



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

**BUSINESS PAPER**  
**ORDINARY COUNCIL MEETING**  
**WEDNESDAY, 25 OCTOBER 2017**

Notice is hereby given in accordance with the provisions of the *Local Government Act 1993*, and pursuant to Clause 2.3 of Council's Code of Meeting Practice that an **Ordinary Council Meeting** will be held in the Council Chambers, on **Wednesday, 25 October 2017** commencing at **9.30am**.

Terry Dodds  
**Chief Executive**

## COMMUNITY CONSULTATION – PUBLIC ACCESS

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

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

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

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

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

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

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

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

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

## CONFLICT OF INTERESTS

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

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

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

### **Remoteness**

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

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

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

### **Relatives, Partners**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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## ORDER OF BUSINESS

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

# AGENDA

## 1. OPENING & WELCOME

## 2. (A) OPENING PRAYER

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

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

## (B) ACKNOWLEDGEMENT OF COUNTRY

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

## 3. APOLOGIES

## 4. DISCLOSURES & DECLARATIONS OF INTEREST

## 5. CONFIRMATION OF PREVIOUS MINUTES

### ***Recommendation***

That the Minutes of the following Meetings of Tenterfield Shire Council as typed and circulated, be confirmed and signed as a true record of the proceedings of those meetings.

- Extraordinary Council Meeting held on Wednesday, 27 September 2017
- Ordinary Council Meeting held on Wednesday, 27 September 2017
- Extraordinary Council Meeting held on Wednesday, 18 October 2017

## 6. TABLING OF DOCUMENTS

- Disclosure by Councillors & Designated Persons Returns

## 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***

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### ***OUR ECONOMY***

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### ***OUR ENVIRONMENT***

Nil.

### ***OUR GOVERNANCE***

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**15. CONFIDENTIAL BUSINESS**

**16. MEETING CLOSED**

|                      |                                                          |
|----------------------|----------------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>             |
| <b>Submitted by:</b> | Acting Governance Coordinator                            |
| <b>Reference:</b>    | <b>ITEM COM10/17</b>                                     |
| <b>Subject:</b>      | <b>September 2017 - Corporate Officer Service Update</b> |

|                                                               |                                                                                                                                                                  |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                  |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - LEAD 12 - We are a well engaged community that is actively involved in decision making processes and informed about services and activities. |
| <b>CSP Strategy:</b>                                          | Council's decision making processes are open, accountable and based on sound integrated planning.                                                                |
| <b>Delivery Plan Action:</b>                                  | Promote and support community involvement in Council decision making process.                                                                                    |
| <b>Operational Plan Action:</b>                               | Ongoing review and implementation of Community Engagement Strategy.                                                                                              |

## SUMMARY

The purpose of this report is to provide a summary of Council's Community and Corporate operations.

## OFFICER'S RECOMMENDATION:

**That Council receive and note the Chief Corporate Officer's September 2017 Service Update report.**

## BACKGROUND

The following is an overview of the September 2017 activities undertaken by the Community & Corporate Services Division by Service.

## REPORT:

### 1. Community Development

Tenterfield in Touch has 387 subscribers receiving the weekly newsletter as at the end of September 2017.

#### Live & Local Music Festival

Tenterfield Shire has been successful in obtaining grant funding of \$20,000 through the Live & Local Strategic Initiative, from Create NSW. The Live and Local Music Festival program is being finalised with Peter Harris and will involve music in the main street, in Bruxner Park and various cafes and shops in the CBD as well as the Folk and Celtic Fusion Video Festival in the Cinema and performances in various venues out of town. The event will be held from Friday 12 January 2018 to Sunday 14 January 2018, with workshops for artists in the week leading up to the festival.

### 2. Economic Growth and Tourism

#### Business and Tourism Excellence Awards

The Business & Tourism Excellence Awards were held on Thursday 14 September 2017 at the School of Arts. It was a successful evening with 100 guests in attendance. Kristen Lovett Accounting Services received the Business of the Year Award, with Ray White Rural receiving a Highly Commended. Chaney Rhodes received the Apprentice/Trainee of the Year award for his work with Wilshire and Co, and Blue Sky



Our Community No. 10 Cont...

Contracting won Excellence in Innovation for Civil Pro Software, with the Artists Collective Studio receiving the highly commended award. A list of all winners are available at [tenterfieldbusinessawards.com](http://tenterfieldbusinessawards.com).

### Why Leave Town - Tenterfield Chamber of Tourism, Industry & Business

The Tenterfield Chamber of Tourism, Industry and Business held a business breakfast on Wednesday 27 September 2017 to introduce the Why Leave Town Program. This program involves a Tenterfield True gift card, which can be redeemed at participating Tenterfield businesses in the same way as an EFTPOS card. 12 load up stores have signed up (where people can purchase the gift cards and load an amount onto them), and a total of 45 businesses have already signed up as stores where the gift cards can be redeemed. The Visitor Information Centre and School of Arts have both signed up to the program. The program is being sponsored by the Chamber, and administered through Why Leave Town Promotions who are based in Narrabri, at no cost to businesses or consumers.

### New England High Country

The new website is being finalised for New England High Country and the group is in discussions with the Country and Outback Destination Network and Destination NSW on funding options for the 2017/2018 campaign.

### Tenterfield Visitor Information Centre

|                                     | September<br>2017 | September<br>2016 |
|-------------------------------------|-------------------|-------------------|
| <b>VISITATION</b>                   |                   |                   |
| <i>TOTAL Visitors to the Centre</i> | 1906              | 1826              |
| <i>Domestic Visitors</i>            | 97%               | 97%               |
| <i>International Visitors</i>       | 3%                | 3%                |
| <b>SALES</b>                        |                   |                   |
| Total Merchandise Sales             | \$2,702           | \$2083            |
| Consignment & Income                | \$1,743           | \$1002            |
| <b>WEBSITE</b>                      |                   |                   |
| Unique Website Visitors             | 4378              | 4406              |

## 3. Theatre and Museum Complex

### Museum Visitation

| Museum Visitation                            | Jul<br>2016 | Jul<br>2017 | Aug<br>2016 | Aug<br>2017 | Sept<br>2016 | Sept<br>2017 |
|----------------------------------------------|-------------|-------------|-------------|-------------|--------------|--------------|
| Adults                                       | 90          | 97          | 45          | 46          | 94           | 15           |
| Children                                     | 42          | 42          | 2           | 8           | 31           | 26           |
| Concession                                   | 142         | 128         | 134         | 125         | 173          | 174          |
| Free Pass                                    | 28          | 19          | 20          | 28          | 12           | 17           |
| <b>TOTAL</b>                                 | <b>302</b>  | <b>286</b>  | <b>201</b>  | <b>207</b>  | <b>310</b>   | <b>272</b>   |
| Family (included as<br>2 adults, 2 children) | 18          | 18          | 1           | 3           | 14           | 9            |
| Groups (included above                       | 0           | 0           | 1x20        | 1x15        | 1x39         | 2x32         |

Our Community No. 10 Cont...

| <b>Museum Visitation</b>         | <b>Jul</b>     | <b>Jul</b>   | <b>Aug</b>   | <b>Aug</b>   | <b>Sept</b>     | <b>Sept</b>    |
|----------------------------------|----------------|--------------|--------------|--------------|-----------------|----------------|
| as individuals)                  |                |              |              |              |                 |                |
|                                  |                |              |              |              |                 |                |
| <b>Merchandising sales</b>       | <b>\$82.30</b> | <b>76.80</b> | <b>91.90</b> | <b>42.30</b> | <b>\$155.40</b> | <b>\$68.80</b> |
|                                  |                |              |              |              |                 |                |
| <b><u>Volunteer hours</u></b>    |                |              |              |              |                 |                |
| Museum hours                     | 312            | 285          | 303          | 314          | 306             | 302            |
| Number of Volunteers             | 20             | 15           | 20           | 16           | 22              | 18             |
| Cinema hours                     | 252            | 232          | 131          | 92           | 175             | 168            |
| Number of C/T<br>Volunteers      | 26             | 18           | 25           | 17           | 25              | 16             |
| Theatre Hours                    | 4              | 10           | 4            | 4            | 15              | 7              |
| <b>Total Volunteer<br/>hours</b> | <b>568</b>     | <b>527</b>   | <b>438</b>   | <b>410</b>   | <b>496</b>      | <b>477</b>     |

Comment

Museum visitation in 3rd Quarter 2016 totaled 813, 3rd Quarter 2017 totaled 765. Cinema numbers down, all cinemas are feeling the effects of internet downloads. Museum/Cinema open sign should be consider for the front of the museum.

**Theatre & Museum Events**

|                  | <b>Activity</b>                  | <b>Location</b> | <b>Presenter</b> | <b>Comments</b>  |
|------------------|----------------------------------|-----------------|------------------|------------------|
| 6 Sept           | Tenterfield Tours                | Museum          | SoA              | 7 Persons        |
| 11 Sept          | Tour Group                       | Museum          | SoA              | 18 person        |
| 12 Sept          | Seniors Holiday Travel -<br>Tour | Museum          | SoA              | 25 persons       |
| 13 Sept          | Music Supper Club                | Cinema          | SoA              | 50 persons       |
| 14 Sept          | Tourism & Business<br>Awards     | Theatre         | SoA              | 104 Tickets sold |
| 19 Sept          | RDA Meeting                      | Museum          | SoA              |                  |
| 25 Sept          | Auction Harold Curry             | Theatre         | SoA              |                  |
| 24 Sept          | Adventure Railway Tour<br>Group  | Museum          | SoA              | 22 Person        |
| 25 Sept-8<br>Oct | School Holiday Movie<br>Program  | Cinema          | SoA              |                  |
| 28 Sept          | Seniors Holiday Travel<br>Tour   | Museum          | SoA              | 22 persons       |
| 28 Sept          | Manhattan Short Film<br>Festival | Cinema          | SoA              | 50 persons       |
| 29 Sept          | Aladdin & His Magic I-Pod        | Theatre         | SoA              | 48 persons       |

**Cinema Use**

|            | Jul-16 | Jul-17 | Aug-16 | Aug-17 | Sept-16 | Sept-17 |
|------------|--------|--------|--------|--------|---------|---------|
| Screenings | 41     | 35     | 15     | 16     | 21      | 34      |
| Admissions | 940    | 545    | 189    | 194    | 272     | 321     |

Comment

Signage is a major consideration for the front of the cinema/museum.

