



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

**BUSINESS PAPER**  
**ORDINARY COUNCIL MEETING**  
**WEDNESDAY, 24 APRIL 2019**

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** will be held in the Tenterfield Shire Council Chamber, on **Wednesday 24 April 2019** commencing at **9.30 am**.

Terry Dodds  
**Chief Executive**

## COMMUNITY CONSULTATION – PUBLIC ACCESS

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

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

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

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

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

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

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

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

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

## CONFLICT OF INTERESTS

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

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

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

### **Remoteness**

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

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

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

### **Relatives, Partners**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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## ORDER OF BUSINESS

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

# AGENDA

## 1. OPENING & WELCOME

### 2. (A) OPENING PRAYER

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

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

### (B) ACKNOWLEDGEMENT OF COUNTRY

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

## 3. APOLOGIES

## 4. DISCLOSURES & DECLARATIONS OF INTEREST

## 5. CONFIRMATION OF PREVIOUS MINUTES

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## 8. COMMUNITY CONSULTATION (PUBLIC ACCESS)

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- (ITEM ECO6/19) LIVESTOCK SELLING CENTRE TRUCKWASH AND LOADING RAMP 12-18/19
- (ITEM ECO7/19) PURCHASE OF FABRICATED BRIDGE FRAMEWORK

**11. OPEN COUNCIL REPORTS**

**OUR COMMUNITY**

Nil.

**OUR ECONOMY**

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**OUR ENVIRONMENT**

Nil.

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Nil.

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#### **15. CONFIDENTIAL BUSINESS**

(ITEM ECO6/19) LIVESTOCK SELLING CENTRE TRUCKWASH AND  
LOADING RAMP 12-18/19

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 ECO7/19) PURCHASE OF FABRICATED BRIDGE FRAMEWORK

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

#### **16. MEETING CLOSED**

## **CLOSED COUNCIL**

### **Confidential Reports**

#### **(Section 10A(2) of The Local Government Act 1993)**

Where it is proposed to close part of the Meeting, the Chairperson will allow members of the public to make representations to or at the meeting, before any part of the meeting is closed to the public, as to whether or not that part of the meeting should be closed to the public.

The Chairperson will check with the General Manager whether any written public submissions or representations have been received as to whether or not that part of the meeting should be closed to the public.

The grounds on which part of the Council meeting may be closed to public are listed in Section 10A(2) of the Local Government Act 1993 and are as follows:

- (a) personnel matters concerning particular individuals others than Councillors,
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) during the receipt of information or discussion of information concerning the nature and location of a place or an item of Aboriginal significance on community land.
- (i) alleged contraventions of any code of conduct requirements applicable under section 440.

Section 10A(3) of the Act provides that Council, or a Committee of the Council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Section 10B(3) of the Act provides that if a meeting is closed during discussion of a motion to close another part of the meeting to the public (as referred to in section 10A(3) of the Act,) the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting (other than consideration of whether the matter concerned is matter referred to in section 10A(2) of the Act).

Section 10B(1) of the Act provides that a meeting is not to remain closed to the public during the receipt of information or the discussion of matters referred to in section 10A(2):

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the Council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest section 10B(4) of the Act states it is irrelevant that:

- (a) a person may interpret or misunderstand the discussion, or
- (b) The discussion of the matter may:
  - (i) cause embarrassment to the Council or committee concerned, or to councillors or to employees of the council, or
  - (ii) cause a loss of confidence in the Council or committee.

#### **Resolutions passed in Closed Council**

It is a requirement of Clause 253 of the Local Government (General) Regulation 2005 that any resolution passed in Closed Council, or Committee be made public as soon as practicable after the meeting has ended. At the end of Closed Council or Committee meeting, the Chairperson will provide a summary of those resolutions passed in Closed Council or Committee.



**(ITEM MIN3/19) CONFIRMATION OF PREVIOUS MINUTES**

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**REPORT BY:** Noelene Hyde, Executive Assistant & Media

**RECOMMENDATION**

**That the Minutes of the following Meeting of Tenterfield Shire Council:**

- **Ordinary Council Meeting held on Wednesday, 27 March 2019**

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

**ATTACHMENTS**

- 1 Minutes of Ordinary Council Meeting - 27 March 2019 13 Pages**

# MINUTES



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

## MINUTES OF ORDINARY COUNCIL WEDNESDAY 27 MARCH 2019

MINUTES OF THE **Ordinary Council** OF TENTERFIELD SHIRE held at the Wallangarra/Jennings School of Arts on Wednesday, 27 March 2019 commencing at 9.30 am.

### ATTENDANCE

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

### ALSO IN ATTENDANCE

Chief Executive (Terry Dodds)  
Admin & Web Assistant (Sarah Jarrett)  
Acting Chief Corporate Officer (Tamai Davidson)  
Chief Operating Officer (Andre Kompler)

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

**OPENING AND WELCOME**

In opening the meeting, Mayor Peter Petty thanked the members of the Wallangarra/Jennings Progress Association for hosting the Ordinary Council Meeting.

The Mayor advised the meeting that Janelle Saffin MP was visiting Tenterfield today and he invited her to come along to this Ordinary Council Meeting.

**CIVIC PRAYER**

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

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

**ACKNOWLEDGEMENT OF COUNTRY**

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

**APOLOGIES**

Nil.

**DISCLOSURE & DECLARATIONS OF INTEREST**

**35/19** **Resolved** that Councillors now disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.

| <b>Name</b>  | <b>Type</b>                                                     | <b>Item</b>                                            |
|--------------|-----------------------------------------------------------------|--------------------------------------------------------|
| Cr Bob Rogan | Less than Significant Non Pecuniary – President of Archery Club | GOV 10/19 – Monthly Operational Report – February 2019 |

(Bronwyn Petrie/Tom Peters)

**Motion Carried**

**(ITEM MIN2/19) CONFIRMATION OF PREVIOUS MINUTES**

**36/19** **Resolved** that the Minutes of the following Meeting of Tenterfield Shire Council:

- Ordinary Council Meeting held on Wednesday, 27 February 2019

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

(Michael Petrie/Greg Sauer)

**Motion Carried**

**TABLING OF DOCUMENTS**

Nil.

**URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS**

Nil.

**COMMUNITY CONSULTATION (PUBLIC ACCESS)**

Nil.

**MAYORAL MINUTE**

Nil.

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

- 37/19** **Resolved** that Confidential Attachments 11 and 12 and associated correspondence, unless specified, are not to be released to the Public as they relate to a matter of either personal hardship, personal matters, trade secrets or matters which cannot be lawfully disclosed. (Bronwyn Petrie/Tom Peters)

**Motion Carried**

**OPEN COUNCIL REPORTS**

**OUR COMMUNITY**

**(ITEM COM4/19) ANZAC DAY ARRANGEMENTS - THURSDAY, 25 APRIL 2019**

**SUMMARY**

The purpose of this report is to provide information for Council's consideration regarding arrangements for Anzac Day, Thursday 25 April 2019.

- 38/19** **Resolved** that:
- (1) In accordance with Council Minute 208/04, Council's representative at Anzac Day Ceremonies throughout the Shire will lay a wreath or present a book as per the requirements of the local organisers; and
  - (2) Councillors be allocated to attend the services around the Shire as follows:
    - (a) The Mayor, Cr Peter Petty at the Tenterfield Dawn Service and Morning Service;
    - (b) Councillor Peters at the Dawn Service in Torrington;
    - (c) Councillor Verri at the Legume Service;
    - (d) Councillor Verri at the Urbenville Service;
    - (e) Councillor Murray at the Jennings Service;

- (f) Councillor B Petrie & Councillor Macnish at the Drake Service;
- (g) Councillor Rogan at the Liston Service; and
- (h) Councillor Petty at the Mingoola Service.

