels and Sydney Planning Panels.

As you would be aware amendments to the *Environmental Planning and Assessment Act 1979* (Act) came into force on 1 March 2018. A key change in the Act now means that property developers and real estate agents are no longer eligible to sit as either state-nominated or council-nominated Panel members.

If you have not already done so, please review Council's nominated Panel members and ensure their continuing eligibility to participate. If you make changes to your council-nominated members please email the Planning Panels Secretariat at enquiry@planningpanels.nsw.gov.au of any changes to Council's members at least two weeks prior to any scheduled Panel meeting.

The categories of regionally significant development can now be found in schedule 7 of State Environmental Planning Policy (State and Regional Development) 2011. The threshold for general development has changed: development that has a capital investment value (CIV) of more than \$30 million is now considered regionally significant development.

Please note that transitional provisions mean any development applications that were lodged but not determined before 1 March 2018 that met the former CIV threshold of more than \$20 million will remain with the Panel for determination.

Under section 8.2 of the Act Panel determinations are now subject to reviews of decisions made on development and modification applications. These reviews will be undertaken by different Panel members to those that made the original decision. Please ensure Council has sufficient alternate council members appointed to enable this decision review function to be carried out in a timely manner.

Another new requirement is that all public Panel meetings are to be recorded and the recording made available on the Planning Panels website at planningpanels.nsw.gov.au. The Panels Secretariat has arranged for audio recording specialists to record these

320 Pitt Street Sydney NSW 2000 | GPO Box 39 Sydney NSW 2001 | planning.nsw.gov.au

Attachment 1
NSW Department of
Planning & Environment
- Copy of
Correspondence

meetings. However, where Council is equipped to be able to make audio recordings, it would be appreciated if these facilities could be made available for Panel meetings. Could you please contact the Panel Secretariat to discuss how we could use your equipment.

Should you have any questions in relation to any of these matters, please contact Mr Stuart Withington, Manager, Planning Panels Secretariat, on 8217 2061.

Yours sincerely

Marcus Ray Deputy Secretary Planning Services

320 Pitt Street Sydney NSW 2000 | GPO Box 39 Sydney NSW 2001 | planning.nsw.gov.au

Department: Office of the Chief Executive

Submitted by: Chief Executive Reference: ITEM ENV10/18

Subject: Murray Darling Association - Membership

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.

Delivery Plan Provision of advice and guidance on legislative compliance for the

Action: construction of dwellings and commercial/industrial buildings. **Operational** Monitor and review Council's Local Environmental Plan and other

Plan Action: strategic and supporting planning documents.

SUMMARY

The purpose of this report is for Council to reconfirm its position in relation to non-membership of the Murray Darling Association arising from the additional information received.

OFFICER'S RECOMMENDATION:

That Council reconfirms its position in relation to non-membership, and does not seek to rejoin the Murray Darling Association.

BACKGROUND

At its meeting of 24 September 2014, and in consideration of the financial implications and limited benefits in return, Council resolved to cancel its membership of the Murray Darling Association. Part of the rationale for this was that Council is a member of Border Rivers Organisation of Councils (BROC) and that local issues of relevance to the Murray/Darling River System are raised at the regional level via BROC.

A further report in relation to membership of the Association was dealt with at its 28 March 2018 seeking to reconsider membership. Council resolved:

"Resolution 36/18

That this report lay on the table awaiting further information".

REPORT:

Further information has now been received from the Murray Darling Association in the form of a media release (**attachment 1**), titled 'Local government welcomes return to bipartisanship on the Basin Plan'.

There is nothing in the media release that would alter the financial implications and/or benefits to Council, and therefore, a renewal of membership is not justified. No further action should be taken on this matter.

COUNCIL IMPLICATIONS:

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

Our Environment No. 10 Cont...

2. Policy and Regulation

3. Financial (Annual Budget & LTFP)

- Membership \$1,882.35 + GST per annum
- Delegates expenses Conference attendance, etc. (Note: 2018 Conference is to be held in August 2018 at Leeton NSW).

4. Asset Management (AMS)

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Council must be prudent in its allocation and use of resources, including inter alia, financial resources. Failure for Council's prudence in this area may result in unacceptable corporate risks in relation to financial sustainability, governance and reputation.

7. Performance Measures

8. Project Management

Nil.

Terry Dodds Chief Executive

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

Attachments: Media Release - Local government 2 welcomes return to bipartisanship

Pages

on the Basin Plan





MEDIA RELEASE

Thursday, 8 May 2018

Local government welcomes return to bipartisanship on the Basin Plan

The Murray Darling Association has welcomed the return to bipartisanship on the Basin Plan heralded by Labor and the Coalition's agreement on the Basin Plan announced last night.

The agreement means the 605GL SDL adjustment amendment will pass the Parliament. Labor have also agreed to support the 70GL reduction in Northern Basin SDLs when it is returned to the Parliament.

The agreement comes with a renewed commitment to recovery of the 450GL with zero negative social and economic impacts, increased transparency and oversight in the delivery of the 605GL SDL adjustment projects; additional compliance initiatives with payments to Basin States tied to implementation of Basin Compliance Compact commitments; and \$80 million in funding to support structural adjustment programs for communities impacted by the Basin Plan and to improve Basin Plan outcomes for indigenous communities.

The Murray Darling Association - the peak body for local government in the Murray-Darling Basin since 1944 - welcomes this bipartisan display of support for the full and timely implementation of the Basin Plan.

National President Cr David Thurley said "The return to bipartisanship is a good outcome for the environment, and for Basin communities. We can now look forward to building on early positive environmental outcomes and continue to drive greater efficiencies in water use to ensure sustainable agricultural productivity.

Our communities, our industries, and our agencies managing the implementation processes and the delivery of environmental water all need certainty. We need certainty of the Plan and we need confidence in the process."

This agreement between Labor and the Coalition will provide certainty for the Basin Plan, and is the first step needed to build confidence in the process.

It is essential that Basin Governments, local, state, and federal work together in good faith for the good of the river and the communities that rely on it," Cr Thurley added.

Attachment 1 Media Release - Local government welcomes return to bipartisanship on the Basin Plan

The Murray Darling Association's board members are:

Albury City Council	Cr David Thurley	0419 510 274
Moira Shire Council	Cr Peter Mansfield	0428 574 433
Murray River Council	Cr Alan Mathers	0427 209 806
Wentworth Shire Council	Mayor Melisa Hederics	0429 848 480
Renmark Paringa Council	Cr Peter Hunter	0447 177 341
Alexandrina Council	Cr Barry Featherston	0417 808 565
Town of Walkerville	Cr David Shetliffe	0414 631 442
Northern Areas Council	Mayor Denis Clark	0408 148 725
Leeton Shire Council	Mayor Paul Maytom	0447 293 829
Gunnedah Shire Council	Cr John Campbell	0408 421 065
Balonne Shire Council	Mayor Richard Marsh	0409 692 299

ENDS

For more information, contact Murray Darling Association Chief Executive Officer, Emma Bradbury on 0429 905 017 or National President Cr David Thurley on 0419 510 274. All Region Chairs are also available for comment.

Department: Office of the Chief Executive

Submitted by: Chief Executive Reference: ITEM GOV38/18

Subject: Monthly Operational Report - May 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.

Delivery Plan

Promote and support community involvement in Council decision

Action: making process.

Operational Ongoing review and implementation of Community Engagement

Plan Action: Strategy.

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.

OFFICER'S RECOMMENDATION:

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

Terry Dodds Chief Executive

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

Department: Office of the Chief Executive

Attachments: **1** Attachment 4 (Booklet 2) - 130 Monthly Operational Plan - May Pages

2018

Department: Office of the Chief Corporate Officer

Submitted by: Manager Finance & Technology

Reference: ITEM GOV39/18

Subject: Borrowing Policy - New Policy

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.

Delivery Plan

Action:

Ensure that financial sustainability and the community's capacity to

pay inform adopted community service levels.

Operational Ensure adequate and effective internal controls are in place for all

Plan Action: financial management and purchasing functions.

SUMMARY

The purpose of this report is to provide Council with a Borrowing Policy for adoption.

OFFICER'S RECOMMENDATION:

That Council adopts the Borrowing Policy (attached).

BACKGROUND

Council has not previously adopted a formal Borrowing Policy.

Best practice dictates that Councils should have such a policy so as to consolidate the requirements of the Legislation and the Ministerial Borrowing Order on this issue and to create greater transparency and accountability around Council's borrowings.

REPORT:

The attached Borrowing Policy has been developed with input from the NSW Treasury Corporation.

Key items for Council to note are that:

- Borrowings must be undertaken with the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons;
- Council cannot delegate the borrowing of money. It is expected that Councillors will have a full understanding of the terms and conditions of borrowing arrangements before entering into any contract;
- The intention to borrow funds must be included in Council's annual draft Operational Plan.
- Council should advise the Office of Local Government (OLG), completing a loan borrowing forecast return. If Council subsequently changes the purpose of the loan or increases the amount, a Council resolution must be passed prior to drawing any funds. In the event of an increase, Council must also re-submit their loan borrowing return to OLG (this information is normally collected by NSW Treasury Corporation on behalf of OLG).

Our Governance No. 39 Cont...

Authority for the implementation of the Borrowing Policy is delegated by Council
to the Chief Executive Officer in accordance with the Local Government Act 1993.
The Chief Executive Officer may, in turn, delegate the day-to-day management
of Council's borrowings to the Responsible Accounting Officer or other
appropriately qualified senior staff (subject to regular reviews).

- Borrowings may only be used to fund capital expenditure and not operating expenditure (which should be funded from revenue).
- To minimise the cost of borrowing, the policy will require Council to seek competitive borrowing terms by way of obtaining a minimum of three (3) quotes.
 Once Council is permitted to borrow from the NSW Treasury Corporation, one of these quotes should be sourced from there.
- Council is restricted, by the Ministerial Revised Borrowing Order dated 13 May 2009, to source the borrowings from Australia and in Australian currency.
- The maximum term of borrowings is the shorter of 20 years or the expected economic life of the capital works funded.
- This policy will be reviewed at least once every two years and, in addition, as and when required in the event of legislative or other regulatory changes. Any amendment to this policy must be authorised by Council resolution.
- The use of Council Credit cards (which is a form of borrowing) is subject to its own Policy. Council should set the overall credit facility limit within that Policy.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

There are no Community Engagement implications as a result of this report. The Policy should be communicated to all relevant staff by the Manager Finance & Technology.

2. Policy and Regulation

The Borrowing Policy is a new Policy of Council.

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Having a Borrowing Policy assists in mitigating risks around how Council borrows funds.

7. Performance Measures

Nil.

Our Governance No. 39 Cont...

8. Project Management Nil.

Kylie Smith Chief Corporate Officer

Prepared by staff member: Paul Della, Manager Finance & Technology

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

Department: Office of the Chief Corporate Officer

Attachments: **1** Borrowing Policy - New Policy 5 Pages



Borrowing Policy

Summary:

The purpose of this policy is to ensure that the use and management of Council borrowings (including overdraft facilities):

- complies with the Ministerial Revised Borrowing Order dated 13 May 2009;
- is undertaken with due regard for Council's role as a custodian of public funds;
- is undertaken with the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons; and
- complies with Council's overall risk management philosophy.

Policy Number			
File Number			
Document version			
Adoption Date			
Approved By	Council		
Endorsed By	Executive Management Team		
Minute Number			
Consultation Period	Not Applicable.		
Review Due Date	May 2018 (One Year)		
Department	Finance & Technology		
Policy Custodian	Manager Finance & Technology		
Superseded Documents	N/A		
Related Legislation	1. Local Government Act 1993;		
	2. Local Government (General) Regulation 2005;		
	3. Ministerial Revised Borrowing Order;		
	4. Local Government Code of Accounting Practice and Financial Reporting;		
	5. Australian Accounting Standards; and		
	6. Office of Local Government Circulars.		
Delegations of Authority	Paul Della, Manager Finance & Technology		

Version Page 1 of 5 Section

1. Overview

The Council's power to borrow funds arises from Section 621 of the Local Government Act 1993. As a custodian of public funds, Council must exercise the reasonable care and diligence that a prudent person would exercise when borrowing funds.