Our Community No. 10 Cont...

#### **4. Finance and Technology**

##### **Banking**

Council has signed an agreement with National Australia Bank (NAB) which will be expected to deliver savings of approximately \$10,000 per annum, through a combination of improved returns on deposits and reduced transaction fees.

##### **Rates**

The next instalment notice for Rates will be issued to rate payers at the end of October 2017, for payment by end of November 2017.

##### **Quarterly Budget Report**

The first quarter review of Council's budget for financial year 2017/2018 will be presented to Council at Council's next ordinary meeting on 22 November 2017.

#### **5. Corporate and Governance**

##### **Risk Management**

Development of Council's Risk Enterprise Management Strategy continues. Echelon Australia will be conducting Business Continuity Workshops in the first week of October, and will also be available to provide information to the Audit & Risk Committee meeting on 4 October 2017.

##### **Records Management**

Relevancy Pty Ltd have been engaged to develop and deliver:

- a corporate record keeping framework
- a records management risk register
- a 3 year record keeping strategic plan

Relevancy will also review Council's business continuity plan for development of a critical records plan to align with the business continuity plan. Work will be undertaken on site in Tenterfield from 20 November 2017 to 24 November 2017.

##### **Audit & Risk Committee**

Agenda papers have been forwarded to Audit & Risk Committee members for the next meeting of the committee on 4 October 2017.

##### **Policy Review**

The Policy Review project continues, with staff reviewing and amending policies for consideration by Council at upcoming meetings.

#### **6. Workforce Development**

Training to meet Innovation Fund Grant commitments has commenced to schedule with Code of Conduct, Report Writing, Procurement and Contract Management and other critical Course enrolments completed and attendance arranged. We are on track to meet acquittal requirements. Arrangements completed with Tenterfield High School to accept two students to complete vocational elements of the trade components of their HSC.

## Our Community No. 10 Cont...

Suspected asbestos containing material at Urbenville Waste Transfer Station has triggered the arrangement of Asbestos Awareness Training in November. The Bushfire season has also ensured that Bushfire Awareness Training has been carried out for potentially affected Machinery Operators.

Backhoe and part time Administrative Assistant positions have been advertised with good responses received. Senior vacant engineering (Operations) positions have been filled with commencements due on availability in October and November, 2017. A number of potential industrial issues, over workplace matters, have been identified, by supervision, and resolution action undertaken.

Health and Wellbeing Grant obtained to schedule Mental Health Presentations made by Clinicians the Black Dog Institute in December. Regular Toolbox/WHS meetings continue with no incidents or related lost time or Workers Compensation claims this period. One near miss.

## 7. Library Services

### Activities

- Book Week display
- ½ page photo and article in *Tenterfield Star* newspaper on the Children's area upgrade
- WiFi use has more than doubled since ticketless system was installed

### Statistics

Physical loans: 2089

Co-op eLoans: 37

Total of Loans: 2126

Library Users (registered): 1795

New borrowers: 16

Computer Users: 463

Computer Hours: 495.5

WiFi logins: 423

OPAC searches: 2296

Tenterfield Star database searches: 277

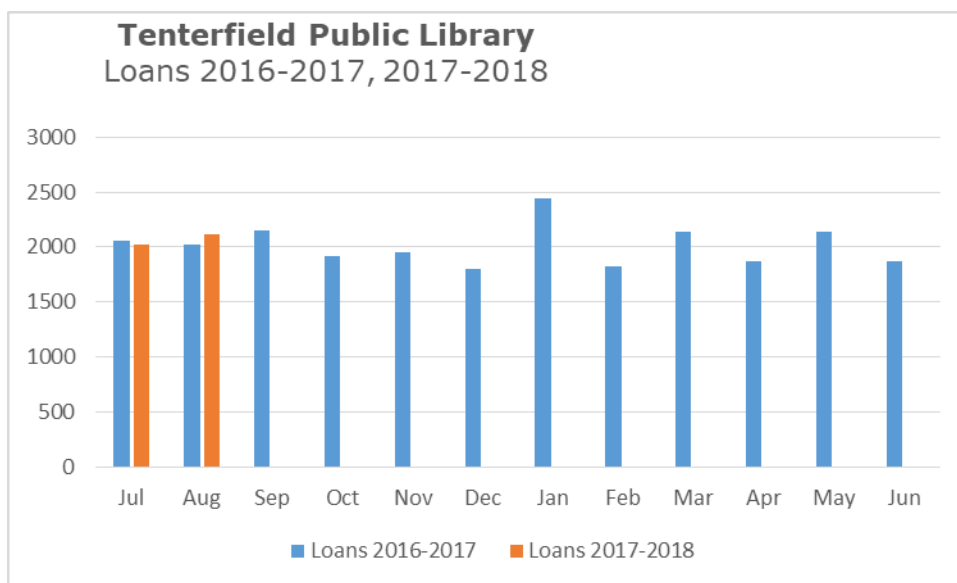
Interlibrary loans: 17

Home Library Service Loans: 131

Reservations satisfied: 40

Holdings as at 03/10/2017: 35060

Our Community No. 10 Cont...



**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 Community No. 10 Cont...

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

Prepared by staff member: Erika Bursford, Acting Governance Coordinator  
Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer  
Department: Corporate, Governance & Community  
Attachments: There are no attachments for this report.

|                      |                                  |
|----------------------|----------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>    |
| <b>Submitted by:</b> | Executive Assistant & Media      |
| <b>Reference:</b>    | <b>ITEM COM11/17</b>             |
| <b>Subject:</b>      | <b>2017 AUSTRALIA DAY AWARDS</b> |

|                                                               |                                                                                                                                                    |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                    |
| <b>CSP Goal:</b>                                              | <b>Community</b> - COMM 4 - The community is welcoming, friendly, and inclusive where diverse backgrounds are respected and celebrated.            |
| <b>CSP Strategy:</b>                                          | The individual unique qualities and strong sense of local identity of Tenterfield Shires towns and villages is respected, recognised and promoted. |
| <b>Delivery Plan Action:</b>                                  | Promote the liveability of Tenterfield Shire as a place to live, work and invest.                                                                  |
| <b>Operational Plan Action:</b>                               | Support marketing activities and events to promote Tenterfield as a place to, play, live and invest.                                               |

## SUMMARY

The purpose of this report is for Council to endorse arrangements for judging of Australia Day Awards as per Council's Australia Day Awards Protocol Policy.

## OFFICER'S RECOMMENDATION:

### That Council endorses:

#### (1) The calling of nominations for 2018 Australia Day Awards in the following categories:

- **Citizen of the Year;**
- **Young Citizen of the Year;**
- **Emergency Services Volunteer of the Year;**
- **Sportsperson of the Year;**
- **Young Sportsperson of the Year;**
- **Community Event of the Year.**

#### (2) That nominations for the 2018 Australia Day Awards open Monday, 30 October 2017 and close at COB on Friday, 15 December 2017.

#### (3) That judging by the Australia Day Selection Panel to be undertaken in the Council Chamber at 10.00 am on Thursday, 4 January 2018.

## BACKGROUND

From November to December 2017, Council will be calling for nominations for the 2018 Australia Day Awards in the following categories:

- Citizen of the Year
- Young Citizen of the Year
- Emergency Services Volunteer of the Year
- Sportsperson of the Year
- Young Sportsperson of the Year
- Community Event of the Year

Our Community No. 11 Cont...

These Awards recognize outstanding contributions to the local community and/or sports during 2017 and are the focal point of the celebrations to be held on Australia Day, which is Friday, 26 January 2018.

**REPORT:**

The current Selection Panel for judging of the Australia Day Awards comprises Mayor Peter Petty, Deputy Mayor Don Forbes, Councillor Greg Sauer and Councillor John Macnish.

The closing date for nominations will be Friday, 15 December 2017. Copies of all nominations which meet the criteria will be provided to members of the Selection Panel prior to the Christmas closedown period.

It is suggested that the Selection Panel meet at 10.00 am on Thursday, 4 January 2018.

Councillors are reminded that the nominations and judging outcome remains confidential and that Award winners are not announced until the ceremony on Australia Day.

**COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

- Council's Australia Day Awards Protocol

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

Nil. Budgeted item.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Kylie Smith**  
Chief Corporate Officer



Our Community No. 11 Cont...

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

|                      |                                                                                                                              |
|----------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>                                                                                 |
| <b>Submitted by:</b> | Acting Governance Coordinator                                                                                                |
| <b>Reference:</b>    | <b>ITEM COM12/17</b>                                                                                                         |
| <b>Subject:</b>      | <b>NOMINATIONS FOR THE ARTS &amp; CULTURE ADVISORY COMMITTEE AND THE PARKS, GARDENS &amp; OPEN SPACES ADVISORY COMMITTEE</b> |

|                                                               |                                                                                                                                                                           |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                           |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - LEAD 12 - We are a well engaged community that is actively involved in decision making processes and informed about services and activities.          |
| <b>CSP Strategy:</b>                                          | Maintain strong relationships with all levels of Government and proactively seek involvement in decision making impacting our Shire and the New England Northwest Region. |
| <b>Delivery Plan Action:</b>                                  | Provide sound and inclusive decisions using the Community Engagement Strategy to guide our interactions.                                                                  |
| <b>Operational Plan Action:</b>                               | Comply with the regulatory and legislative requirements of Councils as outlined by the Office of Local Government and other bodies.                                       |

## SUMMARY

This report is provided to seek endorsement of the two nominations received for community membership of the *Arts and Culture Advisory Committee* and the two nominations received for community membership of the *Parks, Gardens and Open Spaces Advisory Committee* (Attachment 1) and to re-advertise for Expressions of Interest to fill the remaining community vacancies on both committees.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Endorse the nominations received from Ms Margaret Dowe and Ms Sue Jurd as community members of the *Arts and Culture Advisory Committee* and that these nominees be advised accordingly.**
- (2) Endorse the nominations received from Mr Jeff McKillop and Mr Stephen Goldthorpe as community members of the *Parks, Gardens and Open Spaces Advisory Committee* and that these nominees be advised accordingly.**
- (3) Re-advertise for Expressions of Interest to fill the remaining community member vacancies on the *Parks, Gardens and Open Spaces Advisory Committee* and the *Arts and Culture Advisory Committee* and that delegated authority be granted to the Chief Executive to endorse those subsequent nominations.**

## BACKGROUND

Subsequent to the adoption of Council's Committee Structure in September 2016, some Councillors expressed concern that the existing structure did not adequately incorporate opportunities for representation from the functional areas of Parks, Gardens and Open Spaces, and Public Art and Culture.