(Brian Murray/Gary Verri)

**Motion Carried**

**OUR ECONOMY**

**(ITEM ECO4/19) 2019 BUSINESS & TOURISM EXCELLENCE AWARDS**

**SUMMARY**

The purpose of this report is to provide an overview of the 2019 Business & Tourism Excellence Awards.

**39/19**

**Resolved** that Council:

- (1) Approve the 2019 Tenterfield Business & Tourism Excellence Awards being moved from August 2019 to November 2019; and
- (2) Review this situation in July 2019 to determine the best way forward; and
- (3) Review process to promote and widen participant level.

(Greg Sauer/Michael Petrie)

**Motion Carried**

**OUR ENVIRONMENT**

**(ITEM ENV3/19) REQUEST FOR SUPPORT - RESEARCH PROJECT ON UPPER DARLING RIVER AND LOCAL IMPACTS ON MOLE RIVER**

**SUMMARY**

The purpose of this report is to obtain Council endorsement for a request of the Mole & Sovereign Water Users Association Inc for a research programme to be conducted on the Mole River by The Ian Potter Foundation and/or The Myer Foundation.

**40/19**

**Resolved** that Council, following adoption of Notice of Motion – Unsustainability of Woody Vegetation – Resolution 23/19 at the February 2019 Ordinary Meeting, endorse the request of Mr Bob South, Chairman of the Mole & Sovereign Water Users Association Inc and give support to the request for a research programme to be conducted on the Mole River by The Ian Potter Foundation and/or The Myer Foundation.

(Bronwyn Petrie/Greg Sauer)

**Motion Carried**

**(ITEM ENV5/19) TENTERFIELD WATER SECURITY AND CHANGE OF WATER RESTRICTIONS**

**SUMMARY**

The purpose of this report is to bring about less demand on Tenterfield's water supply and outline what staff are doing in progressing additional back up plans, notwithstanding the existence of a Drought Management Plan.

**41/19**

**Resolved** that Council:

- (1) Introduce a new interim water classification of 4.5 to its Drought Management Plan which aims to pre-emptively reduce demand on the potable water supply through;
  - a. Tenterfield bulk water dispenser being available only for domestic supply in the Tenterfield Local Government Area.
  - b. Banning of Tenterfield bulk potable water cartage from Council's dispenser except for potable water carriers registered with Council who have tanks greater than 6 kilolitres. Council enter into purchase agreements to only dispense water to tanks connected to residences.
  - c. Fixed hoses banned (per existing Level 4).
  - d. Micro sprays/ garden watering systems- ½ hour/ day (5:30 to 6pm)
  - e. Hand held hoses- one per residence - ½ hour/ day (5:30 to 6pm)
  - f. Filling and topping up of pools and spas- banned (per existing Level 4)
  - g. Public gardens – potable water banned, but Council can use non potable treated STP water and appropriately signed water carts to help retain public green space trees and garden beds, but not ovals or public playing areas.
  - h. Sports grounds and show ground watering with potable water-banned
  - i. Market gardens- limited to sprinklers 1 hour/ day (5- 6pm)
  - j. Nurseries- limited to hand held hoses for 1 hour/ day (5-6pm) or as per item 1(d) Microsprays- ½ hour/ day (5 to 5:30pm)
  - k. All washing of motor vehicles, fountains and auto flush systems banned per existing Level 4 restrictions.
  - l. Ready mixed concrete- potable water use banned, but allowance will be made for possible access to non potable STP treated water for concrete production.
  - m. Stock troughs- automatic filling only until Apex Park bore is available after which autofilling of troughs is banned.
  - n. All water cartage from Council water sources is subject to Council approval
  - o. Other uses- subject to Council approval.
- (2) Note the 37% status of the Tenterfield Dam and the measures being taken by Council to lengthen the duration of Tenterfield's available water and mitigate prolonged drought impacts on town supply.

(Michael Petrie/Bob Rogan)

**Motion Carried**

**OUR GOVERNANCE**

**(ITEM GOV9/19) ENDORSEMENT OF MOTION FOR SUBMISSION TO 2019 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT**

**SUMMARY**

The purpose of this report is to bring forward a motion for submission to the 2019 National General Assembly of Local Government for endorsement by Council.

- 42/19** **Resolved** that Council endorse the submission of the following motion for debate to the 2019 National General Assembly of Local Government.

*"That the Australian Local Government Association advocate on behalf of Local Government that the drought affecting most of the country be escalated to Natural Disaster status, thus facilitating Disaster Recovery finance arrangements to be enacted."*

(Gary Verri/Greg Sauer)

**Motion Carried**

**(ITEM GOV10/19) MONTHLY OPERATIONAL REPORT - FEBRUARY 2019**

**SUMMARY**

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

- 43/19** **Resolved** that Council receives and notes the status of the Monthly Operational Report for February 2019.

(Greg Sauer/Brian Murray)

**Motion Carried**

*Councillor Michael Petrie, left the meeting the time being 10.30 am.*

*Councillor Michael Petrie, returned to the meeting the time being 10.35 am.*

**SUSPENSION OF STANDING ORDERS**

- 44/19** **Resolved** that Standing Orders be suspended.

(Brian Murray/Michael Petrie)

**Motion Carried**

*The Meeting adjourned for Morning Tea, the time being 10.44 am.*

*The Meeting reconvened with the same members present and with the addition of Erika Bursford, Manager Customer Service, Governance & Records and Paul Della, Manager Finance & Technology, the time being 11.01 am.*



**RESUMPTION OF STANDING ORDERS**

**45/19** **Resolved** that Standing Orders be resumed.

(Bob Rogan/Tom Peters)

**Motion Carried**

**(ITEM GOV11/19) OPERATIONAL PLAN 2018/2019 - REPORT TO 31 DECEMBER 2018**

**SUMMARY**

The purpose of this report is to provide a summary to Council of delivery of actions in the Operational Plan 2018/2019 to 31 December 2018.

**46/19** **Resolved** that Council notes the delivery of actions in the Tenterfield Shire Council Delivery Program 2017-2021 and Operational Plan 2018/2019.

(Brian Murray/Michael Petrie)

**Motion Carried**

**(ITEM GOV12/19) DRAFT TENTERFIELD SHIRE COUNCIL CODE OF CONDUCT AND PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT 2018**

**SUMMARY**

The purpose of this report is to advise Council that the 2018 Model Code of Conduct for Local Councils in NSW and the 2018 Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW were prescribed in the NSW *Local Government Act 1993* and *Local Government (General) Regulation 2005* on 14 December 2018. Council is required to place the 2018 Model Code of Conduct for Local Councils in NSW and the 2018 Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW, as the Draft Tenterfield Shire Council Code of Conduct and Procedures for the Administration of the Code of Conduct, on public exhibition for 28 days for community comments. Council is then required to adopt the Code of Conduct and Procedures for Administration of the Code of Conduct within 6 months of prescription into the Act.

**47/19** **Resolved** that Council:

- (1) Place the 2018 Model Code of Conduct for Local Councils in NSW, as the Draft Tenterfield Shire Council Code of Conduct 2018, on public exhibition for 28 days for community comment;
- (2) Place the 2018 Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW, as the Draft Tenterfield Shire Council Procedures for the Administration of the Code of Conduct 2018, on public exhibition for 28 days for community comment, and
- (3) At the end of the public exhibition and community comment period, have the Tenterfield Shire Council Code of Conduct 2018 and Tenterfield Shire Council Procedures for the Administration for the Code of Conduct 2018



and any community comments presented back to Council for consideration and adoption.

