



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER ORDINARY COUNCIL MEETING WEDNESDAY, 25 JULY 2018

Notice is hereby given in accordance with the provisions of the *Local Government Act 1993*, and pursuant to Clause 2.3 of Council's Code of Meeting Practice that an **Ordinary Council Meeting** will be held in the Tenterfield Shire Council Chamber, on **Wednesday, 25 July 2018** commencing at **9.30 am**.

Terry Dodds
Chief Executive

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

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

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

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

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

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

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

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

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

CONFLICT OF INTERESTS

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

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

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

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

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

Non-pecuniary Interests - Must be disclosed in meetings.

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

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

Disclosures to be Recorded (s 453 Act)

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

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ORDER OF BUSINESS

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

AGENDA

1. OPENING & WELCOME

2. (A) OPENING PRAYER

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

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

(B) ACKNOWLEDGEMENT OF COUNTRY

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

3. APOLOGIES

4. DISCLOSURES & DECLARATIONS OF INTEREST

5. CONFIRMATION OF PREVIOUS MINUTES

Recommendation

That the Minutes of the Ordinary Council Meeting held on Wednesday, 27 June 2018 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

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15. CONFIDENTIAL BUSINESS

(ITEM ECO15/18)	KOREELAH CREEK BRIDGE UPGRADE DESIGN STAGE - MT LINDESAY ROAD
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That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (d(i)) (d(ii)) of the Local Government Act, 1993, as the matter involves commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; AND commercial information of a confidential nature that would, if disclosed (ii) confer a commercial advantage on a competitor of the Council.

16. MEETING CLOSED

CLOSED COUNCIL

Confidential Reports

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

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

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

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

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

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

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

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

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

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

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

Resolutions passed in Closed Council

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

Department:	Office of the Chief Corporate Officer
Submitted by:	Property, Buildings and Landscape Co-ordinator (Part-time)
Reference:	ITEM COM8/18
Subject:	War Memorial Baths - Tender Recommendation

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council:

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

BACKGROUND

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

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

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

REPORT:

Local Government Procurement (LGP) were engaged to administer the tender process. The tender was advertised 29 May 2018 in the Sydney Morning Herald, Tenterfield Star, Councils website, and Tenderlink where the documents were made available.

In total, electronic tender alerts were sent to 1,145 entities. 89 organisations viewed the tender online, 6 organisations downloaded the tender documents. The tender was open for 26 days. Tenders closed on 25 June 2018 at 3pm and one (1) submission was received.

Our Community No. 8 Cont...

The evaluation was facilitated by LGP and a panel consisting of an independent evaluator from LGP, and two Council staff members who have no involvement with management of the pool.

The response to the tender was based on relevance to the Selection Criteria, evaluation methodology and level of information required to be provided as part of the online requirement.

The evaluation panel carried out a structured evaluation process. The panel reviewed the response received and considered the tenderers response to Capability and Capacity, Marketing and Promotion, Services and Community Benefit and Pricing and Financial Proposal.

The response from the submission was evaluated in accordance with the tender evaluation and probity plan. The overall score presented elements of risk to Council. The tender did not demonstrate relevant qualification and experience to manage the facility and mitigate Councils risks. In addition the pricing proposal was deemed to be not commercially viable solution.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

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

3. Financial (Annual Budget & LTFP)

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

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

4. Asset Management (AMS)

Council remains the Asset Manager of the facility as such alternative management of the facility will be actioned to ensure the Pool Management Plan is actioned this season. Staff will commence investigations to resource the facility to ensure strategic outcomes.

5. Workforce (WMS)

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

6. Legal and Risk Management

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

Our Community No. 8 Cont...

7. Performance Measures

The current performance measures are swimming pool attendance and the net annual operating cost per attendance. We anticipate the operating cost to increase and the attendance to remain the same, despite last seasons attendance being approximately 3000 short of the projections last year.

8. Project Management

Nil.

Kylie Smith
Acting Chief Executive

Prepared by staff member:	Heidi K Ford, Property, Buildings and Landscape Co-ordinator (Part-time)	
Approved/Reviewed by Manager:	Kylie Smith, Acting Chief Executive	
Department:	Office of the Chief Corporate Officer	
Attachments:	1 Confidential - Attachment 6 (Confidential Booklet 4) - Management & Operation of Tenterfield Swimming Pool	20 Pages

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM COM9/18
Subject:	USE OF MEMORIAL HALL & RSL PAVILION BY TENTERFIELD TOTAL CARE & TRANSPORT INC - MEALS ON WHEELS

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Community - COMM 3 - Our range of services and facilities support accessibility for all in our community.
CSP Strategy:	Recognise and plan for the needs of our ageing population.
CSP Delivery Program	Ensure that the community is provided with a high quality built environment that meets the needs of our ageing population.

SUMMARY

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

OFFICER'S RECOMMENDATION:

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

BACKGROUND

Tenterfield Care & Transport Inc currently lease 123 High Street, Tenterfield and conduct their community support activities from this facility.

In order to continue to provide *Meals on Wheels* service to our community an upgrade of the kitchen facilities is required for which, Tenterfield Care & Transport have obtained grant funding \$14,348 and approval by Council to proceed.

REPORT:

Refurbishment works of the kitchen facilities will take place during the period Saturday, 21 July to Sunday, 19 August 2018. Tenterfield Care & Transport Inc have made a booking for the Memorial Hall and RSL Pavilion for this period to ensure those members of our community who require care in the form of *Meals on Wheels* and other social outings remain catered for.

During this period previous bookings for the Memorial Hall are not compromised as arrangements have been made to work around this through access to the RSL Pavilion.

COUNCIL IMPLICATIONS:

- 1. Community Engagement / Communication (per engagement strategy)**
Not required.

Our Community No. 9 Cont...

2. Policy and Regulation

- Council Policy 3.130 – Hire Fees – Public Facilities, Halls & Parks

3. Financial (Annual Budget & LTFP)

A Quarterly Budget Review amendment will occur to reflect the cost of usage for the Memorial Hall & RSL Pavilion by Tenterfield Total Care & Transport Inc for the period Saturday, 21 July to Sunday, 19 August 2018.

4. Asset Management (AMS)

Nil for this Report, however the upgrade will improved asset owned by Council and impact on future value of the asset.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith
Acting Chief Executive

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

Department:	Office of the Chief Operating Officer
Submitted by:	Engineering Officer (Part-time)
Reference:	ITEM ECO13/18
Subject:	Unnamed Right of Carriageway off Mole River Road, Mole River

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Transport - TRSP 15 - We have an effective interconnected transport system that is safe, efficient and affordable for us as a community.
CSP Strategy:	We have a well-designed and functioning road network suitable for all users now and take into consideration future network consumption and demand.
CSP Delivery Program	Asset Planning, Policy and Management provide strategic direction and information to Council enabling the sustainable management of its asset portfolio as a whole.

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council:

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

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.

Our Economy No. 13 Cont...

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 attached 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 Mole River Road 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.

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 and as detailed in the NSW Addressing Manual endorsed by GNB requires;

1. Council to endorse a proposed road name followed by,
2. Advertising the proposed road name allowing a submission period of 28 days followed by,
3. A decision of Council to accept the proposed name. Followed by advertising of the road name followed by Gazettal. Once gazetted, the lane can be signposted.

Our Economy No. 13 Cont...

REPORT:

The following submissions were received from property owners who use this lane:

Suggested Road Name	Reason
Gibraltar Lane	Resident advised that many parts of this road have a magnificent view of Gibraltar Rock
Stone	Resident suggested name Joseph Lawrence Stone born in 1888 in Tenterfield and Robert Eagles Stone born in 1891 in Tenterfield were brothers who served in World War I.
Tuckum Tellebudgera Wiandook Murrumbong Colly Myall Marango	Mountain view Good fishing spot Up the river Good Water Wild Mountain

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, Stone Lane met the GNB road naming guidelines, however there is a Gibraltar Road and a Gibraltar Station Road within the 50 km vicinity of this ROC therefore Gibraltar Lane could not be used. The NSW Addressing User Manual under 6.7.5 *Acceptable Road Names* advises – Aboriginal names shall be in a local language chosen in consultation with the Local Aboriginal Land Council. The suggested names were not in a local language chosen in consultation with the Local Aboriginal Land Council and could not be used. Further investigation carried out with the local RSL confirmed that there were in fact three (3) brothers Horace John, Joseph Lawrence and Robert Eagles Stone all of whom served in World War I.

In accordance with the attached extract from the GNB road naming guidelines which states, AP1.4 that *consultation should only occur once a proposal has had initial in-house endorsement from the Local Government*. As shown in the attached Process AP1: Road Naming/Renaming – Local Government Workflow, AP1, Council's Engineering Officer has completed steps AP1.1 and AP1.2 and as Council is only up to the proposal stage, consultation with Public and Authorities AP1.4 will occur once a name has had initial in-house endorsement from Council.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

To-date, property owners that use this right of carriageway have been consulted by way of letter requesting to submit suggestions to Council for proposed Lane names.

Council's Engineering Officer has also phoned the three (3) residents who put in submissions for the road names advising of the proposed name of "Stone Lane". The residents offered no objections to this proposed name.

Our Economy No. 13 Cont...

Consequently, it is the opinion of Council Officers that the un-named Right of Carriageway be proposed to be called "Stone Lane".

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 Mole River Road 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.

Andre Kompler
Chief Operating Officer

Prepared by staff member:	Jessica Gibbins, Engineering Officer (Part-time)
Approved/Reviewed by Manager:	Andre Kompler, Chief Operating Officer
Department:	Office of the Chief Operating Officer
Attachments:	1 Geographical Names Board - Extract - NSW Addressing User Manual
	2 Pages

Chapter 8	Addressing Processes
AP1.3 Help and Suitability Advice	<p>Additional expertise is available when determining whether a proposed name is suitable and conforms to the policies and principles for road naming in NSW.</p> <p>Refer to Procedure 7.3.4 - Suitability Advice for details.</p>
AP1.4 Consultation with Public and Authorities	<p>Consultation is a mandatory requirement - Local Government can choose to undertake consultation with Public and Authorities at the same time, or to stagger the steps with referral to prescribed authorities undertaken prior to consultation with the public.</p> <p>In both cases, consultation should only occur once a proposal has had initial in-house endorsement from the Local Government.</p> <p>Public Consultation</p> <p>Refer to Procedure 7.1.4 - Advertising and Public Notices for details of public consultation requirements.</p> <p>Consultation with Authorities</p> <p>Refer to Procedure 7.1.3 - Consulting on a Proposal for details of requirements.</p> <ol style="list-style-type: none"> The Surveyor-General is one of the prescribed authorities who will receive notification. This notification will be referred to the GNB Secretariat as it has delegated authority; the process will proceed to Task 1.4(b) or Task 1.4(c). The Secretariat have delegated authority for considering the proposal. They will analyse the details and can endorse the name, in which case the proposal will be sent back to the Local Government for its ratification. If they are unable to endorse the name they will send the proposal back to the Local Government for clarification or amendment. Should the proposal require referral to the GNB, the details will be included in the agenda notes for the next scheduled meeting. The GNB will consider the proposal, and if endorsed, the application will be sent back to the Local Government for its ratification.
AP1.5 Finalise Proposal and Submit to GNB	<p>Following completion of the notification and consultation process, the Local Government need to ratify the proposal and either endorse it for submission to the GNB, or discard/ amend it.</p> <p>The Local Government will need to consider all public submissions made during the consultation period, and if this occurred at the same time as notification to prescribed authorities, feedback from these groups must also be considered at this time. Refer to Procedure 7.1.5 - Submissions for details of what must be considered.</p> <p>Refer to Procedure 7.3.1 - Authorisation of Proposals for details of how the final proposal is submitted to the GNB by Local Government.</p>
AP1.6 GNB Secretariat Considers Proposal	<p>The Secretariat has delegated authority to consider and approve road naming proposals where they are straightforward and conform to the General Principles for road naming in AUM Chapter 6, Section 6.7 - Principles of Road Naming.</p> <p>If deemed suitable, the GNB Secretariat will approve the name.</p> <p>If any queries arise, the proposal will be referred to the GNB for its consideration.</p> <p>If a proposal is rejected by the GNB Secretariat and a Local Government still feels there are grounds for GNB consideration then full details of the proposal along with the grounds for the GNB's consideration should be addressed by the Local Government to the Secretariat of the GNB and the matter will be referred to the next Board meeting.</p>

Process AP1: Road Naming/Renaming - Local Government

Overview

A road naming, renaming or pre-approval proposal can be generated by the public via service authorities or Local Government.

Procedures that inform this Process

Spatial Services has developed an online road naming system for assisting the Local Government with the process for developing, checking, submitting, approving and registering a road name. Application information can be found on the [GNB](#) website.

Procedures 7.1 - Consultation

Procedures 7.2 - Notifications

Procedures 7.3 - Pre-Approvals

Procedures 7.4 - Signage

Responsibilities

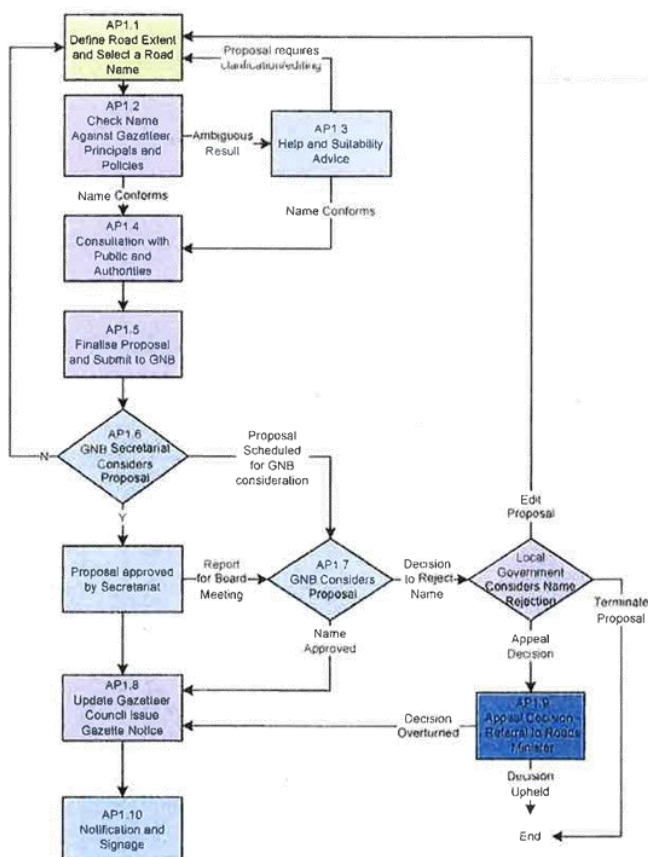
Local Government

GNB

Spatial Services

Workflow

AP1 Road Naming/Renaming - Local Government



Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM ECO14/18
Subject:	NATIONAL SALEYARDS EXPO - CASINO - 24 TO 26 JULY 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council endorse the attendance of Mayor Peter Petty at the Australian Livestock Markets Association National Saleyards Expo at Casino, 25 and 26 July 2018.