Our Community No. 12 Cont...

At its Council Workshop held on 11 July 2017, a Councillor request was made to provide a report to Council on the inclusion of two additional Committees.

At its meeting of 26 July 2017, Council resolved:

1. *Council adopts the following additional proposed Specific Purpose Committees and places the amendments on exhibition for a period of fourteen (14) days for public comment:*

- *Parks, Gardens and Open Space Advisory Committee*
- *Arts and Culture Advisory Committee*

2. *That Councillor representatives (2) for each of the proposed Specific Purpose Committees be determined as:*

*Parks, Gardens & Open Space Advisory Committee*

- *Deputy Mayor Cr Greg Sauer*
- *Cr Brian Murray*

*Arts & Culture Advisory Committee*

- *Cr Gary Verri*
- *Cr Bronwyn Petrie*

3. *Following public comment, Council authorises the Chief Executive to incorporate the two proposed Advisory Committees into the Committee Structure for 2016/17; and*

4. *Council notes the amended staff representation.*

The adopted *Parks, Gardens and Open Spaces Advisory Committee* and the *Arts and Culture Advisory Committee* align to the delivery of service Community Goals in the Community Strategic Plan (CSP) and with the services Council has committed to deliver within the CSP Community Goals and Strategies.

## **REPORT**

Pursuant to Council's resolution of 26 July 2017, a call for Expressions of Interest was advertised on Council's website from 6 September 2017, and in the 11 and 25 September 2017 editions of *Your Local News*. Submissions closed on 3 October 2017.

One enquiry and two nominations have been received for the *Arts and Culture Advisory Committee*. The nominations received are:

- Ms Margaret Dowe
- Ms Sue Jurd

Both nominations received are from individual community members who have indicated that they are members of the Borderline Regional Arts Association. However, it is unclear whether they are sponsored as the official representatives for this Association. Should the Association be represented by those currently nominated, the four community member positions will still need to be filled.

Two nominations have been received for the *Parks, Gardens and Open Spaces Advisory Committee*. The nominations received are:

Our Community No. 12 Cont...

- Mr Jeff McKillop
- Mr Stephen Goldthorpe

Five community representative position remain to be filled.

### **COUNCIL IMPLICATIONS:**

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

Community forums are an integral part of Council's community engagement and communication functions. The endorsement of those nominations received from community members for the *Parks, Gardens and Open Spaces Committee* and the *Arts and Culture Advisory Committee* will provide an improved level of engagement with the community through a more flexible approach to community input.

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

- NSW Local Government Act 1993
- NSW Local Government (General) Regulations 2005
- Tenterfield Shire Council Code of Meeting Practice

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

Basic administrative support to the two committees will be absorbed in the existing Council administration budget however, any additional support will need to be costed and a separate cost centre established.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Prepared by staff member: Erika Bursford, Acting Governance Coordinator  
Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer  
Department: Corporate, Governance & Community  
Attachments: There are no attachments for this report.

|                      |                                                         |
|----------------------|---------------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                           |
| <b>Submitted by:</b> | Executive Assistant & Media                             |
| <b>Reference:</b>    | <b>ITEM COM13/17</b>                                    |
| <b>Subject:</b>      | <b>ARTSTATE LISMORE - 1 DECEMBER TO 3 DECEMBER 2017</b> |

|                                                               |                                                                                                                                     |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                     |
| <b>CSP Goal:</b>                                              | <b>Community</b> - COMM 2 - Health and quality of life are supported by a wide range of recreation and leisure opportunities.       |
| <b>CSP Strategy:</b>                                          | Enrich the cultural life of the community by supporting a variety of cultural events and activities for the community and visitors. |
| <b>Delivery Plan Action:</b>                                  | Enrich the cultural life of the community by supporting a variety of cultural events and activities for residents and visitors.     |
| <b>Operational Plan Action:</b>                               | Annual planning and development of a theatre program.                                                                               |

### SUMMARY

The purpose of this report is for Council to endorse the attendance of Cr Gary Verri at Artstate Lismore from Friday, 1 December 2017 to Sunday, 3 December 2017.

### OFFICER'S RECOMMENDATION:

**That Council endorse the attendance of Arts Northwest Board Member, Cr Gary Verri at Artstate Lismore from Friday, 1 December 2017 to Sunday, 3 December 2017.**

### BACKGROUND

Cr Gary Verri currently serves as a Director on the Board of Arts Northwest. Each year Directors are invited to attend the major art event held in regional NSW and sponsored by Arts Northwest.

### REPORT:

In 2017, Artstate Lismore will be held from Friday, 1 December 2017 to Sunday, 3 December 2017 in conjunction with Regional Arts NSW and Arts Northern Rivers, supported by Lismore City Council.

The cost to Council is minimal, being registration fee of \$345 and transport costs. Accommodation is paid by Arts Northwest.

### COUNCIL IMPLICATIONS:

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

**2. Policy and Regulation**

- Payment of Expenses & Provision of Facilities to Councillors Policy

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

The cost to Council is a registration fee of \$345 and transport costs. Accommodation is paid by Arts Northwest.

Our Community No. 13 Cont...

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Terry Dodds**  
**Chief Executive**

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

|                      |                                                                                               |
|----------------------|-----------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b>                                           |
| <b>Submitted by:</b> | Chief Operating Officer                                                                       |
| <b>Reference:</b>    | <b>ITEM ECO29/17</b>                                                                          |
| <b>Subject:</b>      | <b>September 2017 Infrastructure, Engineering, Planning and Environmental Services Update</b> |

|                                                               |                                                                                                                                                                    |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                    |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan. |
| <b>CSP Strategy:</b>                                          | Council continually reviews its service provision to ensure best possible outcomes for the community.                                                              |
| <b>Delivery Plan Action:</b>                                  | Deliver continuous improvements in Council's business, processes and systems.                                                                                      |
| <b>Operational Plan Action:</b>                               | Monitor, review and implement the Business Improvement Plan Actions.                                                                                               |

## SUMMARY

This Infrastructure, Environment and Regulation activities report provides a summary of Council's operations covering; Engineering Services, Transport, Asset Management and Major Project Planning, Fleet Services, Waste Services, Water and Waste Water Services, Environmental Services inclusive of operational statistics, achievements and work challenges ahead.

A separate Planning/Development update is provided within the 'Our Environment' suite of reports.

## OFFICER'S RECOMMENDATION:

**That Council receive and note the September 2017 Operations progress update.**

## BACKGROUND

The following is a dot point overview of the September 2017 & early October activities with some indication of what is ahead for Councillor and constituent information.

## REPORT:

### 1. Roads & Bridges

#### General Information

- Council had a bridge fail on the Tooloom Road at Beaury Creek Road. This bridge is currently load limited to five tonne. We anticipate to have a sidetrack and temporary single lane single span bridge in place by mid December 2017. Work to be done includes obtaining Fisheries approvals for works in a waterway, establishment of the sealed sidetrack and installation of a temporary four girder (steel) bridge with timber deck sourced from Kyogle Shire.
- Representations have been made to State Member The Hon Thomas George's office for funding assistance by both Mayor Peter Petty and Council's Chief Operating

## Our Economy No. 29 Cont...

Officer. As this type of circumstance does not fit with current RMS programs, the matter has been elevated and is being considered according to recent RMS advice.

**Road Maintenance (Grading)**

The following maintenance grading is being undertaken and planned for October:

Central Grader

- Mt Lindesay Road (unsealed sections between Tenterfield and Liston), Bungalla Road, Nutshell Road (resheet) and Koch's Road (resheet).

Northern Grader

- Mt Clunie Road (resheet), Mt Lindesay Road, Martins/Turners Roads and Beaury Creek Road.

Western Grader

- Sandy Flat Road, Bald Rock Road, Scott's Gully Road, Branch Creek Road, Cottesbrook Road and Brassington Creek Road.

Eastern Grader

- Morgan's Creek Road, McLeod's Creek Road, Rover Park Road, Snakes Creek Road and Billirimba Road.

**Minor Bridge Repairs**

- Replacement of centre running boards, some decking boards and the tightening together of all the bridge members to girders of decking boards and running boards on Boonoo Boonoo Bridge on Mt Lindesay Road, approx. 22km north of Tenterfield will occur over the next month.

**Regional & State Roads***Mt Lindesay Road Upgrade - Legume to Woodenbong Project*

- The going out to construction tender on 2.4km section scheduled for construction this financial year will be delayed 2 months pending redesign on specific sections to avoid Crown Land acquisition and associated long term project delays.
- Tender documentation being prepared during October for the remaining sections to the design as part of the \$24M project.



## Our Economy No. 29 Cont...

*Mount Lindesay Road – Bald Rock*

- This section of gravel road has now been upgraded and sealed.

**Heavy Patching and Bitumen Sealing**

- Minor patching of Regional roads and Local roads over the next month. We'll be focusing on our pavement repairs of reseal areas over the next two months, ready for reseals in the summer.

**Gravel sheeting**

- Resheeting of White Swamp and Graham's Creek is complete. Mt Clunie Road will be completed in the next couple of months.

**Bridges and Causeways***Wallaby Creek Bridge (Tooloom Road)*

- We have decided not to erect guard rail and have elected to erect warning signage as per the report from our Local Engineering supplier. The bridge will be single lane with a give way sign on the Urbenville side.
- Approach earthworks and deck finishing (asphalting) are complete. Approaches are ready to be sealed. This bridge is expected to be open by Friday, 20 October 2017.

## Our Economy No. 29 Cont...

*Bellevue Road*

- Causeway replacement 700 metres from the Casino Road is open.