(Greg Sauer/Michael Petrie)

**Motion Carried**

**(ITEM GOV13/19) DRAFT TENTERFIELD SHIRE COUNCIL CODE OF MEETING PRACTICE 2018**

**SUMMARY**

The purpose of this report is to advise Council that the 2018 Model Code of Meeting Practice for Local Councils in NSW was prescribed in the *NSW Local Government Act 1993* and *Local Government (General) Regulation 2005* on 14 December 2018. Council is required to place the 2018 Model Code of Meeting Practice for Local Councils in NSW, as the Draft Tenterfield Shire Council's Code of Meeting Practice, on public exhibition for 28 days for community comments. Council is then required to adopt the Code of Meeting Practice within 6 months of prescription into the Act.

**48/19 Resolved** that Council:

- (1) Place the 2018 Model Code of Meeting Practice for Local Councils in NSW, as the Draft Tenterfield Shire Council Code of Meeting Practice 2018, on public exhibition for 28 days, and
- (2) At the end of the public exhibition and community comment period, have the Tenterfield Shire Council Code of Meeting Practice 2018 and any community comments presented back to Council for consideration.

(Brian Murray/Bob Rogan)

**Motion Carried**

**(ITEM GOV14/19) AGENCY INFORMATION GUIDE**

**SUMMARY**

The purpose of this report is to enable Council to consider and adopt the updated Tenterfield Shire Council Agency Information Guide, as required in accordance with the Government Information (Public Access) Act 2009 (GIPA).

**49/19 Resolved** that Council adopt the Tenterfield Shire Council Agency Information Guide 2019 in accordance with Section 21 of the Government Information (Public Access) Act 2009.

(Michael Petrie/Gary Verri)

**Motion Carried**

*Erika Bursford, Manager Customer Service, Governance & Records, left the meeting, the time being 11.25 am.*

**(ITEM GOV15/19) FINANCE & ACCOUNTS - FEBRUARY 2019**

**SUMMARY**

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

**50/19** **Resolved** that Council receive and note the Finance and Accounts Report for the period ended 28 February 2019.

(Bob Rogan/Donald Forbes)

**Motion Carried**

**(ITEM GOV16/19) CAPITAL EXPENDITURE REPORT AS AT 28 FEBRUARY 2019**

**SUMMARY**

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

**51/19** **Resolved** that Council receive and note the Capital Expenditure Report for the period ended 28 February 2019.

(Gary Verri/Bronwyn Petrie)

**Motion Carried**

**(ITEM GOV17/19) ROADS TO RECOVERY FUNDING 2019/20 - 2023/24**

**SUMMARY**

The purpose of this report is to:

1. Inform Council of a reduction in Roads to Recovery Funding of \$2.6M for the five year period ending 30 June 2024 compared to the five year funding period ending 30 June 2019;
2. Advise of Council's success in obtaining some alternative sources of grant funding particularly over the past few months of the 2018/19 Financial Year and provide a summary of this funding; and
3. Encourage further dialogue with relevant parties to achieve additional ongoing funding particularly for Infrastructure replacement/renewal in the future.

**52/19** **Resolved** that Council:

- (1) Note the lower level of Roads to Recovery funding for the next five (5) year funding period from 1 July 2019 to 30 June 2024, ie \$2.007M short on the current Long Term Financial Plan;
- (2) Raise the issue of future additional and ongoing infrastructure funding for Councils with the New England Joint Organisation (NEJO), Local Government NSW (LGNSW) and the Australian Local Government

Association (ALGA) with a view to obtaining greater certainty for Councils in this space and not have them dictated by ad hoc funding;

- (3) Individually, and together with NEJO, LGNSW, Cross Border Commissioner and ALGA, also raise this matter with relevant Federal and State Ministers/Members of Parliament to lobby for additional ongoing infrastructure funding for Councils;
- (4) Note level of service programs will have to take an adjustment if advocacy is to no avail.

(Greg Sauer/Brian Murray)

**Motion Carried**

**(ITEM GOV18/19) UPGRADE TO COUNCIL'S WIRELESS INFRASTRUCTURE**

**SUMMARY**

The purpose of this report is to request approval to urgently upgrade Council's Wireless Infrastructure Network at a cost of approximately \$200,000, to be funded from internally restricted cash reserves and to use exemptions under the Local Government Act to waive tender requirements on this occasion to enter into a contract with Northern Communications to undertake this work.

**53/19**

**Resolved** that Council:

- (1) Enters into a contract with Northern Communications for the quoted amount of \$166,000 (rounded) to urgently upgrade Council's Wireless Infrastructure Network; and
- (2) Provides a total overall budget of up to \$200,000 be allocated for the purpose of completing this upgrade to Council's Wireless Infrastructure Network (which also includes some additional electrical work that is required, and contingency funds); and
- (3) Invokes the provisions of sections 55(3) (i) and (k) of the Local Government Act 1993, which allows exemptions in certain circumstances to Councils from having to follow normal tender requirements. In this case the reasons Council seeks to claim an exemption from the requirement to tender to engage Northern Communications for this contract are twofold:
  - (a) It is being made as a result of extenuating circumstances and where a satisfactory quick result would not be achieved by inviting tenders; and
  - (b) It is being made due to an emergency – staff productivity is being impacted by having wireless technology that no longer meets Council's operational requirements.

(Greg Sauer/Brian Murray)

**Motion Carried**

REPORTS OF DELEGATES & COMMITTEES

(ITEM RC3/19) REPORTS OF COMMITTEES & DELEGATES - NATIONAL  
TIMBER COUNCILS ASSOCIATION ANNUAL GENERAL MEETING - 6  
DECEMBER 2018

54/19

**Resolved**

- (1) That the report of the National Timber Councils Association Annual General Meeting be received and noted; and
- (2) That Council approve the attendance of Council delegates Cr Bronwyn Petrie and Cr Michael Petrie at the National Timber Councils Association meeting in Canberra on Monday, 17 June 2019.

(Bronwyn Petrie/John Macnish)

**Motion Carried**

SUSPENSION OF STANDING ORDERS

55/19

**Resolved** that Standing Orders be suspended.

(Greg Sauer/John Macnish)

**Motion Carried**

*The Meeting adjourned for lunch, the time being 11.55 am.*

*The Mayor invited Ms Janelle Saffin MP, to speak with the Councillors and to then join Councillors and Staff for lunch.*

*The Meeting reconvened with the same members present, the time being 12.53 pm.*

*The Mayor thanked the Wallangarra/Jennings Progress Association ladies for a lovely lunch and morning tea.*

*The Mayor also welcomed Mr Ross O'Shea, Chair for the Emergency Recovery Team to the meeting. Mr O'Shea has been working with the community after the fire disaster.*

RESUMPTION OF STANDING ORDERS

56/19

**Resolved** that Standing Orders be resumed.

(Bronwyn Petrie/Bob Rogan)

**Motion Carried**

**(ITEM RC4/19) REPORTS OF COMMITTEES & DELEGATES - DISABILITY, INCLUSION & ACCESS ADVISORY COMMITTEE - ACCESSIBILITY WALK IN TENTERFIELD CBD - 12 FEBRUARY & 11 MARCH 2019**

**57/19** **Resolved** that:

- (1) The report from the Disability, Inclusion & Access Advisory Committee be received and noted; and further
- (2) The Questions as listed in the report be investigated by Council staff and reported back to the Committee.

