



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER

ORDINARY COUNCIL MEETING

WEDNESDAY, 24 MAY 2017

Notice is hereby given in accordance with the provisions of the *Local Government Act 1993*, and pursuant to Clause 2.3 of Council's Code of Meeting Practice that an **Ordinary Council Meeting** will be held in the Council Chambers, Tenterfield Shire Council, on **Wednesday, 24 May 2017** commencing at **9.30 am**.

Kylie Smith
Acting 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.

~~~000~~~

## ORDER OF BUSINESS

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

# AGENDA

## 1. OPENING & WELCOME

### 2. (A) OPENING PRAYER

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

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

### (B) ACKNOWLEDGEMENT OF COUNTRY

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

## 3. APOLOGIES

## 4. DISCLOSURES & DECLARATIONS OF INTEREST

## 5. CONFIRMATION OF PREVIOUS MINUTES

### ***Recommendation***

That the Minutes of the Ordinary Council Meeting held on Wednesday, 26 April 2017 as typed and circulated, be confirmed and signed as a true record of the proceedings of that meeting.

## 6. TABLING OF DOCUMENTS

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

## 8. COMMUNITY CONSULTATION (PUBLIC ACCESS)

## 9. MAYORAL MINUTE

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

1. Adoption of Confidential Minutes of Extraordinary Council Meeting held on Thursday, 11 May 2017.

2. Item ECO5/17 - Sale of Industrial Land - Lot 1
3. Item ECO6/17 - Tender 02-16/17 - Backhoe Loader
4. Item ECO7/17 - Tender 08-16/17 - Supply of Float Trailer
5. Item ECO8/17 - Tender 09-16/17 - Supply of Tilt-Crane Truck

## **11. OPEN COUNCIL REPORTS**

### **OUR COMMUNITY**

|                |                                                    |    |
|----------------|----------------------------------------------------|----|
| (ITEM COM3/17) | DRAFT DISABILITY INCLUSION ACTION PLAN.....        | 8  |
| (ITEM COM4/17) | LEASE OF COUNCIL LAND - PROPOSED ARCHERY CLUB .... | 10 |

### **OUR ECONOMY**

|                |                                                                  |    |
|----------------|------------------------------------------------------------------|----|
| (ITEM ECO4/17) | UNNAMED RIGHT OF CARRIAGEWAY OFF OGILVIE<br>DRIVE, TABULAM ..... | 13 |
|----------------|------------------------------------------------------------------|----|

### **OUR ENVIRONMENT**

|                |                                                                        |    |
|----------------|------------------------------------------------------------------------|----|
| (ITEM ENV5/17) | PLANNING/DEVELOPMENT UPDATE.....                                       | 17 |
| (ITEM ENV6/17) | RESULTS OF SURVEY - MT LINDESAY ROAD WASTE<br>COLLECTION SERVICE ..... | 23 |

### **OUR GOVERNANCE**

|                 |                                                                              |    |
|-----------------|------------------------------------------------------------------------------|----|
| (ITEM GOV24/17) | 2016/17 BUDGET REVIEW AS AT 31 DECEMBER 2016 .....                           | 26 |
| (ITEM GOV25/17) | FINANCE AND ACCOUNTS .....                                                   | 31 |
| (ITEM GOV26/17) | POSTED EXPENDITURE REPORT .....                                              | 33 |
| (ITEM GOV27/17) | ADOPTION OF OPERATIONAL PLAN 2017/18 AND<br>DELIVERY PROGRAM 2017-2021 ..... | 35 |
| (ITEM GOV28/17) | INVESTMENT - DRAFT POLICY 1.091 .....                                        | 38 |
| (ITEM GOV29/17) | RELATED PARTY DISCLOSURE POLICY - NEW POLICY .....                           | 41 |

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

|               |                                                                                                                       |    |
|---------------|-----------------------------------------------------------------------------------------------------------------------|----|
| (ITEM RC6/17) | REPORTS OF COMMITTEES & DELEGATES - NSW<br>PUBLIC LIBRARIES ASSOCIATION NORTH-EAST ZONE<br>MEETING - 11 MAY 2017..... | 45 |
|---------------|-----------------------------------------------------------------------------------------------------------------------|----|

## **13. NOTICES OF MOTION**

|               |                                                                                       |    |
|---------------|---------------------------------------------------------------------------------------|----|
| (ITEM NM6/17) | INSERT DIRECTOR'S REPORTS & OTHER MATTERS IN<br>ORDINARY COUNCIL MEETING AGENDAS..... | 46 |
|---------------|---------------------------------------------------------------------------------------|----|

(ITEM NM7/17) TRAVELLING STOCK RESERVES .....48

**14. RESOLUTION REGISTER**

(ITEM RES4/17) COUNCIL RESOLUTION REGISTER - MAY 2017 ..... 50

**15. CONFIDENTIAL BUSINESS**

CONFIRMATION OF MINUTES

**Recommendation**

That the Confidential Minutes of the Extraordinary Council Meeting held on Thursday, 11 May 2017 as typed and circulated, be confirmed and signed as a true record of the proceedings of that meeting.

(ITEM ECO5/17) SALE OF INDUSTRIAL LAND - LOT 1

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (a) (c) (d(i)) (d(ii)) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals; AND information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND 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 ECO6/17) TENDER 02-16/17 - BACKHOE LOADER

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (a) (d(i)) (d(ii)) (d(iii)) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals; AND 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; AND commercial information of a confidential nature that would, if disclosed (iii) reveal a trade secret.

(ITEM ECO7/17) TENDER 08-16/17 - SUPPLY OF FLOAT TRAILER

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (a) (d(i)) (d(ii)) (d(iii)) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals; AND 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; AND commercial information of a confidential nature that would, if disclosed (iii) reveal a trade secret.

(ITEM ECO8/17) TENDER 09-16/17 - SUPPLY OF TILT-CRANE TRUCK

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (a) (d(i)) (d(ii)) (d(iii)) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals; AND 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; AND commercial information of a confidential nature that would, if disclosed (iii) reveal a trade secret.

**16. MEETING CLOSED**



|                      |                                               |
|----------------------|-----------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>  |
| <b>Submitted by:</b> | Chief Corporate Officer                       |
| <b>Reference:</b>    | <b>ITEM COM3/17</b>                           |
| <b>Subject:</b>      | <b>Draft Disability Inclusion Action Plan</b> |

|                                                               |                                                                                                                 |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                 |
| <b>Goal:</b>                                                  | COMM 3 – Our range of services and facilities support accessibility for all in our community.                   |
| <b>Strategy:</b>                                              | 3.5 Partner, action and promote Council’s Disability Inclusion Action Plan                                      |
| <b>Action:</b>                                                | Draft the Tenterfield Shire Council Disability Inclusion Action Plan in accordance with legislative guidelines. |

## SUMMARY

The purpose of this report is to present a draft Disability Inclusion Action Plan to Council for adoption and subsequent placing on public exhibition for comment.

## OFFICER’S RECOMMENDATION:

### That Council:

- (1) Adopts the draft Disability Inclusion Action Plan as attached; and**
- (2) Places the document on public exhibition for a period of twenty eight (28) days.**

## BACKGROUND

Under the Disability Inclusion Act 2014, Councils are required to develop Disability Inclusion Action Plans by 1 July 2017.

A Disability Inclusion Action Plan demonstrates local government’s commitment to people with a disability on improving access to services, facilities and jobs and is also designed to change perceptions about people with a disability.

## REPORT:

Tenterfield Shire Council Disability Inclusion Action Plan aims to protect and improve the quality of life for all community members in Tenterfield Shire by working with others to create a place where everyone can fully participate in their community.

The Council’s Disability Inclusion Action Plan (DIAP) is divided into four focus areas:

- Focus Area 1: Positive community attitudes and behaviours
- Focus Area 2: Liveable Communities
- Focus Area 3: Supporting Access to meaningful employment
- Focus Area 4: Improving access to services through better systems and processes

The Disability, Inclusion & Access Advisory Committee will regularly review the DIAP and provide feedback to Council.

Our Community No. 3 Cont...

## COUNCIL IMPLICATIONS:

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

A Whole Community Survey was undertaken from the 19 December 2016 to 13 January 2017. The survey was available from the following places:

- Tenterfield Shire Council website
- Online survey – Survey Monkey
- Hardcopy copy from the Council Reception desk

Information about the survey was distributed in the local media, "Your Local News", Tenterfield in Touch and on the Council website.

The Disability, Inclusion & Access Advisory Committee was consulted and feedback was obtained during the development of the DIAP.

### 2. Policy and Regulation

- Disability Inclusion Act 2014 (NSW)

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

No changes recommended.

### 4. Asset Management (AMS)

No changes recommended.

### 5. Workforce (WMS)

No changes recommended.

### 6. Legal and Risk Management

Under the Disability Inclusion Act 2014, Councils are required to develop Disability Inclusion Action Plans by 1 July 2017.