*Rocky River Road*

- Subject to some design changes, Fisheries and Cultural Heritage approvals, this replacement of the causeway was set to commence after the completion of the Bellevue Road causeway. This project has been postponed to utilize possible additional funding coming from other sources.

**Major Bridge Components Replacements**

- Investigations and planning continue based on recent bridge reports completed by others. It is anticipated to commence works late in this calendar year or early in the new calendar year.

## Our Economy No. 29 Cont...

- Council has engaged Integrity Testing to do level three bridge inspections on 17 of its 58 timber bridge inventory. Council is progressively doing condition assessments of its timber bridges starting with the highest category 'A' & 'B' roads.

The results of such work will advise Council of the load carrying capacity of the structures, the extent of repairs required and inform Council of the appropriate load limit that should be put in place in view of current bridge condition until bridge upgrade or repair is completed.

### **Flood Damage from 2017**

Council are assessing the claim submission and gathering more evidence to ensure that it is able to claim the maximum eligible amount under NDRRA guidelines.

NDRRA works are required to be completed within one year from time of event. Due to the nature of some of our works and late declaration, we will be seeking an extension of time to two years from the date of the event.

### **Town Streets**

- Scott Street Footpath has commenced.



## **2. Water & Waste Services**

### **Capital Projects Update**

#### **Dam Wall Upgrade -**

- Tenders closed Friday 15 September 2017 and Tender Evaluation Completed. Recommendation goes before an Extraordinary Council Meeting on 18 October 2017.
- Although an alternative project management contract was explored, a recommendation has gone to Council to extend the contract of the previous project managers, Alpha Omega for \$222,000. Recommendation goes before the Extraordinary Council Meeting of 18 October 2017.

## Our Economy No. 29 Cont...

- Steps are being taken to engage a Site Supervisor for the project, preferably on a contract basis. Several options are being considered.
- The dam designers have indicated their terms and conditions for engagement on an as needs basis to support the construction program – circa \$60,000. The designers have the sole responsibility to “sign off” that the dam upgrade has been completed according to their design intent. Recommendation goes before Extraordinary Council Meeting of 18 October 2017.

### **Sewer Main Extensions & Upgrading**

- A 3 year program has been established to upgrade all condition rated category 4 and 5 mains in Tenterfield by relining or pipeline bursting.
- A tender has been accepted for this financial year’s program to upgrade the lowest rated (category 5) Tenterfield sewers.
- Sewer main extension - Traill Lane –Council staff have now commenced this work.
- A small sewer extension to Bulwer Street, Tenterfield ahead of the scheduled Capex program has been initiated. One ratepayer has prepaid (as a loan) the estimated cost of \$15,000. This money will be refunded out of next year’s Capex program. Materials have been ordered.

### **Water Main Extensions & Upgrading**

- Replacement of problematic PVC pipe has been carried out in Jennings by Council staff.
- Plans are underway for the replacement of the old 225mm cast iron pressure pipeline from the water treatment plant to the reservoir. This work will be carried out by Council staff, mid November 2017.

### **Community Recycling Centre**

- This has been substantially completed and is expected to be in operation by the end of October 2017. EPA final inspection has been carried out and minor adjustments to the layout have been carried out in response.

## **Operations and Maintenance**

### **Tenterfield Creek Dam Safety Management Plan**

- Report prepared by NSW Public Works Department in 2016 is under review.

### **Tenterfield Flood Warning System**

- An external review of the flood warning system identified a number of issues, including the need for upgrading electronic network (2G to 3G). The system is currently inoperable.
- Several contractors have visited and inspected the system and are preparing proposals and quotations to either upgrade or replace the existing dated system.

### **Tenterfield Sewage Treatment Plant**

- The problem with the anoxic tanks (rags caught on stirrers keep tripping out the small motors) has been rectified.

### **Tenterfield Blackwater Dump Point**

- The caravan/RV dump point located on Showground Trust property in the caravan park adjacent to the showground is inoperable. A recent blockage was attended by Council staff, but could not be cleared.

### Our Economy No. 29 Cont...

- A search of records revealed that the dump point was originally installed by Council following an application from the Trust.
- Council offered to repair/replace the dump point at ratepayers' expense, provided the Trust accepts responsibility for its future operation and maintenance. Several meetings were held. The Trust has accepted Council's offer for Council to repair/replace the dump point, and for the Trust to take over its operation and maintenance.
- A "Dump Ezy" has been ordered for this work.
- The Trade Waste Register is to be updated accordingly once the dump point is operational.

#### **Urbenville Water Treatment Plant**

- Concept design for replacement of the existing river pump with submersible pumps and the elimination of an unsatisfactory confined space area, and replacing the existing pipeline was discussed on site with Council's Urbenville staff and Tenterfield supervision. The design will be finalized and costed for consideration in budget savings.
- Still awaiting quotations from pump suppliers for the work.

#### **Urbenville Property Maintenance**

- Several buildings requiring minor works (replacing facias, doors) were inspected and drawn to the attention of Council's Property Officer.

#### **Mt Lindesay Road Bin Run**

- Council endorsed the 2017/18 charge for the trial collection.
- The new trial collection service has now commenced.
- A number of ratepayers whose bins were collected have contacted Council wanting to participate in the trial program and bins with stickers attached were returned to these properties.

#### **Boonoo Boonoo Landfill**

Council will, in November 2017, be engaging a consultant to undertake a review of its waste services business inclusive of; landfill operations, cost of doing business now and the sustainability or otherwise of the existing business model, the status of reserves for future Capex, most cost effective options for dealing with landfill waste into the future, fees and charges, the extent of project preparation for Boonoo Boonoo landfill cell works which are currently included in the LTFP, seeking and obtaining approval for another lift on the existing landfill cell to allow review time before considering more landfill cells and a way forward that is financially sustainable.

### **3. Environmental Services Operations**

#### **Noxious Weeds**

- Gorse – Mt Lindesay Road, Boonoo Boonoo;
- Water Hyacinth – Legume;
- Lantana, Crofton Weed and Giant Parramatta Grass – Long Gully Road, Drake;
- Cats Claw Creeper – Billirimba Station;
- Paterson's Curse – Bruxner Way; and
- Mexican Poppy - Mole Station Road, Mole River.

Our Economy No. 29 Cont...

**Council Lands Sprayed**

- Tip and Pound, Tenterfield Shire Depot, Tenterfield Pool, Bruxner Park, and Tenterfield Cemetery.

**Inspections**

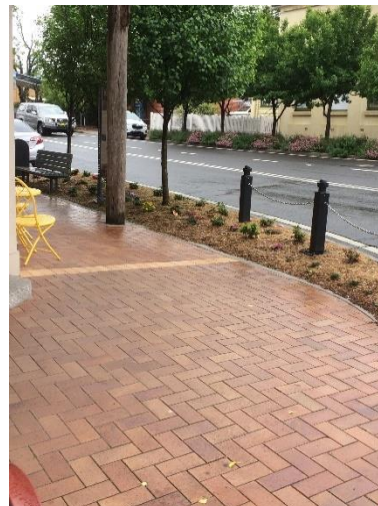
- Private Property Inspections – Upper Rocky River and Billirimba.
- Border Crossings – Cullendore Road, Amosfield Road, Sugarloaf Road, Border Gate Road, Thulimbah Road, Killarney Road, Headgate Road and White Swamp Road;
- High-risk Waterway inspections – Clarence River, Beardy River, Dumaresq River;
- High-risk pathway inspections – New England Highway, Tenterfield to Deepwater; and
- Truck stop Inspection – Bolivia Hill.

**Saleyards**

| <b>Cattle numbers for September 2017</b> |                 |                    |
|------------------------------------------|-----------------|--------------------|
| Prime                                    | 460 Head        | \$387,655.49       |
| Private Weighing                         | 6 Head          | \$ 5372.00         |
| <b>Total</b>                             | <b>466 Head</b> | <b>\$393027.49</b> |

- Sales cancelled due to low numbers of cattle.
- The truck wash project is at the stage of works re-scope and value engineer options. Council have appointed a local consultant, Mal Whitton, to help with the design and delivery of the project. Council will be aiming to achieve project intent but reduce the project spend as much as possible in view of the State’s offer to contribute not greater than \$600k.

**Parks & Gardens**



- Normal routine maintenance & cleaning parks, weed spraying & replanting.
- Major Preparations of the opening to the Swimming Pool for the upcoming season.
- Installation of three (3) new picnic tables - Two (2) in Market Square and one (1) in Petherick Park.

Our Economy No. 29 Cont...

**Cemetery**

- Mowing, Sprayed and Edged Tenterfield Cemetery.
- There were seven (7) funerals in Tenterfield for the month of September.

**Illegal Dumping**

- Household waste has been deposited in Recreational Bins around Legume, the issue has been dealt with.

**Impounding Vehicle**

- No motor vehicles impounded.

**Untidy/Unhealthy Premises**

- Investigated two (2) overgrown lots in Urbenville.
- Inspected three (3) overgrown blocks in town for compliance with letters sent and two (2) have been finalized.

**Ranger Patrols**

- Loading zone, bus zone, school zones, timed parking and disabled parking zones patrolled.
- Dog patrols around town streets and parks of Tenterfield.

**Infringement Notices**

- Two (2) infringements have been issued for Companion Animals and parking.