This policy provides a framework for Council to borrow funds while ensuring the ongoing viability of the Council by not permitting overall borrowings to extend Council beyond its ability to meet future repayments and budgetary obligations. Section 377(1) (f) of the Local Government Act 1993 stipulates that Council cannot delegate the borrowing of money. It is expected that Councillors will have a full understanding of the terms and conditions of borrowing arrangements before entering into any contract.

2. Policy Principles

Delegation of Authority

Authority for the implementation of this policy is delegated by Council to the Chief Executive Officer in accordance with the Local Government Act 1993. The Chief Executive Officer may, in turn, delegate the day-to-day management of Council's borrowings to the Responsible Accounting Officer or other appropriately qualified senior staff (subject to regular reviews).

A record of the delegated authority is to be maintained and delegates are required to acknowledge that they have received a copy of this policy and understand the obligations of their delegated role.

It is the responsibility of the Chief Executive Officer to ensure that delegates have the necessary expertise and skill to carry out their delegated roles.

Guiding Principles

Guiding principles for Council borrowings.

- 1. Borrowings may only be used to fund capital expenditure and not operating expenditure (which should be funded from revenue).
- 2. Minimum working capital requirements are to be identified and maintained in a readily available form such that there is no need to call on borrowings to fund any shortfall in reasonably anticipated operating requirements.
- It is appropriate to fund significant capital works via borrowings such that the full cost of infrastructure is not only borne by present day ratepayers, but also by future ratepayers who will benefit from use of the funded infrastructure.

Version Page 2 of 5 Section

- 4. It may be appropriate to fund certain capital projects with user charges, in which case user charges should reflect the project's costs, including loan payments.
- 5. The impact on Council's budget of any movement in interest rates must be actively managed.

3. Policy Objectives

The objectives of this policy are to ensure that the use and management of Council borrowings (including overdraft facilities):

- complies with the Ministerial Revised Borrowing Order dated 13 May 2009;
- is undertaken with due regard for Council's role as a custodian of public funds:
- is undertaken with the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons; and
- complies with Council's overall risk management philosophy.

4. Policy Statement

Structure of Borrowings

Overdraft

The Council may maintain a modest overdraft facility for unexpected changes to operating cash flow requirements. As there are costs involved in accessing the facility, it is not to be used for expected operating cash flow and it is not to be used for long-term financing.

Credit Cards

It should be noted that the use of Council Credit cards (which is a form of borrowing) is subject to its own Policy. Council should set the overall credit facility limit within that Policy.

Long-Term Borrowings

Considerations

To assist with making the decision on whether to undertake long-term borrowings, Council should consider:

- 1. the financial impact of the proposed borrowing on Council's Long Term Financial Plan, Delivery Programme and Operational Plan including:
 - a. scenario analysis in the case of changes to market interest rates; and
 - b. any positive impact of the capital works funded by the proposed borrowing;

Version Page 3 of 5 Section:

- 2. the Debt Service Ratio, which is an indicator of Council's ability to service its borrowings (should be shown to remain below 10%);
- 3. the cost-benefit analysis of the capital works to be funded and the works alignment with Council's strategic planning and capital programme; and
- 4. the proposed structure of the borrowings and the proposed way in which the Council will procure the borrowings to achieve competitive and favourable terms.

Requirements

All borrowings must be approved by Council resolution. The intention to borrow funds must be included in Council's annual draft Operational Plan.

Council should advise the Office of Local Government (OLG), completing a loan borrowing forecast return. If Council subsequently changes the purpose of the loan or increases the amount, a Council resolution must be passed prior to drawing any funds. In the event of an increase, Council must also re-submit their loan borrowing return to OLG (this information is normally collected by NSW Treasury Corporation on behalf of OLG).

Process

To minimise the cost of borrowing, the policy will require Council to seek competitive borrowing terms by way of obtaining a minimum of three (3) quotes. Once Council is permitted to borrow from the NSW Treasury Corporation, one of these quotes should be sourced from there.

The borrowing maturity profile should reflect the Council's forecast repayment profile. Consideration should also be given to incorporating flexibility in borrowing covenants in case of early repayment or a need to extend the term of the loan.

During the life of long-term borrowings, Council must regularly update its financials to ensure no breach of covenants or to take advantage of flexibility in the repayment profile should Council's financial situation change over time.

Restrictions

Council is restricted, by the Ministerial Revised Borrowing Order dated 13 May 2009, to source the borrowings from Australia and in Australian currency.

Borrowing Parameters

The maximum term of borrowings is the shorter of 20 years or the expected economic life of the capital works funded.

Monitoring and Reporting

Any breach of this policy is to be reported to the Chief Executive Officer and Responsible Accounting Officer immediately upon becoming aware of such breach. A written statement of the facts relating to the breach is to be prepared within two business days, including the remedial action taken or proposed to be taken. The breach should be reported to Council at the next meeting.

Version Page 4 of 5 Section:

Review

This policy will be reviewed at least once every two years and, in addition, as and when required in the event of legislative or other regulatory changes. Any amendment to this policy must be authorised by Council resolution.

5. Scope

This Policy applies to all of Council's borrowings.

6. Accountability, Roles & Responsibility

Elected Council

It is the Elected Council's responsibility to approve borrowings. There must be a Council resolution for each borrowing.

Staff

Any member of staff involved in organising Council borrowings must do so in accordance with the adopted Borrowing Policy.

7. Definitions

<u>Variable Rate Loan.</u> A loan that attracts an interest rate linked to a variable benchmark. In Australia variable rate loans are normally priced at a fixed margin over the Ausbond Bank Bill Rate which is the market benchmark three month interbank rate

<u>Fixed Rate Loan.</u> A loan that attracts a fixed pre-determined interest rate throughout the term of the loan.

<u>Amortising/Credit Foncier Loan.</u> A loan that is repaid over the term of the loan, normally by equal instalments due quarterly or semi-annually. Interest payments and capital repayments are normally combined and paid on the instalment date.

Interest Only Loan. A loan repaid in full on the final maturity date. The loan can be either a variable rate loan or a fixed rate loan with interest payments normally payable quarterly for a variable rate loan and semi-annually for a fixed rate loan.

8. Related Documents, Standards & Guidelines

Investment Policy.

Credit Card Policy.

9. Version Control & Change History

Version	Date	Modifie d by	Details
V1.0	23 May 2018	Council	Adoption of Original Policy

Version Page 5 of 5 Section:

Department: Office of the Chief Corporate Officer

Submitted by: Manager Finance & Technology

Reference: **ITEM GOV40/18**

Corporate Credit Card Policy - Policy No. 1.034 **Subject:**

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.

Council is a financially sustainable organisation, delivering value **CSP Strategy:**

services to the Community.

Delivery Plan

Ensure that financial sustainability and the community's capacity to

pay inform adopted community service levels.

Action: Ensure adequate and effective internal controls are in place for all **Operational**

Plan Action: financial management and purchasing functions.

SUMMARY

The purpose of this report is to provide an updated Corporate Credit Card Policy for adoption.

OFFICER'S RECOMMENDATION:

That Council approve the revised Corporate Credit Card Policy (attached).

BACKGROUND

Council's Corporate Credit Card Policy, and associated procedures were last adopted by Council on 23 August 2017 and are due for review.

The documents have recently been reviewed and proposed changes included in the attachment to this document.

The policy has been transposed to the new format for policy documents hence there are no changes tracked in the attached policy document.

REPORT:

The main changes in the revised Corporate Credit Card Policy, apart from adding the word Corporate to the name of the policy, are:

- Setting an overall limit to the facility of \$50,000;
- Reducing the facility limit on any one card from \$10,000 to \$5,000;
- Providing further clarity as to that the Corporate Credit Cards can and can't be used for:

It should be noted that under this revised policy the Manager Finance and Technology is the only staff member not entitled to a Corporate Credit Card. This is done as an internal control to ensure integrity and segregation of duties.

COUNCIL IMPLICATIONS:

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

Our Governance No. 40 Cont...

2. Policy and Regulation

The revised Corporate Credit Card Policy (attached) replaces previous versions of this policy.

3. Financial (Annual Budget & LTFP)

The revised overall facility limit marginally increases Councils borrowing exposure.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith Chief Corporate Officer

Prepared by staff member: Paul Della, Manager Finance & Technology

Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer
Department: Office of the Chief Corporate Officer

Attachments: 1 Corporate Credit Card Policy - 5

Policy No. 1.034 Pages



Corporate Credit Card Policy

Summary:

The purpose of this policy is to provide clear direction around the issuance and use of Council credit cards and addresses areas of potential fraud and misuse to protect Council funds and maintain public confidence in Council operations.

Policy Number	1.034	
File Number	(TBD)	
Document version	5.0	
Adoption Date	23 May 2018	
Approved By	Council	
Endorsed By	Chief Corporate Officer	
Minute Number		
Consultation Period	Not Applicable	
Review Due Date	May 2021	
Department	Finance & Technology	
Policy Custodian	Manager Finance & Technology	
Superseded Documents	N/A	
Related Legislation	Local Government Act 1993	
	Borrowing Policy	
Delegations of Authority	Manager Finance and Technology	

1. Overview

Corporate credit cards are a routine aspect of accounts management and procurement for the Council. Credit cards, when used appropriately, can save money by streamlining processes for the purchase of goods and services. The use of credit cards carries the potential for some risk, particularly in the area of fraud and misuse.

2. Policy Principles

This policy places controls on the use of credit cards in order to protect Council funds and to maintain public confidence in Council's operations.

3. Policy Objectives

The objectives of this Policy are to:

- provide a secure, flexible and well documented method of purchasing that has the potential for efficiency and economy;
- To improve Council's on time payment method and improve cash management;
- To simplify the procurement of goods thus reducing the administrative and financial costs of payment processing;
- To establish and maintain accountability and transparency at all times with respect to payment processing;
- · To minimise the risk of fraud and corruption;
- To provide clarity to staff and Councillors.

4. Policy Statement

1. Circumstances in Which Cards May and May Not be Used

Corporate Credit Cards should only be used for the payment of goods and services associated with Council business or as allowed under the terms of the employee's contract of employment with the Shire.

Council intends to minimise the use of Petty Cash by issuing cards to staff that require payment for incidental items.

Activities that would not qualify for the use of a corporate credit card include the following:

- any use that is of a personal or private nature;
- cash advances;
- fines, for example a motor vehicle parking fine or a speeding offence which was incurred while on Council business.
- circumstances where Council can place an order and receive an invoice for the particular item to be purchased ie if a creditor is already established in the finance system, Council should raise a purchase order and request an invoice and not pay the account on a credit card.

Where inappropriate expenditure occurs, the value of the expenditure shall be recovered from the card holder.

It should be noted that the Manager Finance & Technology is not permitted to have a Corporate Credit Card. This is done as an internal control to ensure integrity and segregation of duties.

Version 5.0

Page 2 of 5

Section: Finance & Technology

2. Credit Limits

The maximum credit limit for an individual Council Corporate Credit Card shall be \$5,000 unless approved otherwise by the relevant delegated authority. The maximum overall Credit Limit on the totality of all Corporate Credit Cards of Council is limited to \$50,000 unless Council approve otherwise.

3. Eligibility for Cards

The Mayor will be issued with a Council Corporate Credit Card for use in relation to discharging the functions of civic office subject to the provisions of the policy for Payment of Expenses and Provision of Facilities to Councillors.

Eligibility for Corporate Credit Cards issued to staff are determined by the relevant delegated authority.

4. Formal Acknowledgement of Policy Conditions

Persons issued with a Corporate Card are in a position of trust in regard to the use of public funds. Improper use of that trust may render the card holder liable to disciplinary/legal action/criminal prosecution.

All Corporate Card holders are to acknowledge receipt of the corporate card and instructions for use. The acknowledgement will include a signed agreement to abide by all Council and card supplier (Bank) guidelines and conditions of use.