(Bob Rogan/Donald Forbes)

**Motion Carried**

**(ITEM RC5/19) REPORTS OF COMMITTEES & DELEGATES - SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS JOINT MANAGEMENT COMMITTEE - 14 MARCH 2019**

**58/19** **Resolved** that:

- (1) The report from the Sir Henry Parkes Memorial School of Arts meeting of 14 March 2019 be received and noted; and
- (2) The draft Terms of Reference for the Sir Henry Parkes Memorial School of Arts be adopted as amended.

(Greg Sauer/Brian Murray)

**Motion Carried**

*Chief Executive, Terry Dodds noted a minor change to be made in the Sir Henry Parkes Memorial School of Arts Joint Management Committee Meeting Draft Terms of Reference on page 5 of 6 (dot point p) at the end of the sentence add 'and or as amended'.*

**NOTICES OF MOTION**

Nil.

**RESOLUTION REGISTER**

**(ITEM RES2/19) COUNCIL RESOLUTION REGISTER - MARCH 2019**

**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.

**59/19** **Resolved** that Council notes the status of the Council Resolution Register to March 2019.

(Michael Petrie/Tom Peters)

**Motion Carried**

*Deputy Mayor Greg Sauer requested that a section be added to the Resolution Register with a column for 'Questions taken on Notice' – Chief Executive, Terry Dodds said this is not a problem but would be more suited to be added to the Operational Report not the Resolution Register.*

*Councillor Don Forbes requested that a letter be sent to Tenterfield Rotary Club, thanking them for all of their efforts involved in the 2019 Bavarian Beerfest Festival.*

**CONFIDENTIAL BUSINESS**

Nil.

**PUBLIC FORUM – 1.30 pm**

*As per Council Policy regarding Council Meetings outside of Tenterfield town, the Mayor invited members of the public to raise issues with Councillors and Council staff.*

**Brendan Cusack – Jennings**

- Railway Line drain that is between the train line on the Jennings side – something needs to be done, so water can get away.
- Sunnyside Railway Bridge – It is falling down, something needs to be done about it. Mr Cusack has spoken with John Holland Group about this bridge in the past.
- Signage – Need to look at changing the words on the sign coming into Jennings. There is no mention of Jennings at all. Could we please get it changed to *Tenterfield Shire* or *Wallangarra/Jennings* as there is a lot of angst in the town of Jennings about the sign. (*Councillor Bronwyn Petrie foreshadowed a Notice of Motion to the next Council Meeting in this regard*).
- Wallangarra Transfer Station – Wondering where this is up to for residents of Jennings to access this Transfer Station.

*The Mayor thanked the Public Gallery for their attendance at the meeting.*

**MEETING CLOSED**

There being no further business the Mayor declared the meeting closed at 1.48 pm.

.....  
Councillor Peter Petty  
Mayor/Chairperson



**MAYORAL MINUTE****(ITEM MM3/19) MAYORAL MINUTE - NATIONAL PARKS & STATE FORESTS - REQUEST FOR INCREASED HAZARD REDUCTION AND WATER INFRASTRUCTURE**

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**SUMMARY**

I, Mayor Peter Petty intend to move the following Mayoral Minute with respect to hazard reduction and water infrastructure in the NSW National Parks and State Forests.

**RECOMMENDATION**

- (1) That Tenterfield Shire Council write to the Federal Member for New England, the State Member for Lismore and relevant Federal and State Department Ministers, requesting that NSW National Parks and Wildlife Service and Forest Department - NSW, as a duty of care, undertake an increased level of park and forest fire management activities, including increased hazard reduction burns and increased numbers of dams and water infrastructure points for firefighting purposes into the future, and**
- (2) That Tenterfield Shire Council submit this same request to the NSW Country Mayors' Association as a Motion of Importance.**

**MAYORAL MINUTE****(ITEM MM4/19) MAYORAL MINUTE - REQUEST UPGRADE - INTERSECTION OF OLD BALLANDEAN ROAD/BRUXNER WAY & NEW ENGLAND HIGHWAY**

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**SUMMARY**

I, Mayor Peter Petty intend to move the following Mayoral Minute relating to the Federal Government's announcement for funding of \$140 million for upgrading to the New England Highway – Tamworth to the Queensland Border.

**RECOMMENDATION**

**That Tenterfield Shire Council write to the Federal Member for New England, The Honorable Barnaby Joyce MP, to make him aware of the unsafe road intersection of Ballandean Road/Bruxner Way and the New England Highway and request that this section of the New England Highway be included as a priority in the announcement of funding of \$140m allocated to upgrades to the New England Highway from Tamworth to the Queensland Border.**



|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Operating Officer</b> |
| <b>Submitted by:</b> | Chief Operating Officer                      |
| <b>Reference:</b>    | <b>ITEM ECO5/19</b>                          |
| <b>Subject:</b>      | <b>Timber Bridges Update</b>                 |

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

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**SUMMARY**

The purpose of this report is to advise Council on the outcome of structural inspections and reporting on the balance of Council's timber bridge inventory along with a way forward.

**OFFICER'S RECOMMENDATION:**

**That Council:**

- 1. Notes out the balance of Council's timber bridge inventory that had no prior level 3 structural inspection, engineers independent of Council suggested the implementation of load limits on 20 bridges across the TSC road network over and above what already is load limited. These recommendations related to current conditions and no long term maintenance.**
- 2. Endorse the non-application of load limits for up to 24 months based on risk management of the impaired bridges via;**
  - a. Load testing of structures where load limits of less than 10T have been recommended, to confirm deflections and allowable load.**
  - b. Application of 10km/hr speed signage and speed bumps ahead of bridges for which a load limit was recommended in engineering reports.**
  - c. Increased frequency of level 2 bridge condition inspections to once every 4 months for all structures for which a load limit was recommended in engineering reports.**
  - d. Per the engineering reports, carry out required maintenance over a 2 year period and or equivalent cost effective interim solutions that effectively will strengthen structures to carry envisaged T44 loading for the next 10-15 years until timber bridges can be replaced.**
  - e. Redo level 3 inspections after 2 years on any structure having a prior load limit recommendation that has not already been upgraded.**

Our Economy No. 5 Cont...

### **BACKGROUND**

In 2018 Council applied load limits on a number of its bridges subsequent to level 3 structural assessment of 17 of its bridges. Such was necessary to ensure the longevity of the bridges' operation in an environment where the maintenance and or replacement time line was unknown as Council did not have access to substantial necessary funding.

Subsequently Council engineers pursued grants for complete replacement of 5 major multi span bridges per the following and has been successful with all State funding business case applications;

- Boonoo Boonoo Bridge on the Mt Lindesay Road- \$ - 100% NSW grant funded
- Beaury Creek bridge on Toolom Road- \$ -100% NSW grant funded
- Emu Creek bridge on Hootens Road- \$ -85% NSW grant funded
- Deepwater River bridge on Torrington Road- \$1.2M- 50% Federally funded
- Kangaroo Creek bridge on Paddy's Flat North Road- \$1.2M- 50% Federally funded.

Council engineers sought structural assessment on the balance of the timber bridge inventory to establish a baseline for future planning.

Also Council engineers concurrently to the above pursued a grant for the implementation of interim solution works on potential load limited structures that would strengthen such structures and lengthen the useful life of structures until bridge replacement. Council ultimately received approximately;

- \$2.77M from the NSW State Government and
- \$0.85M from the Federal government.

In summary Council is now in a good position to deal with its timber bridge challenges over the next 2 years.

Per the attachments, out of 40 bridges reviewed in the second tranche of structural inspection and reporting, 20 were identified as warranting the application of a load limit in the absence of any planned near term work.

The following talks to above referred reports and way forward for Council.

### **REPORT:**

The majority of inspections were on Council's 'B', 'C' and 'D' category roads. Out of the 40 bridges inspected, 30 were signal span structures.