## 4. Engineering and Fleet

**Engineering**

- Followed up on various issues from the Local Traffic Committee Meeting held 3 August 2017. Agenda prepared for meeting to be held Thursday 19 November 2017.
- Investigated signage issues in township of Torrington. Council has removed incorrect signage of Bates Road and replaced with new signage depicting Torrington Road. Residents have been notified. It appears the discrepancies have been caused by the changeover from Glen Innes Severn Shire. Contact has been made with Glen Innes Severn Council to check addressing data in their Shire to ensure continuity of addresses through both Shires. New numbers will now be issued to properties that are using incorrect numbers on Roads/Lanes as identified in the field inspection carried out by Council staff.
- Snakes Creek Road reserve matter still progressing. Discussion held with Local Land Services concerning the section of land through what appears to be Travelling Stock Route (TSR). Awaiting response from the Team Leader of TSR & Projects.
- Patersons Road reserve matter still progressing, Surveyor engaged & liaising with Surveyor as to whether road can be closed in compensation of road opening.
- Rover Park Road – grids issue. Phone discussion held with adjoining landowners pertaining to the grid locations. Without a survey being undertaken, the grids have been deemed as located in the road reserve. Arrangements will now be made with the property owners to either upgrade the grids to Council standards or remove the grids in accordance with Council's Policy 2.162.
- Issued 10 Permits, issued under Section 138 of the Roads Act, 2 for Essential Energy works, 1 hazard reduction burn

## Our Economy No. 29 Cont...

- Issued 3 new Rural Address Numbers
- Continuing to check Council's Addressing data with Rates, as part of Council's participation in the Council Address Data Alignment Pilot Project LPI.
- Liaised with Crown Lands Department on various road matters.
- General road queries, address queries, road closures, works matters.
- Continued to update MyRoadInfo for scheduled road works and closures due to road events and rainfall.
- Annual Inspections were carried out in accordance with Council's Liquid Trade Waste compliance program with inspections commencing 18 September 2017. Staff are following up on approvals and non-compliance issues with businesses. Council has now received Authorisation from NSW Government Department of Primary Industry for Assumed Concurrence for Classifications B & S liquid Trade Waste Dischargers.
- Attended the NSW Local Government Property Professionals Conference 2017 hosted by Shoalhaven City Council.

**Fleet**

- Delivery and induction/training of Unit 52 – Light Tipper was conducted on 28 September 2017. This small tipper is utilised by our Parks & Gardens team for Tenterfield based operations. Of special note is that the vehicle employs Hybrid Electric/Diesel technology to minimise emissions. This is a fitting application of this "Green" technology given the trucks intended use in parks and recreation areas.



- The annual Roads & Maritime Services Heavy Vehicle registration inspections of Council Fleet vehicles were conducted on 12 October with all vehicles successfully passing. Council was commended for the condition in which the vehicles were presented.
- Council's Fleet Department were called upon to provide mechanical support and repairs to the Rural Fire Service throughout the recent Section 44 fires. Due to the difficult terrain associated with the fires and damage, these repairs were numerous.
- The manufacture of Unit 137 – Float Trailer is progressing, all major superstructure components are finished and assembly has commenced. The completion of the trailer is on track for delivery mid-December. The supplier will furnish Council with an interim loan trailer for use prior to delivery of the new unit should delivery be delayed.
- Unit 103 Community Recycling Centre forklift and inductions have been conducted. This new 1.8 ton capacity Forklift has been delivered to site at Council's Sunnyside Loop Road Transfer Station for use at the newly constructed centre.



## Our Economy No. 29 Cont...

- Registration inspections, Blue slip inspections and adjustment of records for the general public continue to occur every Wednesday as required for Council to retain its certification as an Authorised Inspection Station for the RMS.
- Ongoing repair and service of Council Fleet items both in house and on site throughout the Shire area, Water and Sewerage pumps and equipment, Parks and Gardens equipment and support to all Departments.

**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.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

Prepared by staff member: Andre Kompler, Chief Operating Officer  
Approved/Reviewed by Manager: Andre Kompler, Chief Operating Officer  
Department: Infrastructure, Environment & Regulation  
Attachments: There are no attachments for this report.

|                      |                                                     |
|----------------------|-----------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b> |
| <b>Submitted by:</b> | Senior Administration & Planning Assistant          |
| <b>Reference:</b>    | <b>ITEM ECO30/17</b>                                |
| <b>Subject:</b>      | <b>Planning/Development Update</b>                  |

|                                                               |                                                                                                                                                                                                                   |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                                                                   |
| <b>CSP Goal:</b>                                              | <b>Economy</b> - ECON 6 - Tenterfield Shires economic base is robust, growing and supports the creation of a variety of employment and business opportunities.                                                    |
| <b>CSP Strategy:</b>                                          | Council's statutory functions will properly and equitably be applied when determining applications with decisions provided efficiently and in accordance with statutory requirements and Council Planning policy. |
| <b>Delivery Plan Action:</b>                                  | Assess and process construction certificate applications in accordance with legislation and Building Code.                                                                                                        |
| <b>Plan Action:</b>                                           | Promote and provide pre-lodgement advice on all aspects of development.                                                                                                                                           |

### SUMMARY

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

### OFFICER'S RECOMMENDATION:

**That Council receive and note the Report "Planning/Development Update".**

### BACKGROUND

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

Our Economy No. 30 Cont...

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

| App No.         | Lodged    | Applicant                                  | Lot/Sec/DP        | Location                                       | Development                                       |
|-----------------|-----------|--------------------------------------------|-------------------|------------------------------------------------|---------------------------------------------------|
| DA<br>2017.088  | 05-Sep-17 | CUNNINGHAM<br>Robert                       | 7/84/758959       | 148 Wood Street,<br>Tenterfield                | Dwelling                                          |
| DA<br>2017.089  | 06-Sep-17 | Wes Smith Building<br>Pty Ltd (Tindall)    | 69/936175         | Sunnyside Loop Road,<br>Tenterfield            | Dwelling                                          |
| CDC<br>2017.090 | 07-Sep-17 | BROCKFIELD<br>Peter                        | 1/758540          | 7 Manor Street,<br>Jennings                    | Dwelling                                          |
| CDC<br>2017.091 | 15-Sep-17 | Service Stream<br>Mobile<br>Communications | 100/752398        | Bruxner Highway,<br>Tabulam                    | Telecommunication<br>Facility (45 Metre Mast)     |
| DA<br>2017.092  | 15-Sep-17 | WALLACE Donald                             | 214/751039        | Acacia Avenue (Mt<br>Lindesay Road),<br>Legume | Dwelling & Shed                                   |
| CDC<br>2017.093 | 19-Sep-17 | McCARTHY Darryl                            | 528/751540        | 12400 Bruxner<br>Highway, Tenterfield          | Alterations to Existing<br>Dwelling (Patio Cover) |
| DA<br>2017.094  | 22-Sep-17 | TYACKE Lana                                | 6 &<br>106/751504 | 1844 Bruxner Way,<br>Tenterfield (Woodside)    | Two (2) Lot Boundary<br>Adjustment                |
| DA<br>2017.095  | 25-Sep-17 | BATES Robert                               | 2/805186          | 12253 Bruxner<br>Highway, Tenterfield          | Shed                                              |
| DA<br>2017.096  | 25-Sep-17 | TYACKE Lana                                | 21/1161424        | 139 Logan Street,<br>Tenterfield               | Temporary Use (Market)                            |
| DA<br>2017.097  | 26-Sep-17 | CURRY Glen                                 | 122/1220542       | 46 Polworth Street,<br>Tenterfield             | Shed                                              |
| DA<br>2017.098  | 27-Sep-17 | MULCAHY Ian                                | 2/584874          | 465 Tooloom Road,<br>Urbenville                | Extractive Industry<br>(Gravel Quarry)            |

Our Economy No. 30 Cont...

**DETERMINATIONS MADE UNDER  
STAFF DELEGATION - SEPTEMBER 2017**

| App No.      | Lodged    | Date of Approval | No. of Days | Applicant                              | Lot/ Sec/ DP                       | Locality                                           | Description of Development                                                                         |
|--------------|-----------|------------------|-------------|----------------------------------------|------------------------------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------|
| DA 2017.070  | 12-Jul-17 | 12-Sep-17        | 63 Days     | Tenterfield Surveys (Stranieri & Gray) | 3/833968 & 529/751540              | 327 & 381 Mt McKenzie Road, Tenterfield            | Two (2) Lot Boundary Adjustment                                                                    |
| DA 2017.073  | 18-Jul-17 | 7-Sep-17         | 52 Days     | Tenterfield Surveys (Mayben & Stowers) | 1 & 2/5672, 111/751504 & 89/664971 | 1634 Bruxner Way, Tenterfield                      | Four (4) Lot Boundary Adjustment                                                                   |
| DA 2017.074  | 25-Jul-17 | 8-Sep-17         | 46 Days     | Tenterfield Surveys (Fletcher)         | 10/830371 & 2/217362               | 7784 New England Highway, Tenterfield (Bluff Rock) | Two (2) Lot Boundary Adjustment                                                                    |
| DA 2017.078  | 04-Aug-17 | 8-Sep-17         | 34 Days     | HILL Karen                             | 15/1115307                         | 572 Beaury Creek Road, Urbenville                  | Change of Use - Use of Existing Dwelling for Short Term Tourist & Visitor Accommodation & New Deck |
| DA 2017.079  | 07-Aug-17 | 11-Sep-17        | 34 Days     | GAULD Neill & Susan                    | 100/751071                         | 314 Wylie Creek Road, Maryland                     | Dwelling                                                                                           |
| DA 2017.080  | 08-Aug-17 | 20-Sep-17        | 44 Days     | Tenterfield Surveys (Sharpe)           | 111, 153, 155, 160 & 408/751498    | Red Hill & Pyes Creek Road, Tenterfield (Bolivia)  | Five (5) Lot Boundary Adjustment                                                                   |
| DA 2017.084  | 17-Aug-17 | 4-Sep-17         | 12 Days     | Tenterfield Golf Club (Hines)          | A/356723                           | 288 Pelham Street, Tenterfield                     | Shed                                                                                               |
| DA 2017.085  | 22-Aug-17 | 4-Sep-17         | 14 Days     | SULLIVAN Juanita Mary                  | 21/1232223                         | 160 Pelham Street, Tenterfield                     | Alterations to Existing Dwelling                                                                   |
| DA 2017.086  | 24-Aug-17 | 18-Sep-17        | 14 Days     | O'NEILL Pamela                         | 1/1104763                          | 369 Washpool Creek Road, Tenterfield               | Installation of Previously Used Residence                                                          |
| DA 2017.087  | 30-Aug-17 | 20-Sep-17        | 20 Days     | HICKEY Tony (Gilbey)                   | A/393584                           | 28 Duke Street, Jennings                           | Alterations to Existing Dwelling                                                                   |
| CDC 2017.090 | 07-Sep-17 | 15-Sep-17        | 9 Days      | BROCKFIELD Peter                       | 1/12/ 758540                       | 7 Manor Street, Jennings                           | Dwelling                                                                                           |
| CDC 2017.093 | 19-Sep-17 | 22-Sep-17        | 4 Days      | McCARTHY Darryl                        | 528/751540                         | 12400 Bruxner Highway, Tenterfield                 | Alterations to Existing Dwelling (Patio Cover)                                                     |

Our Economy No. 30 Cont...