### 7. Performance Measures

N/A

### 8. Project Management

N/A

**Kylie Smith**  
Chief Corporate Officer

|                               |                                                                            |          |
|-------------------------------|----------------------------------------------------------------------------|----------|
| Prepared by staff member:     | Dianne Clayton, Community Development Officer                              |          |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                       |          |
| Department:                   | Corporate, Governance & Community                                          |          |
| Attachments:                  | <b>1</b> Attachment 1 (Booklet 1) - Draft Disability Inclusion Action Plan | 10 Pages |

|                      |                                                             |
|----------------------|-------------------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b>         |
| <b>Submitted by:</b> | Acting Director Strategic Planning & Environmental Services |
| <b>Reference:</b>    | <b>ITEM COM4/17</b>                                         |
| <b>Subject:</b>      | <b>Lease of Council Land - Proposed Archery Club</b>        |

|                                                               |                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                                                                                                                                                                                                     |
| <b>Goal:</b>                                                  | Our Community                                                                                                                                                                                                                                                                                                                                       |
| <b>Strategy:</b>                                              | 4.4a – Improve the quality and useability of parks, reserves and open spaces to meet recreational and leisure needs, whilst ameliorating any negative environmental impacts.<br>5.2a – Determine and prioritise future sporting needs.<br>5.3a – Provide a wide range of high quality and well maintained active and passive recreation facilities. |
| <b>Action:</b>                                                | Implement Plans of Management and strategies for parks, reserves and open spaces.<br>Council to investigate potential improvements to sporting fields and facilities.<br>Provide and plan for well developed recreation facilities for the benefit of the whole community.                                                                          |

## SUMMARY

The purpose of this report is to provide Council with the necessary information to determine a new Lease Agreement between Tenterfield Shire Council and the Tenterfield Traditional Archers Incorporated (Incorporation Number - INC1700579)

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Approve the lease of Council land as identified in the report to the Tenterfield Traditional Archers Incorporated for a period of five (5) with an option to extend for a further five (5) years; and**
- (2) Approve the signing of the lease by the Chief Executive and Mayor under the Seal of Council.**

## BACKGROUND

Council has received correspondence from the newly formed Tenterfield Traditional Archers Incorporated (TTA) requesting if Council could advise them of any Council land that may be suitable as an outdoor archery venue within easy reach of the town.

The Club is aware of the many considerations when starting up a new club and have advised Council that they have two major areas of concern; that being the availability of land suitable for an archery venue and cost to potential members in regards to the leasing of land as the Club becomes established.

The TTA is affiliated with Traditional Archery Australia Inc. More information can be found by using the following link.

<http://www.traditionalarcheryaustralia.org/>

Our Community No. 4 Cont...

**REPORT:**

Suitable Council land has been identified near the Tenterfield Dam which lends itself very well for the proposed archery club in a bushland setting. The land is shown in Attachment 2 (Booklet 1). The land is owned by Council which has been confirmed by a Title Search and is classified as Operational Land in the Tenterfield Local Environmental Plan 2013, Schedule 4. A proposed layout of the archery range, safety templates and future improvements on the site is in Attachment 2 (Booklet 1).

The land is in the Tenterfield Catchment Area and therefore is classified as a High Risk area for any development. The TTA has been advised that a Development Application would be required to change the use of the land and to ensure that all legislative requirements are met by the consent conditions. It is considered that in the short to long term there will be very minimal or no environmental impact on the site.

The TTA has provided a proposed two year development plan which is in Attachment 3 (Booklet 1).

Common lease periods for Council is around five (5) years with an option to extend for a further five (5) years.

The TTA have requested a lease for a period of five (5) years with an option to extend for a further five (5) years with a peppercorn rent of \$10 per annum for the identified area.

TTA is a local community based, not for profit Club run by volunteers which is committed to developing a different sport for the community and visitors, which will be unique to the town and have planned fundraising/raffles to enable them to fund the development of the site and the Club requirements/equipment.

At this time in the development of the TTA for the next five (5) to ten (10) years, it is considered that a commercial lease rate would be a financial burden on the TTA.

Therefore it is considered appropriate for the Council to approve the peppercorn rent of \$10.00 (Incl GST) per annum, payable in advance for the first term of the lease being five (5) years with the lease rate to be determined at the time of taking up the option for the further five (5) years by way of negotiation.

It is therefore recommended that the proposal by the TTA be approved and a standard commercial lease be drawn up by Council solicitors, Jennings & Kneipp and further that Council approve the signing of the lease by the Chief Executive and Mayor under the Seal of Council.

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

Not Applicable

**2. Policy and Regulation**

Not Applicable

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

Inclusion of lease income - \$10 per annum for five years.

Our Community No. 4 Cont...

**4. Asset Management (AMS)**

Not Applicable

**5. Workforce (WMS)**

Not Applicable

**6. Legal and Risk Management**

TTA has provided public liability/products, management, voluntary workers certificates of insurance which are at Attachment 4 (Booklet 1). These certificates will be reviewed by Council's insurer Statewide Mutual and WHS Risk Management Officer. TTA is also to provide a risk assessment of the site for review and approval by Council's WHS Risk Management Officer.

**7. Performance Measures**

Not Applicable

**8. Project Management**

Not Applicable

**David Stewart**

**Actg Director Strategic Planning & Environmental Services**

Prepared by staff member: David Stewart, Acting Director Strategic Planning & Environmental Services

Approved/Reviewed by Manager: David Stewart, Acting Director Strategic Planning & Environmental Services

Department: Infrastructure, Environment & Regulation

|              |                                                                                                               |             |
|--------------|---------------------------------------------------------------------------------------------------------------|-------------|
| Attachments: | <b>1</b> Attachment 2 (Booklet 1) - Plan of proposed land and proposed Site Plan                              | 2<br>Pages  |
|              | <b>2</b> Attachment 3 (Booklet 1) - Tenterfield Traditional Archery Club - Proposed Two Year Development Plan | 1<br>Page   |
|              | <b>3</b> Attachment 4 (Booklet 1) - Club Membership Certificate & Insurance Information                       | 13<br>Pages |

|                      |                                                                |
|----------------------|----------------------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b>            |
| <b>Submitted by:</b> | Director Engineering Services                                  |
| <b>Reference:</b>    | <b>ITEM ECO4/17</b>                                            |
| <b>Subject:</b>      | <b>Unnamed Right of Carriageway off Ogilvie Drive, Tabulam</b> |

|                                                               |                                                                                                                           |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                           |
| <b>Goal:</b>                                                  | 1.6 - Our places and spaces will be attractive, liveable, sustainable and grow the Shire.                                 |
| <b>Strategy:</b>                                              | 1.6a – Maintain and enhance the liveability of Tenterfield Shire as a place to live, work and find a lifestyle of choice. |
| <b>Action:</b>                                                | Market rural lifestyle and commercial/industrial opportunities.                                                           |

## SUMMARY

The purpose of this report is to name a Right of Carriageway (ROC) off Ogilvie Drive, Tabulam located approximately 3.064 km from Plains Station Road that services several properties and has not been formally named. In accordance with Geographical Names Board (GNB) guidelines this private road is identified as a "Lane".

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Adopts the name "Granite" Lane as the name of this unnamed lane; and**
- (2) Advertises the recommended road name and proceeds with the process of officially naming this Lane by way of gazettal and signposting. A "No Through Road" sign, and a "Council does not maintain this road" sign to be installed in addition to the road name.**

## BACKGROUND

Correspondence from a property owner that uses the ROC was received by Council requesting the ROC be named and identified for use by emergency services and utilities.

As per Council Report ENG 34/15 dated 28 October 2015, Council as the Road Authority must adhere to the procedure outlined in the *NSW Roads Regulation 2008* when naming a public or private road. In NSW, the Geographical Names Board (GNB) must be notified of all road naming proposals. The naming of roads in NSW is standardised to ensure that the process is transparent and easy to understand for regulatory bodies and members of the community. A consistent approach to road naming benefits emergency services, transport and goods and service delivery and provides opportunities for community consultation when determining road names. In this regard, the NSW Addressing User Manual outlines the GNB policy, principles, processes and procedures for addressing.

The main objective of naming this "un-named Right of Carriageway" off Ogilvie Drive is to:

- Facilitate prompt responses by emergency services such as the Police, Ambulance and Fire Brigade;

Our Economy No. 4 Cont...

- Facilitate efficient delivery of services such as those offered by Telstra and Essential Energy;
- Comply with the Australian Standard AS/NZ 4819:2011 Rural and Urban Addressing.

The GNB guidelines suggest the following rules/criteria be applied when naming a road:

- Name duplication within a local government area should be avoided. If possible duplication of names in proximity to adjacent local government areas should also be avoided.
- Roads crossing local government boundaries should have a single and unique name.
- Names should be appropriate to the physical, historical or cultural character of the area concerned.