BACKGROUND

The Australian Livestock Markets Association is the national peak industry body representing saleyard owners and operators and is dedicated to providing its members with an avenue to learn from others, network with key decision makers and stakeholders and understand the context in which saleyards operate now and into the future.

Tenterfield Shire Council is a member of the Association.

REPORT:

Local Member, The Hon Thomas George MP and Mayor of Richmond Valley Shire Council, Cr Robert Mustow have extended an invitation to Mayor Petty to attend this prestigious event and participate in a guided tour of the newly developed Northern Rivers Livestock Exchange (NRLX).

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil at this stage. Investigation and information opportunity.

2. Policy and Regulation

- Tenterfield Saleyards Strategic Plan

Our Economy No. 14 Cont...

3. Financial (Annual Budget & LTFP)

- Registration – \$425.00
- Accommodation –\$228.00

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
Acting Chief Executive

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

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM ENV15/18
Subject:	MURRAY DARLING ASSOCIATION - 74TH NATIONAL CONFERENCE & ANNUAL GENERAL MEETING - LEETON, NSW - 29-31 AUGUST 2018

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council:

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

BACKGROUND

Resolution 93/18 of 23 May 2018 resolved that Council rejoin the Murray Darling Association. The Association's invoice for an amount of \$2,122.35 was duly paid on 2 July 2018.

At this time, no delegate/s have been appointed as Council's representative for the Murray Darling Association.

REPORT:

An invitation has been received for Council to send representation to the 74th National Conference and Annual General Meeting of the Murray Darling Association to be held in Leeton NSW from Wednesday, 29 to Friday, 31 August 2018.

An email was forwarded to all Councillors on 11 July 2018 requesting an indication of interest in attending the Conference.

To date, the following indications have been received:

- Cr Greg Sauer nominating the delegates as either the Mayor or Deputy Mayor but indicating he would be interested in attending if neither of these were available;
- Deputy Mayor Don Forbes;

Our Environment No. 15 Cont...

- Councillor Brian Murray;
- Councillor Gary Verri.

COUNCIL IMPLICATIONS:

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

2. Policy and Regulation

- Policy 1.160 – Payment of Expenses & Provision of Facilities to Councillors

3. Financial (Annual Budget & LTFP)

- Registration - \$699
- Accommodation – Allow \$200 per night + expenses
- Travel – Council vehicle (approx. 1,043 km) or flight to Wagga with hire car to Leeton (125 km – approx.. \$400). Return flight – approx. \$850.

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
Acting Chief Executive

Prepared by staff member:	Noelene Hyde, Executive Assistant & Media
Approved/Reviewed by Manager:	Kylie Smith, Acting Chief Executive
Department:	Office of the Chief Executive
Attachments:	1 Conference Program 10 Pages

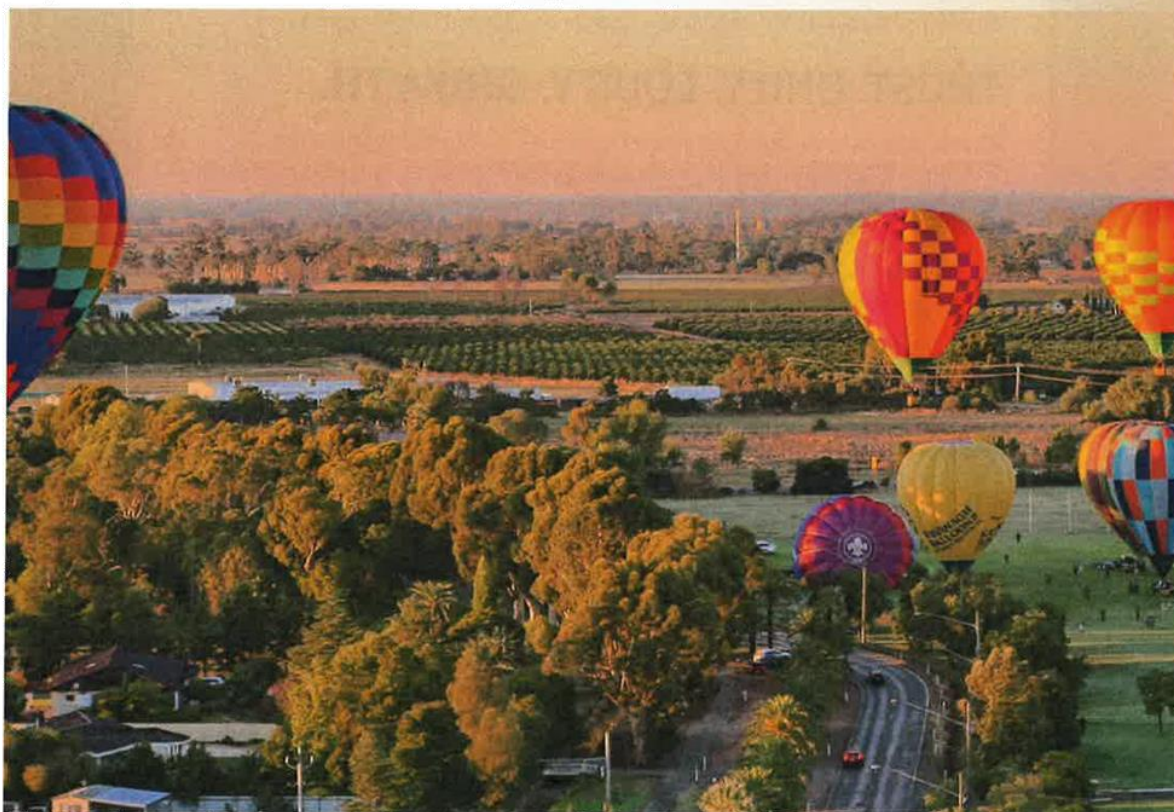


74th National Conference & Annual General Meeting

29-31 August 2018
Leeton Soldiers Club
Leeton NSW



TRUST • UNITY • EQUITY • GROWTH



LEETON
SHIRE COUNCIL

Presented By:
The Murray Darling Association

Hosted By
Leeton Shire Council
Chair & Council Murrumbidgee Region



The Murray Darling Association welcomes delegates to our 74th National Conference and AGM showcasing the magnificent Riverina and Murrumbidgee regions.

TRUST. UNITY. EQUITY. GROWTH.

Recent months have seen turbulent times across the Murray-Darling Basin. The future of the Basin Plan is tested amid partisan tensions. Revelations of water theft were met with anger, but not surprise.

Scientists question the pace of environmental recovery. And in the absence of a reliable test of social and economic neutrality, the debate over the recovery of the 450GL, and other elements of the sustainable diversion limit rages on.

Yet amid this turbulence, there are signs of strength and resilience.

Local government is united to support good process delivering better outcomes for communities facing hardship. Agricultural industries are showing signs of adaptation and growth.

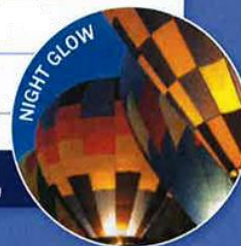
Regions are working hard to initiate structural adjustment for their local economies. And strong responses from irrigators and legislators are cracking down on the few who would seek to take an unfair advantage.

Now, more so than ever before, it is incumbent upon local government to show the leadership, consistency and confidence that will see us through such a dynamic period.

With this in mind, the 2018 National Conference of the Murray Darling Association will focus on the future for Basin communities relying on the pillars of **trust, unity, equity and growth**.

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Wednesday 29 August 2018		
8:00 am	Registrations open	Leeton Soldiers Club Cnr Acacia & Yanco Ave, Leeton NSW 2705
9:00 am	Conference Opens Welcome and overview of the day	Cr David Thurley National President MDA
	Welcome to Wiradjuri Country	Wiradjuri Elder
	Welcome by host Council	Mayor Paul Maytom Leeton Shire Council
9:30 am	Opening Address Water Extraction: Trust and Equity - ensuring public confidence in compliance and enforcement	Introduction by The Hon David Littleproud (STC) Minister for Agriculture and Water Resources Emma Solomon Group Director Water Renewal Taskforce Grant Barnes Chief Regulatory Officer NSW Natural Resource Access Regulator
10:30 am	MORNING TEA	
11:00 am	Rice growers: Innovation and water efficiency	Jeremy Morton President Ricegrowers' Association of Australia Inc
11:30 am	Socio-economic Neutrality and the Basin Plan. Agreed definition and assessment.	Dr Jacki Schirmer Associate Professor University of Canberra Dr Cathy Robinson Principal Research Scientist CSIRO
12:00 noon	Sustainable diversion limits - getting the balance right. 450GL upwater 605GL efficiency. Options and opportunities. Blue Sky Thinking interactive hosted by Ashley Bland.	
12:30 pm	LUNCH	
1:15 pm	YANCO Agricultural High School student presentation	Mr Luke Collins Head teacher of Agriculture and students
1:45 pm	Webster Ltd: Water security and water trade in the Murray-Darling Basin	Brendan Barry General Manager - Water Webster Limited
2:20 pm	Planning for water delivery in a changing environment	Murrumbidgee Irrigation
2:40 am	Riverina Local Land Services: Balancing land and water use	Andrew Lieshke Manager Department of Agriculture and Water Resources
3:00 pm	AFTERNOON TEA	
3:30 pm	Commonwealth Environmental Water Office: Valuing trust and mutual understanding	Jody Swirepik Commonwealth Environmental Water Holder
4:00 pm	Reading of motions, rules for AGM	Councillor David Thurley National President, MDA
4:15 pm	NSW Department of Primary Industries - Water	Speaker TBA
4:45 pm	Close	
6:00 pm	CIVIC RECEPTION NIGHT GLOW	Leeton Racecourse Racecourse Road, Leeton



Thursday 30 August 2018		
9:00 am - 4:15 pm	Partners Tour – details to be confirmed Tour the delightful Riverina region taking in the food and sights of this wonderful food bowl	<i>Tour details TBC</i>
9:00 am	Murray Darling Basin Authority	Phillip Glyde Chief Executive MDBA
9:20 am	Cotton industry: Ensuring a balanced and sustainable yield of food and fibre	Michael Murray General Manager, Operations Cotton Australia
9:50 am	National Carp Control Plan: Update on this internationally significant project	Matt Barwick Coordinator – NCCP Fisheries Research & Development Corp.
11:00 am MORNING TEA		
11:30 am	Panel Session: Lessons from The Darling Explore the history of the Darling System and lessons for the future management of water extraction across the Basin. An open Q&A will provide for lively audience participation.	Brendan Barry Webster Limited Michael Murray Cotton Australia Jeremy Morton Ricegrowers' Australia Andrew Lieshke Riverina Local Land Services Jody Swirepik Commonwealth Environmental Water Holder TBC Dept of Agriculture and Water Resources
12:30 pm LUNCH		
1:15 pm	Solar farms and renewable energy	TBC
1:45 pm	Stories from the farm gate: • Rice • Cotton • Grapes • Citrus	Peter Draper Dallas and Liz Stott Riverina Wine Grapes Marketing Board Vito Mancini
2:15 pm	Riverina Water County Council: Urban and industrial water efficiency	Bede Spanigal Director of Engineering Riverina Water County Council
2:45 pm	Presentation – Conference 2019 75th National Conference and AGM	Region 12, Northern Basin
3:00 pm AFTERNOON TEA		
3:30 pm	Murray Darling Association 74th Annual General Meeting Chaired by Cr David Thurley, National President MDA Introductory remarks by The Hon. Neil Andrew AO, MDBA	
5:00 pm	Close	
6:30 pm	ANNUAL GALA DINNER Celebrate a year of groundbreaking achievements	Sponsored by Cotton Australia
<div style="text-align: right;">  <p>After dinner guest speaker: MATT HERRING Director and Ecologist, Murray Wildlife: The ecology and economics of bittern friendly rice growing</p> </div>		
Friday 31 August 2018		
8:30 am - 4:15 pm	Study Tour Riverina Murrumbidgee Region	Departs Leeton Visitor Information Centre Sites to include: Walnuts Australia Leeton Orchard, Murray Cod Australia, Winery, Kooba Station, Southern Cotton Gin.

This program may be subject to minor changes for scheduling, but we will endeavour to keep as close as possible to what appears here.

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STUDY TOUR

MURRUMBIDGIE RIVERINA REGION



9:00am Depart Leeton Visitor Information Centre

10 Yanco Ave, Leeton NSW 2705

9:15 am Walnuts Australia

Walnuts thrive in the Riverina climate – hot summer and cold winter – with the trees enjoying drip irrigation and fertigation systems to ensure strong, healthy trees and a large, full nut of light colour. Enjoy a short tour of the orchard and outside views of processing plant



10:00 am Willow Park

Meet the farmer, inspect irrigation water reticulation and recycling system on this property farming rice, cotton and various winter crops

11:40 am Murray Cod Australia

Meet Murray Cod Australia management, inspect ponds and cropping system to see how fish farming makes maximum use of available water for breeding, growing and supplying what is Australia's best-tasting freshwater fish



1:00 pm Lunch at McWilliams

2:20 pm Kooba Station

Meet the manager, inspect extensive landforming and irrigation water reticulation and recycling systems.

3:30 pm Southern Cotton gin

4.30 pm Return to the Leeton Visitor Information Centre



The Murray Darling Association would like to thank our valued sponsors and exhibitors.

Sponsors:



**Local Land
Services
Riverina**



**Department of
Primary Industries
Water**

Balloon Glow sponsor



Exhibitors & contributors:



**Office of
Environment
& Heritage**



**AUSTRALIAN INSTITUTE
of COMPANY DIRECTORS**

Special thanks:



The Murray Darling Association would like to thank Picture This Ballooning and all of the private balloonists for their support for this event.

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9:00am Depart from Leeton Visitor Information Centre

10 Yanco Ave, Leeton NSW 2705

9:20 am Murrumbidgee Rice Farm

Meet farmer, discuss aspects of his farming operations

10:30 am Rocking Horse Museum

Be transported to another age by the remarkable craftsmanship and eye for detail, with this wonderful collection of English and Australian wooden rocking horses of all shapes and sizes, dating from the 1880's. There's also a huge collection of old farm and hand tools, early Murrumbidgee irrigation area settlers memorabilia and antiques and collectables of all shapes and sizes



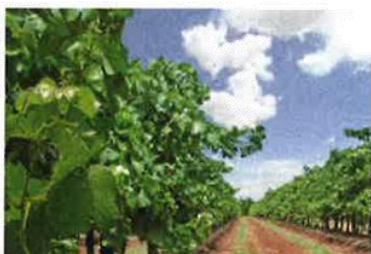
12:15 am Griffith CBD Tour

Tour around Griffith City noting points of interest

1:00 pm Lunch at McWilliams with delegates' tour party

2:30 pm Altina Wildlife Park

Meet the animals up close and personal with your guide whilst travelling in style on personalised horse drawn or motorised carts



4.30 pm Return to the Leeton Visitor Information Centre

CONFERENCE SPEAKERS

Detailed speaker biographies are available at www.mda.asn.au

GRANT BARNES

NRAR Chief Regulatory Officer

Grant was appointed to the role in March 2018 has over ten years' experience in senior leadership roles in freshwater science, strategic planning and science leadership in both established organisations and start-ups. As NRAR's Chief Regulatory Officer, Grant is responsible for the day-to-day operations of the regulator which is charged with adding transparency and building community confidence in water compliance and enforcement in NSW.