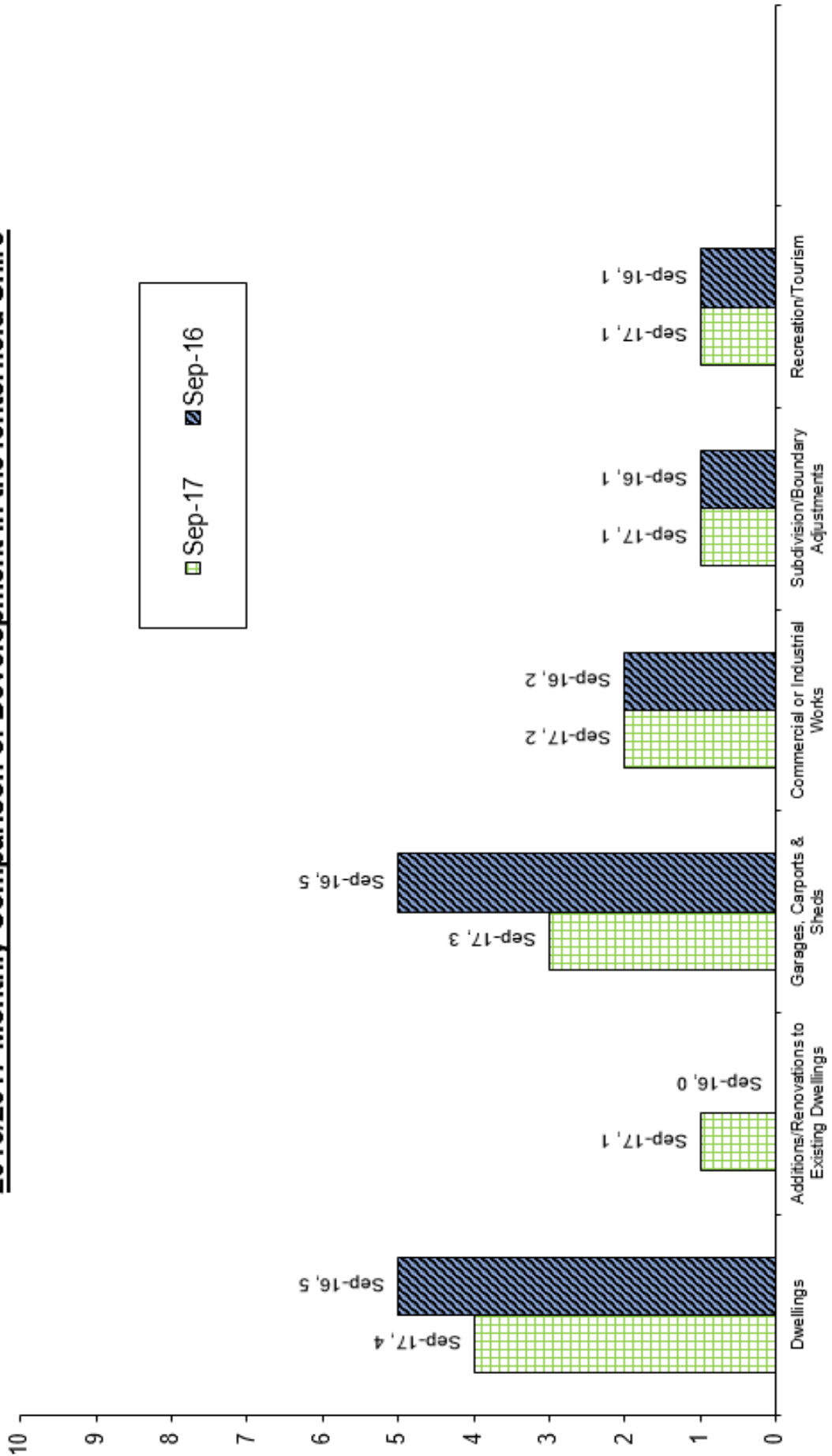
**APPLICATIONS CURRENTLY OUTSTANDING (AS AT 13 OCTOBER 2017)**

| DA No. | Lodged    | Status of Application/Comment                            | Applicant                                | Location                             | Proposed Development                                                         |
|--------|-----------|----------------------------------------------------------|------------------------------------------|--------------------------------------|------------------------------------------------------------------------------|
| 16.103 | 14-Nov-16 | Information Required from Applicant                      | Tenterfield Family Funerals (Glen Curry) | 61-63 Rouse St, T'field              | Crematorium                                                                  |
|        |           | Insufficient Information provided to commence assessment |                                          |                                      |                                                                              |
| 17.045 | 18-Apr-17 | Information Required from Applicant                      | Currie Brown Australia P/L               | 1823 New England Hwy, Jennings       | Demolition of Existing Service Station & Construction of New Service Station |
|        |           | Insufficient Information provided to complete assessment |                                          |                                      |                                                                              |
| 17.094 | 22-Sep-17 | Awaiting Recommendation from RFS                         | Tyacke Lana                              | 1844 Bruxner Way, T'field (Woodside) | Two (2) Lot Boundary Adjustment                                              |
|        |           | All Council requirements completed                       |                                          |                                      |                                                                              |

Our Economy No. 30 Cont...

| FY 17/18 Development Statistics     |                             |                                                    |                              |                                   |             |                        |                           |                           |  |
|-------------------------------------|-----------------------------|----------------------------------------------------|------------------------------|-----------------------------------|-------------|------------------------|---------------------------|---------------------------|--|
|                                     | Dwellings                   | Additions/<br>Renovations to<br>Existing Dwellings | Garages, Carports<br>& Sheds | Commercial or<br>Industrial Works | Subdivision | Recreation/<br>Tourism | FY 17/18<br>Monthly Total | FY 16/17<br>Monthly Total |  |
| Jul-17                              | No. 2<br>Value \$916,785.00 | \$0.00                                             | 1<br>\$23,000.00             | 2<br>\$18,700.00                  | 4<br>\$0.00 | 1<br>\$21,900.00       | 10<br>\$980,385.00        | 8<br>\$723,770.00         |  |
| Aug-17                              | No. 3<br>Value \$548,000.00 | \$59,000.00                                        | 1<br>\$84,000.00             | \$0.00                            | 2<br>\$0.00 | 1<br>\$10,000.00       | 10<br>\$701,000.00        | \$150,100.00              |  |
| Sep-17                              | No. 4<br>Value \$772,200.00 | \$47,000.00                                        | 3<br>\$100,000.00            | 2<br>\$150,000.00                 | 1<br>\$0.00 | 1<br>\$0.00            | 12<br>\$1,069,200.00      | \$1,238,721.00            |  |
| Oct-17                              | No.                         |                                                    |                              |                                   |             |                        | 0                         | 10                        |  |
| Nov-17                              | No.                         |                                                    |                              |                                   |             |                        | \$0.00                    | \$937,690.00              |  |
| Dec-17                              | No.                         |                                                    |                              |                                   |             |                        | 0                         | 13                        |  |
| Jan-18                              | No.                         |                                                    |                              |                                   |             |                        | \$0.00                    | \$391,690.00              |  |
| Feb-18                              | No.                         |                                                    |                              |                                   |             |                        | 0                         | 10                        |  |
| Mar-18                              | No.                         |                                                    |                              |                                   |             |                        | \$0.00                    | \$930,366.00              |  |
| Apr-18                              | No.                         |                                                    |                              |                                   |             |                        | 0                         | 8                         |  |
| May-18                              | No.                         |                                                    |                              |                                   |             |                        | \$0.00                    | \$1,605,823.00            |  |
| Jun-18                              | No.                         |                                                    |                              |                                   |             |                        | 0                         | 19                        |  |
|                                     |                             |                                                    |                              |                                   |             |                        | \$0.00                    | \$1,439,127.00            |  |
|                                     |                             |                                                    |                              |                                   |             |                        | 0                         | 17                        |  |
|                                     |                             |                                                    |                              |                                   |             |                        | \$0.00                    | \$595,287.00              |  |
|                                     |                             |                                                    |                              |                                   |             |                        | 0                         | 8                         |  |
|                                     |                             |                                                    |                              |                                   |             |                        | \$0.00                    | \$3,976,300.00            |  |
|                                     |                             |                                                    |                              |                                   |             |                        | 0                         | 7                         |  |
|                                     |                             |                                                    |                              |                                   |             |                        | \$0.00                    | \$446,300.00              |  |
|                                     |                             |                                                    |                              |                                   |             |                        | 0                         | 12                        |  |
|                                     |                             |                                                    |                              |                                   |             |                        | \$0.00                    | \$987,851.00              |  |
| No. (Year to Date)                  | 9                           | 3                                                  | 5                            | 5                                 | 7           | 3                      | 32                        | 135                       |  |
| FY 17/18 Total Value (Year to Date) | \$2,236,985.00              | \$106,000.00                                       | \$207,000.00                 | \$168,700.00                      | \$0.00      | \$31,900.00            | \$2,750,585.00            |                           |  |
| FY 16/17 Total Value                | \$7,876,009.00              | \$549,510.00                                       | \$1,088,136.00               | \$4,171,600.00                    | \$0.00      | \$37,770.00            |                           | \$13,423,025.00           |  |

**2016/2017 Monthly Comparison of Development in the Tenterfield Shire**



Our Economy No. 30 Cont...