What was consistently observed with a lot of bridges was the undersizing of many existing girders for current day loadings which means bridges will flex more and not last as long without either a load limit or a maintenance regime that incorporates bridge strengthening.

Also observed across the bridges was low associated risk in view of;

- The level difference between water level and road being low,
- The inconsistent spread across the structure of deficiencies being such that wholesale failure like Beaury Creek is unlikely in the event of planned maintenance and or the implementation of interim strengthening works.
- Low traffic coupled with no bridges warranting immediate closure.

## Our Economy No. 5 Cont...

In the last 6 months, Council has trained a significant number of bridge maintenance teams to be able to do informed consistent level 2 bridge inspection and reporting, and by so doing help manage bridge condition risk. Also it has upskilled and tooled up substantially on where it was 12 months ago.

As Council now has funds to deal with its timber bridge challenges over the next 2-3 years, and has improved its capacity to both monitor and respond to evolving bridge maintenance requirements, Council should consider not applying load limits on these structures subject to the application of the following risk management approach over the next 24 months;

- Load testing of structures where load limits of less than 10T have been recommended in engineering reports, to confirm deflections and allowable load.
- Application of 10km/hr speed signage and speed humps ahead of bridges for which a load limit was recommended in engineering reports. Such will help reduce dynamic loading.
- Increased frequency of level 2 bridge condition inspections to once every 4 months for all structures for which a load limit was recommended in engineering reports.
- Per the engineering reports, carry out required maintenance over a 2 year period and or equivalent cost effective interim solutions that effectively strengthen structures to carry envisaged T44 loading for the next 10-15 years until timber bridges can be replaced.
- Redo level 3 inspections after 2 years on any structure having a prior load limit recommendation that has not already been upgraded.

## COUNCIL IMPLICATIONS:

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

Previously in December 2018 there were 4 community meetings where the extent of the challenge was articulated along with a way forward, and community comments were noted and considered for pending load limits.

### 2. Policy and Regulation

Nil.

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

Allowance is in the 2019/2020 budget for the commencement of all of the above works.

### 4. Asset Management (AMS)

Whilst depreciation levels will increase when these bridge assets are replaced, and or a 'fit for purpose' alternative employed, such is a normal part of business and accounting practice.

### 5. Workforce (WMS)

Council has increased its use of contractors and consulting engineers to help deliver the program of works outside of Council's normal BAU capacity.

### 6. Legal and Risk Management

The legal and other commercial risks will be managed through a design and construct process.

Our Economy No. 5 Cont...

**7. Performance Measures**

Outlines in funding deeds of agreement in terms of times for completing and no project overspend.

**8. Project Management**

Interim works are at the stage of procurement and construction. The major bridge replacements are at the stage of project development dealing with geotechnical, review of environmental factors and property access.

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

|                               |                                                                         |
|-------------------------------|-------------------------------------------------------------------------|
| Prepared by staff member:     | Andre Kompler, Chief Operating Officer                                  |
| Approved/Reviewed by Manager: | Andre Kompler, Chief Operating Officer                                  |
| Department:                   | Office of the Chief Operating Officer                                   |
| Attachments:                  | <b>1</b> Attachment 1 (Booklet 1) - Timber Bridge Update <b>2</b> Pages |

|                      |                                                |
|----------------------|------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>           |
| <b>Submitted by:</b> | Executive Assistant & Media                    |
| <b>Reference:</b>    | <b>ITEM GOV19/19</b>                           |
| <b>Subject:</b>      | <b>Monthly Operational Report - March 2019</b> |

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

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**SUMMARY**

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

**OFFICER'S RECOMMENDATION:**

**That Council receives and notes the status of the Monthly Operational Report for March 2019.**

**Terry Dodds**  
Chief Executive

|                               |                                                                                   |              |
|-------------------------------|-----------------------------------------------------------------------------------|--------------|
| Prepared by staff member:     | Noelene Hyde, Executive Assistant & Media                                         |              |
| Approved/Reviewed by Manager: | Terry Dodds, Chief Executive                                                      |              |
| Department:                   | Office of the Chief Executive                                                     |              |
| Attachments:                  | <b>1</b> Attachment 2 (Booklet 1) -<br>Monthly Operational Report -<br>March 2019 | 180<br>Pages |

|                      |                                                |
|----------------------|------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>   |
| <b>Submitted by:</b> | Manager Customer Service, Governance & Records |
| <b>Reference:</b>    | <b>ITEM GOV20/19</b>                           |
| <b>Subject:</b>      | <b>Operational Plan 2019/2020</b>              |

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

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

#### **SUMMARY**

The purpose of this report is for Council to adopt the Tenterfield Shire Council Operational Plan 2019/2020, pending submissions following public exhibition from 24 April 2019 to 22 May 2019, for inclusion with the current Tenterfield Shire Council Delivery Program 2017/2021.

#### **OFFICER'S RECOMMENDATION:**

##### **That Council:**

- (1) Place the draft Tenterfield Shire Council Operational Plan 2019/2020 on public exhibition for 28 days for community review and comment, and**
- (2) That a further report be brought back to Council for adoption of the Tenterfield Shire Operational Plan 2019/2020.**

#### **BACKGROUND**

In accordance with the Local Government Act 1993, Council must prepare a number of plans that detail how Council intends to deliver services and infrastructure in the short and long term. These plans are to be based on priorities that have been identified through community engagement in the planning process, and established in a Community Strategic Plan.

Council must have a Delivery Program, detailing the principal activities it will undertake to achieve the objectives of the Community Strategic Plan. The Operational Plan identifies the individual actions and activities that will be undertaken in a specific year to achieve the commitments made in the Delivery Program.

#### **REPORT:**

Section 8C of the Local Government Act 1993 provides the following principles for Integrated Planning and Reporting that apply to Councils:

- a) Councils should identify and prioritise key local community needs and aspirations and consider regional priorities.*
- b) Councils should identify strategic goals to meet those needs and aspirations.*

Our Governance No. 20 Cont...

- c) Councils should develop activities, and prioritise actions, to work towards the strategic goals.*
- d) Councils should ensure that the strategic goals and activities to work towards them may be achieved within council resources.*
- e) Councils should regularly review and evaluate progress towards achieving strategic goals.*
- f) Councils should maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals.*
- g) Councils should collaborate with others to maximize achievement of strategic goals.*
- h) Councils should manage risks to the local community or area or to the council effectively and proactively.*
- i) Councils should make appropriate evidence-based adaptations to meet changing needs and circumstances.*

Council's current Delivery Program 2017/2021 incorporates the Community Strategic Plan and an annual Operational Plan that communicates to the residents of Tenterfield Shire the priorities for that year. The draft Operational Plan 2019/2020 details the actions and programs to be undertaken to support the Delivery Program and the Community Strategic Plan.

As Council's May meeting falls on 22 May 2019, being the last day of the public exhibition period, Council will be required to hold an Extra Ordinary Meeting after the end of the public exhibition period in order to adopt the final version of the Operational Plan, the tentative date proposed for this meeting is 29 May 2019.

## **COUNCIL IMPLICATIONS:**

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

The draft Operational Plan 2019/2020 will be placed on public exhibition for a period of 28 days, for community review and comment. The draft Operational Plan 2019/2020 will then be brought back to Council for final review, amendment and adoption.

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

- Local Government Act 1993 – Sections 8A 1(c), 8C, 405.

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

The draft Operational Plan 2019/2020 includes Council's detailed annual budget, along with the Council's Statement of Revenue Policy, which includes the proposed rates, fees and charges for the financial year 2019/2020.

Our Governance No. 20 Cont...