Preferred sources for road names include:

- Aboriginal names;
- Local history;
- Early explorers, pioneers, settlers and other eminent persons;
- War/casualty lists;
- Thematic names such as flora or fauna,

The approvals process for road naming under the Roads Act 1993 requires advertising of the proposed road name allowing a submission period of 28 days, followed by a decision of Council to accept the proposed name. Followed by advertising of the road name followed by Gazettal. Once gazetted, the lane will be signposted.

## REPORT:

### COUNCIL IMPLICATIONS:

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

Property owners that use this right of carriageway were consulted by way of letter requesting to submit suggestions to Council for Lane names.

The following submissions were suggested by the property owners who use this lane:

| Suggested Road Name | Reason                                                                            |
|---------------------|-----------------------------------------------------------------------------------|
| Rocky Ridge Lane    | no reason was given but assuming the name is due to the rocky granite in the area |
| Eagle Ridge Lane    | no reason was given but assuming the name is due to local fauna in the area       |
| Granite Lane        | resident advised that the granite is the biggest feature of the local countryside |

Our Economy No. 4 Cont...

Following this, Council's Engineering Officer liaised with the Geographical Names Board (GNB) who checked the lane names against parameters such as duplication, relevance etc. Following review of all names received from residents for Council consideration, Rocky Ridge Lane, Eagle Ridge Lane and Granite Lane all meet the GNB road naming guidelines, however there is a Rocky River Road and an Eagle Trail within the 50km vicinity of this ROC.

Consequently, it is the opinion of Council Officers that the un-named Right of Carriageway be called "Granite Lane" as there is no other road names within the 50 km vicinity with this name that would cause confusion due to duplication etc.

## **2. Policy and Regulation**

The Comprehensive Property Addressing System has established a framework for NSW to achieve streamlined and standardised approach to address management. This is in line with the GNB NSW Address Policy.

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

Cost of advertising, supply and installation of the signposts. Gazettal of the road name will be undertaken by the Spatial Services as part of the Online Road Naming System.

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

Nil. This Right of Carriageway does not meet requirements of the Road Network Asset Management Plan. A signpost will be installed stating that Council does not maintain this road.

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

Nil.

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

The main objective of naming this "un-named Right of Carriageway" off Ogilvie Drive is to:

- Facilitate prompt responses by emergency services such as the Police, Ambulance and Fire Brigade;
- Facilitate efficient delivery of services such as those offered by Telstra and Essential Energy;
- Comply with the Australian Standard AS/NZ 4819:2011 Rural and Urban Addressing.

## **7. Performance Measures**

Nil.

## **8. Project Management**

Nil.

**Stephen Bell**  
Director Engineering Services



Our Economy No. 4 Cont...

Prepared by staff member: Jessica Gibbins, Engineering Officer  
Approved/Reviewed by Manager: Stephen Bell, Director Engineering Services  
Department: Infrastructure, Environment & Regulation  
Attachments: There are no attachments for this report.

|                      |                                                             |
|----------------------|-------------------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b>         |
| <b>Submitted by:</b> | Acting Director Strategic Planning & Environmental Services |
| <b>Reference:</b>    | <b>ITEM ENV5/17</b>                                         |
| <b>Subject:</b>      | <b>Planning/Development Update</b>                          |

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

## SUMMARY

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

## OFFICER’S RECOMMENDATION:

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

## BACKGROUND

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

Our Environment No. 5 Cont...

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

| App No.        | Lodged    | Applicant                                      | Lot/Sec/DP  | Location                                            | Development                                                                                                  |
|----------------|-----------|------------------------------------------------|-------------|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| DA<br>2017.040 | 03-Apr-17 | MRM Sonography<br>Pty Ltd                      | 2/156108    | 204 Rouse Street,<br>Tenterfield                    | Food and Drink<br>Premises -<br>Restaurant/Café                                                              |
| DA<br>2017.041 | 05-Apr-17 | Tenterfield Senior<br>Soccer (Amy<br>Condrick) | 1/33/758959 | 79 Petrie Street,<br>Tenterfield                    | Shipping Container                                                                                           |
| DA<br>2017.042 | 12-Apr-17 | FEARNLEY<br>Andrew & Robyn                     | 21/1203390  | 24 Acacia Street,<br>Liston                         | Dwelling                                                                                                     |
| DA<br>2017.043 | 12-Apr-17 | ASTON John &<br>Linda                          | 4/1065438   | 251 Rivertree Road,<br>Liston                       | Extension to Existing<br>Dwelling                                                                            |
| DA<br>2017.044 | 12-Apr-17 | ROCHFORD<br>Richard & Dolores                  | 1/740798    | 163 Geyers Road,<br>Tenterfield                     | Four (4) Lot Staged<br>Subdivision                                                                           |
| DA<br>2017.045 | 18-Apr-17 | Currie & Brown<br>Australia Pty Ltd            | 2/834482    | 1823 New England<br>Highway, Jennings               | Demolition of Existing<br>Service Station,<br>Construction of New<br>Service Station &<br>Associated Signage |
| DA<br>2017.046 | 18-Apr-17 | Tenterfield Surveys<br>(Elinara P/L)           | 262/1119548 | 276 Mt McKenzie<br>Road, Tenterfield                | Five (5) Lot Staged<br>Subdivision                                                                           |
| DA<br>2017.047 | 24-Apr-17 | CLARE Warren &<br>EBERT Larry                  | 32/1096327  | 32 Parkes Drive,<br>Saddlers Estate,<br>Tenterfield | Storage Shed                                                                                                 |

Our Environment No. 5 Cont...

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

| App No.     | Lodged    | Date of Approval | No. of Days | Applicant                                | Lot/ Sec/ DP                                  | Locality                          | Description of Development                                                          |
|-------------|-----------|------------------|-------------|------------------------------------------|-----------------------------------------------|-----------------------------------|-------------------------------------------------------------------------------------|
| DA 2016.024 | 21-Mar-16 | 7-Apr-17         | 45 Days     | O'MULLANE Ian & Judith                   | 4/06/5585                                     | 8 Welch Street, Urbenville        | Change of Use - Place of Public Worship to Dwelling                                 |
| DA 2017.029 | 08-Mar-17 | 6-Apr-17         | 30 Days     | HAUTLE Hans Ulrich & Heidi               | 3/751049                                      | 390 Rover Park Road, Sandy Hill   | Temporary Use - 2017 Easter & June Long weekends - Recreation Facility - Rover Park |
| DA 2017.030 | 08-Mar-17 | 5-Apr-17         | 1 Day       | CLAY Timothy                             | 4/1155455                                     | 35 Scrub School Road, Tenterfield | Manufactured Dwelling                                                               |
| DA 2017.033 | 24-Mar-17 | 5-Apr-17         | 13 Days     | Rhombus Contracting (Sutton)             | 5/745222                                      | 30 Molesworth Street, Tenterfield | Storage Shed                                                                        |
| DA 2017.034 | 24-Mar-17 | 11-Apr-17        | 19 Days     | Tenterfield Surveys (Golf Club)          | A/356723                                      | 288 Pelham Street, Tenterfield    | Two (2) Lot Subdivision                                                             |
| DA 2017.035 | 28-Mar-17 | 19-Apr-17        | 23 Days     | DJL Consolidated Pty Ltd (Searle)        | 21/1228504                                    | 33 Douglas Street, Tenterfield    | Garage                                                                              |
| DA 2017.037 | 30-Mar-17 | 7-Apr-17         | 9 Days      | Tenterfield Surveys (Harvey)             | 40, 41 & 44/751486, 18 & 19/751521 & 1/128936 | Mount McKenzie Road, Tenterfield  | Boundary Adjustment                                                                 |
| DA 2017.038 | 31-Mar-17 | 26-Apr-17        | 21 Days     | BRIEN Louise                             | 2/602271                                      | 81 Wood Street, Tenterfield       | Entertainment Area                                                                  |
| DA 2017.040 | 03-Apr-17 | 12-Apr-17        | 10 Days     | MRM Sonography Pty Ltd                   | 2/156108                                      | 204 Rouse Street, Tenterfield     | Food and Drink Premises - Restaurant/Café                                           |
| DA 2017.041 | 05-Apr-17 | 11-Apr-17        | 1 Day       | Tenterfield Senior Soccer (Amy Condrick) | 1/758959                                      | 79 Petrie Street, Tenterfield     | Shipping Container                                                                  |

Our Environment No. 5 Cont...