5. Internal Control/Reconciliation Procedures

Internal control procedures for review and process of corporate card transactions are as follows:-

- Monthly statements, with all relevant supporting documentation, are to be referred by the Finance Section to the card holder for checking, certification and preparation of claims to acquit expenditure. All card holders are to verify that each entry on their statement is correctly charged by signing and dating the credit card statement. Each card holder shall then provide the monthly statement, with all relevant documentation to their immediate supervisor who shall certify that the expenditure charged to Council has been incurred by only the authorised corporate card holder and on goods/services associated with Council business by counter signing and dating the credit card statement; except that the Mayor shall certify expenditure incurred by the Chief Executive Officer, and the Chief Executive Officer shall certify expenditure incurred by the Mayor.
- The Manager Finance & Technology is to ensure that all card holder statements and associated documentation required for payment of the expenditure are received, examined and appropriately endorsed by the due date. All documentation shall be retained for review at a later date as required.

Version 5.0

Page 3 of 5

Section: Finance & Technology

- All card holders are to ensure that proposed transaction/s will not cause the credit limit to be exceeded;
- The Manager Finance & Technology shall maintain a Register of Credit Card Holders which shall detail the name of the card holder, card account number, credit card limit and expiry date for all cards. The Register shall be maintained up to date and reflect changes notified to the credit provider bank.

6. Annual Reviews of Card Holders to Confirm Usage

The Manager Finance & Technology is to prepare on an annual basis a report to the Chief Executive Officer that includes details of:-

- Expenditure for the year to date in summary form;
- Any matters noted which effect the efficiency or effectiveness of the corporate card, e.g. cards not used;
- Action taken in relation to matters raised in the report and results of action in response to matters outstanding from previous reports.

7. Procedures for Lost, Stolen and Damaged Cards

Card holders are personally responsible and accountable for the safe custody of the corporate card issued. Card holders must:-

- Secure the card at all times to safeguard against loss or theft;
- Ensure that personal identification numbers (PINs) are not written on, nor carried with cards or within the wallets of the card holder;
- In the event that a corporate card is lost or stolen the card holder should telephone the Bank as soon as the loss is discovered and report the loss to the Manager Finance & Technology at Council.

In the event of a damaged card the card holder should return the card to the Manager Finance & Technology for destruction and replacement.

8. Procedures for Returns and Final Reconciliation of Card Accounts on Cessation of Employment

Upon cessation from Council's employment, the card holder must ensure that:-

- All outstanding transactions are cleared and properly accounted for;
- The card is returned to the Manager Finance & Technology who is to arrange for destruction of the card;
- The officer returning the card is to obtain an acknowledgement for the return of the corporate card from the Manager Finance & Technology.

Version 5.0

Page 4 of 5

Section: Finance & Technology

9. Scope

This Policy applies to any person issued with a Corporate Credit Card by Council.

10. Accountability, Roles & Responsibility

Elected Council

Overarching Authority to set borrowing limits.

Chief Executive Officer, Executive and Management Teams

Delegation of credit card limits for individuals.

Management Oversight Group

N/A

Individual Managers

Responsible for ensuring compliance with this Policy.

11. Definitions

Cardholder – refers to a Councillor or member of staff authorised to use a corporate credit card and who is the person to whom a corporate credit card has been issued.

Credit Card – A card issued to a Councillor or member of staff with a facility limit set on an individual basis based on operational requirements.

12. Related Documents, Standards & Guidelines

Local Government Act 1993

Borrowing Policy

Code of Conduct

Local Government Code of Accounting Practice and Financial Reporting

13. Version Control & Change History

		Modified	
Version	Date	by	Details
	28		
	November		Adoption of Original Policy
V1.0	2007	Council	Council resolution No.691/07
	27		
	February		
V2.0	2013	Council	Council Resolution No. 20/13
	21 May		
V3.0	2014	Council	Council Resolution No. 158/14
	23 August		
V4.0	2017	Council	Council Resolution No. 168/17

Version 5.0

Department: Office of the Chief Corporate Officer

Submitted by: Manager Finance & Technology

Reference: ITEM GOV41/18

Subject: Investment Policy - Policy No. 1.091

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.

Delivery Plan

Action:

Ensure that financial sustainability and the community's capacity to

pay inform adopted community service levels.

Operational Ensure adequate and effective internal controls are in place for all

Plan Action: financial management and purchasing functions.

SUMMARY

The purpose of this report is to provide a revised Investment Policy for adoption by Council.

OFFICER'S RECOMMENDATION:

That Council adopts the revised Investment Policy (attached).

BACKGROUND

Council is required to review its Investment Policy each year. The Investment Policy was last revised by Council on 28 June 2017 and is due for review.

NSW Treasury Corporation has provided advice to Council on best practice in terms it Investment Policy. Changes in the Investment Policy reflect this advice.

It is up to Council however, to set the Framework for investing Council monies that it considers appropriate in terms of risk management.

REPORT:

Significant changes are proposed for the investment Policy to modernise it in line with best practice principals based on guidelines for investing in other Local Government jurisdictions and advice from the NSW Treasury Corporation.

The aim of the Investment Policy continues to be to ensure that all surplus funds are prudently invested, obtaining the best possible interest rates, whilst ensuring the least possible risk by taking into consideration the institution's credit rating.

In essence, the main change worthy of note by Council are changes to the credit and maturity limits for the risk management of invested funds. This allows Council some greater flexibility to attract higher interest rates while at the same time limits exposure to financial institutions with lower credit ratings.

Our Governance No. 41 Cont...

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

There are no Community Engagement implications as a result of this report.

The revised Investment Policy will be communicated to relevant staff by the Manager Finance & Technology.

2. Policy and Regulation

• This Investment Policy replaces previous versions of the said Policy.

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

There are no legal implications as a result of this report. Investment risk is managed via the framework included in the Investment Policy

7. Performance Measures

Nil.

8. Project Management

Prepared by staff member:

Nil.

Kylie Smith Chief Corporate Officer

Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer
Department: Office of the Chief Corporate Officer

Attachments: **1** Investment Policy - Policy No. 9

1.091 Pages

Paul Della, Manager Finance & Technology



INVESTMENT POLICY

Summary:

This Policy incorporates the provisions of Section 625 of the Local Government Act 1993, the Local Government Regulations, the Investment Policy Guidelines and the current Ministerial investment Order at 11 February provide a framework for the safe investment of Council's surplus.

Policy Number	1.091		
File Number			
Document version	V11.0		
Adoption Date	23 May 2018		
Approved By	Council		
Endorsed By	Chief Executive Officer		
Minute Number			
Consultation Period			
Review Due Date	Annual – May 2019		
Department	Corporate & Governance		
Policy Custodian	Manager Finance and Technology		
Superseded Documents	Policy Adopted 18 May 2016		
•	Revised 28 June 2017		
	Revised 23 August 2017		
Related Legislation	_		
Delegations of Authority	Chief Corporate Officer & Manager Finance &		
	Technology		

1. Preamble

This policy incorporates the provisions of Section 625 of the Local Government Act 1993, the Local Government Regulations, the Investment Policy Guidelines and the current Ministerial Investment Order at 11 February 2011.

2. Definitions

- Bloomberg Ausbond Bank Bill Index (the) is an index comprised of 13 synthetic instruments defined by rates interpolated from the RBA 24-hour cash rate and the one and three month Bank Bill Swap Rates.
- Authorised Deposit-taking Institutions (ADIs) are corporations authorised under the Bank Act 1959 (Cwth) to take deposits from customers. ADI's include banks, building societies and credit unions all of which are regulated by the Australian Prudential Regulation Authority.
- Bank Bill Swap Rate is the compilation and average rate of market rates supplied by domestic banks relating to multiple maturities of bank bills.
- Bill of Exchange (a) is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to

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whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer.

- Debenture (a) is a debt security usually secured by a fixed or floating charge over an underlying asset or pool of assets. Debentures are normally issued by companies in return for medium and long term investment funds.
- Floating Rate Notes are securities that (in Australia) pay a coupon normally priced at a fixed margin above the Bank Bill Swap Rate.
- TCorp means NSW Treasury Corporation
- Term Deposits (or Deposits) are non-tradeable investments offered by ADIs with varying maturity dates (normally from one month to 60 months) and a rate set at the outset. Interest is normally payable upon maturity or if the term is longer than 12 months, annually from the investment date. Penalties apply if the funds are withdrawn before maturity and a notice period of 31 days is usually required.

3. Policy Statement

An investment policy is a governing document that guides the investment process. It should communicate the Council's:

- · investment philosophy;
- · overall risk policy
- identify the roles for those involved in the investment process; and
- detail the requirements for compliance with the policy's goals and procedures.

Interest on investments represents a significant contribution to the total income of Council and it is essential that Council has clear policy guidelines as to how funds can be invested. While the Local Government Act 1993 – Order (relating to investments by Councils) is quite explicit as to the types of institutions with which Council can invest, there are nevertheless variations in the financial ratings of these institutions and the types of investments that can be purchased, which are not explained. This policy aims to clearly state the institutions with which Council can invest, the maximum proportion of funds that may be placed with individual organisations, and the types of investments entered into.

Council officers that are involved in selecting, reviewing and/or monitoring investment products should use this policy to ensure they understand the parameters, risks and expectations that Councils are required to consider when making an investment.

4. Scope

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This policy applies to investment monies built up through:

- General unrestricted reserves created through rate income and other revenue sources exceeding (re)current expenditure, sale of properties and other assets;
- Restricted reserves that accrue through contributions under Section 94 of the Environmental Planning and Assessment Act 1979;
- Internally restricted reserves;
- Restricted reserves accruing through special purpose grants; donations etc.;
- · Loan proceeds drawn down awaiting expenditure; and
- Timing differences within the year between rate receipts and applications

5. Objectives

This policy provides a framework for the investing of Council's funds at the most favourable rate of interest available at the time, whilst having due consideration of risk and security for that type of investment, and ensuring that its liquidity requirements are being met.

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and the return on investment.

- Preservation of capital is the principal objective of the investment portfolio.
 Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters. In setting these limits Council is determining the general level of risk that is acceptable for public monies managed for the Tenterfield Shire Council community.
- Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.
- Investments are expected to achieve a market average rate of return in line with the Council's risk tolerance.

6. Legislative Requirements

Council's power to invest is derived from Section 625 of the Local Government Act 1993, as amended by the Statute Law (Miscellaneous Provisions) Act 2000, which limits investments to only those that the Minister approves.

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The Local Government Act 1993 section 625 (2) states that:

"Money may be invested only in a form of investment notified by order of the Minister published in the Gazette."

All investments are to comply with the following:

- Local Government Act 1993 Section 412 and 625;
- Local Government Act 1993 Investment Order (of the Minister) in accordance with the most recently published Order;
- The Trustee Amendment (Discretionary Investments) Act 1997 Sections 14A(2), 14C(1) and (2);
- Local Government (General) Regulation 2005 Regulation 212;
- Local Government Code of Accounting Practice and Financial Reporting;
- Office of Local Government Investment Policy Guidelines May 2010;
- · Australian Accounting Standards.

7. Delegation of Authority

Authority for the implementation of the Investment Policy is delegated by Council to the Chief Executive Officer in accordance with the Local Government Act 1993.

The Chief Executive Officer may in turn delegate the day to day management of Council's investments to the Manager Finance and Technology or other staff members subject to regular reviews.

Council Officer's delegated authority to manage Council's investments shall be recorded, and they shall be required to acknowledge they have received a copy of this policy and understand their obligations in this role.

8. Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of the Investment Policy.

Whenever an investment deposit is proposed, the Council Officer shall obtain not less than Three (3) quotations from authorised institutions.

9. Ethics and Conflict of Interest

Council officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the Chief Executive Officer.

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Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

10. Approved Investments

The Ministerial Investment Order allows for the following as approved investments:

- Commonwealth / State / Territory Government security i.e. bonds;
- Interest bearing deposits issued by an authorised Deposit-taking Institution (ADI)
- Bills of exchange, (<200 days duration), guaranteed by and Authorised Deposit taking Institution (ADI);
- Debentures issued by NSW Local Government;
- Deposits with NSW Treasury and/or investments in TCorp's Hour Glass Investment Facility; and,
- Investments grandfathered under the previous Ministerial Investment Order.

11. Prohibited Investments

This Investment Policy prohibits, but is not limited to, any investment carried out for speculative purposes including:

- Any investment product that is not included in the Ministerial Investment Order and the "Approved Investments" listing outlined above;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Standalone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) an investment, but to clarify, does not exclude loans for other purposes (such as loans under the Local Infrastructure Renewal Scheme) being invested prior to the expenditure of those funds for their intended purpose.