**COUNCIL IMPLICATIONS:**

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

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

**2. Policy and Regulation**

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

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

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

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

Department: Infrastructure, Environment & Regulation

Attachments: Nil



|                      |                                       |
|----------------------|---------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>         |
| <b>Submitted by:</b> | Executive Assistant & Media           |
| <b>Reference:</b>    | <b>ITEM GOV72/17</b>                  |
| <b>Subject:</b>      | <b>DISCLOSURE OF INTEREST RETURNS</b> |

|                                                               |                                                                                                                                                                    |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                    |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan. |
| <b>CSP Strategy:</b>                                          | Council fosters a strong organisational culture which strives for best practice in all operations with a supportive corporate governance framework.                |
| <b>Delivery Plan Action:</b>                                  | Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate management.                                  |
| <b>Operational Plan Action:</b>                               | Complete and lodge Annual Financial Statements in accordance with statutory requirements.                                                                          |

## SUMMARY

The purpose of this report is to document the tabling of the Disclosure of Interest Returns lodged by 30 September 2017.

## OFFICER'S RECOMMENDATION:

**That Council note the tabling of the Disclosure of Interest Returns lodged by 30 September 2017.**

## BACKGROUND

In accordance with Section 450A(2) of the Local Government Act 1993, the General Manager must table the Disclosure of Interest Returns lodged by 30 September 2017.

## REPORT:

In accordance with this requirement, the Disclosure of Interest Returns will be tabled at the October 2017 Ordinary Council Meeting.

Disclosure of Interest Returns received for:

- Councillors 10
- Council Staff Members 23 Ordinary – 7 Primary
- Outstanding Returns 5 (staff members no longer in Council's employ)

## COUNCIL IMPLICATIONS:

- 1. Community Engagement / Communication (per engagement strategy)**  
Nil.
- 2. Policy and Regulation**
  - Local Government Act 1993
- 3. Financial (Annual Budget & LTFP)**  
Nil.

Our Governance No. 72 Cont...

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

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

|                      |                                                 |
|----------------------|-------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                   |
| <b>Submitted by:</b> | Executive Assistant & Media                     |
| <b>Reference:</b>    | <b>ITEM GOV73/17</b>                            |
| <b>Subject:</b>      | <b>CHRISTMAS/NEW YEAR CLOSEDOWN - 2017/2018</b> |

|                                                               |                                                                                                                                                                                              |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                                              |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.                           |
| <b>CSP Strategy:</b>                                          | Council is an employer of choice in the region, providing sound leadership and supported by a committed workforce.                                                                           |
| <b>Delivery Plan Action:</b>                                  | Developing attraction and retention practices across Council.                                                                                                                                |
| <b>Operational Plan Action:</b>                               | Foster an environment that supports and celebrates diversity and where the best person for the job gets the job, regardless of age, sex, religion, ethnicity or any other personal position. |

## SUMMARY

The purpose of this report is to advise Council of proposed Christmas/New Year close down arrangements for indoor staff.

## OFFICER'S RECOMMENDATION:

**That Council endorse the closedown periods for the Christmas/New Year 2017/2018 period as follows:**

- **Indoor staff – close of business Friday, 22 December 2017, reopening Tuesday, 2 January 2018;**
- **Outdoor staff – close of business Thursday, 21 December 2017, reopening Monday, 15 January 2018.**

## BACKGROUND

Traditionally, Council has closed the Administration Office and Library for the period between Christmas and New Year to enable staff to spend this important time with family.

As per Council's Work Closedown Policy, outdoor staff are required to take ten (10 days) annual leave (excluding public holidays and RDO's) at this time to ensure that the majority of staff are available throughout the year to undertake planned works.

## REPORT:

The closedown for the Administration Office and Library for 2017/2018 is from close of business Friday, 22 December 2017, reopening Tuesday, 2 January 2018.

Gazetted public holidays during this period are Monday, 25 December 2017 (Christmas Day), Tuesday, 26 December 2017 (Boxing Day) and Monday, 1 January 2018 (New Year's Day) with staff taking annual leave and RDO's to make up the additional three (3) days.

Closedown for outdoor staff is from close of business Thursday, 21 December 2017 (Friday, 22 December 2017 being an RDO) to Monday, 15 January 2018.

Our Governance No. 73 Cont...

Details in relation to arrangements for emergency contacts for the Christmas period will be provided to Councillors and will be advertised in local media and available on Council's website.

### **COUNCIL IMPLICATIONS:**

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

Closedown arrangements and emergency contacts for the period will be advertised through "Your Local News", local media and available on Council's website and phone message.

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

- Work Closedown Policy – No. 4.231

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

Nil.

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

Nil.

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

It will be necessary for some staff to work through the closedown period to provide for emergencies, etc.

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

Nil.

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

Nil.

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

Nil.

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

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

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b> |
| <b>Submitted by:</b> | GIS Accountant                               |
| <b>Reference:</b>    | <b>ITEM GOV74/17</b>                         |
| <b>Subject:</b>      | <b>Finance and Accounts</b>                  |

|                                                               |                                                                                                                                                                    |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                    |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan. |
| <b>CSP Strategy:</b>                                          | Council is a financially sustainable organisation, delivering value services to the Community.                                                                     |
| <b>Delivery Plan Action:</b>                                  | Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.                                                  |
| <b>Plan Action:</b>                                           | Ensure adequate and effective internal controls are in place for all financial management and purchasing functions.                                                |

### SUMMARY

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

### OFFICER'S RECOMMENDATION:

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

### BACKGROUND

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

### REPORT:

A reconciliation of cash books of all funds has been carried out with the appropriate bank statements. A certified schedule of all Council's investments showing the various amounts invested is at Attachment 1 (Booklet 1).

#### (a) Reconciliation of Accounts

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

Cash Book Balances on this date were as follows:-

|                        |    |            |        |
|------------------------|----|------------|--------|
| General (Consolidated) | \$ | 229,008.46 | Credit |
| General Trust          | \$ | 321,533.93 | Credit |

Our Governance No. 74 Cont...

(b) Summary of Investments

Attachment 1 (Booklet 1) is a certified schedule of all Council's investments as at 30 September 2017 showing the various invested amounts and applicable interest rates.

**COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

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

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

There has been no adjustment to budget expectations.

**8. Project Management**

Nil.

**Kylie Smith**  
Chief Corporate Officer

|                               |                                                                                      |
|-------------------------------|--------------------------------------------------------------------------------------|
| Prepared by staff member:     | Belinda Savins, GIS Accountant                                                       |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                 |
| Department:                   | Corporate, Governance & Community                                                    |
| Attachments:                  | <b>1</b> Attachment 1 (Booklet 1) -<br>Summary of Investments - 30<br>September 2017 |

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|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b> |
| <b>Submitted by:</b> | GIS Accountant                               |
| <b>Reference:</b>    | <b>ITEM GOV75/17</b>                         |
| <b>Subject:</b>      | <b>Posted Expenditure Report</b>             |

|                                                               |                                                                                                                                                                    |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                    |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan. |
| <b>CSP Strategy:</b>                                          | Council is a financially sustainable organisation, delivering value services to the Community.                                                                     |
| <b>Delivery Plan Action:</b>                                  | Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.                                                  |
| <b>Plan Action:</b>                                           | Ensure adequate and effective internal controls are in place for all financial management and purchasing functions.                                                |

### SUMMARY

The purpose of this report is to monitor progress on expenditure items and flag when the expenditure reaches 60% of the allocated budget to alert Council to over expenditure. At this time 4 items have been flagged on the report due to a nil budget allocation. The adoption of proposed carryforward amounts will enable the projects to be completed within the original budget allocations.

### OFFICER'S RECOMMENDATION:

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

### BACKGROUND

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

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

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

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

At Attachment 2 (Booklet 1), comment is provided on all projects where the percentage spent of the approved budget is 60% or higher.

### REPORT:

The attachment outlines the capital expenditure to 30 September 2017. Included in the schedule is the proposed carry forward budget from the 2016/17 financial year.

Our Governance No. 75 Cont...

There is also an unbudgeted amount of \$16,884 which relates to the purchase of road metres. This purchase was not expected and resulted from the need to replace existing equipment that was no longer functional. An adjustment to the budget will be recommended in the September 2017 quarter review to accommodate this expenditure.

### **COUNCIL IMPLICATIONS:**

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

Nil.

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

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

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

|                               |                                                                                                            |
|-------------------------------|------------------------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Belinda Savins, GIS Accountant                                                                             |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                                       |
| Department:                   | Corporate, Governance & Community                                                                          |
| Attachments:                  | <b>1</b> Attachment 2 (Booklet 1) - Capital Expenditure Program 2017/18 - 30 September 2017 <b>2</b> Pages |



|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b> |
| <b>Submitted by:</b> | GIS Accountant                               |
| <b>Reference:</b>    | <b>ITEM GOV76/17</b>                         |
| <b>Subject:</b>      | <b>REPORT ON LOAN BALANCES</b>               |

|                                                               |                                                                                                                                                                    |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                    |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan. |
| <b>CSP Strategy:</b>                                          | Council is a financially sustainable organisation, delivering value services to the Community.                                                                     |
| <b>Delivery Plan Action:</b>                                  | Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.                                                  |
| <b>Plan Action:</b>                                           | Ensure adequate and effective internal controls are in place for all financial management and purchasing functions.                                                |

## SUMMARY

The purpose of this report is to inform Council of its loan balances.

## OFFICER'S RECOMMENDATION:

**That Council notes the loan balance as at 30 September 2017 was \$4,568,026.68.**

## BACKGROUND

Council resolved at its meeting on 24 August, 2011 (Resolution 380/11) that a report be provided every three (3) months summarizing Council's 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 September, 2017 was \$4,568,026.68.

The Debt Service Cover Ratio measures the availability of operating cash to service debt including interest, principal and lease repayments. Council is required to report on this ratio in its financial statements in accordance with the Local Government Code of Accounting Practice and Financial Reporting.

Council's performance against this indicator for the year ended 30 June, 2017 was as follows.

| Debt Service Cover Ratio | 2017 Unaudited Result | 2016 Result | 2015 Result | Benchmark |
|--------------------------|-----------------------|-------------|-------------|-----------|
|                          | 11.75%                | 8.90x       | 7.64x       | >2.00x    |

The Unaudited Debt Service Cover Ratio of 11.75 times means that Council has \$11.75 to pay every dollar of interest and principal on current borrowings.

Our Governance No. 76 Cont...

This rate will be confirmed for the next report. The NSW Office of Local Government benchmark for financial sustainability is to have a benchmark greater than 2.0x.