**APPLICATIONS CURRENTLY OUTSTANDING (AS AT 12 MAY 2017)**

| <b>DA No.</b> | <b>Lodged</b> | <b>Status of Application</b>                   | <b>Applicant</b>                         | <b>Location</b>                | <b>Proposed Development</b>                                                  |
|---------------|---------------|------------------------------------------------|------------------------------------------|--------------------------------|------------------------------------------------------------------------------|
| 16.103        | 14-Nov-16     | Additional Information Required from Applicant | Tenterfield Family Funerals (Glen Curry) | 61-63 Rouse St, T'field        | Crematorium                                                                  |
| 17.019        | 15-Feb-17     | Additional Information Required from Applicant | ABC Constructions (Townes)               | Kildare Rd, T'field            | Manufactured Dwelling                                                        |
| 17.039        | 31-Mar-17     | Additional Information Required from Applicant | THOMAS Daniel                            | 258 Bruxner Rd, Drake          | Shed                                                                         |
| 17.036        | 29-Mar-17     | Additional Information Required from Applicant | DJL Consolidated (Stanford)              | 80 Derby St, T'field           | Shed                                                                         |
| 17.043        | 11-Apr-17     | In Progress                                    | ASTON John & Linda                       | 251 Rivertree Rd, Liston       | Extension to Existing Dwelling                                               |
| 17.044        | 13-Apr-17     | Awaiting Recommendation form NSW RFS           | Tenterfield Surveys P/L (Rochford)       | 163 Geyers Rd, T'field         | Four (4) Lot Staged Subdivision                                              |
| 17.045        | 18-Apr-17     | Advertised Until 26 May 2017                   | Currie Brown Australia P/L               | 1823 New England Hwy, Jennings | Demolition of Existing Service Station & Construction of New Service Station |
| 17.046        | 18-Apr-17     | Awaiting Recommendation form NSW RFS           | Tenterfield Surveys P/L (Elinara P/L)    | 276 Mt McKenzie Rd, T'field    | Five (5) Lot Subdivision                                                     |
| 17.047        | 24-Apr-17     | Additional Information Required from Applicant | CLARE Warren & EBERT Larry               | 32 Parkes Drive, T'field       | Shed                                                                         |

Our Environment No. 5 Cont...

| FY 16/17 Development Statistics     |                               |                                                    |                              |                                   |             |                        |                           |                           |  |  |
|-------------------------------------|-------------------------------|----------------------------------------------------|------------------------------|-----------------------------------|-------------|------------------------|---------------------------|---------------------------|--|--|
|                                     | Dwellings                     | Additions/<br>Renovations to<br>Existing Dwellings | Garages, Carports<br>& Sheds | Commercial or<br>Industrial Works | Subdivision | Recreation/<br>Tourism | FY 16/17<br>Monthly Total | FY 15/16<br>Monthly Total |  |  |
| Jul-16                              | No. 3<br>Value \$513,000.00   | \$0.00                                             | 2<br>\$178,000.00            | 0<br>\$0.00                       | 2<br>\$0.00 | 1<br>\$32,770.00       | 8<br>\$723,770.00         | 9<br>\$496,563.00         |  |  |
| Aug-16                              | No. 2<br>Value \$318,000.00   | \$63,600.00                                        | 2<br>\$68,500.00             | 0<br>\$0.00                       | 2<br>\$0.00 | 0                      | 9<br>\$450,100.00         | 12<br>\$814,550.00        |  |  |
| Sep-16                              | No. 5<br>Value \$1,031,735.00 | \$0.00                                             | 5<br>\$111,786.00            | 2<br>\$95,200.00                  | 1<br>\$0.00 | 1<br>\$0.00            | 14<br>\$1,238,721.00      | 8<br>\$613,123.00         |  |  |
| Oct-16                              | No. 3<br>Value \$816,290.00   | \$0.00                                             | 5<br>\$119,400.00            | 1<br>\$2,000.00                   | 1<br>\$0.00 | 0                      | 10<br>\$937,690.00        | 14<br>\$1,315,369.00      |  |  |
| Nov-16                              | No. 1<br>Value \$50,000.00    | \$169,000.00                                       | 4<br>\$97,690.00             | 3<br>\$75,000.00                  | 1<br>\$0.00 | 1<br>\$0.00            | 13<br>\$391,690.00        | 24<br>\$963,350.00        |  |  |
| Dec-16                              | No. 6<br>Value \$797,556.00   | \$112,810.00                                       | 1<br>\$20,000.00             | 0<br>\$0.00                       | 1<br>\$0.00 | 0                      | 10<br>\$930,366.00        | 9<br>\$491,650.00         |  |  |
| Jan-17                              | No. 5<br>Value \$1,537,176.00 | \$0.00                                             | 2<br>\$68,647.00             | 0<br>\$0.00                       | 1<br>\$0.00 | 0                      | 8<br>\$1,605,823.00       | 3<br>\$82,400.00          |  |  |
| Feb-17                              | No. 5<br>Value \$1,160,265.00 | \$0.00                                             | 7<br>\$97,462.00             | 3<br>\$176,400.00                 | 2<br>\$0.00 | 2<br>\$5,000.00        | 19<br>\$1,439,127.00      | 9<br>\$2,632,960.00       |  |  |
| Mar-17                              | No. 3<br>Value \$282,049.00   | \$26,100.00                                        | 8<br>\$180,138.00            | 1<br>\$107,000.00                 | 2<br>\$0.00 | 1<br>\$0.00            | 17<br>\$595,287.00        | 15<br>\$1,289,999.00      |  |  |
| Apr-17                              | No. 1<br>Value \$319,000.00   | \$35,000.00                                        | 2<br>\$22,300.00             | 2<br>\$3,600,000.00               | 2<br>\$0.00 | 0                      | 8<br>\$3,976,300.00       | 10<br>\$630,217.00        |  |  |
| May-17                              | No.                           |                                                    |                              |                                   |             |                        |                           | 9<br>\$993,968.00         |  |  |
| Jun-17                              | No.                           |                                                    |                              |                                   |             |                        |                           | 9<br>\$676,127.00         |  |  |
| No. (Year to Date)                  | 34                            | 11                                                 | 38                           | 12                                | 15          | 6                      | 116                       | 131                       |  |  |
| FY 16/17 Total Value (Year to Date) | \$6,825,071.00                | \$406,510.00                                       | \$963,923.00                 | \$4,055,600.00                    | \$0.00      | \$37,770.00            | \$12,288,874.00           |                           |  |  |
| FY 15/16 Total Value                | \$7,917,361.10                | \$487,700.00                                       | \$777,052.90                 | \$1,633,163.00                    | \$0.00      | \$184,999.00           |                           | \$11,000,276.00           |  |  |

Our Environment No. 5 Cont...

**COUNCIL IMPLICATIONS:**

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

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

**2. Policy and Regulation**

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

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

Nil

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Nil

**David Stewart**

**Acting Director Strategic Planning & Environmental Services**

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

Approved/Reviewed by Manager: David Stewart, Acting Director Strategic Planning & Environmental Services

Department: Infrastructure, Environment & Regulation

Attachments: There are no attachments for this report.

|                      |                                                                      |
|----------------------|----------------------------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                                        |
| <b>Submitted by:</b> | Executive Officer                                                    |
| <b>Reference:</b>    | <b>ITEM ENV6/17</b>                                                  |
| <b>Subject:</b>      | <b>RESULTS OF SURVEY - MT LINDESAY ROAD WASTE COLLECTION SERVICE</b> |

|                                                               |                                                                                                                             |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                             |
| <b>Goal:</b>                                                  | The community is encouraged to implement waste minimization strategies and recycling is fully implemented.                  |
| <b>Strategy:</b>                                              | Promote waste minimization and sustainable waste disposal                                                                   |
| <b>Action:</b>                                                | Implement and report of a 12 month trial for domestic waste collection at Mt Lindesay Road, from Tenterfield to Urbenville. |

## SUMMARY

The purpose of this report is to present back to Council the outcome of the recently conducted survey with regard to the trial period of the Mt Lindesay Road Waste Collection Service and for Council to resolve whether to continue this service or to discontinue it in 2017/2018.

## OFFICER'S RECOMMENDATION:

- (1) That Council determine whether to provide or discontinue a waste collection service to residents in the Mt Lindesay Road collection area for the 2017/18 financial year; and**
- (2) That Council's annual Operational Plan 2017/18 be altered to reflect this position prior to its final adoption.**

## BACKGROUND

A survey was distributed to the owners of property located within the Mt Lindsay Waste Collection Service area in mid-April to determine the views of this community of interest with regard to the service. The survey ran until Saturday, 13 May 2017.

The surveys were individually coded and were unable to be replicated to ensure the integrity of the survey.

## REPORT:

155 surveys were issued to the legal service address of each rate assessment within the area and at completion of the survey period 119 completed surveys had been received.

The survey results were as follows:

### Question 1.

*Do you or your tenants actively utilise this Waste Collection Service?*

YES – 52 replies

NO – 66 replies



Our Environment No. 6 Cont...

### Question 2.

*If NO at Question 1, what are the main reasons for not utilising the service?*

Cost – 43 replies

Absentee Owner – 13 replies

Returned Bin – 42 replies

Other – Main Reasons given were:

- Have a Waste Transfer Station at Liston
- Do not need a bin service
- Bin was removed
- Did not receive a bin

### Question 3.

*If YES at Question 1, would you like this Waste Collection Service to continue for this property beyond the current period (i.e. 2017/2018 financial year)?*

YES – 47 replies

NO – 26 replies

Reasons (optional) – Main theme of reasons:

- Bin was removed (this reason also from persons who registered a NO vote)
- Did not receive a bin

Many thanks should also be passed on to the community in this area for taking the time to complete and return the survey. It is greatly appreciated.