12. Investment Advisor

If an investment advisor is engaged s/he must be approved by Council and licensed by the Australia Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflicts of interest in relation to investment products being recommended. The investment advisor may recommend the most appropriate product within the terms and conditions of the investment Policy.

The independent advisor is required to provide written confirmation that s/he does not have any actual or potential conflicts of interest in relation to the investments s/he is recommending or reviewing, including that s/he is not receiving any

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commissions or benefits in relation to the investments being recommended or reviewed.

13. Risk Management Guidelines

Investments obtained are to be considered in light of the following key criteria:-

- Preservation of Capital the requirement for preventing losses in an investment portfolio's total value;
- Diversification of Financial Institutions the requirement to place investments in a broad range of institutions so as not to be over exposed to a particular organisation within the investment market;
- Market Risk the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- Liquidity Risk the risk an investor is unable to redeem the investment at a fair price within a timely period; and
- Maturity Risk the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

14. Credit and Maturity Limits

Investments obtained must comply with key criteria as indicated below relating to:

- a) Portfolio Credit Framework: limit overall credit exposure to the portfolio;
- b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions;
- c) Term of Maturity Framework: limits based upon maturity of securities;
- d) Protection of Principal: Investments entered into must be structured to minimise risk of loss of principal;
- e) Grant Funding Conditions: conditions relating to grant funding available to invest must be complied with;
- f) Trust funds are excluded from this Policy as they must be kept in a separate bank account.

A) Overall Portfolio Limits

The following credit framework limits the percentage of the portfolio exposed to any particular credit rating category:-

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S&P Long Term	S&P Short Term	Direct Investment
Rating	Rating	Maximum %
AAA to AA-	A-1+	100%
A to A-	A-1	45%
BBB+ to BBB-	A-2	25%
BB+ to D	-	10%
Government*		100%

B) Counterparty Credit Framework

This limits the exposure to an individual institution based on the credit rating of that institution such that exposure to any one institution is limited, as detailed in the table below:-

S&P Long Term	S&P Short Term	Direct Investment
Rating	Rating	Maximum %
AAA to AA-	A-1+	45%
A to A-	A-1	35%
BBB+ to BBB	A-2	15%
BB+ to D	-	5%
Government*		100%

For the purpose of determining the "Direct Investment Maximum %", an investment in an approved institution which operates as a division of a parent institution, shall be treated as being an investment in the parent institution.

C) Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Term to Maturity Limits			
Portfolio % < 1 year	100% maximum 60% minimum		
Portfolio % > 1 year < 5 years	40%		
Individual Investment Maturity Limits			
ADI	Five (5) years		
Non ADI	Three (3) years		

^{*}An exception to the above limits applies to funds placed with either the Australian Federal Government or the NSW State Government or their respective Treasury Functions. 100% of Council's monies can be placed with these institutions. In the event that an entity is unrated by S&P but rated by Moody's or Fitch, the S&P equivalent to that rating is to be utilised into the above framework. The short term credit rating will apply in the case of discrepancies between the short and long term rating.

15. Benchmarking

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Performance benchmarks are to be provided for comparative purposes only. The benchmark in not an investment return target. The rate of return on Council's investments will be dependent on Councils risk tolerance.

The Term Deposit rate for the average 90-day rate of the five (5) largest banks identified in the Bloomberg Ausbond Bank Bill Index is considered appropriate for the purpose of benchmarking Council's investments.

16. Reporting and Reviewing of Investments

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on Council's behalf as at 30 June each year and reconciled to the Investment Register.

All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

A monthly report will be provided to Council. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value. Any material deterioration in Council's investment portfolio is to be reported to Council at the next available Ordinary Council Meeting.

Any breaches of the Policy will also be included in the first investment report following the discovery of any breach.

This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes. The Investment Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this policy. Any amendment to the Investment Policy must be by way of Council resolution.

16. Accountability, Roles & Responsibility

Elected Council

- Provide strategic direction and stewardship;
- Consider legislative requirements and good governance when setting policies and strategies;
- Adopt an Investment Policy annually.

Chief Executive, Executive and Management Teams

- Implement the policy and oversee the compliance of Council investments with the policy;
- Keeping abreast of legislative amendments and review and make recommendations for variations to the policy as required.

Individual Managers

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- Manager Finance and Technology to ensure adherence to this Policy and report any breaches;
- Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

17. Related Documents, Standards & Guidelines

All investments are to comply with the following:-

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Ministerial Investment Order;
- Local Government Code of Accounting Practice and Financial Reporting;
- Australian Accounting Standards; and
- Division of Local Government Circulars.

18. Version Control & Change History

Version	Date	Modified	Details
version	Date	by	Adoption of Original Policy
V1.0	27 April 2000	Council	(334/00)
V2.0	28 November 2007	Council	Revised Policy (690/07)
V3.0	22 October 2008	Council	Revised Policy (236/08)
V4.0	22 September 2010	Council	Revised Policy (680/10)
V5.0	26 October 2011	Council	Revised Policy (509/11)
V6.0	24 October 2012	Council	Revised Policy (427/12)
V7.0	23 October 2013	Council	Revised Policy (385/13)
V8.0	21 May 2014	Council	Revised Policy (159/14)
V9.0	20 May 2015	Council	Revised Policy (137/15)
V9.1	18 May 2016	Council	Revised Policy (120/16)
V10.0	28 June 2017	Council	Revised Policy (105/17)
V11.0	23 May 2018	Council	Revised Policy

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Department: Office of the Chief Corporate Officer

Submitted by: Manager Finance & Technology

Reference: ITEM GOV42/18

Subject: Related Party Disclosure Policy - Policy No. 1.189

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: Services to our community are provided in a professional, friendly

and timely manner consistent with our corporate values.

Delivery Plan

Deliver Customer Service and Business Services in the support of

Action: corporate outcomes.

Operational Review and continually improve processes and systems in response

Plan Action: to changing customer service needs and in the promotion of a

positive customer service culture.

SUMMARY

The purpose of the report is to present to Council an updated Related Party Disclosure Policy for adoption.

OFFICER'S RECOMMENDATION:

That Council adopts the updated Related Party Disclosure Policy as per the Attachment 5 (Booklet 3).

BACKGROUND

From 1 July 2016, Accounting Standard AASB 124 Related Party Disclosures became operative. This means that Council must disclose in its Annual Financial Statements transactions, outstanding balances and commitments with "related parties".

Council adopted a Related Party Transactions Policy in May 2017 that was re-adopted in August 2017.

REPORT:

Council's Finance Consultant and Manager Finance & Technology reviewed the operation of this Policy in terms of 2016/17 Annual Financial Statements and Audit thereof and came to the conclusion that some amendments were required to the Policy.

These changes are outlined in red in the attached revision of the policy and effectively reduces the number of Key Management Personnel (KMP) to being Councillors and Senior Staff.

The policy also makes clear that the Manager Finance & Technology is the main person responsible for having overarching control of collecting and recording Related Party Transaction information (with support from the Governance Coordinator in ensuring forms are distributed and returned at appropriate times).

Having said that, given that the Manager Finance & Technology is also identified as a KMP, provision has been made for the Chief Corporate Officer to delegate to another member of staff the ability to check the Related Party Transactions of the Manager Finance & Technology to ensure integrity and segregation of duties.

Our Governance No. 42 Cont...

Some other minor adjustments have been made in terms of referring to the Manager Finance & Technology rather than the Responsible Accounting Officer and removing reference to the Public Officer, who is unlikely to ever be anyone other than one of the Senior Staff members already mentioned.

COUNCIL IMPLICATIONS:

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

2. Policy and Regulation

- Revised Related Party Transaction Policy.
- Policy 1.160 Payment of Expenses and Provision of Facilities to Councillors Policy
- Code of Conduct
- Procedures for Councils Administration of the Code of Conduct
- Privacy Management Plan
- 3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith

Chief Corporate Officer

Prepared by staff member: Paul Della, Manager Finance & Technology

Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer
Department: Office of the Chief Corporate Officer

Attachments: **1** Attachment 5 (Booklet 3) - Related 17

Party Disclosure Policy - Policy No. Pages

1.189

Department: Office of the Chief Corporate Officer

Submitted by: Manager Finance & Technology

Reference: ITEM GOV43/18
Subject: Finance and Accounts

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.

Delivery Plan

Ensure that financial sustainability and the community's capacity to

pay inform adopted community service levels.

Action:
Operational

Ensure adequate and effective internal controls are in place for all

Plan Action: financial management and purchasing functions.

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council receive and note the Finance and Accounts Report for the period ended 30 April 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

Reconciliation of cash books of all funds have been carried out with the appropriate bank statements as at 30 April 2018.

Cash Book Balances on this date were as follows:-

General (Consolidated) \$ 2,226,445.99 Credit

General Trust \$ 321,533.93 Credit

Our Governance No. 43 Cont...

(b) Summary of Investments

The attachment to this report is a certified schedule of all Council's investments as at 30 April 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

There has been no adjustment to budget expectations as a result of this report.

8. Project Management

Nil.

Kylie Smith

Chief Corporate Officer

Prepared by staff member: Paul Della, Manager Finance & Technology;

Belinda Savins, Accountant

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

Department: Office of the Chief Corporate Officer

Attachments: 1 Summary of Investments - 30 April 1

2018 Page

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 30 APRIL 2018

Financial Institution	Issuer Rating	Lu	Investment Term	Maturity Date	Interest Rate	Amount	Percentage Exposure
National Australia Bank	AA-	96	Days	18/May/18	2.46%	750,000.00	5.53%
National Australia Bank	AA-	09	Days	06/Jun/18	2.45%	500,000.00	3.69%
National Australia Bank	AA-	140	(40 Days	22/Aug/18	2.00%	1,000,000.00	7.37%
National Australia Bank	AA-	8	Days	09/May/18	2.59%	1,000,000.00	7.37%
National Australia Bank	AA-	19	Days	09/May/18	2.58%	1,000,000.00	7.37%
National Australia Bank	AA-	61	Days	07/Aug/18	2.59%	500,000.00	3.69%
National Australia Bank	AA-	09	Days	07/May/18	2.14%	500,000.00	3.69%
National Australia Bank	AA-	140	140 Days	20/Aug/18	2.58%	1,000,000.00	7.37%
ANZ Bank	AA-	63	Days	14/May/18	2.29%	1,000,000.00	7.37%
Commonwealth Bank	AA-		At Call	31/Jan/19	1.50%	261,409.60	1.93%
Commonwealth Bank	AA-	06	Days	16/Jun/18	2.45%	500,000.00	3.69%
Commonwealth Bank	AA-	8	Days	03/Jun/18	2.36%	1,000,000.00	7.37%
Bankwest	AA-	5	Days	28/May/18	2.50%	1,000,000.00	7.37%
Bankwest	AA-	8	days	02/Jul/18	2.50%	1,000,000.00	7.37%
Bankwest	AA-	16	Days	28/May/18	2.50%	500,000.00	3.69%
Bankwest	AA-	8	Days	09/Jul/18	2.60%	500,000.00	3.69%
Bankwest	AA-	92	Days	05/Jun/18	2.40%	800,000.00	2.90%
Bankwest	AA-	8	Days	02/Jul/18	2.55%	750,000.00	5.53%
INVESTMENTS TOTAL						13,561,409.60	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.

Responsible Accounting Officer

Department: Office of the Chief Corporate Officer

Submitted by: Manager Finance & Technology

Reference: ITEM GOV44/18

Subject: Capital Expenditure Report as at 30 April 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.

Delivery Plan

Ensure that financial sustainability and the community's capacity to

pay inform adopted community service levels.

Action:
Operational

Ensure adequate and effective internal controls are in place for all

Plan Action: financial management and purchasing functions.

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council receive and note the Capital Expenditure Report for the period ended 30 April 2018.

BACKGROUND

This report was updated in October and replaced the Expenditure Progress Report that had previously been provided to Council.

Managers were asked to review their budgets in October 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.

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.

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

Our Governance No. 44 Cont...