DR CATHY ROBINSON

Principal Research Scientist at CSIRO

Dr Robinson specialises in Indigenous land, water and health enterprises and rural communities. Cathy is also the Research Director for the Northern Alliance – a collaborative research partnerships between CSIRO and Northern Institute (CDU)

DR JACKIE SCHIRMER

Associate Professor

Dr Jackie Schirmer has worked for over a decade examining social dimensions of natural resource management in Australia. Her research focuses on how changes in management of natural resources such as forests, fisheries and rural land and water affect the wellbeing of workers and rural communities.

THE HON NEIL ANDREW AO

Chair, Murray-Darling Basin Authority.

Neil Andrew was elected to the House of Representatives for South Australia in 1983 and served the Federal Parliament until 2004. Neil continues his lifelong association with the irrigation industry, particularly horticulture and viticulture. He has chaired reviews of the South Australian Barley Marketing Legislation and the SA citrus industry. He was awarded an Officer of the Order of Australia in 2008. Neil was appointed Chair of the Murray-Darling Basin Authority in January 2015.

JEREMY MORTON

President

Mr Jeremy Morton is a Moulamein rice grower and has been a member of the RiceGrowers' Association of Australia (RGA) Wakool Branch since 1987. Prior to his appointment as RGA President in September 2015, Jeremy held the role of Senior Vice President and has been a member of RGA's Central Executive over two periods, first in the early 1990's and again during the last three years.

MATT HERRING

Director and Ecologist, Murray Wildlife

Matt has worked as a wildlife ecologist on over 900 MDB farms during the past 20 years. His consultancy specialises in wetland conservation and community engagement. The focus of his PhD at Charles Darwin University is the ecology and economics of bittern-friendly rice growing.



BRENDAN BARRY

General Manager Water, Webster

Brendan joined Webster in 2015 from the Tandou business as General Manager Water where he had a similar role for around 10 years. He is currently responsible for management of Webster's water portfolio of over 200 GL and annual water use of around 150 GL.



ASHLEY BLAND

Senior Manager Environment, Skillset

Born into a farming family, Ashley trained as an engineer and worked in the mining and agricultural industries during his early career. Now working as Senior Manager Environment for Skillset, Ashley assists individuals and organisations with energy, waste and landscape management.



MATT BARWICK

**Coordinator for the National Carp Control Plan,
Fisheries Research and Development Corporation**

Matt Barwick has worked in fisheries research and management with state and federal government, and later as an independent consultant over the past 20 years. Matt is currently leading the development of the National Carp Control Plan, which seeks to manage carp impacts in Australia.



CR DAVID THURLEY

MDA National President

Cr David Thurley has been National President of the MDA since 2014 and is a councillor with Albury City Council. David is also an accomplished scientist, astronomer, and futurist. His expertise in the treatment of waste water has taken him to Malaysia, Brazil, England, France, Sweden and Greece.



EMMA BRADBURY

MDA Chief Executive Officer

Emma Bradbury is a social scientist with extensive experience in business management across the agricultural, mining and education sectors. Emma has also owned a mixed farming enterprise and served as a councillor with the Shire of Campaspe. Emma is a graduate of the Australian Institute of Company Directors.



JODY SWIREPIAK

Commonwealth Environmental Water Holder

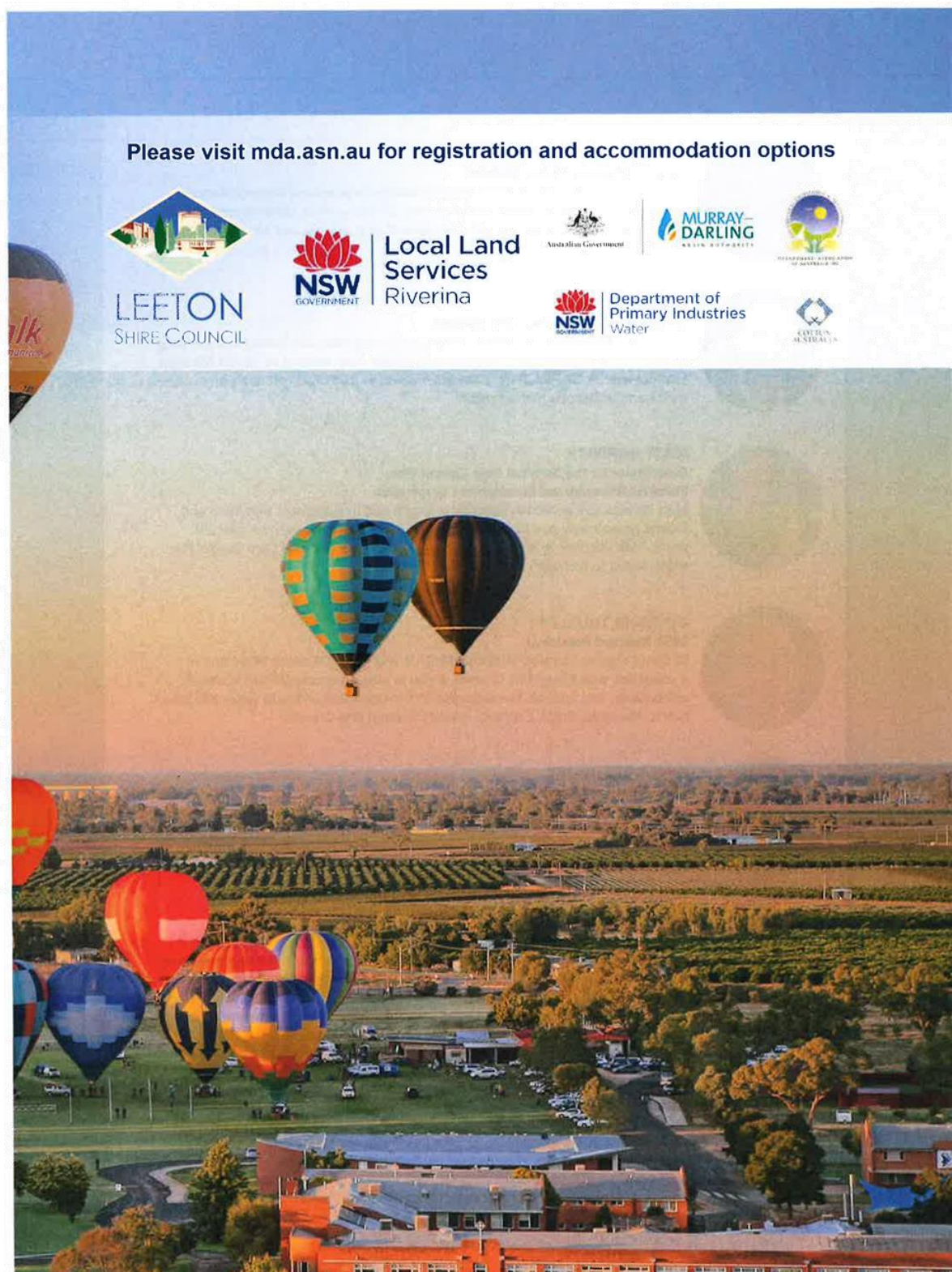
Prior to taking up the Commonwealth Environmental Water Holder position in February 2018, Jody spent 3 years with the Clean Energy Regulator learning about the parallel universe of carbon accountancy and renewables working with big industry. Jody has over 25 years of experience in the water sector, driving a range of initiatives including state water reforms, The Living Murray and parts of the Basin Plan.



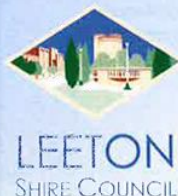
PHILLIP GLYDE

Chief Executive Murray-Darling Basin Authority

Phillip Glyde has been the Chief Executive of the Murray-Darling Basin Authority since January 2016. Immediately prior to this Phillip worked for the Department of Agriculture for nine years. Phillip joined the Australian Public Service in 1980 and has worked on natural resource management, industry and environment policies in a number of Australian government departments and overseas.



Please visit mda.asn.au for registration and accommodation options



Local Land
Services
Riverina



Department of
Primary Industries
Water



Additional copies of this document can be downloaded from www.mda.asn.au

Murray Darling Association 463-465 High Street, Echuca Vic 3564 | Ph 03 5480 3805 | Email admin@mda.asn.au

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM GOV54/18
Subject:	MONTHLY OPERATIONAL REPORT - JUNE 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

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

Kylie Smith
Acting Chief Executive

Prepared by staff member:	Noelene Hyde, Executive Assistant & Media	
Approved/Reviewed by Manager:	Kylie Smith, Acting Chief Executive	
Department:	Office of the Chief Executive	
Attachments:	1 Attachment 1 (Booklet 1) - Monthly Operational Plan - June 2018	156 Pages

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM GOV55/18
Subject:	2018 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE - SUBMISSION OF MOTIONS

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

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

BACKGROUND

Council considered a report at the Ordinary Council Meeting of 27 June 2018 to determine representation at the 2018 Local Government NSW Annual Conference at Albury, 21 to 23 October 2018.

REPORT:

At the Workshop of 10 July 2018, Councillors were requested to submit motions for consideration and adoption by Council for submission to LGNSW by Sunday, 26 August 2018.

The following submissions have been received for consideration:

Cr Gary Verri – Water

Motion: That Councils lobby State and Federal Governments to introduce harmonized biosecurity legislation with a view to improving dam/river catchment volumes

Our Governance No. 55 Cont...

and increased creek flows by returning the landscape to woodland and removing excess vegetation in riparian zones.

Supporting Information: Since the introduction of the Native Vegetation Act it has been against the law to remove vegetation. In most instances, this has led to an excessive amount of vegetation in most catchments. There is evidence to demonstrate that the Australian landscape was by and large woodland or grassland with areas of rainforest with small patches of heathland and scrub.

The inability to remove excess vegetation has led to the degradation of our wetlands, fens, bogs and swamps by invasive woody vegetation. For a pristine water supply it is essential to manage these catchments so these wetlands, fens, bogs and swamps are in a healthy condition. These catchments act like a giant sponge and continually release water into the streams and creeks.

Cr Gary Verri – NSW Bill of Rights

Motion: That LGNSW lobbies the NSW State Governments to legislate a Bill of Rights.

Supporting Information: Unlike most democracies, Australia has no Bill of Rights. We have relied on Common Law Rights. With the removal of the right to a Jury for civil cases and the removal of any Australian going to the Privy Council over and above the High Court, this means we the citizens, have lost any defence of Common Law Rights.

There is no defence against Statute Law without a Bill of Rights. There has been several pieces of Legislation that has removed the presumption of innocence, so the individual has to prove innocence rather than the Government agencies proving guilt. A rather daunting task.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

Nil.

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

Our Governance No. 55 Cont...

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith
Acting Chief Executive

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

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Customer Service, Governance & Records
Reference:	ITEM GOV56/18
Subject:	Revocation of Superseded Council Policies

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council revoke Policy Statement No. 1.072 – Gathering Information.

BACKGROUND

Council policies communicate decisions and directions for pursuing Council's specific goals. Regular reviews of Council policies are required, to maintain currency of these decisions and directions, and to ensure policies are delivering the outcomes desired from such policies.

REPORT:

The Gathering Information Policy was originally adopted to document a required standard of Council generated information and data needed to assist in defending any public liability or professional indemnity claim and ensure that they constitute admissible evidence. Legislative instruments that compel Council to provide information and data for these purposes include:

- NSW State Records Act 1998
- NSW Evidence Act 1994
- NSW Interpretation Act 1987

As these instruments already establish the standards for provision of Council generated information and data when specifically requested, they supersede the requirement to have an additional Council policy detailing the requirement to do so. There is, however, information within the policy which provides operational guidance to Council staff on identifying and meeting requests from enforcement and legal organisations for such information. As such, the provision details will be contained in a Council protocol.

Our Governance No. 56 Cont...

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

Community engagement is not required for revocation of a local policy.

2. Policy and Regulation

- Policy Statement No. 1.072 - Gathering Information.

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
Acting Chief Executive

Prepared by staff member:	Erika Bursford, Manager Customer Service, Governance & Records
Approved/Reviewed by Manager:	Kylie Smith, Acting Chief Executive
Department:	Office of the Chief Corporate Officer
Attachments:	1 Gathering Information Policy 1.072 11 Pages

TENTERFIELD SHIRE COUNCIL

POLICY STATEMENT

HEADING:

Gathering Information

**MEETING ADOPTED
AND RESOLUTION NO.:**

23 August 2017
168/17

**HISTORY OF DOCUMENT
PREVIOUSLY ADOPTED:**

28 May 2008	238/08
19 December 2012	527/12
26 August 2015	268/15

BACKGROUND

Council requires a formal policy supporting the consistent and systematic treatment and collection of information systems and procedures. Councils are constantly being asked to provide information that is to be used to defend public liability and professional indemnity claims. The information is often valuable and needs to be formatted so that it is not rendered inadmissible when defending claims in court.

OBJECTIVE

To document the required standard of Council generated information and data needed to assist in defending a public liability or professional indemnity claim and ensure that they constitute admissible evidence.

To support procedures for the gathering of information for such purposes.

PRINCIPLES

- 1) To meet operational business needs, accountability requirements and community expectations.
- 2) The protection of Council's financial position through risk management.
- 3) To facilitate the minimum data requirements for information required to be used defending possible public and professional liability claims.

POLICY STATEMENT

Tenterfield Shire Council aims to provide sustainability to the community, by providing services and making decisions that enhance our quality of life, our economic and our natural environment. The Corporate Services Department is committed to documenting and assisting sections within Council by distributing the adopted procedures for gathering information and information systems.

This policy, together with the procedures, provides the minimum data standards for the gathering of information. It is aimed at reducing the information supplied by Council to its lawyers that is currently inadmissible, together with either information or data that is not detailed or unwanted additions that may render the information of little value in the defence of a potential claim. The checklist should be used to ensure that all the

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Date of Effect: 23 August 2017
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August 2020

Responsible Officer:
Chief Corporate Officer

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appropriate data is gathered and contains the appropriate information. Listed Information Source documentation from the checklist must be appropriately recorded and archived in accordance with Council's Records Management - Policy and in accordance with the State Records Act 1998 and associated standards.