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

Asset management implications in the delivery of the Operational Plan activities will need to be provided for in the budget for 2019/2020 and subsequent years, where identified.

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

Nil.

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

In accordance with Sections 405(3) and 405(5) of the Local Government Act 1993, Council is required to provide the draft Operational Plan 2019/2020 for public exhibition for a period of at least 28 days, for public review and comments. Following Council's meeting of 24 April 2019, the draft Operational Plan will be exhibited from 24 April 2019 to 22 May 2019, to meet this requirement. As Council's May meeting falls on 22 May 2019, Council will be required to hold an Extra Ordinary Meeting after the end of the public exhibition period in order to adopt the final version of the Operational Plan.

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

Nil.

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

Nil.

**Kylie Smith**  
Chief Corporate Officer

|                               |                                                                             |
|-------------------------------|-----------------------------------------------------------------------------|
| Prepared by staff member:     | Erika Bursford, Manager Customer Service,<br>Governance & Records           |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                        |
| Department:                   | Office of the Chief Corporate Officer                                       |
| Attachments:                  | <b>1</b> Attachment 3 (Booklet 2) - 177<br>Operational Plan 2019/2020 Pages |



|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b> |
| <b>Submitted by:</b> | Manager Finance & Technology                 |
| <b>Reference:</b>    | <b>ITEM GOV21/19</b>                         |
| <b>Subject:</b>      | <b>Finance &amp; Accounts - March 2019</b>   |

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

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

#### **SUMMARY**

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

#### **OFFICER'S RECOMMENDATION:**

**That Council receive and note the Finance and Accounts Report for the period ended 31 March 2019.**

#### **BACKGROUND**

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

#### **REPORT:**

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

#### **(a) Reconciliation of Accounts**

A reconciliation of the cash books of all funds have been carried out with the appropriate bank statements as at 31 March 2019.

Cash Book Balances on this date were as follows:-

|                        |    |              |        |
|------------------------|----|--------------|--------|
| General (Consolidated) | \$ | 4,943,894.91 | Credit |
| General Trust          | \$ | 313,266.50   | Credit |

#### **(b) Summary of Investments**

The attachment to this report is a certified schedule of all Council's investments as at 31 March 2019 showing the various invested amounts and applicable interest rates.

Our Governance No. 21 Cont...

All investments comply with Council's Investment Policy.

### **Concealed Water Leakage Concession Policy Update**

As per Council's request when the Concealed Water Leakage Concession Policy was adopted at the November Ordinary Council Meeting, an update will be provided in this section of the Finance Report on any Concessions granted under this new Policy.

For the month of March 2019 one concession was granted to the value of \$4,737.97.

### **COUNCIL IMPLICATIONS:**

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

Nil.

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

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

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

**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** Summary of Investments 31 March 2019 **1** Page

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 MARCH 2019

| Financial Institution             | Issuer Rating | Investment Term | Maturity Date | Interest Rate | Amount       | Percentage Exposure  |                |
|-----------------------------------|---------------|-----------------|---------------|---------------|--------------|----------------------|----------------|
| National Australia Bank           | AA-           | 30 Days         | 30/May/19     | 2.57%         | 2,000,000.00 | 16.22%               |                |
| <b>TOTAL NAB INVESTMENTS</b>      |               |                 |               |               |              | <b>2,000,000.00</b>  | <b>16.22%</b>  |
| Commonwealth Bank                 | AA-           | At Call         |               | 1.50%         | 828,260.39   | 6.72%                |                |
| Commonwealth Bank                 | AA-           | 365 Days        | 25/Sep/19     | 2.72%         | 1,000,000.00 | 8.11%                |                |
| Commonwealth Bank                 | AA-           | 90 Days         | 01/Apr/19     | 2.56%         | 3,500,000.00 | 28.39%               |                |
| <b>TOTAL CBA INVESTMENTS</b>      |               |                 |               |               |              | <b>5,328,260.39</b>  | <b>43.22%</b>  |
| Bankwest                          | AA-           | 62 Days         | 01/Apr/19     | 2.50%         | 5,000,000.00 | 40.56%               |                |
| <b>TOTAL BANKWEST INVESTMENTS</b> |               |                 |               |               |              | <b>5,000,000.00</b>  | <b>40.56%</b>  |
| <b>INVESTMENTS TOTAL</b>          |               |                 |               |               |              | <b>12,328,260.39</b> | <b>100.00%</b> |

Summary

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

By:



Responsible Accounting Officer

P. DeJia

\* Except as highlighted in the associated Council Report.

|                      |                                                       |
|----------------------|-------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>          |
| <b>Submitted by:</b> | Manager Finance & Technology                          |
| <b>Reference:</b>    | <b>ITEM GOV22/19</b>                                  |
| <b>Subject:</b>      | <b>Capital Expenditure Report as at 31 March 2019</b> |

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

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

#### **SUMMARY**

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

#### **OFFICER'S RECOMMENDATION:**

**That Council receive and note the Capital Expenditure Report for the period ended 31 March 2019.**

#### **BACKGROUND**

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

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

A similar process was undertaken this financial year and Managers have commenced using Power Budget which gives them the ability to cash flow (phase) their own budgets. This process is still ongoing, with Managers reviewing both their timing forecast and the budget elements prior to commencement of the budget period in the new calendar year.

#### **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.

Carry forward amounts from 2017/18 have now been included in the report and this reflects adjustments made in the Quarterly Budget Review.

The Dam Wall Project was discussed separately at the November Ordinary Council Meeting and Council approved up to \$1.03M additional loan funds for the project subject to the outcome of a request for additional grant funding from NSW DPI Water. This is currently under consideration by the Department.

Our Governance No. 22 Cont...

### **COUNCIL IMPLICATIONS:**

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

Nil.

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

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

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

Budget for Capital projects that have carried forward from 2017/18 have now been included in this report.

Council will need to increase its loans on the dam project by the amount of \$1.03M unless an additional amount of grant funding can be obtained.

#### **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:                  | <b>1</b> Attachment 4 (Booklet 3) - Capital Expenditure for Period March 2019 <b>4</b> Pages |

**(ITEM RC6/19) REPORTS OF COMMITTEES & DELEGATES - NEW ENGLAND JOINT ORGANISATION OF COUNCILS (NEJO) - MONDAY, 25 FEBRUARY 2019**

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**REPORT BY:** Peter Petty, Mayor

A meeting of the New England Joint Organisation of Councils (NEJO) was held at Inverell on Monday, 25 February 2019.

Minutes of the meeting are attached.

**RECOMMENDATION**

**That the report of the New England Joint Organisation of Councils (NEJO) meeting of 25 February 2019 be received and noted.**

**ATTACHMENTS**

**1** Minutes of Meeting 4 Pages









Minutes of the NEJO Meeting – 25 February 2019

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Moree Plains

Possibility of free seminar to be held at Moree about Crown Lands and Native Title.

Armidale

Suggested JO submit a cost-shifting question to the joint LGNSW and Country Mayors meeting.

All

Workshop for JO – preference is for a Thursday or a Friday.

Next Meeting: 27<sup>th</sup> May, 2019 (tentative).

There being no further business the meeting closed at 12.15pm.

CR MICK PEARCE

CHAIRPERSON

**(ITEM RC7/19) REPORTS OF COMMITTEES & DELEGATES - AUDIT & RISK COMMITTEE MEETING - WEDNESDAY, 6 MARCH 2019**

---

**REPORT BY:** Erika Bursford, Manager Customer Service, Governance & Records

A meeting of the Audit & Risk Committee was held on Wednesday, 6 March 2019.

Minutes of the meeting are attached.