3. Financial (Annual Budget & LTFP)

Budget for Capital projects that will not commence in 2017/18 have been removed. In some instances these funds will need to be revoted next year at the first Quarterly Budget Review if the project will still be undertaken. In instances where projects are grant funded, the funds will be carried forward as a restriction and the projects will be carried out in 2018/19.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith Chief Corporate Officer

Prepared by staff member: Paul Della, Manager Finance & Technology;

Belinda Savins, Accountant

Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer
Department: Office of the Chief Corporate Officer

Attachments: **1** Capital Expenditure Report as at 4

30 April 2018 Pages

						YTD		
Program	Description	Current Budget	YTD Actua	YTO Budget	VTD Budget YTD Variance	Variance %	Status Comment	
Organisation and Leadership	Strategic Projects	\$21,159	\$10,500	\$21,000	\$10.500	20%	On time	
Organisation and Leadership	Villages Streetscape & Signage Revitalisation	\$31,875	\$4,650	\$4,650	\$0	%0	On time	
Corporate and Governance	IP & R Reconstruction	S	S	8	\$0		Cancelled/ Deferred	
Corporate and Governance	BCP Resources	\$3.174	S	8	\$0		On time	
Workforce Development	Salary System Rebuild	\$10,579	08	8	\$0	%0	On time	
Finance and Technology	Office Furniture & Equipment	\$3,779	\$1,581	\$1.581	\$	%0	On time	
Finance and Technology	Computer Equipment	\$24,937	\$15,851	\$9,053	(\$6,798)	-75%	On time	
Finance and Technology	Intranet construction	\$37,028	\$14,342	\$13,867	(\$475)	-3%	On time	
Finance and Technology	Fees & Charges / GST Addin	\$8,025	\$8,025	\$8,828	\$803	%6	On time	
Finance and Technology	Power Budget Software	\$52,000	000,65	\$72,000	\$63,000	88%	On time	
Planning and Regulation	IT System EHC and DA 's	80	8	8	\$0	0%0	Cancelled/ Deferred	
Building and Amenities	Council Chambers Refurbishment	\$34,400	S	8	\$0	%0	On time	
Building and Amenities	Administration Building Replace Window Frames	8	8	8	\$0	0%0	Cancelled/ Deferred	
Building and Amenities	Aministration Building Repaint Interior	\$0	S	8	\$0	0%0	Cancelled/ Deferred	
Building and Amenities	Aministration Building Replace Air Conditioning System	\$80,000	S	8	0\$	%0	On time	
Building and Amenities	Aministration - Replace Carpet	80	8	8	\$0	0% C	Cancelled/ Deferred	
Building and Amenities	Administration Building Refurbishment	80	S	8	\$0	0% C	Cancelled/ Deferred	
Building and Amenities	Council Houses Renewal	\$4,350	\$4,350	\$4,350	\$0	%0	On time	
Building and Amenities	Replace existing shed 2-Ten-FM	80	8	8	\$0	%0	On time	
Building and Amenities	New Public Toilets - Captain Cook Park Urbenville	05	65	\$11,680	\$11,670	100%	On time	
Livestock Saleyards	Renewal Timber Rails With Metal (SRV)	\$22,894	\$14,141	\$14,065	(925)	-1%	On time	
Livestock Saleyards	Renewal Boundary Fencing (SRV)	\$5,728	\$5,728	\$3,519	\$0	%0	On time	
Livestock Saleyards	Saleyards TrucK Wash - Design	\$9,300	\$9,300	\$9,300	0\$	%0	On time	
Livestock Saleyards	Improvements to Loading Ramps & Traffic Facilities	8	\$4,600	\$4,600	\$0	%0	On time	
Livestock Saleyards	Work Health and Safety Signage at Saleyards	80	8	8	\$0	%0	On time	
Swimming Complex	Consulting Fees for the development of Masterplan for the Memorial Pool	8	8	9	\$0	0%	Cancelled/ Deferred	
Parks, Gardens and Open Spaces	Renewal of Urbenville Playground Equipment (SRV)	\$28,666	80	S	80	%0	On time	
Parks, Gardens and Open Spaces	Town Christmas Tree and Decorations	\$11,823	\$11,823	\$11,823	0\$	%0	On time	
Parks, Gardens and Open Spaces	Renewal of Federation Park Sprinkler System (SRV)	\$42,200	\$14,770	\$17,200	\$2,430	%0	On time	
Parks, Gardens and Open Spaces	Renewal of Shirley Park Amenities Building (SRV)	\$0	8	8	80	O% C	Cancelled/ Deferred	
Parks, Gardens and Open Spaces	Niche Wall / Rose Garden at Cemetery	So	\$27	223	0\$	%0	On time	
Library Services	Library Resources	\$34,400	\$11,014	\$19,731	\$8,717	44%	On time	
Library Services	Library - Repaint Interior (SRV)	\$34,400	80	8	\$0	%0	On time	
Library Services	Local Priority Grant 2016/17	\$8,000	\$2,275	\$8,000	\$5,725	72%	On time	
Library Services	Local Priority Grant 2017/18	58,481	8	8	\$0	%0	On time	

			A				
Program	Description	Current Budget	YTD Actual	YTD Budget YTD Variance	-	Variance %	Status Comment
Library Services	Library Children's Area Refurbishment	068-65		\$9,093	(\$799)	%0	awit oo
Theatre and Museum Complex	Repair and Paint Southern Wall of Cinema	\$7.503	Ş	8	5	%0	Optimo
Theatre and Museum Complex	School of Arts - Repaint Exterior & Repair Windows (SRV)	\$164.668	5	\$ \$	3 5	0%	Outime
Theatre and Museum Complex	School of Arts - Repaint Interior (SRV)	\$34,400	9 9	8	0\$	%0	On time
Theatre and Museum Complex	School of Arts - Update Theatre Lighting	\$28,666	OS	9	OS S	%0	Ontime
Theatre and Museum Complex	School of Arts - Update Security Cameras	\$18.347	9	\$18.307	\$18.347	%0	Optime
Economic Growth and Development	Replace Entry Doors with Automatic Slide Doors	9	8	ş	05	%0	Cancelled/ Deferred
Economic Growth and Development	Air Conditioning Visitors Administration Area	0) (2	3 6	200	cancened/ Deletted
Economic Growth and Development	Air Conditioning Visitors Meeting Boom	00000	23,403	X (200	%0	On time
Committee of the state of the s	Or conditioning visitors infecting nouni	9000	\$3,405	X 405	3	%0	On time
Economic Growth and Development	Community Wi-Fi	\$16,000	\$4,523	SS	(\$4,523)	%0	Delayed
Asset Management and Resourcing	Survey Instrumentation - GPS Equip, Cable Detector, Bridge Assyst	\$16,884	\$16,884	\$16,884	0\$	%0	On time
Asset Management and Resourcing	Works Depot - Contribution to Washbay	\$15,000	\$100	\$100	\$0	%0	On time
Asset Management and Resourcing	Works Depot - Resurfacing of Access & Hardstand Areas Including Drainage				\$	%0	Cancelled/ Deferred
A to the second	inipiovements	8	8	8			
Asset Management and Resourcing	Works Depot - Install Electric Security Fency At Front Access to Depot	8	240	3	20	%0	On time
Asset Management and Resourcing	Asset Management System	8	8	Я	\$0	%0	On time
Plant Fleet and Equipment	Public Works Plant - Purchases	\$1,793,094	\$1,793,074	\$1,610,832	(\$182,242)	-11%	On time
Transport Network	Regional Roads Block Grant - Reseals Program.	\$240,597	\$43,397	\$188,927	\$145,530	77%	On time
Transport Network	Roads to Recovery 2014-19	\$1,572,929	\$443,266	\$873,791	\$430,525	46%	On time
Transport Network	Fixing Country Roads (Wallaby Creek Bridge)	\$184,013	\$129,253	\$184,013	\$54,760	30%	On time
Transport Network	RMS On-Road Shared Path Scott Street	\$146,436	\$122,185	\$146,436	\$24,251	17%	On time
Transport Network	MR622 Repair 2016/17	\$450,094	\$375,027	\$371,788	(\$3,239)	-1%	On time
Transport Network	MR622 Repair 2017/18	\$586,626	\$28,174	\$8,978	(\$19,196)	%0	On time
Transport Network	Special Grant Mt Lindesay Road (RMS/Fed)	\$500,000	\$263,431	\$1,299,940	\$1,036,509	80%	On time
Transport Network	NDRRA 2017 12 March - Local Roads (Restoration)	\$500,000	\$140,507	\$457,143	\$316,636	%69	On time
Transport Network	NDRRA 2017 28 March - Local Roads (Restoration)	80	8	8	\$0	%0	Cancelled/ Deferred
Transport Network	NDRRA 2017 12 March - Regional Roads (Restoration)	8	8	8	\$0	%0	Cancelled/ Deferred
Transport Network	NDRRA 2017 28 March - Regional Roads (Restoration)	8	8	8	\$0	%0	Cancelled/ Deferred
Transport Network	MR622 Safer Local Government Roads	\$7,768	\$7,768	\$5,930	(\$1,838)	%0	On time
Transport Network	Upgrade internal roads - Jubullum Aboriginal Community	\$18,188	\$9,725	\$8,564	(\$1,161)	%0	On time
Transport Network	Upgrade Tintersection - Plain Station & Jubullum Access Rd	\$20,426	\$19,848	\$12,691	(\$7,157)	%0	On time
Transport Network	Upgrade access road on Plains Station Road	\$75,995	\$25,485	\$10,998	(\$14,487)	%0	On time
Transport Network	Road Renewal - Gravel Roads	\$513,423	\$429,872	\$410,712	(\$19,161)	-5%	On time
Transport Network	Gravel Resheets	\$393,879	\$255,519	\$307,490	\$51,971	17%	On time
Transport Network	Bridges / Causeways (SRV to 2023/24)	\$595,115	\$193,567	\$216,247	\$22,680	10%	On time
Transport Network	Rural Roads - Reseal Program	\$186,751	\$75,158	\$105,048	\$29,890	28%	On time
Transport Network	Main Street - Complete Final Stage	\$189,430	\$10,275	\$10,275	\$0	%0	On time
Transport Network	Miscellaneous Replacement of Collapsed Pipes (SRV)	\$15,136	\$15,136	\$10,115	(\$5,021)	-50%	On time
Waste Management	240L Wheelie Bins	\$8,598	\$5,391	\$7,531	\$2,139	28%	On time