Council will, within its budgetary constraints and using existing information systems available to it, endeavour to ensure accurate and systematic information are maintained and stored appropriately.

By adopting the policy, Council is working towards enhancing Tenterfield's image in keeping with Council's Vision and Mission.

REVIEW DATE

The policy will be reviewed every three (3) years.

RELEVANT LEGISLATIVE PROVISIONS

- State Records Act 1998
- Evidence Act 1995 (NSW)
- Interpretation Act 1987 (NSW)

IMPLEMENTATION RESPONSIBILITY

Director of Corporate Services.

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Information Source	Description	Typical Use	Requirements	Additional Information
1. Works Program	A strategic document that prioritises works, linking timeframe and resources for individual capital works, projects and/or maintenance activities.	Used to highlight Council's level of commitment to its infrastructure relative to its financial strength. Could be used to defend a statement claiming inaction by Council.	Financial year and date of preparation Version number and date of preparation Council minute of change (if appropriate)	Responsible Group: Engineering Services Medium/ Storage Details: Not specified
2. Work or Service Request	A document requesting work to be completed by Council as a result of a potential risk found by an employee or a member of the public.	Used to highlight Council's identification of risks programme. Could be used to defend a statement claiming inaction by Council.	Date Name of originator Specific location Unique identifier Referred to Priority (currently being developed) Action taken Date action taken Name and signature of person completing action (currently only when physical works carried out).	Responsible Group: General Medium/ Storage Details: Synergysoft Records System
3. Inspection Record	A pro-forma document used by Council Officers to report on the general condition of the infrastructure and assets of Council.	Used to highlight Council's identification of risks programme. Could be used to show that Council was there, has inspected and made recommendations including repair, thus able to defend a statement claiming negligence by Council.	Date Name of inspecting officer Signature of inspecting officer Inspecting officer's position and department Specific location Unique identifier (currently based on date of repair) Recoverable List of recommendations	Responsible Group: General Medium/ Storage Details: Not specified

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Information Source	Description	Typical Use	Requirements	Additional Information
4. Maintenance Management System	MMS is used for the planning, organising, directing and controlling of maintenance work.	Work scheduling can be used to defend a statement claiming inaction by Council. The system can also record the type of maintenance activity performed at any given time and location. This data could be used to defend a statement claiming inaction or negligence .	Daily running sheet recoverable Date Name and signature of originator (this will not appear on this document, it will be linked to the request or inspection record) List of employees in gang Activity Number of employees Work achieved Location Audit trail	Responsible Group: Engineering Services/ Medium/ Storage Details: Not specified
5. Environmental Due Diligence Programmes	A strategic document, dealing primarily with environmental management issues that prioritises works and sets out a timetable for completion.	Used as a defence in the case of a breach under the Protection of the Environment Operations Act (POEO Act) or a third party action claiming negligence or inaction by Council.	Date Name of originator Signature of originator Endorsed by Council Action plan with timetable for completion	Responsible Group: Environmental Services Medium/ Storage Details: Not specified
6. Time and Plant Sheets	System of recording and allocating labour and plant costs, primarily for the purpose of payroll and project costing.	Useful in verifying the location of staff and resources on a particular day. Can assist in defending a statement claiming negligence by Council.	Date All changes crossed out are to be initialised Signature of employee All relevant data to be completed	Responsible Group: General Medium/ Storage Details: Payroll

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Information Source	Description	Typical Use	Requirements	Additional Information
7. Diary Entries	Diary entries are often used to record details of the scene of an incident and are regularly the basis of the "Initial Council Report". They can be a source for information such as weather, times, locations etc as well as staff attendances.	Used for evidence of staff attendances and actions taken or not taken. Could be used to defend a statement claiming negligence by Council.	Name Date Department Unique identifier Black Ink (preferable) Photocopy should show book binding Legible writing All entries signed and dated (full date dd/mm/yy) All activities noted	Responsible Group: General Medium/ Storage Details: Not specified
8. Work Practices/ Procedures	Written procedures produced by Council used to standardise Council's response to a particular task.	Used in verifying that the work undertaken by Council is routine and is performed to a prescribed level of quality. Could be used to defend a statement claiming negligence by Council.	Recoverable Details of implementation Dates	Responsible Group: General Medium/ Storage Details: Not specified
9. Photographs & Digital Capture	Pictures of specific locations or job.	Used to provide evidence of the physical appearance of a defect or work at a particular point in time. Could be used to defend a statement claiming negligence by Council.	Date taken Photographer name File/Claim Number Location and direction facing at location Colour	Responsible Group: General Medium/ Storage Details: Any legible photo. Could be by camera, mobile phone, digital images/capture

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Director of Corporate Services

Information Source	Description	Typical Use	Requirements	Additional Information
10. Training Records	A detailed record of the training activities of all members of staff.	Used to verify Council's commitment to ensuring that staff are well trained. Could be used to defend a claim of negligence .	Name of employee Name of trainer Employer of trainer Date of training Title of course(s) Brief course outline Duration of course Indication of successful completion Any results, certificates, licenses etc	Responsible Group: Human Resources Medium/ Storage Details: Human Resources - Personnel Files
11. Standards	A predetermined "benchmark" by which results or performance is measured. The "benchmark" can be set either by the particular industry or Council.	Used to highlight Council's commitment to best practice within its resources. Could be used to defend a statement claiming negligence by Council.	Name of standard Citation number of standard Name of issuing standards organisation Date standard approved / implemented Full copy of standard	Responsible Group: General Medium/ Storage Details: Not specified
12. Site Visits	Routine site inspection documented by the inspecting officer, noting conditions found at the site.	Used to produce a detailed description of the condition of the site at a given point in time. Could be used to defend a statement claiming negligence and/or inaction by Council.	Date of visit Location, address of site Name of inspector Names of any additional inspectors, escorts etc Field notes, photographs, diagrams all to be dated, signed	Responsible Group: General Medium/ Storage Details: Not specified

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Director of Corporate Services

Information Source	Description	Typical Use	Requirements	Additional Information
13. Interviews	As a result of a claim a recorded discussion between the relevant Council employees and the interviewing officer.	This is used to extract fact which dictates the course of the investigation. Could be used to defend a statement claiming negligence and/or inaction by Council.	Name of interviewer Name of individual being interviewed Job title of staff being interviewed Date of interview Time of interview Location interview taken Witness to interview Typed format for interview notes	Responsible Group: General Medium/ Storage Details: Not specified
14. Statements	Is a first party testimony of fact.	It can be used as a record of an individual's account of the event. Could be used to defend a statement claiming negligence and/or inaction by Council.	Name of individual making statement Job title of staff making statement Date of statement Time of statement Location statement taken Witness to statement Signature (black pen) of person making statement Signature of person taking statement and witness Typed format for statement	Responsible Group: General Medium/ Storage Details: Not specified
15. Annual Budget	A financial statement that details the projected income and expenditure for a financial year. It indicates the amount of financial resources able to be allocated to each function/project of Council.	Used to highlight Council's level of commitment to its infrastructure relative to its financial strength. Could be used to defend a statement claiming inaction by Council.	Date of budget report Version of report Financial year of report Date of Adoption of Budget or Budget Review	Responsible Group: General Medium/ Storage Details: Budget as adopted by Council or Budget Review by Finance & Administration

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Director of Corporate Services

Information Source	Description	Typical Use	Requirements	Additional Information
16. Drawings or plans	A graphical representation of the work area, work method or location of the incident.	Visually shows evidence of the work planned. Shows standards to which the work is to be performed. Could be used to defend a statement claiming professional negligence, inaction or design failure.	Legible format (size) A legend indicating name of draftsman, architect, company etc Reference to related drawings Total number of drawings in set Index number of drawing Direction of north recorded on drawing Drawing scale Date of drawing or plan	Responsible Group: General Medium/ Storage Details: Paper/digital
17. Maps	Defines the exact location of the event.	Visually shows the location of the incident. Could be used to defend a statement claiming responsibility for an event where Council may not even be liable.	Date map was made Person/organisation drafting map (source) Direction of north recorded on map Scale of map Area depicted by map Legible format	Responsible Group: General Medium/ Storage Details: GIS
18. Phone logs	Chronological record of calls made or received by Council officers.	Used as a record of proceedings, conversations and advice given over the phone. Could be used to defend a statement claiming negligence and/or inaction by Council.	Contained in book with binding (manual) Name of log book user (manual) Page numbers (manual) Date of call (manual) Time of call (manual) Name of caller (manual) Summary of call (manual)	Responsible Group: General Medium/ Storage Details: log book (manual)

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Director of Corporate Services

Information Source	Description	Typical Use	Requirements	Additional Information
19. Medical reports	Is a written summary from an attending physician summarising the patient's condition.	Used to establish the degree of injury and disability and thus challenge punitive damages .	Name of examining physician Date of examination Reason for examination Type written format Signed by attending physician	Responsible Group: Medical Practitioner (outside source) Medium/ Storage Details: Not specified
20. Loss Adjuster reports	A written formal independent summary of the facts of the claim.	Used to verify the facts. Could be used in the determination of liability and negligence .	Name of loss adjusting firm Name of loss adjuster Claim reference number Date of all inspections Names and dates of all interviews Numbered pages in report Clear annotations to document, photographs, etc	Responsible Group: Loss Adjuster (outside source) Medium/ Storage Details: Not specified
21 Expert reports	A written formal summary of certain circumstances of the claim, prepared by a specialist in the field of the incident.	Used to verify the specific facts of the incident by an expert with the relevant experience. Could be used to justify action or inaction .	Name of expert CV of expert List of publications by expert Reference number Signature of expert Date of investigation	Responsible Group: Specific Expert (outside source) Medium/ Storage Details: Not specified
22. Weather reports	A record of the weather conditions that prevailed at a given time and location.	Used to verify the conditions at the time of the incident.	Date of event Date of inquiry Name of weather service Symbol of authority (letterhead, stamp) Contact telephone number of issuing authority	Responsible Group: Bureau of Meteorology (outside source) Medium/ Storage Details: Not specified

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Director of Corporate Services

Information Source	Description	Typical Use	Requirements	Additional Information
23. E-mails	Records of requests or details made or received by Council Officers.	Used as a record of proceedings, conversations and advice received by e-mail. Could be used to defend a statement claiming negligence and/or inaction by Council.	Date and Time sent Name of person sent from Name of person sent to Name of person copy sent to Subject summary/title Details	Responsible Group: General Medium/ Storage Details: Outlook on file or Synergysoft Records System.
24. Facsimiles	Records of requests or details made or received by Council Officers.	Used as a record of proceedings, conversations and advice received by facsimile. Could be used to defend a statement claiming negligence and/or inaction by Council.	Name of person sent to Name of company (if applicable) Facsimile number sent to Total number of pages sent Name of person sent from Date sent: Facsimile number sent from Contact Council telephone number Subject summary/title Details	Responsible Group: General Medium/ Storage Details: Paper To be filed on relevant case file or Synergysoft Records System.
25. Incident report	Records of incidents recorded in the field, in person or over the telephone.	Used as a record of incidents. Could be used to defend a statement claiming negligence and/or inaction by Council.	Minimum requirements should comply with the guidelines inserted into the front cover of each incident report book and in accordance with the type of incident being recorded.	Responsible Group: General Medium/ Storage Details: Paper To be filed on relevant case file

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Information Source	Description	Typical Use	Requirements	Additional Information
26. File Notes	Records of requests, phone calls, informal meetings or other details made or received by Council Officers.	Used as a record of proceedings, conversations and advice received by Council Officer. Could be used to defend a statement claiming negligence and/or inaction by Council.	File Number: Name of person composing note: Date: Time: Subject summary/title: Details: Signature (black pen) and date (full date dd/mm/yy) Legible writing or typed on standard form template *signed file notes must be scanned into Synergysoft Records System for signature storage	Responsible Group: General Medium/ Storage Details: Paper To be filed on relevant case file, & DMS
27. Council Policies	Is a formally written general statement of the governing body (Council).	Used as a record of proceedings, conversations and advice received by Council Officer. Could be used to defend a statement claiming negligence and/or inaction by Council.	Date adopted Minute number Policy number Title Responsible Office Background Objective Principles Policy Statement	Responsible Group: General Medium/ Storage Details: TSC Internet.
28. Management Directives	Is formally written and refers to a staff related matter, on the day-to-day administration of the Council.	Used as a record of proceedings, conversations and advice received by Council Officer. Could be used to defend a statement claiming negligence and/or inaction by Council.	Date adopted File number Title Responsible Office Background Objective Principles Statement	Responsible Group: General Medium/ Storage Details: DMS

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Responsible Officer:
Director of Corporate Services

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV57/18
Subject:	Finance & Accounts - Period Ended 30 June 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council receive and note the Finance and Accounts Report for the period ended 30 June 2018.

BACKGROUND

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

REPORT:

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

(a) Reconciliation of Accounts

A reconciliation of the cash books of all funds have been carried out with the appropriate bank statements as at 30 June 2018.

Cash Book Balances on this date were as follows:-

General (Consolidated)	\$	1,550,426.40	Credit
General Trust	\$	321,533.93	Credit

Our Governance No. 57 Cont...

(b) Summary of Investments

The attachment to this report is a certified schedule of all Council's investments as at 30 June 2018 showing the various invested amounts and applicable interest rates.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

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

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith
Acting Chief Executive

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

Approved/Reviewed by Manager: Kylie Smith, Acting Chief Executive

Department: Office of the Chief Corporate Officer

Attachments: **1** Investment Report as at 30 June 2018 **1** Page

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 30 JUNE 2018

Financial Institution	Issuer Rating	Investment Term	Maturity Date	Interest Rate	Amount	Percentage Exposure
National Australia Bank	AA-	90 Days	29/Aug/18	2.57%	2,000,000.00	11.49%
National Australia Bank	AA-	140 Days	20/Aug/18	2.58%	1,000,000.00	5.74%
National Australia Bank	AA-	142 Days	22/Aug/18	2.00%	1,000,000.00	5.74%
National Australia Bank	AA-	91 Days	03/Sep/18	2.62%	1,000,000.00	5.74%
National Australia Bank	AA-	61 Days	09/Jul/18	2.47%	1,000,000.00	5.74%
National Australia Bank	AA-	90 Days	07/Aug/18	2.59%	1,000,000.00	5.74%
TOTAL NAB INVESTMENTS						40.20%
ANZ Bank	AA-	63 Days	16/Jul/18	2.24%	1,000,000.00	5.74%
TOTAL ANZ INVESTMENTS						5.74%
Commonwealth Bank	AA-	At Call	31/Jan/19	1.50%	761,409.60	4.37%
Commonwealth Bank	AA-	Days	03/Jul/18	2.49%	1,000,000.00	5.74%
Commonwealth Bank	AA-	Days	25/Sep/18	2.57%	1,000,000.00	5.74%
TOTAL CRA INVESTMENTS						15.86%
Bankwest	AA-	90 Days	29/Aug/18	2.60%	3,000,000.00	17.23%
Bankwest	AA-	90 Days	03/Sep/18	2.65%	800,000.00	4.59%
Bankwest	AA-	90 Days	09/Jul/18	2.60%	500,000.00	2.87%
Bankwest	AA-	60 Days	28/Aug/18	2.55%	600,000.00	3.45%
Bankwest	AA-	90 Days	27/Sep/18	2.80%	1,000,000.00	5.74%
Bankwest	AA-	90 Days	02/Jul/18	2.55%	750,000.00	4.31%
TOTAL BANKWEST INVESTMENTS						38.19%
INVESTMENTS TOTAL						100.00%

Summary

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

By:

P. Della

Responsible Accounting Officer

P. Della

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV58/18
Subject:	Capital Expenditure Report as at 30 June 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

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

BACKGROUND

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

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

REPORT:

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

COUNCIL IMPLICATIONS:

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

- 2. Policy and Regulation**

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

Our Governance No. 58 Cont...