### COUNCIL IMPLICATIONS:

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

*Involve item.* The survey was undertaken to obtain the views of the community members with the primary interest in the matter (those who pay for the service) to be utilised to inform and direct the decision making of Council.

#### 2. Policy and Regulation

Community Engagement Strategy and Policy.

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

Depending on Council's decision, the Long Term Financial Plan will need to reflect such.

#### 4. Asset Management (AMS)

N/A

#### 5. Workforce (WMS)

N/A

#### 6. Legal and Risk Management

N/A

Our Environment No. 6 Cont...

**7. Performance Measures**

N/A

**8. Project Management**

N/A

**Damien Connor**  
**Chief Executive**

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

|                      |                                                  |
|----------------------|--------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>     |
| <b>Submitted by:</b> | Chief Corporate Officer                          |
| <b>Reference:</b>    | <b>ITEM GOV24/17</b>                             |
| <b>Subject:</b>      | <b>2016/17 Budget Review as at 31 March 2017</b> |

|                                                               |                                                                                                                                                                       |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                       |
| <b>Goal:</b>                                                  | Direction 6.1 – Council has a long term vision based on the principles of sustainability.                                                                             |
| <b>Strategy:</b>                                              | 6.1c – Implement accounting and financial management policies and practices that provide for the ongoing sustainable operations of Council’s facilities and services. |
| <b>Action:</b>                                                | Provide financial services for the Council in an accurate, timely, open and honest manner.                                                                            |

## SUMMARY

The purpose of this report is to submit the March 2017 Quarter Budget Review to Council.

## OFFICER’S RECOMMENDATION:

**That Council adopt the 2016/17 Budget Review as at 31 March 2017.**

## BACKGROUND

The Office of Local Government has developed a set of minimum requirements for the Quarterly Budget Review Statements. The Quarterly Budget Review statement must show, by reference to the estimated income and expenditure that is set out in the operational plan adopted by Council, a revised estimate of income and expenditure for the year. It also requires the budget review statement to include a report by the responsible accounting officer as to whether or not they consider the statement indicates Council to be in a satisfactory financial position with regard to its original budget, and if not, to include recommendations for remedial action.

A Quarterly Budget Review Statement for the December quarter has been prepared in accordance with the Code of Accounting Practice and Financial Reporting.

The Quarterly Budget Review Statement includes the following reports;

1. Report by Responsible Accounting Officer
2. Income & Expenses Budget Review Statement
3. Capital Budget Review Statement
4. Budget Review Statement – Recommended Changes to Revised Budget
5. Cash & Investments Budget Review Statement
6. Key Performance Indicators Budget Review Statement
7. Contracts Budget Review Statement
8. Consultancy & Legal Expenses Budget Review Statement

A detailed budget review showing each budget item is attached to the report to support the Quarterly Budget Review Statement (Attachment 5 (Booklet 1)).

Our Governance No. 24 Cont...

**REPORT:****Operating Result**

Table 1 below compares the projected operating result with the previous quarter. It shows that the projected consolidated surplus has decreased by \$601,140.42 which is mainly due to a decrease in the general fund surplus of \$593,844.93.

*TABLE 1 – OPERATING RESULT EXCLUDING CAPITAL GRANTS AND CONTRIBUTIONS*

| <b>Fund</b>      | <b>Revised Budget</b> | <b>December Qtr</b> | <b>Variance</b> |
|------------------|-----------------------|---------------------|-----------------|
| General          | (\$311,315.17)        | \$ 282,529.76       | (\$593,844.93)  |
| Waste Management | \$ 243,350.31         | \$ 241,681.71       | \$ 1,668.60     |
| Water            | \$ 28,856.28          | \$ 27,996.29        | \$ 859.99       |
| Sewerage         | (\$ 66,514.31)        | (\$ 70,815.23)      | \$ 4,300.92     |
| Stormwater       | (\$ 43,842.00)        | (\$ 43,842.00)      | \$ 0.00         |
| Total            | (\$ 163,589.89)       | \$ 446,926.83       | (\$ 601,140.42) |

The following table (Table 2) details the principal variations accounting for the change in the operating result (variations to operating income which are offset by an equal increase in operating expenditure are disregarded as the net effect is zero).

*TABLE 2 – MATERIAL BUDGET VARIATIONS – OPERATING RESULT EXCLUDING CAPITAL GRANTS AND CONTRIBUTIONS*

| <b>Function</b>         | <b>Account Description</b>            | <b>Variation</b> | <b>Reason</b>                                                                     |
|-------------------------|---------------------------------------|------------------|-----------------------------------------------------------------------------------|
| Transportation Services | Staff costs                           | \$ 35,875.00     | Revised estimate of internal employee costs                                       |
| Transportation Services | Loss on disposal of assets            | (\$ 55,000.00)   | Higher than forecast change over costs due to introduction of new model vehicles. |
| Transportation Services | Regional Road Block Grant Maintenance | (\$170,000.00)   | Higher costs due to damage from several storm events during the year.             |
| Transportation Services | Rural Street Maintenance              | (\$480,000.00)   | Higher costs due to damage from several storm events during the year.             |
| Transportation Services | Street lighting - Tenterfield         | \$ 38,000.00     | Efficiency improvements from LED lighting.                                        |
| Transportation Services | Private works expenditure             | \$ 20,000.00     | Lower than forecast cost relating to private works.                               |
| Transportation Services | Aerodrome and facilities              | (\$ 20,000.00)   | Higher rainfall resulting in more moving of runway and surrounds.                 |
| Total                   |                                       | (\$ 631,125.00)  |                                                                                   |

Our Governance No. 24 Cont...

### Capital Budget

The capital expenditure budget shows in Table 3 below that projected capital expenditure will increase by \$331,000.00 from that projected in the December QBR.

This is largely due to two major budget changes, being the increases in budget for the renewal of gravel roads due additional renewal works resulting from a number of significant storm events during the financial. The other major change relates to the increasing scope of project works relating to the dam wall which has resulted in the recommended increased budget. Table 4 below details the material variations in each fund. (Note - immaterial variations are not included).

TABLE 3 – CAPITAL EXPENDITURE BUDGET

| Fund             | Revised Budget   | December Qtr     | Variance      |
|------------------|------------------|------------------|---------------|
| General          | \$ 13,230,315.98 | \$ 13,074,315.98 | \$ 156,000.00 |
| Waste Management | \$ 788,185.06    | \$ 788,185.06    | \$ 0.00       |
| Water            | \$ 2,433,717.59  | \$ 2,258,717.59  | \$ 175,000.00 |
| Sewerage         | \$ 769,475.25    | \$ 769,475.25    | \$ 0.00       |
| Stormwater       | \$ 166,304.11    | \$ 166,304.11    | \$ 0.00       |
| Total            | \$ 17,387,997.99 | \$ 17,056,997.99 | \$ 331,000.00 |

TABLE 4 – MATERIAL BUDGET VARIATIONS – CAPITAL EXPENDITURE BUDGET

| Function                | Account Description               | Variation      | Reason                                                                      |
|-------------------------|-----------------------------------|----------------|-----------------------------------------------------------------------------|
| Transportation Services | Road renewal – gravel roads       | \$ 150,000.00  | Additional necessary works due to undeclared natural disaster storm events. |
| Transportation Services | Shared path Scott Street          | (\$ 34,000.00) | Reduced due to completion of works                                          |
| Property Management     | Ten – FM shed                     | (\$ 20,000.00) | Project cost higher than expected                                           |
| Property Management     | Admin building air conditioning   | (\$ 20,000.00) | Project cost higher than expected                                           |
| Water                   | Dam wall project management costs | \$ 175,000.00  | Increase due to changed scope of works for contractor.                      |
| TOTAL                   |                                   | \$ 331,000.00  |                                                                             |

### Key Performance Indicators

The following table (Table 5) compares the key performance indicators on a consolidated funds basis with the original budget. A more detailed analysis is contained in the Quarterly Budget Review Statement. It shows that Council is achieving all benchmarks except the Own Source Operating Revenue Ratio and the Infrastructure Backlog Ratio.

Our Governance No. 24 Cont...

When the Financial Assistance Grant is included in the Own Source Revenue Ratio calculation (as it is for "Fit for the Future" assessment purposes) Council would also meet that performance benchmark. The Backlog Ratio has been recalculated as part of the development of the current 10 year Long Term Financial Plan and the projected result has been updated.