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Program	Description	Current Budget	YTD Actual	YTD Budget	YTD Budget YTD Variance	Variance %	Status Comment
Waste Management	Industrial Bins	\$51,889	\$302	\$302	Ç	%0	On time
Waste Management	Boonoo Boonoo - Capping Cell/Remediation #5 (Pool) (Remediation)	SS	S	STOOOLS	\$10.000	100%	On time
Waste Management	Boonoo Boonoo - EPA Remediation (works to be defined) (Remediation)	8	S	8	80	%0	On time
Waste Management	Boonoo Boonoo - Landfill Site Design	\$167,685	S	\$60,000	\$60,000	100%	On time
Waste Management	Legume Transfer Station awning with pad	\$10,000	\$1,264	\$10,000	\$8,736	87%	On time
Waste Management	Liston Transfer Station awning with pad	\$10,000	\$1,199	\$10,000	\$8,801	88%	On time
Waste Management	Mingoola - Open Transfer Station	\$70,000	8	8	\$0	%0	On time
Waste Management	Torrington Landfill - Capping Cell (Remediation)	95	S	8	80	%0	On time
Waste Management	Torrington Landfill - Convert to Transfer	\$70,000	8	8	0\$	%0	On time
Waste Management	Tenterfield WTS Community Recycling Centre	\$45,920	\$16,767	\$13,640	(\$3,127)	-23%	On time
Waste Management	Tenterfield Waste Transfer Station Groundwater Bores	\$100,000	8	8	\$0	%0	On time
Waste Management	Community Recyling Centre	\$17,000	S	\$12,822	\$12,822	%0	On time
Waste Management	Tenterfield Waste Transfer Station Einvironmental Impact Statement	\$50,000	8	8	\$0	%0	On time
Waste Management	Tenterfield WTS EIS - Purchase New Land	\$253,370	8	8	\$0	%0	On time
Waste Management	Boonoo Boonoo Remediation	\$100,000	8	8	80	%0	On time
Waste Management	Boonoo Boonoo Remediation	\$100,000	8	8	0\$	%0	On time
Waste Management	Torrington Remediation	\$5,000	8	8	0\$	%0	On time
Tenterfield Water	Tenterfield Sludge Removal	\$5,394	8	8	\$0\$	%0	On time
Tenterfield Water	Tenterfield Valve Renewal	So	\$2,791	\$3,812	\$1,021	27%	On time
Tenterfield Water	Tenterfield Mains Replacement	\$241,505	\$34,442	\$116,201	\$81,759	20%	On time
Tenterfield Water	Tenterfield Meter Replacement	\$22,116	\$12,322	\$15,370	\$3,048	20%	On time
Tenterfield Water	Tenterfield Dam Wall Construction	\$4,651,710	\$2,446,443	\$2,379,800	(\$66,643)	-3%	On time
Tenterfield Water	Tenterfield Flood Warning System (Gas Bubler)	\$33,693	8	\$17,693	\$17,693	%0	On time
Tenterfield Water	Water Dispensing Unit	\$35,000	8	8	\$0	%0	On time
Tenterfield Water	Tenterfield Dam Wall Supervision	\$35,000	\$113,417	8	(\$113,417)	%0	On time
Tenterfield Water	Shirly Park Bore Flood Damage Restoration	\$20,000	8	\$20,000	\$20,000	%0	On time
Tenterfield Water	Water Treatment Plant Signage	\$1,000	8	8	0\$	%0	On time
Tenterfield Water	Tenterfield Dam Wall Project Management Costs	\$347,302	\$137,783	\$233,415	\$95,632	41%	On time
Tenterfield Water	Flood Warning System Renewal	\$107,883	S	\$107,883	\$107,883	%0	On time
Tenterfield Water	Tenterfield Treatment Plant Pump Upgrade	\$75,518	8	8	05	%0	On time
Tenterfield Water	Scada Renewal	\$3,237	0\$	8	80	%0	On time
Tenterfield Water	Jennings Mains Replacement	\$11,112	\$3,655	\$9,655	\$0	%0	On time
Sewerage Network	Tenterfield Mains Relining (1km Year)	\$132,965	580,473	\$130,193	\$49,721	%0	On time
Sewerage Network	Tenterfield Mains Augmentation	\$130,833	\$130,821	\$54,643	(\$76,177)	-139%	On time
Sewerage Network	Tenterfield Man Hole Level Alterations (Water Infiltration)	\$318,500	8	\$100,000	\$100,000	%0	On time
Sewerage Network	Jennings Sewer (Investigation)	\$41,000	\$7,952	\$7,952	0\$	%0	On time
Sewerage Network	Tenterfield Upgrade Road to Tertiary Ponds	\$12,252	\$232	\$232	\$0	%0	On time
Sewerage Network	Tenterfield Scada System Upgrade	\$57,736	8	\$57,736	\$57,736	%0	On time
Sewerage Network	Remove Sludge from Tertiary Ponds / Renewal of Capacity	\$35,000	\$30,305	\$30,305	\$0\$	100%	On time
Sewerage Network	Tenterfield Network Renewal	\$220,536	\$842	\$60,000	\$59,158	100%	On time
Sewerage Network	Sewerage Treatment Plant Signage	\$1,000	8	8	80	%0	On time
Sewerage Network	STP - Dehydrator Replacement	\$73,512	98	8	\$0	%0	On time
Sewerage Network	Urbenville Sludge Removal	\$12,251	8	8	\$0	%0	On time

Program	Description	Current Budget YTD Actual YTD Budget YTD Variance	YTD Budget		Variance %	Status Comment
Sewerage Network	Urbenville STP 2 Bay Shed for Storage of Jetter/Mower	\$14,490 \$4,276	\$14,490	\$10,214	70%	On time
Stromwater Network	Drainage Pits - Upgrade	830,000	8	90	%0	On time
Stromwater Network	Rouse & Miles Street Construction	\$210,000 50	8	80	%0	On time
Stromwater Network	Pelham Street - Manners to Miles Child Proofing Culvert	\$5,000	8	80	%0	On time

(ITEM RC11/18) REPORTS OF COMMITTEE & DELEGATES - SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS JOINT MANAGEMENT COMMITTEE - 22 MARCH 2018

REPORT BY: Peter Petty, Chairperson, Mayor

A meeting of the Sir Henry Parkes Memorial School of Arts Joint Management Committee was held on Thursday, 22 March 2018. The Minutes of the Meeting are attached.

RECOMMENDATION

That the report of the Sir Henry Parkes Memorial School of Arts Joint Management Committee meeting of Thursday, 22 March 2018 be received and noted.

ATTACHMENTS

1 Minutes of Meeting 3 Pages



MINUTES OF

SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS JOINT MANAGEMENT COMMITTEE

THURSDAY, 22 MARCH 2018

MINUTES OF THE Sir Henry Parkes Memorial School of Arts Joint Management Committee OF TENTERFIELD SHIRE held at the Sir Henry Parkes Memorial School of Arts on Thursday, 22 March 2018 commencing at 2.15 pm.

ATTENDANCE Mayor Peter Petty - Tenterfield Shire Council

Cr Greg Sauer – Tenterfield Shire Council Mr Ken Halliday – National Trust (NSW) Mr Peter Jeffrey – Friends of the School of Arts

ALSO IN ATTENDANCE Manager, Economic Development & Community

Engagement (Harry Bolton)

This is page 1 of the Minutes of the Sir Henry Parkes Memorial School of Arts Joint Management Committee held on Thursday, 22 March 2018

MINUTES OF SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS JOINT MANAGEMENT COMMITTEE 22 MARCH 2018

APOLOGIES

Resolved that the apologies from Mr Ian Unsworth (National Trust (NSW)) and Mrs Christine Denis (Friends of the School of Arts) be received and accepted.

(Peter Jeffrey/Greg Sauer)

CONFIRMATION OF MINUTES

Resolved that the minutes of the Sir Henry Parkes Memorial School of Arts Joint Management Committee Meeting held on Thursday, 17 August 2017, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

(Peter Jeffrey/Ken Halliday)

REPORTS

(ITEM 01) MUSEUM/CINEMA/THEATRE STATISTICS FOR THE PERIOD OCT-NOV-DEC 2017

REPORT BY MANAGER, ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT

The Manager's report outlined facility activity for the past 3 months including Museum, Cinema and Theatre statistics, volunteer contributions and maintenance issues.

Topics raised from the report related to the current funding application to review the Museum exhibition and purchase of a digitisation program 'PastPerfect'; and update on progress for the restoration and painting of external timber sash windows

<u>Resolved</u> that the Officer's report on the Museum/Cinema/Theatre Statistics for the period October, November, December 2017 be received and noted.

(Ken Halliday /Peter Jeffrey)

BUSINESS WITHOUT NOTICE

FUNDS PROVIDED BY FRIENDS OF THE SCHOOL OF ARTS

Ken Halliday request that the Manager, Economic Development & Community Engagement investigate the availability of the \$10,000 that was committed by the Friends of the School of Arts to the Tenterfield Shire Council for the purpose of purchasing artefacts for the Museum.

NEXT MEETING

The next meeting of the Sir Henry Parkes Memorial School of Arts Joint Management Committee is scheduled for 2.00 pm, Thursday, 16 August 2018.

This is page 2 of the Minutes of the Sir Henry Parkes Memorial School of Arts Joint Management Committee held on Thursday, 22 March 2018

Ordinary Council Meeting - 23 May 2018 Reports of Committee & Delegates - Sir Henry Parkes Memorial School of Arts Joint Management Committee - 22 March 2018

MANAGEMENT COMMITTEE

Attachment 1 Minutes of Meeting

There being 3.20 pm.	no further	business t	the	Chairperson	declared	the	meeting	closed	at
							Mayor P	eter Pe	•

MINUTES OF SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS JOINT

This is page 3 of the Minutes of the Sir Henry Parkes Memorial School of Arts Joint Management Committee held on Thursday, 22 March 2018

(ITEM RC12/18) REPORTS OF COMMITTEE AND DELEGATES - TENTERFEILD SHIRE LOCAL TRAFFIC COMMITTEE MEETING - 3 MAY 2018

REPORT BY: Peter Petty, Chairperson, Mayor

A meeting of the Tenterfield Shire Local Traffic Committee was held on Thursday, 3 May 2018. The Minutes of the meeting are attached.

RECOMMENDATION

- (1) That the report from the Tenterfield Shire Local Traffic Committee meeting of 3 May 2018 be received and noted; and
- (2) That Council support the installation of signage on each of the bridges recommended for load limits in accordance with current standards.

ATTACHMENTS

1 Minutes of Meeting 14 Pages



MINUTES OF

TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING

THURSDAY 3 MAY 2018

MINUTES OF THE **Tenterfield Shire Local Traffic Committee Meeting** OF TENTERFIELD SHIRE held at the Council Chambers on Thursday 3 May 2018 commencing at 10.00am

ATTENDANCE Councillor Peter Petty (Mayor - TSC)

Councillor Gary Verri (TSC) Stefan Wielebinski (RMS) Councillor Tom Peters (TSC) Paul Caldwell (NSW Police)

ALSO IN ATTENDANCE Jessica Gibbins (TSC Engineering Officer)

James Paynter (TSC Works Manager)

Kelly Pitkin (TSC Engineering Administrative Officer)

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.

This is page 1 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Thursday, 3 May 2018

DISCLOSURE OF INTERESTS

Nil.

APOLOGIES

The Hon Thomas George, MP Glen Lamb (Representative for The Hon Thomas George) Andre Kompler (TSC Chief Operating Officer)

TP/PC

CONFIRMATION OF MINUTES

Resolved that the Minutes of the Tenterfield Shire Local Traffic Committee held on 22 February 2018, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

TP/GV

BUSINESS ARISING FROM PREVIOUS MINUTES

1. PETER ALLEN FESTIVAL

The Business Chamber of Commerce, Industry and Tourism has advised that in September 7th 2018, it is proposed that Tenterfield will be holding the Peter Allen Festival which will involve temporary road closure of the New England Highway section between Manners Street and Molesworth Street between 9am-4pm for the purpose of holding a street parade and functions. The proposed detour route will be all northbound traffic turn right at Manners Street, left into Logan Street and left onto Molesworth back onto New England Highway or Bruxner Highway. All southbound traffic will be turned left at Molesworth Street, right into Logan Street, right at Manners and back onto New England Highway or Bruxner Highway.

Council will need to provide a letter to RMS indemnifying RMS for road damage closer to event.

ACTION:

Jess G has applied for the Road Occupation Licence, yet to hear back if approved. Council staff have met with Event Organisers and have discussed the proposed activities including stalls etc and forms to be completed have been forwarded.

Traffic Management Plan has been submitted and traffic control will be onsite to manage the B-Doubles and traffic. Peter asked if it's uncommon for RMS not to approve? Stefan is aware of this happening a few times. Peter made Committee aware that it may not be approved and could be restricted.

This is page 2 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Thursday, 3 May 2018

Jess G advised that the event organisers have discussed the road closure with businesses and Foodworks are concerned about Saturday business and have requested the carpark remain open.

James commented that this is doable and that it be open to local traffic only (not trucks). Jess G mentioned businesses on Rouse Street are all happy with the proposed road closure, that a rick assessment is currently being conducted and letter box drop will be done to those affected.

NEW ENGLAND HIGHWAY/ROUSE STREET, TENTERFIELD – SPEEDING ISSUE

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

ACTION:

Police are aware of the complaint and will monitor. Jess G phoned complainant and advised of outcome. Motel owner anticipates that when bypass is constructed the problem will be reduced. Paul mentioned that police are monitoring, unless Council can come up with any calming measures. Stefan commented that there doesn't seem to be a problem according to the traffic counts percentile is at 85% for 50km/h and the only way to curb speeding is by installing speed cameras.

3. MOUNT LINDESAY ROAD, LEGUME

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

ACTION:

James has been liaising with RMS on signage design and the additional sign has now been ordered. Additional pavement marking to be carried out at same time as signage installation. James mentioned he's just checking the standard for the 50kph markings.