**RECOMMENDATION**

**That the report of the Audit & Risk Committee meeting of 6 March 2019 be received and noted.**

**ATTACHMENTS**

**1** Minutes of Meeting 6 Pages



**MINUTES OF**  
**AUDIT & RISK COMMITTEE MEETING**  
**WEDNESDAY, 6 MARCH 2019**

MINUTES OF THE **Audit & Risk Committee** OF TENTERFIELD SHIRE held at the Tenterfield Shire Committee Room on Wednesday, 6 March 2019 commencing at 11.00 am.

**ATTENDANCE**

Mr Geoff King – Independent External Member & Chair  
Mr Peter Sheville - Independent External Member  
(*By telephone*)  
Mayor Peter Petty – Tenterfield Shire Council  
Councillor Don Forbes (*By telephone*)

**ALSO IN ATTENDANCE**

Chief Executive (Terry Dodds)  
Acting Chief Corporate Officer (Tamai Davidson)  
Executive Assistant & Media (Noelene Hyde)  
Manager Finance & Technology (Paul Della)  
Manager Customer Service, Governance & Records  
(Erika Bursford)  
Financial Consultant (Igor Ivannikov)  
Forsyths Accounting (Geoff Allen) – *By telephone*

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

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This is page 1 of the Minutes of the Audit & Risk Committee held on Wednesday, 6 March 2019

MINUTES OF AUDIT & RISK COMMITTEE

6 MARCH 2019

**DISCLOSURE OF INTERESTS**

As previously advised by Geoff King and Peter Sheville.

**ACTION:**

**Committee Members** requested to submit a Disclosure of Interest for Audit & Risk Committee/Council records.

**APOLOGIES**

**Resolved** that the apologies received from Andrew Page (Southern Downs Regional Council), Kylie Smith (Chief Corporate Officer), and Wes Hoffman (WHS Risk Management Officer) be received and accepted.

(Peter Petty/Geoff King)

**CONFIRMATION OF MINUTES**

**Resolved** that the Minutes of the Internal Audit Committee meeting held on Thursday 25 October 2018, as circulated, be confirmed and signed as a true record of the proceedings of the meeting with amendment of date of June 2019 meeting as 19.

(Peter Petty/Geoff King)

**ACTION:**

**Wes Hoffman** – Outstanding Action Items (Workplace Health & Safety and Enterprise Risk Management Summary). Wes to provide update at the next meeting.

**ACTION:**

**Erika Bursford** – (Development of Protocol). Action not required as covered in the Charter.

**ACTION:**

**Paul Della** – (Update of Financial Statement)

- Issue regarding Rural Fire Service Assets remains unresolved. Require a Position Paper from Office of Local Government.
- Similar position arising with Crown Land. Councils to take up with Office of Local Government.

**ADDENDUM AGENDA**

**Resolved** that the Addendum Agenda be accepted (Items CEO7/19 and CEO8/19).

(Peter Petty/Geoff King)

MINUTES OF AUDIT & RISK COMMITTEE

6 MARCH 2019

**(ITEM CEO2/19) MANAGEMENT LETTER FOR FINAL PHASE OF AUDIT 2018/19**

**SUMMARY**

The purpose of this report is to provide the Committee with the Management Letter for the Final Phase of the 2018/19 Audit.

The formal interim visit by Auditors is middle April/early May 2019 with the letter to issue following this interim visit.

**ACTION:**

**Audit Office** – Audit Engagement Plan to be made available and circulated to all members out of the Meeting.

**ACTION:**

**Paul Della** – Definition of “low” risk needs to be provided. Refer to the Audit Office for determination and provide back at the next Committee meeting.

**ACTION:**

**Paul Della** – Four (4) recommendations contained in the Management Letter – ensure these are placed on the register and updated for the next Committee meeting.

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

(Peter Petty/Geoff King)

*Geoff Allen (Forsyths) left the meeting and did not return, the time being 11.26 am.*

**(ITEM CEO1/19) AUDIT & RISK COMMITTEE ANNUAL PLAN**

**SUMMARY**

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

Noted that the fire emergency has created issues in allowing Managers time to respond (Draft Recruitment & Selection Audit) particularly.

Noted that the position regarding the lack of a Consultative Committee has been rectified.

**ACTION:**

**Erika Bursford** – Centium – Recruitment & Selection Audit – ensure all updates are included and the Final Report comes back to the next Audit Committee Meeting.

**ACTION:**

**Erika Bursford** – Draft Allcom Cyber Risk Resilience Report gives no rating to risk – needs to appear as an “audit” not a “statement”.

**Resolved** that the Audit & Risk Committee receive and note the Audit & Risk

This is page 3 of the Minutes of the Audit & Risk Committee held on Wednesday, 6 March 2019

MINUTES OF AUDIT & RISK COMMITTEE

6 MARCH 2019

Committee Annual Plan items for March 2019.

(Peter Petty/Geoff King)

**(ITEM CEO3/19) QUARTERLY BUDGET REVIEW AS AT 31 DECEMBER 2018**

**SUMMARY**

The purpose of this report is to provide the Committee with a copy of the Quarterly Budget Review Statement as at 31 December 2018 for information.

Significant grant funds not included in this review:

- \$7.5m – Fixing Country Roads
- \$2.358m – Stronger Country Communities
- \$1.0m – Drought Communities Programme Funding
- \$2.77m – Growing Local Economies

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

(Don Forbes/Peter Sheville)

**(ITEM CEO4/19) FRAUD, MISCONDUCT AND COMPLIANCE BREACHES - 25 OCTOBER 2018 TO 5 MARCH 2019**

**SUMMARY**

The purpose of this report is to provide details of any Fraud, Misconduct and Compliance breaches identified or allegations made, during the period 25 October 2018 to 5 March 2019.

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

(Peter Sheville/Don Forbes)

**(ITEM CEO5/19) INTERNAL AUDIT PLAN AND ACTIONS - MARCH 2019**

**SUMMARY**

The purpose of this report is to present the Internal Audit Plan and updates on Internal Audit actions being undertaken to each meeting of the Audit & Risk Committee.

**Resolved** that the Audit & Risk Committee:

- (1) Receive and note the Audit & Risk Committee Internal Audit Plan for March 2019, and
- (2) Receive and note the Internal Audit Actions progressed according to the Internal Audit Plan as at 5 March 2019.

(Peter Petty/Geoff King)

**(ITEM CEO6/19) INFORMATION TECHNOLOGY AUDIT TRAIL REVIEW -**

This is page 4 of the Minutes of the Audit & Risk Committee held on Wednesday, 6 March 2019

MINUTES OF AUDIT & RISK COMMITTEE

6 MARCH 2019

**31 DECEMBER 2018**

**SUMMARY**

To provide the Committee with relevant IT Audit reports for information.

**ACTION:**

**Paul Della** – Audit trails to be reviewed regularly and EFT details checked.

**Resolved** that the Audit & Risk Committee receive and note this report.

(Don Forbes/Peter Sheville)

**(ITEM CEO7/19) ENTERPRISE RISK MANAGEMENT SUMMARY**

**SUMMARY**

The purpose of this report is to advise the Audit & Risk Committee of the current status of Council's Enterprise Risk Management.

**ACTION:**

**Wes Hoffman** – to provide data on highest risk issues at the next meeting.

**Resolved** that the Audit & Risk Committee receive and note the current status of Council's Enterprise Risk Management.

(Don Forbes/Peter Petty)

**(ITEM CEO8/19) WORKPLACE HEALTH & SAFETY**

**SUMMARY**

The purpose of this report is to advise the Audit & Risk Committee of a summary of Council's Work Health & Safety matters.