3. Financial (Annual Budget & LTFP)

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

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith
Acting Chief Executive

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

Approved/Reviewed by Manager: Kylie Smith, Acting Chief Executive

Department: Office of the Chief Corporate Officer

Attachments: **1** Capital Expenditure Report as at 30 June 2018 4 Pages

Ordinary Council Meeting - 25 July 2018
Capital Expenditure Report as at 30 June 2018

Attachment 1
Capital Expenditure Report as at 30 June 2018

Tenterfield Shire Council

Capital Expenditure Report as at 30 June 2018

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Program	Description	Current Budget	YTD Actual	YTD Budget	YTD Variance	YTD Variance %	Status
Organisation and Leadership	Strategic Projects	\$21,159	\$21,000	\$21,159	\$159	1%	On time
Organisation and Leadership	Villages Streetscape & Signage Revitalisation	\$31,875	\$4,650	\$31,875	\$27,225	85%	Delayed
Corporate and Governance	IP & R Reconstruction	\$1,200	\$1,200	\$1,200	\$0	0%	On time
Corporate and Governance	Risk Management	\$30,000	\$0	\$30,000	\$30,000	0%	Delayed
Corporate and Governance	BCP Resources	\$3,174	\$0	\$3,174	\$3,174	0%	Delayed
Workforce Development	Salary System Rebuild	\$10,579	\$0	\$10,579	\$10,579	0%	Delayed
Finance and Technology	Office Furniture & Equipment	\$3,779	\$2,341	\$3,779	\$1,439	0%	Delayed
Finance and Technology	Computer Equipment	\$30,788	\$54,241	\$30,788	(\$23,453)	-76%	On time
Finance and Technology	Intranet construction	\$37,028	\$18,105	\$37,028	\$18,923	51%	Delayed
Finance and Technology	Fees & Charges / GST Addin	\$8,025	\$8,025	\$8,025	\$0	0%	On time
Finance and Technology	Power Budget Software	\$52,000	\$28,400	\$52,000	\$23,600	45%	Delayed
Planning and Regulation	IT System EHC and DA 's	\$0	\$0	\$0	\$0	0%	Cancelled/ Deferred
Building and Amenities	Council Chambers Refurbishment	\$34,400	\$0	\$34,400	\$34,400	0%	Delayed
Building and Amenities	Administration Building Replace Window Frames	\$24,526	\$0	\$24,526	\$24,526	0%	Delayed
Building and Amenities	Aministration Building Repaint Interior	\$0	\$0	\$0	\$0	0%	Delayed
Building and Amenities	Aministration Building Replace Air Conditioning System	\$80,000	\$59,675	\$80,000	\$20,325	0%	Delayed
Building and Amenities	Aministration - Replace Carpet	\$0	\$0	\$0	\$0	0%	Cancelled/ Deferred
Building and Amenities	Administration Building Refurbishment	\$0	\$0	\$0	\$0	0%	Cancelled/ Deferred
Building and Amenities	Council Houses Renewal	\$4,350	\$6,688	\$4,350	(\$2,338)	-54%	On time
Building and Amenities	Replace existing shed 2-Ten-FM	\$38,000	\$0	\$38,000	\$38,000	0%	Delayed
Building and Amenities	New Public Toilets - Captain Cook Park Urbenville	\$9	\$9	\$9	(\$0)	0%	On time
Livestock Saleyards	Renewal Timber Rails With Metal (SRV)	\$22,894	\$17,091	\$22,894	\$5,803	25%	On time
Livestock Saleyards	Renewal Boundary Fencing (SRV)	\$5,728	\$5,728	\$5,728	\$0	0%	On time
Livestock Saleyards	Saleyards Truck Wash - Design	\$20,000	\$9,300	\$20,000	\$10,700	0%	On time
Livestock Saleyards	Improvements to Loading Ramps & Traffic Facilities	\$4,600	\$4,827	\$4,600	(\$227)	0%	On time
Livestock Saleyards	Work Health and Safety Signage at Saleyards	\$0	\$0	\$0	\$0	0%	Cancelled/ Deferred
Swimming Complex	Consulting Fees for the development of Masterplan for the Memorial Pool	\$0	\$0	\$0	\$0	0%	Cancelled/ Deferred
Parks, Gardens and Open Spaces	Renewal of Urbenville Playground Equipment (SRV)	\$28,666	\$0	\$28,666	\$28,666	0%	Delayed
Parks, Gardens and Open Spaces	Town Christmas Tree and Decorations	\$11,823	\$11,823	\$11,823	\$0	0%	On time
Parks, Gardens and Open Spaces	Renewal of Federation Park Sprinkler System (SRV)	\$42,200	\$30,070	\$42,200	\$12,130	0%	On time
Parks, Gardens and Open Spaces	Renewal of Shirley Park Amenities Building (SRV)	\$0	\$0	\$0	\$0	0%	Cancelled/ Deferred
Parks, Gardens and Open Spaces	Niche Wall / Rose Garden at Cemetery	\$15,643	\$8,527	\$15,643	\$7,116	0%	Delayed
Library Services	Library Resources	\$34,400	\$14,416	\$34,400	\$19,984	58%	Delayed
Library Services	Library - Repaint Interior (SRV)	\$34,400	\$0	\$34,400	\$34,400	0%	Delayed
Library Services	Local Priority Grant 2016/17	\$8,000	\$5,218	\$8,000	\$2,782	35%	Delayed
Library Services	Local Priority Grant 2017/18	\$8,481	\$968	\$8,481	\$7,513	0%	Delayed
Library Services	Library Children's Area Refurbishment	\$9,890	\$9,890	\$9,890	\$0	0%	On time
Theatre and Museum Complex	Repair and Paint Southern Wall of Cinema	\$7,503	\$0	\$7,503	\$7,503	0%	Delayed
Theatre and Museum Complex	School of Arts - Repaint Exterior & Repair Windows (SRV)	\$164,668	\$0	\$164,668	\$164,668	0%	Delayed
Theatre and Museum Complex	School of Arts - Repaint Interior (SRV)	\$34,400	\$0	\$34,400	\$34,400	0%	Delayed

Ordinary Council Meeting - 25 July 2018
Capital Expenditure Report as at 30 June 2018

Attachment 1
Capital Expenditure Report as at 30 June 2018

		YTD					Status
Program	Description	Current Budget	YTD Actual	YTD Budget	YTD Variance	%	
Theatre and Museum Complex	School of Arts - Update Theatre Lighting	\$28,666	\$0	\$28,666	\$28,666	0%	Delayed
Theatre and Museum Complex	School of Arts - Update Security Cameras	\$18,347	\$8,610	\$18,347	\$9,737	0%	Delayed
Economic Growth and Development	Replace Entry Doors with Automatic Slide Doors	\$0	\$0	\$0	\$0	0%	Cancelled/ Deferred
Economic Growth and Development	Air Conditioning Visitors Administration Area	\$3,500	\$3,405	\$3,500	\$95	3%	On time
Economic Growth and Development	Air Conditioning Visitors Meeting Room	\$5,500	\$3,405	\$5,500	\$2,095	38%	On time
Economic Growth and Development	Community Wi-Fi	\$16,000	\$13,883	\$16,000	\$2,117	0%	Delayed
Asset Management and Resourcing	Survey Instrumentation - GPS Equip, Cable Detector,Bridge Assyst	\$16,884	\$16,884	\$16,884	\$0	0%	On time
Asset Management and Resourcing	Works Depot - Contribution to Washbay	\$15,000	\$100	\$15,000	\$14,900	99%	Delayed
Asset Management and Resourcing	Works Depot - Resurfacing of Access & Hardstand Areas Including Drainage Improvements	\$0	\$0	\$0	\$0	0%	Cancelled/ Deferred
Asset Management and Resourcing	Works Depot - Install Electric Security Fency At Front Access to Depot	\$40	\$40	\$40	\$0	0%	On time
Asset Management and Resourcing	Asset Management System	\$0	\$0	\$0	\$0	0%	On time
Plant Fleet and Equipment	Public Works Plant - Purchases	\$3,399,238	\$2,650,587	\$3,399,238	\$748,651	22%	Delayed
Transport Network	Regional Roads Block Grant - Reseals Program.	\$240,597	\$202,228	\$240,597	\$38,369	16%	Delayed
Transport Network	Roads to Recovery 2014-19	\$1,572,929	\$569,781	\$1,572,929	\$1,003,148	64%	Delayed
Transport Network	Fixing Country Roads (Wallaby Creek Bridge)	\$184,013	\$130,003	\$184,013	\$54,010	29%	Delayed
Transport Network	RMS On-Road Shared Path Scott Street	\$146,436	\$146,222	\$146,436	\$214	0%	On time
Transport Network	MR622 Repair 2016/17	\$450,094	\$375,027	\$450,094	\$75,067	17%	Delayed
Transport Network	MR622 Repair 2017/18	\$586,626	\$344,217	\$586,626	\$242,409	0%	Delayed
Transport Network	Special Grant Mt Lindesay Road (RMS/Fed)	\$500,000	\$382,613	\$500,000	\$117,387	23%	Delayed
Transport Network	NDRRA 2017 12 March - Local Roads (Restoration)	(\$52,116)	\$373,148	(\$52,116)	(\$425,264)	816%	On time
Transport Network	NDRRA 2017 28 March - Local Roads (Restoration)	\$0	\$175,269	\$0	(\$175,269)	0%	On time
Transport Network	NDRRA 2017 12 March - Regional Roads (Restoration)	\$0	\$1,620	\$0	(\$1,620)	0%	On time
Transport Network	NDRRA 2017 28 March - Regional Roads (Restoration)	\$0	\$1,862	\$0	(\$1,862)	0%	On time
Transport Network	Capitalised Administration Overheads	\$641,531	\$0	\$641,531	\$641,531	0%	On time
Transport Network	MR622 Safer Local Government Roads	\$7,768	\$65,528	\$7,768	(\$57,760)	0%	On time
Transport Network	Upgrade internal roads - Jubullum Aboriginal Community	\$18,188	\$10,260	\$18,188	\$7,928	0%	Delayed
Transport Network	Upgrade T intersection - Plain Station & Jubullum Access Rd	\$20,426	\$26,596	\$20,426	(\$6,170)	0%	On time
Transport Network	Upgrade access road on Plains Station Road	\$75,995	\$28,304	\$75,995	\$47,691	0%	Delayed
Transport Network	Road Renewal - Gravel Roads	\$513,423	\$690,479	\$513,423	(\$177,056)	-34%	On time
Transport Network	Gravel Resheets	\$393,879	\$355,526	\$393,879	\$38,353	10%	Delayed
Transport Network	Bridges / Causeways (SRV to 2023/24)	\$595,115	\$194,640	\$595,115	\$400,475	67%	Delayed
Transport Network	Rural Roads - Reseal Program	\$186,751	\$288,628	\$186,751	(\$101,877)	-55%	On time
Transport Network	Main Street - Complete Final Stage	\$189,430	\$10,275	\$189,430	\$179,155	95%	Delayed
Transport Network	Miscellaneous Replacement of Collapsed Pipes (SRV)	\$15,136	\$65,798	\$15,136	(\$50,663)	-335%	On time
Waste Management	240L Wheelie Bins	\$8,598	\$6,664	\$8,598	\$1,934	22%	Delayed
Waste Management	Industrial Bins	\$51,889	\$10,295	\$51,889	\$41,594	0%	Delayed
Waste Management	Boonoo Boonoo - Capping Cell/Remediation #5 (Pool) (Remediation)	\$0	\$0	\$0	\$0	0%	On time
Waste Management	Boonoo Boonoo - EPA Remediation (works to be defined) (Remediation)	\$0	\$0	\$0	\$0	0%	On time
Waste Management	Boonoo Boonoo - Landfill Site Design	\$167,685	\$11,656	\$167,685	\$156,029	0%	Delayed
Waste Management	Legume Transfer Station awning with pad	\$10,000	\$2,100	\$10,000	\$7,900	79%	On time
Waste Management	Liston Transfer Station awning with pad	\$10,000	\$2,037	\$10,000	\$7,963	80%	On time