4. 5 MINUTE PARKING AREA

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

ACTION:

\$10k has been included in Council's Capital Program 2018/19 budget making allowance to extend the existing layback on Molesworth Street by 2 carparking spaces to facilitate access to the Doctors Surgery.

This is page 3 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Thursday, 3 May 2018

5. MOUNT MCKENZIE LINEMARKING REQUEST

Councillor Verri requested line marking be reinstated on Mount McKenzie Road.

ACTION:

James advised that Council staff have installed additional guideposts on corners. It is understood that raised payment markers are not favorable and no yellow line markings done.

6. CULLENDORE TURNOFF

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

ACTION:

James advised Council did a re-sheet. Next grader run should improve. Mount Lindesay Road Grant Application was not approved. Peter commented that Thomas George is still pushing for funding fore Mount Lindesay Road.

7. BEAURY CREEK BRIDGE UPDATE

ACTION:

It was discussed at the previous LTC meeting that Peter would be meeting with MP Thomas George, pursuing to go forward with a plan to come to a solution.

James advised that Council has submitted a bridge replacement application under Fixing Country Roads Funding and Growing Local Economies Funding.

James advised that the temporary bridge is in place however having problems with the side track which will be an ongoing issue. We need the money.

8. ROUSE STREET, TENTERFIELD - DR PILGRIMS

Council previously received correspondence from Dr Pilgrims Surgery requesting a dedicated patient drop off & pick up car space.

ACTION:

Council has written to Dr Pilgrims advising that the existing 15 minute parking sufficient.

9. HERDING YARD CREEK BRIDGE & RIVERTREE ROAD CONCERNS

Council previously received correspondence from Liston and Area Progress Association concerning various issues.

ACTION:

Council staff have investigated the vegetation on the approaches of Herding Yard Creek Bridge. Bullrushes have died back which allows sufficient vision.

This is page 4 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Thursday, 3 May 2018

Vegetation is sufficient width back (15m from shoulder) to allow vision to opposite side of bridge and is continually mowed. James has advised that Rivertree Road has been included in the capital works budget to fix the embankment/riverbank.

James advised that Herding Yard Creek Road is opened up and now you can see through the bend. Gary said that trucks are the main problem particularly heavy vehicle movements. Would it be possible for Council to put some traffic counters on the corner? James said that road repairs are scheduled and trying to keep on top of vegetation. Scrub road received a big hit with maintenance budget \$50K for vegetation. A request was put in for Rivertree Road for bank stabilisation. Gary asked if suckers were being sprayed. James said normal maintenance occurs and it makes it easier to knock them down. Discussed option of a boom spray nossel which we will discuss with Council vegetation staff.

Peter commented that the work carries out on Nutshell Road was a great success as far as sight clearance is concerned.

10. TENTERFIELD HIGH SCHOOL, CROSS COUNTRY EVENT

At the last meeting it was recommended that Council offers no objections to the temporary use of roads such as Naas Street, George Street, Duncan Street and crossing of Molesworth Streets associated with the Tenterfield High School Cross Country Event on 2 May 2018 subject to Police approval and standard conditions.

ACTION:

Jess G arranged Police approval, Traffic Management Plan (TMP) and Traffic Control Plan (TCP) was arranged and Council approval given to the High School for their event on 2 May 2018.

11. RILEY STREET, TENTERFIELD

Council has previously received a complaint for the number of large vehicles using Riley Street to enter the Industrial Area.

ACTION:

Council has investigated data from traffic counters and are currently reviewing all permits for use of Riley Street.

Peter advised the Committee that this item will be discussed as a late item.

12.40KM/HOUR SPEED LIMIT AT EMERGENCY INCIDENTS - RFSA

Council previously received correspondence from NSW Rural Fire Service Association requesting Council to support for the push for change to make the speed limit at all emergency incidents 40km per hour.

ACTION:

Stefan commented that a trial may be occurring.

This is page 5 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Thursday, 3 May 2018

13. TENTERFIELD MEN'S SHED - REQUEST FOR SIGNAGE & ASSISTANCE

Council previously received correspondence from Tenterfield Men's Shed Inc requesting signage and consideration to enable identification of the Tenterfield Men's Shed.

ACTION:

Jess G has corresponded back to applicants advising that they should supply a map to the Visitors Centre indicating the location of the Men's Shed. Also advised the applicants that a sign would be appropriate off Wood Street and to apply for a community grant to help fund the sign and maps. James will liaise with the applicant on a suitable location. Peter advised that he is aware the Men's Shed are happy with the outcome.

14. MOUNT LINDESAY ROAD, SCHOOL BUS ROUTE SIGN REQUEST

Request received by Council by a resident on Mount Lindesay Road requesting a sign depicting "school bus route" be erected near the pull off area on Mount Lindesay Road near at 307A Mount Lindesay Road, Tenterfield heading north on Mount Lindesay Road. There is currently a sign heading south on the Mount Lindesay Road towards Tenterfield however not heading north.

ACTION:

James advised that revisiting as Informal school bus stops may require a sign due to the trucks coming down the hill. Council will investigate the position of the signage to see if meets warrants. If required, Council to install an additional sign depicting "school bus route".

15. BRUXNER WAY, ROAD TRAIN REQUEST

Request previously received by Council regarding use of road trains on Bruxner Way, particularly west of Mingoola to Goondiwindi. Discussion was held at the last meeting. Peter Petty had received a question whether Bruxner Way could be used by Road Trains from Tenterfield to Goondiwindi.

ACTION:

Stefan previously suggested to put in an application in to get the Bruxner Way reclassified. Unless major funding, the roads are not suitable for use by road trains.

Peter advised that a road alliance group has been formed between Tenterfield, Moree, Inverell and Glen Innes to deal with the Bruxner Way. The first meeting is tomorrow afternoon in Bingarra. Any updates will be supplied to the LTC in regards to funding etc.

16. DISABLED PARKING, ROUSE STREET TENTERFIELD

James advised the Committee that discussions have been held with the Chemist regarding taking the disabled carpark away from the existing location (northern side of pedestrian crossing in Rouse Street) and relocating it to the south side of the

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pedestrian crossing. It was noted from the inspection that there is no layback to get onto the footpath.

ACTION:

James has liaised with RMS. James mentioned that the disabled carpark had already been relocated. Stefan commented that RMS approval should have been sought prior to relocation. James confirmed with business owners and it needs to be painted blue and updated to RMS standards with a pram ramp. Stefan advised to check standards with regards to width, happy to leave there otherwise there will be no disabled parking available.

17. KILLARNEY P-10 STATE SCHOOL P & C BORDER RANGES TRAIL RIDE

It was recommended at the last meeting that Council offers no objections to the holding of the Killarney P-10 State School P & C Border Ranges Trail Ride subject to Development Approval, Police approval and standard conditions.

ACTION:

Jess G received both QLD & NSW Police approvals, Development Application was completed and Council's permit was issued for the 2018 event held on 25 March 2018. Jess G mentioned there had been a change this year with gaining the Police approval, had to obtain from Toowoomba. Jess G rang the event organisers as a post event procedure and no incidents occurred and biggest event yet.

18. EVENT REQUEST - ANZAC DAY MARCH, TENTERFIELD- 25 APRIL 2018

Letter received from Tenterfield RSL Sub-Branch regarding Anzac Day activities on 25 April 2018.

ACTION:

Jess G obtained the ROL for the temporary closure of roads such as Manners Street, Rouse Street and Molesworth Street in the Tenterfield CBD associated with the ANZAC Day ceremony 25 April 2018. Police approval has also been obtained. Council's permit was issued for the 2018 event on 25 April 2018.

Jess G raised question about the full road closure of Rouse Street. Next year should Council be looking for a diversion for traffic. Do we need to consider changing? James commented that a detour would triple resources and that is out of proportion to the effect of the event. Stefan advised to approach RMS early and put in for no detour. Traffic on Anzac day morning is very quiet anyway.

19. EVENT REQUEST - ANZAC DAY MARCH, URBENVILLE - 25 APRIL 2018

Letter received from Urbenville RSL Sub-Branch regarding Anzac Day activities on 25 April 2018.

ACTION:

Jess G obtained the Traffic Control Plan from Kyogle Council for the temporary closure of roads such as Beaury Street, Tooloom Street and part of Clarence Way in Urbenville associated with the ANZAC Day ceremony 25 April 2018. Police

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approval has also been obtained. Council's permit was issued for the 2018 event on 25 April 2018.

Jess G advised committee that she phoned the event organizer as a post event procedure and it was mentioned that there was one incident involving a motorcyclist who used verbal abuse due to short delay in traffic.

20. EVENT REQUEST - Urbenville Short Course Rally - 19 May 2018

Council received an application for the proposed event to be held on Saturday 19 May 2018. This same event was held last year on 22 April 2017 which included closure of Beaury Creek Road from the junction of Tooloom Road to the intersection of Urbenville Road between the hours of 8:00am and 6:00pm.

ACTION:

Jess G obtained the Police approval for the event and arranged advertising. Councils permit was issued and the applicant notified of the following recommendation:

That Council:

- Approve the event in principle subject to Police approval and standard conditions.
- 2. That Tenterfield Shire Council does not provide road closure boards as per the submitted Traffic Management Plan.
- 3. Beaury Creek Road is to be inspected by both parties (Council and Event Organiser) prior to the staging of the event, to determine what maintenance, if any, is required. Beaury Creek Road would only be graded if due for a maintenance grade or if resources are available in the local area. If resources are not available, the event organiser may be required to pay for grading of the road. The event organiser to sign a waiver that the condition of the road is returned to the same condition prior to the staging of the event.
- 4. In conjunction with Kyogle Council advertises the road closure for this event as the roads authorities for the roads to be used. The Council logo is not to be used on any leaflets or flyers promoting the event.

Jess G advised that Council needs to get Council Representative to meet with event organisers to inspect road condition and have waiver signed.

21 EVENT REQUEST - WOODENBONG TRAIL BIKE RIDES 2018

An application was received by Australian Dirt Bike Adventures for holding of their annual TrailBike Event utilising road crossings on Mount Lindesay Road, Beaury Creek Road and Grahams Creek Road for 5 & 6 May weekend and 13 & 14 October weekend with wet weather alternate dates to be forwarded to Council.

ACTION:

Jess G obtained the Police approval and arranged advertising. Neighbour notification is currently being carried out as part of the Development Approval. Council's permit has been issued with a Traffic Control Plan in place for signage to be erected on the roads at each Crossing point including wet weather dates. A separate Police approval is required for each date.

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22. SIGNAGE REQUEST

Email received from a Legume resident requesting a sign indicating Kyogle or Casino instead of just Woodenbong.

ACTION:

Stefan advised that this is ongoing that RMS are looking at the design for sign and will liaise with Council.

23.MOUNT LINDESAY ROAD, WILLSONS DOWNFALL TO BOOKOOKOORARA

Correspondence received from the Willsons Downfall Conveyance Committee regarding concerns with condition of Mount Lindesay Road and the school bus route.

ACTION:

James advised that Rivertree Road has been included in the 2018/19 Budget for resheeting works. Remedial works such as grading have been carried out recently on Rivertree, Undercliffe and Sugarloaf Roads. They were bad mostly due to trees.

24.REQUEST FOR SIGNAGE, UNDERCLIFFE

Councils previously received correspondence from concerned residents requesting signage to be erected that may assist in vehicles slowing down at their resident to help reduce dust issues.

ACTION:

Jess G contacted the residents and advised that there is no provision for signage and to apply to Council for a dust abatement. A quote was being arranged for the residents to consider. Jess G advised that the residents seemed happy with the outcome. James advised quote has been done in increments of 100m. Gary asked if the bend on Sugarloaf could be sealed at same time. James commented it depends of locations and other jobs. A hot seal may be able to be done cheaper if contractor can do seal to Council standards as more competitive if they are in the area.