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

(Peter Petty/Geoff King)

**GENERAL BUSINESS**

**PRIORITISING ISSUES BASED ON RISK**

Peter Sheville requested that Management address the matter of prioritising issues based on risk and determine the context of risk.

Igor Ivannikov advised that the main control of the Audit Office is to ensure that risk levels do not impact on Financial Statements.

**ACTION:**

Erika Bursford – Provide a report back to the Committee.

**NEXT MEETING**

The next meeting of the Audit & Risk Committee is Wednesday, 19 June 2019 commencing at 1.00 pm.

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This is page 5 of the Minutes of the Audit & Risk Committee held on Wednesday, 6 March 2019



**MINUTES OF AUDIT & RISK COMMITTEE**

**6 MARCH 2019**

There being no further business the Chairperson declared the meeting closed at 12.09 pm.

.....  
Geoff King  
Chairperson

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This is page 6 of the Minutes of the Audit & Risk Committee held on Wednesday, 6 March 2019

**(ITEM RC8/19) REPORTS OF COMMITTEES & DELEGATES - PARKS, GARDENS & OPEN SPACE ADVISORY COMMITTEE - THURSDAY, 21 MARCH 2019**

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**REPORT BY:** Brian Murray, Chairperson, Councillor

A meeting of the Parks, Gardens & Open Space Advisory Committee was held on Thursday, 21 March 2019.

Minutes of the meeting are attached.

**RECOMMENDATION**

**That the report of the Parks, Gardens & Open Space Advisory Committee held on 21 March 2019 be received and noted.**

**ATTACHMENTS**

**1** Minutes of Meeting 4 Pages



**MINUTES OF**  
**PARKS, GARDENS & OPEN SPACE**  
**ADVISORY COMMITTEE**  
**THURSDAY, 21 MARCH 2019**

MINUTES OF THE **Parks and Gardens Committee** OF TENTERFIELD SHIRE held at the Tenterfield Shire Council Chamber on Thursday 21 March 2019 commencing at 10.00 am

**ATTENDANCE**

Councillor, Brian Murray (Chairperson)  
Deputy Mayor, Greg Sauer  
Parks Horticulture & Landscape Coordinator (Craig Milton)  
Jeff McKillop, (Liston)  
Lexie Kemp (Torrington)  
Jan Evans, (Tenterfield)  
Kerrie Andrew (Tenterfield)  
Tom Short (Tenterfield)

**ALSO IN ATTENDANCE**

Open Space, Regulatory & Utilities Supervisor (Mark Cooper)  
Acting Chief Corporate Officer (Tamai Davidson)

*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.*

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This is page 1 of the Minutes of the Parks, Gardens & Open Space Advisory Committee held on Thursday, 21 March 2019

MINUTES OF PARKS, GARDENS & OPEN SPACE ADVISORY COMMITTEE  
21 MARCH 2019

**DISCLOSURE OF INTERESTS**

Nil.

**APOLOGIES**

Apologies received from Mayor Peter Petty (Chairperson), Chief Executive (Terry Dodds), Stephen Goldthorpe (Urbenville), Glen Lamb (Legume), and Colleen Knight, (Tenterfield).

**CONFIRMATION OF MINUTES**

**Resolved** that the Minutes of the Parks, Gardens & Open Space Advisory Committee meeting held on Thursday, 29 November 2018, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

Kerrie Andrew/Jan Evans

**BUSINESS ARISING FROM THE MINUTES**

**1. Information Booklet on Trees in the Tenterfield Area**

- Shown a hard copy of what the information booklet will look like and everyone was happy with the way the booklet looks. OK to be placed on the Council Website and hard copies to go to the VIC and front counter of Council.

**2. Tree Identification Database**

- Looking at GPS of trees and keep records of issues etc.
- Will be on MapInfo

**3. Bruxner Park Sign – Rouse Street, Tenterfield**

- Quote received is \$4,190
- Will raise purchase order and have installed.
- No lighting of signs. May look at either light up the signs or the trees in front.

Jeff McKillop/Jan Evans

**4. Interpretative Panels**

- Bruxner Park
  - o Referred back to the Heritage Advisory Committee for wording.

**5. Investigation - War Helmet**

- Grant has been applied for - \$4,000.00
- Original quote found was \$31,000.00
- Option to do 3D and coat in brass
- Once received then need to look at cost of installation and investigate further.

**6. Granite Country Platypus Trail**

- Need to contact NSW Fisheries and get advise on where Council stands in advertising the location of Platypus in Tenterfield Creek.

This is page 2 of the Minutes of the Parks, Gardens & Open Space Advisory Committee held on Thursday, 21 March 2019

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**MINUTES OF PARKS, GARDENS & OPEN SPACE ADVISORY COMMITTEE**  
**21 MARCH 2019**

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**7. Advertising Signs Around Town**

- Investigated and addressed. A number of the signs have been removed, however this is not really a Parks and Gardens issue.

**GENERAL BUSINESS**

**1. Grant Funding – Stronger Community Grants**

**Toilets**

- Tenterfield and surrounding villages was successful in the grant.
- May have to revisit some costing
- Toilet colours – If everyone can take colour samples to Progress Associations for thoughts – need advice by end of April.
- Regarding the design, can Council please ensure there is a height of approx. 100 mm off the concrete slab to make it easy for hosing.

**Town Entry Signs**

- Looking at concept plans
- Going to meet with villages to see what they like and have similar designs across the Shire

**2. Botanic Garden Proposal – Millbrook Park**

- Would be nice to have local species but cost would keep exceeding the budget and would be substantial cost to install.
- Millbrook Park already has a concept plan.

**3. Tree Management Plan**

- Stuart Pittendrigh will be completing with Craig Milton
- Management Plan to be completed

**4. Drought Management**

- Plan to water trees in Rouse Street, Logan Street, Naas Street and Bruxner Highway/Bruxner Way with a water truck
- Hand watering some trees
- Adding wetter soil to soil to help hold water in the gardens
- All garden beds will have drip lines installed going into 2020 budget.

**5. Park Sculptures – A Brush with Verse**

- Discussions in relation to conditions, maintenance and possible removal of existing sculptures placed around Tenterfield Parks.

**6. Jubilee Park Playground**

New playground will be installed on the 6 May 2019.

**NEXT MEETING**

Thursday, 20 June 2019 at 10.00 am in the Council Chamber.

**MINUTES OF PARKS, GARDENS & OPEN SPACE ADVISORY COMMITTEE**  
**21 MARCH 2019**

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There being no further business the Chairperson declared the meeting closed at 10.50 am.

.....  
Councillor Brian Murray  
Chairperson

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This is page 4 of the Minutes of the Parks, Gardens & Open Space Advisory Committee held on Thursday, 21 March 2019

|                      |                                                 |
|----------------------|-------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>            |
| <b>Submitted by:</b> | Executive Assistant & Media                     |
| <b>Reference:</b>    | <b>ITEM RES3/19</b>                             |
| <b>Subject:</b>      | <b>Council Resolution Register - April 2019</b> |

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

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**SUMMARY**

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

**OFFICER'S RECOMMENDATION:**

**That Council notes the status of the Council Resolution Register to April 2019.**

**Terry Dodds**  
Chief Executive

|                               |                                                                         |             |
|-------------------------------|-------------------------------------------------------------------------|-------------|
| Prepared by staff member:     | Noelene Hyde, Executive Assistant & Media                               |             |
| Approved/Reviewed by Manager: | Terry Dodds, Chief Executive                                            |             |
| Department:                   | Office of the Chief Executive                                           |             |
| Attachments:                  | <b>1</b> Attachment 5 (Booklet 3) -<br>Resolution Register - April 2019 | 30<br>Pages |