Tenterfield Shire Council

		Current			YTD		
Program	Description	Budget	YTD Actual	YTD Budget	YTD Variance	%	Status
Waste Management	Mingoola - Open Transfer Station	\$70,000	\$0	\$70,000	\$70,000	0%	Delayed
Waste Management	Torrington Landfill - Capping Cell (Remediation)	\$0	\$0	\$0	\$0	0%	On time
Waste Management	Torrington Landfill - Convert to Transfer	\$70,000	\$0	\$70,000	\$70,000	0%	Delayed
Waste Management	Tenterfield WTS Community Recycling Centre	\$45,920	\$16,767	\$45,920	\$29,153	0%	Delayed
Waste Management	Tenterfield Waste Transfer Station Groundwater Bores	\$100,000	\$0	\$100,000	\$100,000	0%	Delayed
Waste Management	Community Recyling Centre	\$17,000	\$0	\$17,000	\$17,000	0%	Delayed
Waste Management	Tenterfield Waste Transfer Station Einvronmental Impact Statement	\$50,000	\$0	\$50,000	\$50,000	0%	Delayed
Waste Management	Tenterfield WTS EIS - Purchase New Land	\$253,370	\$0	\$253,370	\$253,370	0%	Delayed
Waste Management	Boonoo Boonoo Remediation	\$100,000	\$0	\$100,000	\$100,000	0%	Delayed
Waste Management	Boonoo Boonoo Remediation	\$100,000	\$0	\$100,000	\$100,000	0%	Delayed
Waste Management	Torrington Remediation	\$5,000	\$0	\$5,000	\$5,000	0%	Delayed
Tenterfield Water	Tenterfield Sludge Removal	\$5,394	\$2,574	\$5,394	\$2,820	0%	Delayed
Tenterfield Water	Tenterfield Valve Renewal	\$10,788	\$2,791	\$10,788	\$7,997	74%	Delayed
Tenterfield Water	Tenterfield Mains Replacement	\$241,505	\$94,545	\$241,505	\$146,960	61%	Delayed
Tenterfield Water	Tenterfield Meter Replacement	\$22,116	\$12,322	\$22,116	\$9,794	44%	Delayed
Tenterfield Water	Tenterfield Dam Wall Construction	\$4,651,710	\$5,174,502	\$4,651,710	(\$522,792)	-11%	On time
Tenterfield Water	Tenterfield Flood Warning System (Gas Bubler)	\$33,693	\$0	\$33,693	\$33,693	0%	Delayed
Tenterfield Water	Water Dispensing Unit	\$35,000	\$0	\$35,000	\$35,000	0%	Delayed
Tenterfield Water	Tenterfield Dam Wall Supervision	\$0	\$205,067	\$0	(\$205,067)	0%	On time
Tenterfield Water	Shirly Park Bore Flood Damage Restoration	\$20,000	\$9,865	\$20,000	\$10,135	0%	Delayed
Tenterfield Water	Water Treatment Plant Signage	\$1,000	\$0	\$1,000	\$1,000	0%	Delayed
Tenterfield Water	Tenterfield Dam Wall Project Management Costs	\$347,302	\$241,703	\$347,302	\$105,600	30%	On time
Tenterfield Water	Flood Warning System Renewal	\$107,883	\$0	\$107,883	\$107,883	0%	Delayed
Tenterfield Water	Tenterfield Treatment Plant Pump Upgrade	\$75,518	\$0	\$75,518	\$75,518	0%	Delayed
Tenterfield Water	Scada Renewal	\$3,237	\$0	\$3,237	\$3,237	0%	Delayed
Tenterfield Water	Jennings Mains Replacement	\$11,112	\$9,655	\$11,112	\$1,457	13%	Delayed
Sewerage Network	Tenterfield Mains Relining (1km Year)	\$132,965	\$131,243	\$132,965	\$1,723	0%	Delayed
Sewerage Network	Tenterfield Mains Augmentation	\$130,833	\$130,821	\$130,833	\$13	0%	On time
Sewerage Network	Tenterfield Man Hole Level Alterations (Water Infiltration)	\$318,500	\$0	\$318,500	\$318,500	0%	Delayed
Sewerage Network	Jennings Sewer (Investigation)	\$41,000	\$7,952	\$41,000	\$33,048	81%	On time
Sewerage Network	Tenterfield Upgrade Road to Tertiary Ponds	\$12,252	\$486	\$12,252	\$11,766	96%	On time
Sewerage Network	Tenterfield Scada System Upgrade	\$57,736	\$0	\$57,736	\$57,736	0%	Delayed
Sewerage Network	Remove Sludge from Tertiary Ponds / Renewal of Capacity	\$35,000	\$30,305	\$35,000	\$4,695	100%	On time
Sewerage Network	Tenterfield Network Renewal	\$220,536	\$11,016	\$220,536	\$209,520	100%	On time
Sewerage Network	Sewerage Treatment Plant Signage	\$1,000	\$0	\$1,000	\$1,000	0%	Delayed
Sewerage Network	STP - Dehydrator Replacement	\$73,512	\$0	\$73,512	\$73,512	0%	Delayed
Sewerage Network	Urbenville Sludge Removal	\$12,251	\$0	\$12,251	\$12,251	0%	Delayed
Sewerage Network	Urbenville STP 2 Bay Shed for Storage of Jetter/Mower	\$14,490	\$4,276	\$14,490	\$10,214	70%	On time
Stormwater Network	Drainage Pits - Upgrade	\$30,000	\$0	\$30,000	\$30,000	0%	Delayed
Stormwater Network	Rouse & Miles Street Construction	\$210,000	\$0	\$210,000	\$210,000	0%	Delayed
Stormwater Network	Pelham Street - Manners to Miles Child Proofing Culvert	\$5,000	\$0	\$5,000	\$5,000	0%	Delayed

Tenterfield Shire Council		Current Budget	YTD Actual	YTD Budget	YTD Variance	YTD Variance %	Status
Program	Description						
Total		\$18,521,345	\$13,550,116	\$18,521,345	\$4,971,228		

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV59/18
Subject:	Report on Loan Balances

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council notes the loan balance as at 30 June 2018 was \$7,690,327.31.

BACKGROUND

Council resolved at its meeting on 24 August, 2011 (Resolution 380/11) that a report be provided every three (3) months summarizing Councils debt levels and that the report should include the date the loan is taken out, the amount of the original loan, the current balance owing, the term of the loan, the interest rate and the payment details.

REPORT:

Loan payments are being made in accordance with the loan agreements. Council's loan balance as at 30 June 2018 was \$7,690,327.31.

Since the last loan balances report was provided to Council in April 2018, Council has taken out a new loan of \$3,450,000 with the ANZ Bank to part fund the cost of the Dam Wall construction. This is a twenty year loan with the interest rate fixed for the first three years at 3.95%. Council can make a further determination on what to do with this loan at the end of the three year fixed interest period. That is, Council could decide at that time to re-fix the interest rate for a further period, refinance with NSW Treasury Corporation (should Council be allowed to borrow through this organization by then) or pay out the loan should sufficient funds be available.

Council intends to take out loans to the value of \$2.830M in 2018-19 as per the adopted Operational Plan and the Office of Local Government have been advised of this as is required via the Proposed Borrowings Return for 2018/19.

Quotations for the additional \$2,000,000 Dam Wall project loan will be sought in the near future.

Our Governance No. 59 Cont...

It should be noted that Council is still not permitted to take advantage of lower interest rate loans offered by the NSW Treasury Corporation (TCORP) despite the fact that the Fit for the Future process is now defunct.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Council's projected loan borrowings are included in the 2018/19 Operational Plan.

2. Policy and Regulation

- Section 621 of the Local Government Act allows a Council to borrow at any time for any purpose allowed under the Act subject to any restrictions imposed by the Minister in accordance with Section 624 of the Act.
- Borrowing Policy

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
Acting Chief Executive

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

Approved/Reviewed by Manager: Kylie Smith, Acting Chief Executive

Department: Office of the Chief Corporate Officer

Attachments: **1** Loan Summary as at 30 June 2018 1 Page

Loan Summary 30 June 2018

Purpose		Medical Centre	Bridge Construction	Main Street	Waste Management	Urbenville Water Augmentation	Tenterfield Dam Wall Construction	Tenterfield Sewerage Augmentation	Total
Reference		3815 980	6215 980	6240 980	7080 981	7484 980	7484 981	7872 980	
Fund		General	General	General	Waste	Water	Water	Sewerage	
Institution		National	Commonwealth	National	National	National	ANZ	National	
Date of Loan		14/05/2010	30/06/2010	25/02/2015	21/12/2012	5/02/2009	4/05/2018	30/05/2008	
Term (Yrs)		10	10	10	10	25	20	25	
Amount		150,000.00	1,000,000.00	1,200,000.00	1,250,000.00	375,000.00	3,450,000.00	2,500,000.00	9,925,000.00
Interest Rate		9.200%	8.020%	3.700%	5.450%	6.473%	3.950%	7.812%	
Repayments		11,650.28	73,665.64	72,338.40	40,748.64	15,113.29	125,565.03	114,571.49	453,652.77
Frequency		Six monthly	Six monthly	Six monthly	Quarterly	Six monthly	Six monthly	Six monthly	
Total Repayments (P.A)		23,300.56	147,331.28	144,676.80	162,994.56	30,226.56	251,130.06	229,142.98	988,802.80
Current Principal	30/06/2017	18,304.68	118,783.52	109,013.61	123,523.56	10,069.91	-	68,598.27	448,293.55
Non Current Principal	30/06/2017	41,446.48	267,265.33	885,101.70	646,456.48	303,824.73	-	2,002,867.82	4,146,962.54
Principal	30/06/2017	59,751.16	386,048.85	994,115.31	769,980.04	313,894.64	-	2,071,466.09	4,595,256.09
New Loans		0.00	0.00	0.00	0.00	0.00	3,450,000.00	0.00	3,450,000.00
Principal Payments	30/06/2018	18,304.68	118,783.52	109,013.61	30,158.79	10,069.91	0.00	68,598.27	354,928.78
Principal	30/06/2018	41,446.48	267,265.33	885,101.70	739,821.25	303,824.73	3,450,000.00	2,002,867.82	7,690,327.31

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

REPORT BY: Peter Petty, Mayor

The Annual General Meeting of the Australian Rural Road Group (incorporated) was held in Canberra on Tuesday, 19 June 2018.

The Meeting was attended by Mayor Peter Petty while in Canberra attending the 2018 National General Assembly of Local Government.

The Meeting was Chaired by Cr Sue Price, Moree Plains Shire Council. The Agenda is attached for information.

Guest Speaker – Jennifer Medway – Manager, Research & Innovation (National Rural Issues)

Following this presentation, there was much discussion on whether or not the Australian Rural Road Group should continue as there was a feeling that it has achieved all it can at the moment – please see Item 6 of the attached Agenda.

General Issues

- Focussing on the first mile rather than the last on moving freight and receiving an understanding of this issue from both State and Federal Governments has been a major success of this Group.
- Although an operational surplus has been achieved over the last three (3) years from Council memberships, an accumulated deficit remains. There was much discussion on a proposal to write to all member Councils asking for funding to help finance this deficit on an equal amount from all, if and when the Group is discontinued.
- Additional attached Reports:
 - Research Activities on Rural Roads - Attachment 2 (Booklet 2)
 - Roads to Prosperity – Reducing Lost Opportunity - Attachment 3 (Booklet 2)

RECOMMENDATION

That the report from the Australian Rural Road Group (Incorporated) meeting of 19 June 2018 be received and noted.

ATTACHMENTS

1	Agenda - Annual General Meeting Australian Rural Road Group (Inc)	5 Pages
2	Attachment 2 (Booklet 2) - Research Activities on Rural Roads	38 Pages
3	Attachment 3 (Booklet 2) - Roads to Prosperity - Reducing Lost Opportunity	52 Pages

Annual General Meeting Agenda – 19 June 2018



Agenda

Annual General Meeting

Australian Rural Road Group (Incorporated)

Date: Tuesday 19th June 2018
Time: 12.30pm (Lunch)
1.30 pm AGM
Location: The Swan Room
National Convention Centre
31 Constitution Avenue
CANBERRA ACT 2601

Welcome by Chairperson – Cr. Sue Price Moree Plains Shire Council

ITEM 1 – APOLOGIES

Recommendation

That the apologies are accepted.

ITEM 2 - CONFIRMATION OF MINUTES – Attached

Recommendation

That the minutes of the Annual General Meeting held on 20th June 2017 are confirmed as a true and accurate record.

ITEM 3 - GUEST SPEAKER (2.30 pm)

Jennifer Medway

Manager, Research and Innovation (National Rural Issues)

Annual General Meeting Agenda – 19 June 2018

ITEM 4 - FINANCIAL REPORT

The Financial Report for the year ending 31st May 2017 below outlines an operating surplus of \$14,768.78 for the past year's operations and an accumulated deficit of \$67,716.16.

This is the third year that an operational surplus has been achieved. The cumulated results are outlined below:

Year	Result	Cumulated Result
2011	(\$24,608.50)	(\$24,608.50)
2012	(\$64,495.21)	(\$89,103.71)
2013	(\$11,130.11)	(\$100,233.82)
2014	(\$6,976.36)	(107,210.18)
2015	\$9,807.99	(\$97,402.19)
2016	\$14,917.25	(\$82,484.94)
2017	\$14,768.78	(\$67,716.16)
2018	\$22,658.50	(\$45,057.66)

Australian Rural Roads Group

Operating Statement to 21st May 2018

2017			2018		
Income		\$24,040.00	Income		\$24,500.00
Expenditure			Expenditure	\$1,841.50	
Administration	\$2,063.45		Catering and Room Hire 2017 AGM	\$1,795.55	
Advertising	\$7,207.77	\$9,271.22	IT costs	\$45.95	\$1,841.50
Surplus for project		\$14,768.78			\$22,658.50

Recommendation

THAT the Financial Report as at 21 May 2018 is accepted.

Annual General Meeting Agenda – 19 June 2018

ITEM 5 – CHAIR'S REPORT (Cr. Price)

2018 and still we have substandard roads in many of the most productive areas of our country. The importance of roads is considered to be worthy and many millions, if not billions, of dollars are being spent on reducing congestion in our cities, but mention getting our rural produce to market or inputs to farm and eyes seem to glaze over; not enough people are affected, not enough votes and the cost benefit ratios don't stack up.

The Australian Rural Road Group has endeavoured to raise the profile of local rural roads as has ALGA, ALC and any number of other organisations over the years. And yes, there have been some improvements. However, the problem of an insufficient funding source to meet the increased requirements of an ever increasingly productive agricultural sector has not been solved.

This year has seen a revolving door of Transport Ministers at the Federal level. The ARR met with Minister Chester last November and had a very productive meeting. We presented him the booklet we had produced illustrating some of the real life stories of how an inadequate road could influence your life and impact on the productiveness of your business, as well as the social wellbeing, education and health of your family or community. Due to file size, this booklet will be distributed at the meeting. He talked of advocating for a special fund for strategic rural roads in line with what we had been advocating for since our inception. We met on a Friday but on Tuesday he was no longer the Minister.

We were unable to meet with Minister Joyce during his term as Transport Minister and we hope to now have the opportunity to meet with Minister McCormack as soon as possible.

We have, however, been able to put in a submission to the Inquiry Report into National Freight and Supply Chain Priorities, and to be involved in the report produced by Professors Baker and Hadley from the UNE. This report was generously funded by AgriFutures and produced some interesting preliminary findings. We have been talking for quite awhile about the inadequacies of current cost benefit analysis and had thought that there were other factors that should be considered, especially for rural roads which are so very important in rural areas. This report set about trying to investigate whether the present cost benefit analysis was adequate for rural roads. The report looked at roads in the Gwydir and Moree Plains Shire as an exploratory sample of what might be found. The report has been attached.

The key findings of this report were as follows:

1. There is evidence that variables not normally considered in evaluation of rural road upgrade projects are likely to have an influence on the outcome of those evaluations. This particularly applies to agricultural value added and road maintenance costs; both of these feature specific orientation to rural and regional transport characteristics.
2. Significant network effects of road upgrading are apparent, and are likely to be more so where interactions occur between modes of transport.
3. More research is needed to characterise these results, using improved data and standard procedures.
4. Owing to population size, social benefits of upgrading rural roads is found to be negligible across a range of assumptions.