TABLE 5 – KEY PERFORMANCE INDICATORS (CONSOLIDATED FUNDS)

| Performance Indicator                                       | OLG Benchmark | Projection 2016/17 | Original Budget 2016/17 |
|-------------------------------------------------------------|---------------|--------------------|-------------------------|
| Operating Performance Ratio (%)                             | >0%           | 0.00%              | 4.40%                   |
| Own Source Operating Revenue Ratio (%)                      | >60%          | 50.79%             | 46.00%                  |
| Unrestricted Current Ratio                                  | >1.5x         | 3.28x              | 2.23x                   |
| Debt Service Cover Ratio                                    | >2.0x         | 8.58x              | 7.76x                   |
| Rates, Annual Charges, Interest & Extra Charges Outstanding | <10% (Rural)  | 5.83%              | 5.76%                   |
| Cash Expense Cover Ratio                                    | >3 mths       | 9.07 mths          | 7.33 mths               |
| Building & Infrastructure Renewals Ratio                    | >100%         | 192.14%            | 229.04%                 |
| Infrastructure Backlog Ratio                                | <2%           | 4.73%              | 2.67%                   |
| Asset Maintenance Ratio                                     | >1.00x        | 1.10%              | 1.10x                   |

## Working Funds

Working funds is a financial indicator that discloses the working capital available to Council to fund day to day operations. Working funds is the net current assets (current assets less current liabilities) less "restricted" cash and investments included in current assets. Restricted cash includes reserves set aside by Council for a specific purpose (internal restrictions) and external restrictions (such as unspent grants or loan funds). The net current assets figure is adjusted for items already included in the annual budget to avoid double counting. This involves adding back interest bearing liabilities disclosed as a current liability and cash backed provisions.

The working funds table below (Table 6) shows that all funds are in a sound position and have more than adequate liquidity to meet commitments in the short term.

TABLE 6 – ESTIMATED WORKING FUNDS POSITION

| Fund                  | Projected 30/06/2017 |
|-----------------------|----------------------|
| General Fund          | \$ 913,086.57        |
| Waste Management      | \$ 756,318.50        |
| Tenterfield Water     | \$ 1,369,540.91      |
| Tenterfield Sewerage  | \$ 1,338,046.44      |
| Stormwater Management | \$ 258,142.40        |
| TOTAL                 | \$ 4,635,134.82      |

A summary of the significant movements in the budget during the March Quarter forms part of the Quarterly Budget Review Statement.

Our Governance No. 24 Cont...

The budget shows income from all sources (operating income, capital income, loan funds, proceeds from the sale of assets, transfers from reserves, restricted funds) and operating expenditure, capital expenditure, transfers to reserves and restricted funds.

### **COUNCIL IMPLICATIONS:**

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

N/A

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

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

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

Recommended variations to the annual budget are detailed in this report.

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

Nil.

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

Nil.

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

The Budget Review is submitted to Council in accordance with Clause 203(1) of the Local Government (General) Regulation 2005.

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

The impact of the recommended budget variations on Councils key performance indicators is detailed in the Quarterly Budget Review Statement.

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

Nil.

**Kylie Smith**  
Chief Corporate Officer

|                               |                                                                                                                               |             |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-------------|
| Prepared by staff member:     | Andrew Wright, Relief Manager Finance                                                                                         |             |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                                                          |             |
| Department:                   | Corporate, Governance & Community                                                                                             |             |
| Attachments:                  | <b>1</b> Attachment 5 (Booklet 1) -<br>Quarterly Budget Review<br>Statement for the Period 1 January<br>2017 to 31 March 2017 | 71<br>Pages |

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b> |
| <b>Submitted by:</b> | Chief Corporate Officer                      |
| <b>Reference:</b>    | <b>ITEM GOV25/17</b>                         |
| <b>Subject:</b>      | <b>Finance and Accounts</b>                  |

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

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

#### **SUMMARY**

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

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

**That Council receive and note the Report "Finance and Accounts" for the period ended 30 April 2017.**

#### **BACKGROUND**

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

#### **REPORT:**

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

##### (a) Reconciliation of Accounts

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

Cash Book Balances on this date were as follows:-

|                        |    |              |        |
|------------------------|----|--------------|--------|
| General (Consolidated) | \$ | 1,072,630.23 | Credit |
| General Trust          | \$ | 321,533.93   | Credit |

##### (b) Summary of Investments

Attached to this report is a certified schedule of all Council's investments as at 30 April 2017 showing the various invested amounts and applicable interest rates.



Our Governance No. 25 Cont...

### **COUNCIL IMPLICATIONS:**

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

Nil.

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

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

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

There has been no adjustment to budget expectations.

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

Nil.

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

Prepared by staff member:

Belinda Savins, GIS Accountant

Approved/Reviewed by Manager:

Kylie Smith, Chief Corporate Officer

Department:

Corporate, Governance & Community

Attachments:

**1** Attachment 6 (Booklet 2) - 1  
Summary of Investments - 30 April Page  
2017

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b> |
| <b>Submitted by:</b> | Chief Corporate Officer                      |
| <b>Reference:</b>    | <b>ITEM GOV26/17</b>                         |
| <b>Subject:</b>      | <b>Posted Expenditure Report</b>             |

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

### SUMMARY

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

### OFFICER'S RECOMMENDATION:

**That Council receive and note the "Posted Expenditure Report" for the period ended 30 April 2017.**

### BACKGROUND

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

The posted expenditure report for the period ended 30 April 2017 provides information on the percentage (%) of the original budget expended.

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

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

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

### REPORT:

The "Recommended Changes Next QBR" column incorporates budget amendments that are reflected in the March quarter budget review. These recommendations are still to be considered by Council.

There is one significant item of over-expenditure at 30 April 2017 that remains unfunded. The following comments relate to project where the expected budget has been exceeded by \$50,000 or more.

Our Governance No. 26 Cont...

### **1. Road Renewal – Gravel Roads**

This project has exceeded the budget by \$55,117.64 as at 30 April 2017. It is anticipated that this amount will increase to \$150,000 by 30 June 2017. This is due to the weather events that occurred in late March and early April which have caused Council to carry out additional unscheduled maintenance. Council is currently working with the State and Commonwealth Governments to seek out natural disaster funding to assist in the reparation of Council's affected assets.

## **COUNCIL IMPLICATIONS:**

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

Nil.

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

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

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

Any amendments that are deemed to be required will be reflected in the March QBR.

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

Nil.

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

Nil.

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

Nil.

### **7. Performance Measures**

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

### **8. Project Management**

Nil.

**Kylie Smith**  
Chief Corporate Officer

|                               |                                                                                                 |
|-------------------------------|-------------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Belinda Savins, GIS Accountant                                                                  |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                            |
| Department:                   | Corporate, Governance & Community                                                               |
| Attachments:                  | <b>1</b> Attachment 7 (Booklet 2) - Capital Expenditure Program 2016/17 - 30 April 2017 4 Pages |

|                      |                                                                            |
|----------------------|----------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>                               |
| <b>Submitted by:</b> | Chief Corporate Officer                                                    |
| <b>Reference:</b>    | <b>ITEM GOV27/17</b>                                                       |
| <b>Subject:</b>      | <b>ADOPTION OF OPERATIONAL PLAN 2017/18 AND DELIVERY PROGRAM 2017-2021</b> |

|                                                               |                                                                                            |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                            |
| <b>Goal:</b>                                                  | Council achieves excellence in corporate governance                                        |
| <b>Strategy:</b>                                              | Implement strategies, policies and practices to achieve excellence in corporate governance |
| <b>Action:</b>                                                | Undertake all legislative requirements of local government                                 |

## SUMMARY

The purpose of this report is for Council to adopt the four year Delivery Program 2017-2021 and the annual Operational Plan 2017-2018 for Tenterfield Shire Council following public exhibition.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Adopt the Delivery Program 2017-2021, as attached; and**
- (2) Adopt the Operational Plan 2017-18, as attached.**

## BACKGROUND

All NSW Councils are required to review and reconstruct all of their Integrated Strategic Plans by the 30<sup>th</sup> of June in the year following a full Council Election.

In line with the NSW Local Government Integrated Planning and Reporting (IP&R) legislation, Council is required annually to adopt an Operational Plan, including a Revenue Policy which outlines the rates, fees and charges to be made and levied for the upcoming financial year.

The IP&R legislation also requires Councils to construct a four year Delivery Program which sets out the goals and actions of the elected Council during their term in office, in line with the Community Strategic Plan.

Council adopted the draft Delivery Program and draft Operational Plan at its Extraordinary Council Meeting of 12<sup>th</sup> April 2017 and placed the documents on public exhibition for a period of 28 days for comment by the public.

## REPORT:

During the exhibition period the following is a summary of the submissions received from members of the general public:

| <b>Name</b>                      | <b>Details of Submission</b>                                                                                                                                        |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mingoola Association<br>Progress | Page 115 of the Revenue Policy, Fees & Charges – exception taken to the fees for Council inspections outside 20km radius being \$70 above those inside this radius. |

Our Governance No. 27 Cont...