James mentioned \$30K requested for problem sections for sealing of sections of Billirimba, Bruxner & Sugarloaf. There's a section of Carrols Creek being done so may be able to tie in with that. Tom mentioned that Mount Speribo Road can have up to 50 vehicles per day seasonal traffic movement with 3-4 trucks per day and more housing. Would this trigger a dust abatement? James commented that it's the residents issue unless Council moves to seal the section. A dust abatement can be applied for to have road sealed at a reduced rate. DA applications can enforce dust reduction/seal via conditions under Sec 94.

25.EXTENSION OF SCHOOL BUS ROUTE REQUEST, LEGUME

Letter and map from Peter & Lorraine Mulcahy who want to extend their school bus route to Woodenbong.

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ACTION:

Council will provided a letter of support in principle for the extension of the bus route, however the pick up & set down points needs to be further investigated as the one location has been deemed unsafe by Council's Asset Inspector.

Jess G commented that Bus operators need to have a look at the pick-up points to ensure safe. Gary mentioned that he thought the State government had staff to check bus routes. Stefan commented that it's not RMS role to check it is up to the bus operator to ensure the pick up and set down points are safe. Jess G commented that there are guidelines in place for formal and informal pickup and drop off points.

26.KOOKABURRA CAMPGROUND, SIGNAGE REQUEST

This was tabled at a previous traffic committee meeting. Additional correspondence received from the owner of the Kookaburra Camping Grounds on Castlerag Road, Deepwater.

ACTION:

Council has advised the applicant that Council cannot accede to their request for the installation of a large advertising sign at the requested location and to contact RMS to discuss. As an alternative a sign can be erected in private property.

Stefan advised that the current signs will be removed by RMS.

27. TENTERFIELD LODGE CARAVAN PARK, SIGNAGE REQUEST

Tenterfield Lodge Caravan Park have approached Council for approval to reinstate the caravan sign on Rouse Street/Manners Street, intersection.

ACTION:

Council to liaise with the owners of the Caravan Park to advise that RMS do not support signage of this type in the Urban area and Council will not be supporting a larger sign at this location.

GENERAL BUSINESS

Late Items

1. PARKING AT URBENVILLE

Email received from Council's Tourism Officer forwarded on behalf of a resident in Urbenville concerning lack of parking in holiday season particularly over Easter. The Committee discussed and noted the information.

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2. LINEMARKING NEW ENGLAND HIGHWAY/BRUXNER WAY INTERSECTION

Council has received concerns over recent line marking at the intersection of New England Highway/Bruxner Way intersection.

Stefan advised that RMS was inundated with concerns but mainly about the lack of turning arrows. Would normally do complete line marking before opening to traffic. The preferred option was to close Old Ballandean Road. Peter asked about the design. He spoke to a state member this morning –and is happy that we have finally gotten some work done on this intersection. Peter questioned why the slip lanes have been taken away. Stefan commented that they weren't actually slip lanes to start with. They were T-Intersection designs put onto cross roads. Peter was concerned as he had personally seen 3 near misses turning into Old Ballandean overtaking traffic going into turning lane to overtake.

Stefan suggested that maybe increased police monitoring is required at this intersection. This treatment has been done on other intersections. If it wasn't considered an improvement RMS wouldn't have implemented. If anyone witnesses poor motorist behaviour then they should pass on the vehicle registration to the Police

Peter reiterated that what has been happening is concerning. James mentioned that there is at least 30 loads a day in particular Darryl McCarthy trucks.

Stefan advised that efficiency v's safety are often contrasting as it may slow traffic but that it increases safety which is most important – RMS take on board every complaint. It is still a dangerous intersection although there is a safer layout. It can be discussed at the next meeting to provide an update on incident versus near miss.

Paul mentioned the stop sign in Armidale. Incidents are due to people not complying with the road rules. This layout is standard as per other intersections. If motorists complied with road rules it reduces problems. Will get the local police to check for compliance.

Stefan brought up that the left in left out an option for Old Ballandean Road was the safer option however was not considered acceptable by council due to impact on local traffic. Peter commended Stefan and RMS for the attention given to the intersection. It is appreciated and fantastic work, finally getting attention to the Highway.

Stefan commented that RMS always strive for no fatalities. James tabled a photo of a warning sign used in Queensland at dangerous intersections. Stefan commented that RMS look for consistency with signage. Northbound has the most accidents. Overall, Peter commented that it is positive that the issue is being discussed.

3. TENTERFIELD SADDLER SIGNAGE, HIGH STREET TENTERFIELD

Council has received a complaint from residents that witches hats are being put out in front of Tenterfield Saddler to enable no parking at this location. Currently there

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is a sign depicting no standing horse drawn vehicles excepted adjacent to the Tenterfield Saddler Building.

There was discussion about this signage and whether the sign should remain and whether it is legal to park in front of the sign. Comments made such as vehicles use the parking short term to enter shops. As this is a significant building tourists also like to take a photo of the building which is difficult if a car is parked.

ACTION:

Council to correspond with the owners as witches hats are not allowed to be put in the parking space outside the business to prevent parking of vehicles. Business owner is to remove the witches hats and monitor amount of vehicles parking in the space, with evidence (photo).

4. TIMBER BRIDGE LOAD LIMIT RECOMMENDATIONS

Attached are the recommendations for load limits to be applied to timber bridges resulting from the Level 3 Timber Bridge Inspections carried out in 2017.

James mentioned that the Chief Operating Officer did not want to discuss the matter at this meeting. Peter asked about Hootens Road was it the bridge that Council shares with Kyogle. Peter said as a Council we are aware of the issues with the load limits on our bridges. Stefan advised that signage should be erected on the bridge approaches as soon as possible. As load limits are enforceable the LTC need to approve. Peter commented that once the signs are erected the State & Federal members will hear about this issue.

Recommendation:

That Council support the installation of signage on each of the bridges recommended for load limits in accordance with current standards

GV/TP

INTERSECTION OF URBEN AND BEAURY STREETS, URBENVILLE

Request received for traffic calming to be investigated at this intersection.

Gary asked if the sign is too set back from the corner. Stefan asked if the line marking was visible. Raised medians may be required to prevent stop signs getting run over. Peter commented that the business owner is very concerned, thinks that a raised median was there but has deteriorated over time. James advised that Council will reinstate the line marking more regularly. Gary asked if zig zag markings are legal at this location. Stefan advised only for lead up to pedestrian crossings.

ACTION:

Council to follow up and reinstate line marking.

5. RILEY STREET, HEAVY TRAFFIC

Email received by Council from concerned residents regarding Riley Street & heavy vehicle traffic.

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James advised the Committee that local residents are concerned. Traffic counters have been installed and some permits have been issued (8). Some options to curb vehicle use. Due to industrial estate there is increased traffic people going to work. Option to close the road was previously raised. We could close and send around the Highway. Open for discussion as I don't have answers. A Developer wants to use Riley Street as primary access to block. To achieve this, the blisters could be moved which could cost (\$30K) may be unwarranted if we end up closing Riley Street. Peter commented that he would be in favour of moving the blister as primary access should be going through Western Boundary Road. James mentioned that the heavy vehicles are under control it's the vehicles using Riley Street that are of concern. There are also 2 units that driveway access comes onto the blisters that are of concern.

James suggested that the Blisters can go out of the Industrial Estate. There was a previous recommendation to close Riley Street to separate the Industrial Estate to the residential area. Peter is supportive of the closure. James said that discussion with business in industrial estate is imperative. That investigation of industrial estate blocks and possible future developments is required.

Peter suggested that we rediscuss at the next LTC Meeting with results.

Stefan commented that a possible round about onto New England Hwy could be an option.

LATE ITEMS

1. Rouse Street - Northern End

Stefan advised speed zoning is an RMS issue. They will look at it and come back to next LTC meeting. Jess G asked if he wanted traffic counters to be installed.

2. Stop sign Paddy's Flat Road/Bruxner Hwy request

The Hon Thomas George requested that a stop sign be erected at this location. Peter mentioned the increased traffic coming out from the Blueberry farm. Stefan will check with meeting of warrant, will check intersection and bring back to the next LTC meeting.

3. Councillor Verri - Woodenbong

James advised that RMS approval given for NDRRA however, waiting on Fisheries working with them and designer.

4. Removal of Rock - Western Boundary Road

James requested that Council remove the rock as it is a vision problem. With increased development at Industrial Estate, it will impede vision. Peter commented that it should be removed then.

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GENERAL DISCUSSION

Gary asked if Council could look into the Speed limit/zone in Amosfield. Stefan advised that at the time of review there was no road side development. Will have to reassess due to new housing development. This intersection is one of convenience not safety. Gary asked if Council had recently put in any traffic counters at Liston which would give us an indication if Police need to enforce. Peter asked if traffic counts could be provided for next meeting of LTC.

Paul asked if Council has any speed trailers (the ones that advise motorists of speeds). James will investigate with other projects.

Tom mentioned that the signage at Sandy Flat Road/New England Highway intersection is required. Referred to Stefan at RMS for assessment.

NEXT MEETING

Thursday 21 June 2018 at 10:00 am in the Council Chambers.

There being no further business the Mayor declared the meeting closed at 12.09PM.

 Councillor Peter Petty Mayor/Chairperson

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Department: Office of the Chief Executive

Submitted by: Councillor Reference: ITEM NM6/18

Subject: Notice of Motion - Encourage Mountain Bikes to Tenterfield

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: Partner with health agencies and community organisations to

promote healthy lifestyles and facilities supporting good health.

Delivery Plan Identify and pursue opportunities to increase usage of open spaces assets throughout the Shire.

Operational Implement systems to identify parks and gardens with high usage

Plan Action: opportunities and provide recommendations to increase usage.

SUMMARY

The purpose of this Notice of Motion is to advocate for Council to investigate and report back on the feasibility of encouraging users of Mountain Bikes to visit Tenterfield.

OFFICER'S RECOMMENDATION:

That Council approve for the appropriate staff member to investigate and report back on the feasibility of constructing mountain bike tracks with the aim of attracting mountain bikers to Tenterfield.

BACKGROUND

Mountain bike riding known as mountain biking is a sport of riding bicycles off-road, often over rough terrain, using specially designed mountain bikes.

Mountain biking can generally be broken down into multiple categories: cross country, trail riding, enduro, downhill, freeride and dirt jumping.

Mountain biking occurs in National Parks and they either ride on handmade trail bike tracks or on the existing walking trail tracks.

REPORT:

Council receives advice as to the feasibility and likely benefits by developing and encouragement of mountain bike tourism, similar to the success of the Blue Derby Mountain Bike Trails in Tasmania.

Below is a snippet from the Discover Tasmania website:

Feedback from riders confirms the amazing work of Glen Jacobs and World Trail in designing and constructing world class single track amongst enormous granite slabs, dense tree fern forests, and breathtaking scenery. Already those who have ridden the trails are vowing to return.

Notice of Motion No. 6 Cont...

A few advantages if Tenterfield and surrounds were to have Mountain Biking trail tracks:

- Attracts people to our National Parks;
- Attracts people to stay in our towns for a longer period of time, more so then just one night;
- Attracts more people to our towns/villages therefore more money being put into our local businesses around the shire.

Case studies reveal that mountain bike tourism has enhanced some local economies. The question remains unanswered as to whether mountain biking could be a strong component in the recreation economy of Tenterfield.

Terry Dodds Chief Executive

Prepared by staff member: John Macnish, Councillor Approved/Reviewed by Manager: Terry Dodds, Chief Executive Department: Office of the Chief Executive

Attachments: There are no attachments for this report.

23 MAY 2018 COUNCIL

Office of the Chief Executive **Department:**

Submitted by: Chief Executive Reference: ITEM RES4/18

Subject: Council Resolution Register - May 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Leadership - LEAD 14 - Resources and advocacy of Council are CSP Goal:

aligned support the delivery of the community vision outlined in the

Community Strategic Plan.

Council fosters a strong organisational culture which strives for **CSP Strategy:**

best practice in all operations with a supportive corporate

governance framework.

Delivery Plan

Action:

Ensure that the performance of Council as an organisation complies with all statutory reporting guidelines and information is available

to decision makers.

Operational Quarterly reporting of Council achievements against Operational

Plan Action: Plan.

SUMMARY

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

OFFICER'S RECOMMENDATION:

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

Terry Dodds Chief Executive

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

Attachments: Attachment 6 (Booklet 3) -29

Resolution Register - May 2018 **Pages**