Annual General Meeting Agenda – 19 June 2018

5. The effects of rain on black soil roads require further investigation. Data limitations prevented a full treatment and details of patterns of use and closure of wet roads require further examination.

The recommendations from this report are:

- Further research to validate and extend the current work
- Adoption of variables identified here within formal software and other analytical devices for testing
- Pilot studies collaboratively performed in a variety of rural settings selected for applicability to opportunities raised in this report.

AgriFutures is undertaking further work for the NFF on rural logistics, but it is more involved with lowering the costs of product transport and not really the cost benefit factors that we need to be investigated for funding purposes. I am not sure as a group if we want to pursue this research in the future but it is something we should think about.

Finally, I would like to thank all those involved in the work of the ARRG this year. Special thanks have to go to John Coulton, Max Eastcott and Ian Dinham for always being there for support and to be a sounding board to keep me on track. A very special thanks to Max for undertaking all the Treasurer and Public Office duties of the organisation and making sure all our documentation is delivered in a timely manner. Thank you also to those who were State Committee Members this year. They were Cr Erika Vickery, Naracoote Lucindale SA, Cr Carol Taylor, Toowoomba Regional Shire and Cr Peter Scott, Cook Shire Council, Queensland; Cr Peter Petty, Tenterfield Shire, NSW; and Cr Ken Seymour, Moora Shire, WA.

Last year I was very optimistic as infrastructure and roads seemed to be the buzz words of the day, and while there has been a lot of talk about total supply chains and first and last mile roads and some states have programs designed for rural roads, there is still no holistic approach to looking at our nation's road assets across the whole country and funding them accordingly. The newly announced Strategic Road Fund, which was announced in the Federal Budget, is a start in the right direction and will help begin the funding of a strategic road network that will enable our farm produce to reach its destination in a globally competitive way. We will await the details of this program with great anticipation. The future of this organisation will be a matter for this meeting to decide.

Recommendation

THAT the Chair's report is accepted.

Annual General Meeting Agenda – 19 June 2018

ITEM 6 – IS THERE A NEED FOR THE ARRG TO CONTINUE?

Before we embark on another year of activity we need to evaluate our success and whether the ARRG has achieved all that is reasonably possible.

ITEM 7 - ELECTION OF OFFICE BEARERS

That current Executive Office bearers are:

Cr. Sue Price - NSW Moree Plains Shire Council - Chair

**Cr. John Coulton – NSW Gwydir Shire Council – Immediate
Past Chair;**

Mr Ian Dinham NSW Moree Plains Shire Council – Secretary

**Mr Max Eastcott – NSW Gwydir Shire Council –
Treasurer/Public Officer**

ITEM 8 - ELECTION OF COMMITTEE MEMBERS

The current members of the Committee are:

Cr. Erika Vickery – (SA) Naracoorte Lucindale Council; and

Cr. Carol Taylor – (Qld) Toowoomba Regional Council

Cr. Peter Petty – (NSW) Tenterfield Shire Council

Cr David Lovelock – (WA) Victoria Plains Shire Council

A call for nominations will be made by the Chair.

ITEM 9 - GENERAL BUSINESS

ITEM 10 - CLOSING COMMENTS

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

REPORT BY: Peter Petty, Chairperson, Mayor

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

RECOMMENDATION

That the report and actions of the Tenterfield Shire Local Traffic Committee meeting of 21 June 2018 be received and noted.

ATTACHMENTS

1 Minutes of Meeting 7 Pages



MINUTES OF TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING

THURSDAY, 21 JUNE 2018

MINUTES OF THE **Tenterfield Shire Local Traffic Committee Meeting** held at the Tenterfield Shire Council Chamber on Thursday, 21 June 2018 commencing at 10.10 am.

ATTENDANCE

Councillor Peter Petty (Mayor - TSC)
Glen Lamb (Representative for Hon Thomas George MP)
Councillor Gary Verri (TSC)
Stefan Wielebinski (RMS)
Councillor Tom Peters (TSC)
Paul Caldwell (NSW Police)
Jessica Healy (RMS) – Phone in (02) 6604 9369

ALSO IN ATTENDANCE

Andre Kompler (TSC Chief Operating Officer)
James Paynter (TSC Works Manager)
Kelly Pitkin (TSC Engineering Administrative Officer)

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

DISCLOSURE OF INTERESTS

Nil.

APOLOGIES:

The Hon Thomas George, MP
Robert Clark (NSW Police)
Jessica Gibbins (TSC Engineering Officer)
Stefan Wielebinski (RMS)

TP/GV

CONFIRMATION OF MINUTES

Resolved that the Minutes of the Tenterfield Shire Local Traffic Committee held on 3 May 2018, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

TP/GV

BUSINESS ARISING FROM PREVIOUS MINUTES

1. PETER ALLEN FESTIVAL

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

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

ACTION:

Jess G has received the approved Road Occupation Licence. Council staff have met with Event Organisers and have discussed the proposed activities including stalls etc and forms to be completed have been forwarded.

Event organisers have discussed the road closure with businesses and Foodworks are concerned about Saturday business and have requested the carpark remain open which is doable and that it be open to local traffic only (not trucks). Event Organisers have advised that all businesses on Rouse Street are all happy with the proposed road closure, a risk assessment is currently being conducted and letter box drop will be done to those affected.

Jess H asked if a TCP had been tabled at LTC. James Paynter Explained the TCP details and advised they have been submitted to RMS and discussed at LTC however Jess Gibbins will supply TCP for LTC. Paul Caldwell requested that Jessica Gibbins supply TCP via email.

2. MOUNT LINDESAY ROAD, LEGUME

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

ACTION:

Signs have been erected. Additional pavement marking to be carried out when the stencil is made.

James Paynter discussed the action. Robert Clark (via email) requested classifier data and he will organize a HWP vehicle to attend and provide a random presence where duties permit. James Paynter to provide traffic count data to Robert Clark.

No further action.

3. MOUNT MCKENZIE LINEMARKING REQUEST

ACTION:

Council staff have installed additional guideposts on corners. In addition, Council's COO instructed the Works Manager to line mark Currys Gap corner, Watts Corner & the 2 corners at the commencement of Mount McKenzie Road, to occur in the next 2 weeks.

James Paynter advised that Council has assessed and line marking will be completed by the end of the financial year.

No further action.

4. BEAURY CREEK BRIDGE UPDATE

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

James advised Grant applications have been submitted however the side track is an issue which Council will continually monitor. Peter asked if this is a budget issue. Andre advised that the side track maintenance will be done as required. Funds are available for a new bridge and we can accommodate maintenance within the current budget.

Jess H asked when funding will be allocated through grants? Andre advised that Fixing Country Roads (FCR) application was submitted to state for comment. Final application will be submitted ASAP – FCR open ended timeframe.

Jess H asked is funding not guaranteed? Andre advised that funding is not guaranteed and that Council's Chief Executive and Mayor have rallied for political support/assistance in relation to the 3 most urgent projects being Hootens Road, Boonoo Boonoo Bridge, Beaury Creek Bridge. Jess H asked if anything had been tabled by the LTC in relation to adjusting traffic behaviour? Andre advised that a Council report has been presented regarding timber bridges. The next LTC meeting agenda will include applying speed limits @ bridges with load restrictions RE static loading – maybe 20km/h, road alignment and speed humps may

be implemented. Jess H thanked Committee for update and is interested in the options presented.

5. RILEY STREET, TENTERFIELD

Email received by Council from concerned residents regarding Riley Street & heavy vehicle traffic. Further investigation is required for the potential closure of Riley Street.

ACTION:

James advised he had discussed with Chief Operating Officer and it was decided not to discuss matter with businesses at this stage, so as to not insight changes that may not happen. Blisters are an issue for a developer. Main concern is emergency services (only one access). More thought and investigation is needed. Peter added that due to development, the right decision needs to be made and agreed with James' comment.

6. MOUNT LINDESAY ROAD, SCHOOL BUS ROUTE SIGN REQUEST

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

ACTION:

Council has investigated the position of the signage to see if meets warrants. Council will install an additional sign in line with the school bus route guidelines.

No further action.

7. BRUXNER WAY, ROAD TRAIN REQUEST

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

ACTION:

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

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

Peter stated a correction was required in the Agenda. Remove Glen Innes and insert Gwydir. Correspondence has been sent regarding the forming of the alliance to Local & Federal members and we have obtained lots of support from other Councils. Thomas commented that he recently visited Mingoola and heavy vehicle traffic is affecting bitumen performance on Bruxner Way.

8. DISABLED PARKING, ROUSE STREET TENTERFIELD

James advised the Committee that discussions have been held with the Chemist regarding taking the disabled carpark away from the existing location (northern side of pedestrian crossing in Rouse Street) and relocating it to the south side of the pedestrian crossing. It was noted from the inspection that there is no layback to get onto the footpath.

ACTION:

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

Council is investigating options for PAM ramps onto footpath. Painting will occur when resources are available.

James advised that the parking bay will be painted blue within the next few months with PAM ramps to be installed. He is currently looking at design options so as to reduce uneven pavement and its associated hazards.

9. SIGNAGE REQUEST

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

ACTION:

RMS will look at design for sign and liaise with Council.

Jess H requested a confirmation of scope ie. is this site specific or a route project?

Gary asked if we should we look at the whole of Mt Lindesay (Route project)?

Jess H advised that signs will be sent through to LTC for information purposes. RMS are currently amending sign standards so this may need to wait until new standards are in place before finalising signage. Possibly RMS could look at the whole road next financial year. Jess H will be looking at a review of signage along the Bruxner Hwy and may be able to tag it onto that project. It will take longer but will be a better outcome.

Gary agreed.

10. EXTENSION OF SCHOOL BUS ROUTE REQUEST, LEGUME

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

ACTION:

Council have provided a letter of support for the extension of the bus route. Pick Up & set down points were investigated and were suitable. Robert Clark (via email) agreed with recommendation/action.

No further action.

11. TENTERFIELD LODGE CARAVAN PARK, SIGNAGE REQUEST

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

ACTION:

Council has advised the owners of the Caravan Park that RMS do not support signage of this type in the Urban area and Council will not be supporting a larger sign at this location. Peter commented that he supports reducing signage. Jess H asked how was the caravan park advised? James advised that Jess G would have told owners but Jess G needs to confirm. Jess H commented that RMS would be happy to provide text and information for correspondence to the Caravan Park.

No further action.

12. LINEMARKING NEW ENGLAND HIGHWAY/BRUXNER WAY INTERSECTION

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

Jess H commented that she was unsure of the history or situation.

Peter advised that the concern was regarding turning lanes facing each other. The correspondence was tabled for consideration and was noted and Council supports.

Peter noted he believes it is an engineering problem to remove the hill. Suggested a possible speed zone reduction. Jess H will follow it up with Jess G for a response to be provided to the correspondence received. Jess H enquired if Council had been consulted during the planning stage. James answered that Council were consulted we were not happy with any of the designs however we were not consulted with the new line marking and we have made these comments to Stefan. Jess H believes that it is a safer configuration and apologised that she did not have any more information. James further added that drivers are operating illegally.

13. TENTERFIELD SADDLER SIGNAGE, HIGH STREET TENTERFIELD

Council has received a complaint from residents that witches hats are being put out in front of Tenterfield Saddler to enable no parking at this location. Currently there is a sign depicting no standing horse drawn vehicles excepted adjacent to the Tenterfield Saddler Building.

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

ACTION:

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

Peter had a meeting with a volunteer at Tenterfield Saddler who provided the additional information. James commented that the decision lies with the Committee.

Andre asked if we are taking away parking from the public and do we want to enforce changing of the signage. Are we going to stop parking for all historical buildings in Tenterfield?

Peter asked what would stop any other business from putting out witches hat? Thomas advised that this issue was raised years ago and that Horse drawn vehicles are no longer used and the sign is only there for historical purposes. Peter commented that we need to make available all the parks we can. Glen commented that you can't ban parking in front of all buildings. Peter added that Tenterfield Saddler are not entitled to put the witches hats out and parking is permitted in the parking space. Andre said that the LTC should not give preferential treatment to any business.

Jess H asked if people are standing in the middle of the road to take photos? Is there a designated photo place? James added that The Tenterfield Saddler could sell photos of the building (without vehicles in front of it) as an option. Gary asked if we make that street 2 hour parking? James to check if it is 2 hour parking. Andre commented that a precedent should not be set as Tenterfield needs the parking and this is not done in other towns or cities across Australia.

14. TIMBER BRIDGE LOAD LIMIT RECOMMENDATIONS

The recommendations for load limits to be applied to timber bridges resulting from the Level 3 Timber Bridge Inspections carried out in 2017 were tabled at the last meeting.

ACTION:

The recommendation to Council from the LTC was endorsed at the May Meeting of Council being that Council support the installation of signage on each of the bridges recommended for load limits in accordance with current standards. Council at this meeting noted the need for load limits and agreed to engage with appropriate stakeholders to advise of alternate routes and to receive a final report of detours and load limits before load limit implementation.

Investigation has commenced to identify available options for detour routes or side tracks and identifying key stakeholders likely to be impacted by the proposed load limits. Site inspections will be carried out at all locations and engagement with key stakeholders such as school bus operators, local transport and local emergency services will be arranged in the upcoming weeks.

Andre advised that nothing changes on the above action; Council has had an Engineer look at the locations to assess alternate routes, scope for side tracks and propping bridges, school bus routes etc. The load limits to be applied are to ensure the longevity of bridge. A report will be submitted in August to Council. Discussion was held regarding signage, mitigate via propping bridges central span. Assessments are ongoing.

Andre explained how to prop up a bridge after a question from Gary. Peter commented that Council fully supports the process. Details add to the argument for funding.

15. INTERSECTION OF URBEN AND BEAURY STREETS, URBENVILLE

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

ACTION:

Council has investigated this intersection. Stop sign is in best position. Line marking will be reinstated and sealed repairs to be undertaken in the upcoming months.

Robert Clark (via email) agreed with the above recommendation/action.

James advised the Committee that it is best to leave the stop sign where it is. It is in the best location it can be now. Council will reseal and repaint the intersection with enhanced line marking.

Andre added that the stop line is currently non-existent so Council will reinstate the stop line with glass beads.

16. ROUSE STREET – NORTHERN END

At the last meeting, Stefan advised speed zoning is an RMS issue. Council has installed Traffic Counters and results were to be provided at the meeting.

ACTION:

James advised that the traffic counters were set in wrong location so Council will relocate traffic counter into 50km/h zone and bring it to the next LTC meeting.

17. PADDYS FLAT ROAD/BRUXNER HIGHWAY INTERSECTION

At the last meeting, Stefan advised RMS would investigate if it warrants a stop sign at this location and will report back to the Committee.