| Name                   | Details of Submission                                                                                                                                                                                                                                                                                                                               |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Councillor John Martin | This submission contained a variety of operational matters which will be dealt with by appropriate staff. Equitable charging concerns were raised in the areas of water supply availability charges, sewerage service charges, trade waste charges, waste management charges, bulk solid waste delivery charge and storm water management services. |

In addition a number of formatting, grammar and minor updates for accuracy have been recommended by staff and made to the original draft documents and they are reflected in the final documents as attached to this report for final adoption.

### COUNCIL IMPLICATIONS:

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

*Collaborate item.* A multi-facet community engagement program was undertaken for the rebuild of Council's integrated planning suite in-line with Council's Community Engagement Policy and Strategy and the project plan adopted for this project.

The draft documents were subsequently placed on public exhibition for a period of 28 days.

An online video was also produced explaining the key features and items of the new plans and placed on Council's website throughout the exhibition period.

#### 2. Policy and Regulation

- NSW Local Government Act 1993 as amended;
- NSW Local Government (General) Regulations 2005;
- NSW Local Government Integrated Planning and Reporting Guidelines 2010.

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

No changes recommended.

#### 4. Asset Management (AMS)

No changes recommended.

#### 5. Workforce (WMS)

No changes recommended.

#### 6. Legal and Risk Management

All draft plans have been constructed given due consideration to Council's strategic and operational risks.

#### 7. Performance Measures

Revised performance measures are outlined for each document within the respective Plans.

#### 8. Project Management

N/A

Our Governance No. 27 Cont...

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

Prepared by staff member: Kylie Smith, Chief Corporate Officer  
Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer  
Department: Corporate, Governance & Community  
Attachments: **1** Attachment 8 (Booklet 2) - Delivery Program 2017-2021 and Operational Plan 2017-2018

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b> |
| <b>Submitted by:</b> | Chief Corporate Officer                      |
| <b>Reference:</b>    | <b>ITEM GOV28/17</b>                         |
| <b>Subject:</b>      | <b>INVESTMENT - DRAFT POLICY 1.091</b>       |

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

## SUMMARY

The purpose of this report is to enable Council to review the existing Investment Policy which was previously adopted in May 2015.

## OFFICER'S RECOMMENDATION:

### That Council

- (1) Adopts the draft Investment Policy 1.091 as per the attachment; and**
- (2) Places the draft Investment Policy 1.091 on public exhibition for a period of 14 days.**

## BACKGROUND

Section 625(2) of the Local Government Act 1993 provides that Council may only invest funds in a form of investment notified by order of the Minister for Local Government published in the Government Gazette. The Minister last issued an Investment Order on 12 January, 2011.

## REPORT:

The Minister's Orders allow the following forms of investment:

- a) Any public funds or securities issued or guaranteed by the Commonwealth, any State of the Commonwealth or a Territory;
- b) Any debentures or securities issued by a council;
- c) Interest Bearing Deposits with, or any debentures or bonds issued by, an authorised deposit taking institution (excluding subordinated debt obligations);
- d) A deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the NSW Treasury Corporation.

Any investments made before the date of the current order which were made in compliance with previous Ministerial Orders are taken to be in compliance with the current order (referred to in the Order as Transitional Arrangements).

The revised draft Investment Policy has been modified to improve Council's investment risk profile by providing Council with a wider range of Australian Financial Institutions to invest with.

Our Governance No. 28 Cont...

This will be achieved by using Standard and Poor's credit rating to select Council's investments rather than limiting it to a few named financial institutions. By investing with more institutions, Council will reduce its risk by reducing its exposure to any one financial institution.

### **COUNCIL IMPLICATIONS:**

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

N/A.

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

The current policy stipulates that investments will only be placed with the following banks; Commonwealth, National Australia Bank, Westpac, ANZ, Bankwest or St George Bank. This aspect of the Policy has been in place due to volatility in the financial markets in recent years to ensure that risk exposure is minimised. In the current global financial climate it is considered appropriate to endorse the existing policy without amendment.

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

The investment of funds contributes to the income of Council, however the risks associated with investment are a primary consideration. Councils broader obligations are noted in the Ministers Orders (refer "Key Considerations").

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

N/A

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

N/A

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

The policy has been developed to comply with the provisions of the 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.

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

The recommended changes to the revised policy will help to strengthen the policy objectives. By providing a wider range of financial institutions to invest in, Council will help to further protect the investments while helping to ensure that Council maximises its returns.

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

N/A

**Kylie Smith**  
Chief Corporate Officer



## Our Governance No. 28 Cont...

|                               |                                                                   |            |
|-------------------------------|-------------------------------------------------------------------|------------|
| Prepared by staff member:     | Andrew Wright, Manager Finance                                    |            |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                              |            |
| Department:                   | Corporate, Governance & Community                                 |            |
| Attachments:                  | <b>1</b> Attachment 9 (Booklet 3) -<br>Investment Policy No 1.091 | 6<br>Pages |

|                      |                                                     |
|----------------------|-----------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>        |
| <b>Submitted by:</b> | Chief Corporate Officer                             |
| <b>Reference:</b>    | <b>ITEM GOV29/17</b>                                |
| <b>Subject:</b>      | <b>Related Party Disclosure Policy - New Policy</b> |

|                                                               |                                                                                                                             |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                             |
| <b>Goal:</b>                                                  | Direction 6.3 – Council’s decision making processes are open, accountable and based on sound integrated planning.           |
| <b>Strategy:</b>                                              | 6.3a – Develop and maintain a planning framework and policies that ensures open, honest and transparent Council operations. |
| <b>Action:</b>                                                | Governance policies prepared and existing policies reviewed regularly and access to Council’s policies provided.            |

## SUMMARY

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

## OFFICER’S RECOMMENDATION:

### That Council:

- (1) Adopts the draft Related Party Disclosure Policy as per the attachment; and**
- (2) Places the Related Party Disclosure Policy on public exhibition for a period of 14 days.**

## 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”.

### What is a related party?

A “related party” is a person or entity that is related to the entity that is preparing its financial statements. For the purpose of the policy “related parties” include –

- The Mayor
- Councillors
- Chief Executive Officer
- Chief Officers
- Personnel required to complete the *Disclosure by Councillor & Designated Persons Return*
- Close family members of the Mayor, Councillors, Chief Executive Officer, Chief Officers and Personnel required to complete the *Disclosure by Councillor & Designated Persons Return*
- Entities controlled or jointly controlled by the Mayor, Councillors, Chief Executive Officer, Chief Officers and Personnel required to complete the *Disclosure by Councillor & Designated Persons Return*, or their close family members.

Our Governance No. 29 Cont...

The Mayor, Councillors, Chief Executive Officer, Chief Officers and Personnel required to complete the *Disclosure by Councillor & Designated Persons Return* are defined as "Key Management Personnel" (KMP). AASB 124 defines KMP as those persons that have responsibility to "plan, direct and control" the activities of Council.

### **New information needs to be collected from Council's KMP to comply with AASB 124**

To comply with AASB 124, Council needs to collect information from its KMP to identify related party relationships and transactions.

The proposed policy requires all KMP to periodically provide a Related Party Disclosure notifying any existing or potential related party transactions between Council and related parties. After transactions are verified in Council's business systems the information will be added to a Register of Related Party Transactions.

Council's KMP are accustomed to making disclosures under various returns, however AASB 124 also requires disclosures of material transactions in the financial statements.

Under the Policy, the Related Party Disclosures made by KMP and the Register of Related Party Transactions are not intended to be available for inspection by the public, although the reporting of transactions and relationships will be. Where material transactions have occurred they will be disclosed in the financial statements either separately or in aggregate (eg Council's KMP remuneration).

### **When will the information be collected?**

KMP must complete a "Related Party Disclosure by Key Management Personnel" Return notifying of any (ie regardless of value) existing or potential related party transactions between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members by no later than the following periods during a financial year:

- a) 30 days after the commencement of the application of the Policy;
- b) 30 days after a KMP commences or ceases their term or employment with Council;
- c) 30 June each year.

### **REPORT:**

#### **What are Related Party Transactions?**

A related party transaction is defined as a transfer of resources, services or obligations between the Council and a related party (regardless of whether a price is charged).

Examples of Related Party Transactions include:

- a) Purchases or sales of goods;
- b) Purchases or sales of property or other assets;
- c) Rendering or receiving of services;
- d) Rendering or receiving of goods;
- e) Leases;

Our Governance No. 29 Cont...

- f) Transfers under licence agreements;
- g) Transfers under finance arrangements (eg loans);
- h) Provision of guarantees (given or received);
- i) Commitment to do something if a particular event occurs or does not occur;
- j) Settlement of liabilities on behalf of Council or by Council on behalf of that related party.

Examples of Related Party Transactions are:

1. Council entered into a cleaning contract with a company which is controlled by a member of its KMP;
2. Council purchasing aggregate concrete from a company which has a member of Council's KMP as a Director;
3. Close family members of Council's KMP are employed by Council under the relevant pay award on an "arms length" basis.

However a KMP is not required to notify in a related party disclosure, related party transactions that are *ordinary citizen transactions*.

#### **What are ordinary citizen transactions?**

Ordinary citizen transactions are transactions made on an "arms length" basis that an ordinary citizen would undertake with Council.

Examples of ordinary citizen transactions assessed to be not material in nature are:

- a) Paying rates and utility charges;
- b) Using Council's public facilities after paying the corresponding fee;
- c) Paying dog registration fees.

Other exclusions include:

- a) The Mayor and Councillors expenses incurred and facilities provided during the financial year under Council's Payment of Expenses and Provision of Facilities to Councillors Policy, the particulars of which are contained in Council's Annual Report pursuant to the Local Government (General Regulation) 2005 clause 217.

#### **What information will be disclosed in the financial statements?**

The Standard requires disclosure of material transactions with related parties.

Disclosure will include:

1. KMP compensation in aggregate;
2. Details of transactions with KMP and their close family members which will disclose:
  - a) The nature of the related party relationship;
  - b) The amount of the transaction;
  - c) The amount of any outstanding balances, including commitments, and their terms and conditions;

Our Governance No. 29 Cont...

- d) Any provision for doubtful debts related to an outstanding balance and any expense recognised during the period in respect to bad or doubtful debts.

As a general rule, Council will utilize \$10,000 as the threshold for materiality for disclosure. Under the proposed policy, information contained in periodic Related Party Disclosures and personal information contained in the Register of Related Party Transactions will not be accessible under the Government Information (Public Access) Act 2009 [GIPA]. Reported information will be publicly available.

Examples of how Related Party Transactions will be reported are included in the Local Government Code of Accounting Practice and Financial Reporting (Update 25) Pages A134-A136.

### **COUNCIL IMPLICATIONS:**

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

The draft policy will be advertised for comment for a period of 14 days following adoption by Council.

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

- 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 Chawner, Finance Manager

Approved/Reviewed by Manager:

Kylie Smith, Chief Corporate Officer

Department:

Corporate, Governance & Community

Attachments:

**1** Attachment 10 (Booklet 3) - Draft Related Party Disclosure Policy 16 Pages

---

**(ITEM RC6/17) REPORTS OF COMMITTEES & DELEGATES - NSW PUBLIC LIBRARIES ASSOCIATION NORTH-EAST ZONE MEETING - 11 MAY 2017**

---

**REPORT BY:** John Macnish, Councillor; Jennifer Stoker, Senior Librarian

**SUMMARY**

A meeting of the NSW Public Libraries Association, North-East Zone was held at Inverell on Thursday, 11 May 2017.

**RECOMMENDATION**

**That the report of Delegate Cr John Macnish on the NSW Public Libraries Association North-East Zone Meeting of 11 May 2017 be received and noted.**

**REPORT**

Tenterfield Shire Council was represented at this meeting by Cr John Macnish and Senior Librarian, Jenny Stoker. The meeting was also attended by State Library consultant Ellen Forsyth who presented the State Library of NSW report and answered queries on behalf of State Library.

Ellen Forsyth spoke about the schedule of Assessment and Compliance visits to NSW public libraries 2016 – 2019 as part of her report. Ellen visited Tenterfield Public Library on Tuesday, 9 May 2017 as part of these scheduled visits.

Ellen also updated the meeting on the Indyreads Pilot which is a Local eContent Management Platform that is being developed by the State Library. The state-wide roll out of Indyreads is scheduled for October 2017. Indyreads will give local residents online access to almost 1,000 Australian and international titles from independent publishers. It will include works by both emerging authors, local authors and household names; as well as many Australian children's titles.

In addition to the new platform, a new approach to licensing agreements with publishers will allow libraries to build direct relationships with Australian publishers and to publish material from their local community.

The meeting discussed the possibility of having fully online meetings. It was decided that in future, Zone meetings would be face-to-face with the development of virtual access via the *Blue Jeans* program for representatives who are unable to attend in person.

Delegates indicated to Ellen Forsyth that they would like to see State Library initiate research to update the Return On Investment (ROI) for libraries as it has not been updated for five (5) years.

The 2018 Library Conference will be hosted by the North-East Zone at Coffs Harbour with the next full meeting of the NSW Public Libraries Association North-East Zone being held at Coffs Harbour on 21 September commencing at 1.00 pm.

**ATTACHMENTS**

There are no attachments for this report.

|                      |                                                                                          |
|----------------------|------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                                                            |
| <b>Submitted by:</b> | Councillor Gary Verri                                                                    |
| <b>Reference:</b>    | <b>ITEM NM6/17</b>                                                                       |
| <b>Subject:</b>      | <b>INSERT DIRECTOR'S REPORTS &amp; OTHER MATTERS IN ORDINARY COUNCIL MEETING AGENDAS</b> |

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK****Goal:** [Click here to enter text.](#)**Strategy:** [Click here to enter text.](#)**Action:** [Click here to enter text.](#)**SUMMARY**

The purpose of this motion is to reinstate in the Agenda the Engineering Report, Environment Department and quarterly reports.

**COUNCILLOR'S RECOMMENDATION:**

**That the Engineering Report and the Environment Report are placed in all future Ordinary Council Meeting Agendas and all quarterly reports be brought up to date.**

**BACKGROUND**

All previous Council meetings under past General Managers had these items.

**REPORT:**

The public is entitled to see what and where Council is up to.

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

Information of community interest is provided in "Your Local News" and other information as requested is provided to Councillors in the "Information Booklet" distributed to Councillors at the meeting.

**2. Policy and Regulation**

- <Outline all relevant items in dot points...>

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

<Type text here...>

**4. Asset Management (AMS)**

<Type text here...>

**5. Workforce (WMS)**

<Type text here...>

**6. Legal and Risk Management**

<Type text here...>

Notice of Motion No. 6 Cont...

**7. Performance Measures**

<Type text here...>

**8. Project Management**

<Type text here...>

**Gary Verri  
Councillor**

Prepared by Councillor:

Gary Verri, Councillor



|                      |                                  |
|----------------------|----------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>    |
| <b>Submitted by:</b> | Councillor Gary Verri            |
| <b>Reference:</b>    | <b>ITEM NM7/17</b>               |
| <b>Subject:</b>      | <b>TRAVELLING STOCK RESERVES</b> |

|                                                               |                           |
|---------------------------------------------------------------|---------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                           |
| <b>Goal:</b>                                                  | Click here to enter text. |
| <b>Strategy:</b>                                              | Click here to enter text. |
| <b>Action:</b>                                                | Click here to enter text. |

## SUMMARY

The purpose of this report is for Council to make a submission on the review of Travelling Stock Reserves' use and ownership.

## COUNCILLOR'S RECOMMENDATION:

**That Council make a detailed submission with a view to transferring unused sections of the Travelling Stock Reserve, especially around the villages, to Council ownership/control.**

## BACKGROUND

There was a resolution from the July 2016 Ordinary Council Meeting on this very subject but it included all Crown Land.

## REPORT:

There are numerous sections of Travelling Stock Reserves that are unsuitable for grazing and are not used by travelling stock anymore. They have outlived their intended use.

In the section around Willsons Downfall there are numerous blocks that were surveyed off for the village (around 25 in 1 Parish) and reverted back to Travelling Stock Reserve which could be sold by the Tenterfield Shire Council.

In Queensland, Councils look after all stock routes and collect any associated fees.

## COUNCIL IMPLICATIONS:

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

<Type text here...>

### 2. Policy and Regulation

- <Outline all relevant items in dot points...>

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

<Type text here...>

Notice of Motion No. 7 Cont...

**4. Asset Management (AMS)**

<Type text here...>

**5. Workforce (WMS)**

<Type text here...>

**6. Legal and Risk Management**

Article from *The Land* newspaper provided by the Councillor unable to be reproduced due to Copyright Laws.

**7. Performance Measures**

<Type text here...>

**8. Project Management**

<Type text here...>

**Gary Verri  
Councillor**

Prepared by Councillor:

Gary Verri, Councillor

|                      |                                               |
|----------------------|-----------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                 |
| <b>Submitted by:</b> | Acting Executive Officer                      |
| <b>Reference:</b>    | <b>ITEM RES4/17</b>                           |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - MAY 2017</b> |

### SUMMARY

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

### OFFICER'S RECOMMENDATION:

**That Council notes the Council Resolution Register to May 2017.**

**Kylie Smith**  
**Acting Chief Executive**

Prepared by staff member: Noelene Hyde, Executive Assistant & Media  
Approved/Reviewed by Manager: Kylie Smith, Acting Chief Executive  
Department: Chief Executive Office  
Attachments: **1** Attachment 11 (Booklet 3) - 15  
Council Resolution Register to May 2017 Pages