Robert Clark (via email) commented RMS to advise. Jess H commented that the location doesn't look like it warrants a stop sign however, maybe additional Guidant or warning signage and line marking could be beneficial. Peter commented that a lot of international drivers use this road as it's the season for fruit picking, and they are unaware of the traffic conditions.

Andre suggested by putting in a stop sign would be pre-emptive of fatalities as it would make drivers aware. Peter said Southern Downs Regional Council (SDRC) have done a lot of work on the highway for backpackers/international drivers to prevent more accidents. Jess H stated that regardless, if it does warrant a stop sign according to Australian Standards it still may benefit from enhanced road signage.

Gary explained SDRC actions to prevent accidents with international drivers.

Jess H stated that according to Australian Standards if this does not warrant a stop sign you cannot put one in there. Suggested that maybe liaise with businesses to reinforce driving rules. Jess H will forward this one to discuss with RMS Road User Safety to see if there were any programs targeting road rule awareness of international drivers. Any informational resources available to RMS that could be of use by Council will be forwarded to assist in liaison with these businesses. Peter thanked Jess H for her comments.

18. SANDY FLAT ROAD/NEW ENGLAND HIGHWAY INTERSECTION

At the last LTC meeting, Stefan advised RMS would investigate if it warrants signage at this location and will report back to the Committee.

Peter made the comment that LTC would like a stop sign to be installed.

Jess H advised that this intersection does not warrant a stop sign under the Australian Standards and encouraged Committee Members to read the safety standards.

Peter said that Tenterfield Shire Council will always aim high for road safety.

Jess H stated that a stop sign is not applicable to that intersection.

Peter advised there is currently no sign at all, can we install at least a give-way sign?

Paul stated that education is a big one. eg Guyra tomato farm, hone in on the companies. Jess H will forward this one to discuss with RMS Road User Safety to see if there were any programs targeting road rule awareness of international drivers. Any informational resources available to RMS that could be of use by Council will be forwarded to assist in liaison with these businesses. Peter said it would be good if we can work together.

19. SPEED LIMIT/ZONE IN AMOSFIELD

At the last meeting, it was requested that Council install traffic counters at this location and results are to be provided to the Committee.

Gary stated that this is a safety issue. James advised that traffic counters will be installed and results will be provided at the next LTC Meeting. James will seek clarification on where to place the counter.

Gary suggested 300m from the intersection. Jess H commented that the LTC should be mindful that it is important that you get free speed ie. don't get too close to an intersection. James Explained intersections in location. Gary suggested that traffic counters be installed in various locations.

Glen asked if bridge narrowing signs been installed? And has vegetation been cleared near the bridge?

James advised that Council has cleared additional vegetation, and will do more with impending works.

ACTION:

Council to install traffic counters at suitable location and report back to the next LTC Meeting.

GENERAL BUSINESS

1. BRUXNER WAY/HYNES BRIDGE ROAD INTERSECTION

Correspondence received from Mingoola Progress Association concerning trucks turning at this intersection and request for signage.

James commented that this involves RMS. It would need a lot of work and money to fix. It does warrant Truck Turning signs. With regards to School Bus signs, this will have to be verified if warranted. Jess H advised that RMS would be happy to have a look at treatment options, this may need an upgrade. Have business contributions been considered?

James commented that Development Approval process for the Lime Mine would have been considered in QLD however most likely this intersection would not have been considered in this process as it's in NSW.

2. LINEMARKING NEW ENGLAND HIGHWAY/BRUXNER WAY INTERSECTION

Council received more concerns from Mingoola Progress Association over recent line marking at the intersection of New England Highway/Bruxner Way intersection.

This matter was dealt with previously in the meeting.

3. OLD PASTURE PROTECTION BOARD BUILDING, HIGH STREET TENTERFIELD

Council received a complaint regarding vehicles long term parking in front of the old PP Board in High Street, Tenterfield making it difficult for people, particularly the elderly to walk long distance to this building and shops. Request for timed parking at this location.

ACTION:

Council will check to see if 2 hour parking is applicable in High Street.

4. LOADING BAY REQUEST BEHIND SCHOOL OF ARTS BUILDING

Council staff have requested review of the current advisory signage behind the School of Arts/Library building.

James asked if loading bay signage can be installed at this location?

Gary asked if it would be possible for disabled parking, as well as a loading bay?

James commented that pavement marking is required for disabled parking which would not work in conjunction with a loading bay.

Jess H agreed that it would be difficult in regards to the pavement marking.

James to determine if viable. Jess H requested a design showing distance and line marking be made available at next meeting.

ACTION:

Council to provide a design at next LTC Meeting.

5. CLIVE STREET, TENTERFIELD SPEEDING ISSUE

Council received complaint from a resident in Clive Street that due to lack of signage & pavement marking of speed zone that vehicles are speeding in Clive, East Street & Wood Streets.

ACTION:

Council staff will install traffic counters and investigate speed signage.

6. LIGHTING REQUEST IN ROUSE STREET (NEW ENGLAND HIGHWAY)

Council has previously contacted RMS seeking concurrence for Council to install lights similar to rope lighting on trees along Rouse Street as part of Christmas festivities. Concurrence was received by RMS providing the lighting did not comprise road safety.

Council has also been liaising with RMS to ascertain if the existing lighting at the Pedestrian Crossing adjacent to Bruxner Park was adequate. RMS has advised that the existing lighting level on Rouse Street doesn't fully comply with current standard AS/NZS 1158. If Council wanted to upgrade the street lighting or change the road geometries, Council may consider to engage level 3 ASP to provide lighting and electrical design. The lighting design will be reviewed/accepted by RMS.

Council would now like to install solar lighting on 22 trees along Rouse Street between Miles Street and Molesworth Streets permanently. Each tree will have approx. 100 LED Lights using solar power. Specifications of the product were tabled for consideration.

Locations were tabled as follows:

- 1) Northern end of Rouse Street (New England Highway)- 4 trees near Commonwealth Bank
- 2) Bruxner Highway entry - 4 trees
- 3) Mid town tree groups - 10 trees to be confirmed – near zebra crossings
- 4) Southern end of New England Highway - 4 trees near car dealership

The installation of the solar lighting on the 22 trees may assist with the existing lighting level of Rouse Street.

Council is seeking advice/concurrence on this matter.

Jess H advised that RMS Traffic operations do not see an issue with it. Will the lights be different colours? Peter advised that the lights will be plain clear lights, Council is supportive and believe that they will help to light pedestrian crossings. Jess H asked if the lights will be a distraction to drivers and that she can see the benefits with slowing traffic. Jess H will email after confirming pedestrian crossing safety once information is sourced. Andre asked with regards to Paragraph 2 – is the current signage on the pedestrian crossing the right size? Council currently does not have funding for redesign and upgrade of the lighting on pedestrian crossing. When was this last looked at?

Jess H advised that consideration for more appropriate lighting at the crossing has been an ongoing issue. Council will need to consider a lighting plan to ensure lighting is sufficient. This Issue has been around for a long time since 2015/2016. Jess H will obtain some history and email advice to Jess G with the pedestrian crossing and fairy lighting. Peter commented that Council are supportive of the fairy lights.

ACTION:

RMS to liaise with Council regarding pedestrian lighting and fairy light issue.

LATE ITEMS

1. MOUNT LINDESAY ROAD – LINEMARKING

Gary raised that Mount Lindesay Road near the tank traps needs line marking reinstated. James commented that Stefan (RMS) advised previously that if line marked prior to works then it needs to be reinstated. This will need to be completed.

2. MOUNT LINDESAY ROAD – WOODENBONG

Glen asked on behalf of the Woodenbong Progress Association, when will the road/bridge be fixed on the road into Woodenbong. It has been left as is since damage occurred some time ago. James advised that the damage occurred in March 2017 floods. Council has secured funding from RMS (also dealing with Fisheries) and repairs should be completed by end of 2018.

Peter commented that Council needs to obtain funding and can only move as fast as the funding departments allow. James confirmed Fisheries is to be included in assessment which is being finalised with RMS.

NEXT MEETING

Thursday 23 August 2018 at 10:00 am in the Council Chambers.

There being no further business the Mayor declared the meeting closed at 12.04 pm.

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Councillor Peter Petty
Mayor/Chairperson

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

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

A meeting of the Audit & Risk Committee was held on Thursday, 21 June 2018. The Minutes of the Meeting are attached.

RECOMMENDATION

That the Minutes of the Audit & Risk Committee Meeting held on 21 June 2018 be endorsed and adopted.

ATTACHMENTS

- 1** Minutes of Meeting - 21 June 2018 5 Pages



MINUTES OF AUDIT & RISK COMMITTEE THURSDAY, 21 JUNE 2018

MINUTES OF THE **Internal Audit Committee** OF TENTERFIELD SHIRE held at the Tenterfield Shire Council Chambers on Thursday, 21 June 2018 commencing at 2.05 pm.

ATTENDANCE

Councillor Peter Petty (Mayor)
Councillor Don Forbes (Deputy Mayor)
Mr Peter Sheville – Independent External Member & Chair
Mr Andrew Page – Independent External Member

ALSO IN ATTENDANCE

Chief Executive (Terry Dodds)
Chief Operating Officer (Kylie Smith)
Executive Assistant & Media (Noelene Hyde)
Manager Finance & Technology (Paul Della) – *by telephone*
Accountant (Belinda Savins)
Financial Consultant (Igor Ivannikov)
Manager Customer Service, Governance & Records (Erika Bursford)
Manager HR & Workforce Development (Barry Frew)
Audit Office of NSW (Furqan Yousuf) – *By telephone*

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

APOLOGIES

Apologies received from Mr Geoff King (Independent External Member, Mr Paul Cornall (Forsyths) and Mr Wes Hoffman (WHS Risk Management Officer).

CONFLICT OF INTERESTS

Nil.

CONFIRMATION OF MINUTES

Resolved that the Minutes of the Audit & Risk Committee meeting held on Thursday, 8 March 2018, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

(Don Forbes/Peter Petty)

MATTERS ARISING FROM THE MINUTES

ACTION:

Erika Bursford - Provide a checklist of the matters arising from the previous Minutes.

(ITEM CEO10/18) AUDIT & RISK COMMITTEE ANNUAL PLAN 2018

SUMMARY

The purpose of this report is to present the Audit & Risk Committee Annual Plan 2018 to each meeting of the Audit & Risk Committee.

Chair Peter Sheville noted that the Audit & Risk Committee Charter was previously reviewed in September 2016 and was due again for review in 2018 as review required every two (2) years.

ACTION:

Erika Bursford - Charter to be reviewed under legislation for adoption at the October 2018 Audit & Risk Committee meeting.

Resolved that the Audit & Risk Committee receive and note the Audit & Risk Committee Annual Plan 2018 in particular, the items for June 2018.

(Peter Petty/Andrew Page)

(ITEM CEO11/18) ENTERPRISE RISK MANAGEMENT SUMMARY - JUNE 2018

SUMMARY

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

ACTION:

Erika Bursford – to present a draft report regarding implementation of Council's Risk Management Software and outcomes of the Councillor training to the meeting on 25 October 2018.

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

(Don Forbes/Andrew Page)

(ITEM CEO12/18) FRAUD, MISCONDUCT AND COMPLIANCE BREACHES - 9 MARCH 2018 TO 21 JUNE 2018

SUMMARY

The purpose of this report is to provide details of any Fraud, Misconduct and Compliance breaches identified or allegations made, during the period 9 March 2018 to 21 June 2018.

No reported occurrences.

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

(Peter Petty/Andrew Page)

(ITEM CEO13/18) INTERNAL AUDIT PLAN UPDATE - JUNE 2018

SUMMARY

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

Additional document tabled – Tenterfield Shire Council Internal Audit Plan.

Erika Bursford advised that Council has approved a budget of \$50,000 per annum which will allow for two (2) external auditors to provide an audit on each of the items.

ACTION:

Wes Hoffman – to provide a report to the Committee on the outcome of the Business Continuity Plan training.

Erika Bursford – a list of recommendations and implementation programs from the audits to be provided to Committee members to enable outcomes to be tracked.

Erika Bursford – Determination of priorities (systematic approach to audit planning) for Committee to consider and discuss at the next meeting.

Barry Frew – To provide a report on human resources & workforce development concerns for audit.

Erika Bursford - Review of the Audit Charter. Deliver as per the schedule with Human Resources & Workforce Development early in the 2019/2020 financial year.

Resolved that the Audit and Risk Committee receive and note the Internal Audit Plan Update for June 2018.

(Andrew Page/Peter Petty)

INTERIM AUDIT

Igor Ivannikov presented details regarding the Interim Audit conducted in May 2018. No substantial issues, some issues being followed up. The formal Management Letter to be released by end of June 2018.

ACTION:

Paul Della - Provide end of year timetable. Provide list of items raised in Management Letter. Rural Fire Service depreciation matter is inconsistent through local government (needs to be consistent).

ACTION:

Erika Bursford - Letter from the Audit & Risk Committee to NSW Audit Office and Office of Local Government in support of streamlining. Draft letter to be provided to members.

Resolved that the Audit and Risk Committee receive and note the verbal report from Council's Financial Consultant, Igor Ivannikov.

(Peter Petty/Donald Forbes)

(ITEM CEO14/18) AUDIT OFFICE REPORT OF FINANCIAL AUDITS 2017

SUMMARY

The purpose of this report is to provide information to the Committee on the NSW Auditor-General's Financial Audit report on Local Government 2017.

Resolved that the Audit and Risk Committee receive and note the Audit Office Report of Financial Audits 2017.

(Peter Petty/Andrew Page)

(ITEM CEO15/18) QUARTERLY BUDGET REVIEW AS AT 31 MARCH 2018

SUMMARY

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

Noted that Council are forecasting a moderate operating surplus.

Resolved that the Audit and Risk Committee receive and note the Quarterly Budget Review as at 31 March 2018.

(Peter Petty/Andrew Page)

NEXT MEETING

The next meeting of the Audit & Risk Committee is scheduled to be held on Thursday, 25 October 2018, commencing at 1.00 pm.

There being no further business the Chairperson declared the meeting closed at 3.40 pm.

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Peter Sheville
Chairperson

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

REPORT BY: Peter Petty, Mayor

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

The Meeting was attended by Mayor Peter Petty and Chief Executive Terry Dodds.

RECOMMENDATION

That the Minutes of the New England Joint Organisation (NEJO) of 25 June 2018 be received and noted.

ATTACHMENTS

- | | | |
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| 1 | Attachment 4 (Booklet 2) Minutes of New England Joint Organisation Meeting | 15
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Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM RES6/18
Subject:	Council Resolution Register - July 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

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

Kylie Smith
Acting Chief Executive

Prepared by staff member:	Noelene Hyde, Executive Assistant & Media	
Approved/Reviewed by Manager:	Kylie Smith, Acting Chief Executive	
Department:	Office of the Chief Executive	
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