### **COUNCIL IMPLICATIONS:**

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

N/A

**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.

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

N/A

**4. Asset Management (AMS)**

N/A

**5. Workforce (WMS)**

N/A

**6. Legal and Risk Management**

N/A

**7. Performance Measures**

N/A

**8. Project Management**

N/A

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

Prepared by staff member: Belinda Savins, GIS Accountant  
Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer  
Department: Corporate, Governance & Community  
Attachments: **1** Attachment 3 (Booklet 1) - Loan Summary - 30 September 2017

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**(ITEM RC17/17) REPORTS OF COMMITTEES & DELEGATES - AUDIT & RISK COMMITTEE - 4 OCTOBER 2017**

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**REPORT BY:** Kylie Smith, Chief Corporate Officer

A meeting of Council's Audit & Risk Committee was held on Wednesday, 4 October 2017.

The Minutes of the Meeting are attached.

**OFFICER'S RECOMMENDATION**

**That the report of the Audit & Risk Committee Meeting held on Wednesday, 4 October 2017 be received and noted.**

**ATTACHMENTS**

**1** Minutes of Meeting 5 Pages



**MINUTES OF  
AUDIT & RISK COMMITTEE  
WEDNESDAY, 4 OCTOBER 2017**

MINUTES OF THE **Audit & Risk Committee** OF TENTERFIELD SHIRE held at the Tenterfield Shire Council Chamber on Wednesday, 4 October 2017 commencing at 1.00 pm.

**ATTENDANCE**

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

**ALSO IN ATTENDANCE**

Acting Chief Executive (Kylie Smith)  
Admin & Web Assistant (Sarah Watson)  
Acting Manager Finance (Andrew Wright)  
WHS & Risk Management Officer (Wes Hoffman)  
Governance Co-ordinator (Erika Bursford)  
Echelon Pty Ltd (Ellie Diaz)

*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**

Nil.

**DISCLOSURE OF INTERESTS**

Nil.

**CONFIRMATION OF MINUTES**

**Resolved** that the Minutes of the Audit & Risk Committee meeting held on Wednesday 14 June 2017, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

(Peter Petty/Geoff King)

**MATTERS ARISING FROM PREVIOUS MINUTES**

Nil.

**(ITEM CE04/17) AUDIT & RISK - REPORTING SCHEDULE 2017**

**SUMMARY**

The purpose of this report is to present the Reporting Schedule 2017 to each meeting of the Audit & Risk Committee.

**ACTION**

*Peter Sheville forwarded a sample reporting schedule to Acting Chief Executive, Kylie Smith. A draft to be completed and submitted with a report to the next scheduled Committee meeting.*

**Resolved** that the Audit & Risk Committee receive and note the Reporting Schedule 2017 and in particular, the items for October 2017.

(Geoff King/Peter Petty)

**(ITEM CE05/17) END OF YEAR FINANCIAL STATEMENTS**

**SUMMARY**

The brief is to advise the Committee of the revised timelines for the production of the End of Year Financial Statements for the 2016/2017 financial year.

**ACTION**

*The Committee requires more information on the End of Year Financial Statements. Timeline of Auditors to be revised and a copy provided to Committee members. The End of Year Financial Statements need to go to the Committee for review prior to submission to Council Meeting for adoption. This is a key responsibility of this Committee.*

**Resolved** that the Audit & Risk Committee receive and note the report on the End of Year Financial Statements.

(Geoff King/Don Forbes)

**(ITEM CEO6/17) ENTERPRISE RISK MANAGEMENT REGISTER**

**SUMMARY**

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

**ACTION**

*Always have a copy of the Risk Matrix attached for reference when reporting.*

**Resolved** that the Committee receive and note the current status of Council's Enterprise Risk Register and Risk reporting formats.

(Geoff King/Peter Petty)

**(ITEM CEO7/17) DRAFT ENTERPRISE RISK MANAGEMENT PLAN**

**SUMMARY**

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

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

(Geoff King/Peter Petty)

**(ITEM CEO8/17) BUSINESS CONTINUITY MANAGEMENT PLAN DEVELOPMENT**

**SUMMARY**

The purpose of this report is to advise the Audit & Risk Committee of the current status and direction of Council's Business Continuity Management Development.

*Ms Ellie Diaz (Echelon Consultant) was introduced to the Committee.*

**Resolved** that the Audit & Risk Committee receive and note the current status of Council's Business Continuity Management Development Plan.

(Geoff King/Peter Petty)

*Ms Ellie Diaz left the meeting, the time being 1.36 pm.*

**(ITEM CEO9/17) WORKPLACE HEALTH & SAFETY SUMMARY**

**SUMMARY**

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

**ACTION**

*Loss Time Injuries (LTI's) are useful information, however only need to be reported once per year.*

*Medically treated injuries need to be recorded. Please update the colours within the graphs to the same colours throughout.  
Please elaborate on the LTI's when reporting, what happened and when they occurred.*

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

(Peter Petty/Geoff King)

### **(ITEM CEO10/17) LITIGATION EXPOSURE SUMMARY**

#### **SUMMARY**

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

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

(Don Forbes/Peter Petty)

### **(ITEM CEO11/17) FRAUD, MISCONDUCT AND COMPLIANCE**

#### **SUMMARY**

The purpose of this report is to provide details of any Fraud, Misconduct and Compliance breaches identified or allegations made, during the period 14 June 2017 to 4 October 2017.

#### **ACTION**

*Council needs to formulate a Fraud Control Plan to support revised Policy.*

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

(Don Forbes/Geoff King)

### **(ITEM CEO12/17) AUDIT & RISK COMMITTEE CHARTER**

#### **SUMMARY**

The Audit & Risk Committee Charter provides guidance to the Audit & Risk Committee on the role and responsibilities of the Committee.

#### **ACTION**

- *Need to have an Audit Committee Plan at each meeting of the Committee as this is an essential function of this Committee.*
- *It would be anticipated that the Audit Committee Plan would be produced by the Auditors in March. The Committee needs a copy of this Plan to review.*
- *Page 34 (4.3) – Need to provide copies of the Draft End of Year Financial Statements as the Committee needs to review and ensure they are complying with the Australian Standards.*
- *A proforma has been supplied to the Acting Chief Executive.*

- *The Committee Charter requirements to be reviewed on 14 September 2018.*
- *A copy of the Charter will need to go to the Committee prior to adoption by Council.*

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

(Peter Petty/Geoff King)

## **GENERAL BUSINESS**

### **TELECONFERENCE HOOK UP**

It was suggested that a teleconference be held on 6 November 2017 to discuss and review the End of Year Financial Statements prior to their adoption by Council.

**Note:** *Geoff King will be overseas on the 6 December 2017.*

There being no further business the chairperson declared the meeting closed at 2.12 pm.

.....  
Peter Sheville  
Chairperson



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**(ITEM RC18/17) REPORTS OF COMMITTEES & DELEGATES - NORTHERN TABLELANDS REGIONAL WEEDS COMMITTEE MEETING - 10 OCTOBER 2017**

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**REPORT BY:** Tom Peters, Councillor

A meeting of the Northern Tablelands Regional Weeds Committee was held in Glen Innes on Tuesday, 10 October 2017.

I attended the meeting as Council's delegate. Weeds Officer, Mr Chris Battersby, was an apology.

### **Elections**

Ms Maria Wood was re-elected at Chair. Mr Jonathan Lawson was elected Deputy Chair.

### **Weeds**

The NSW Government has allocated \$638,915 to the Northern Tablelands for weed eradication.

*Tropical Soda Apple* is one of the weeds of concern. It grows mainly on the eastern side of the Range.

*Love Grass* is of greater concern. It is out of control on the Northern Tablelands and nothing can be done to eradicate it. It was brought to Australia to assist with erosion control.

*Chilean Needle Grass* is another pest grass which grows mainly in heavier soil types (some around Tenterfield but a lot around Glen Innes). Very hard to control as it sets seed under ground as well as on a seed head. Chemical control is difficult due to the way it sets seed.

*Serrated Tussock* – Local Land Services has been working hard to control this grass over a long time using helicopters and ground sprayers. There are areas around Deepwater and Armidale and smaller areas around Tenterfield. Considerable effort has been put into mapping areas of serrated tussock to enhance future control.

### **Biodiversity Plan**

Concerns were expressed regarding the new Biodiversity Plan as no one is sure how it will work.

## **RECOMMENDATION**

**That the report of Councillor Tom Peters, delegate to the Northern Tablelands Regional Weeds Committee, be received and noted.**

### **ATTACHMENTS**

There are no attachments for this report.

|                      |                               |
|----------------------|-------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b> |
| <b>Submitted by:</b> | Councillor Gary Verri         |
| <b>Reference:</b>    | <b>ITEM NM14/17</b>           |
| <b>Subject:</b>      | <b>CANOPY WALK</b>            |

|                                                               |                                                                                                                                                  |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                  |
| <b>CSP Goal:</b>                                              | <b>Environment</b> - ENVO 9 - Our natural environment will be protected, enhanced and promoted for future generations.                           |
| <b>CSP Strategy:</b>                                          | Town and Village planning supports and enhances local place making principles and practice celebrating the diversity of our natural environment. |
| <b>Delivery Plan Action:</b>                                  | Identify, plan and enhance local environments in partnership with the community and stakeholders.                                                |
| <b>Operational Plan Action:</b>                               | Develop the State of the Environment report and implement actions and activities in resonance to recommended actions.                            |

## SUMMARY

The purpose of this report is to provide a pathway for an opportunity to enhance tourism in the north of the Shire, provide jobs, educate the public on the value of rainforests whilst highlighting our world heritage rainforest.

## COUNCILLOR'S RECOMMENDATION:

**That Council commence a dialogue with NSW National Parks with a view to building a canopy walk and Rainforest Education Centre in our World Heritage listed Tooloom National Park and enlist the support of our Local Member, The Hon Thomas George MP to assist with representations to the State Government.**

## BACKGROUND

The Carr Labor Government rationalized our forest industries resulting in the closure of sawmills at Urbenville and Woodenbong. The loss of 200 jobs out of a population of 700 has had a major effect on the entire district and continues to have an impact, one example being the Urbenville Bowling Club.

At the same time, good working forests were converted to National Parks and a successful application made to list some of the rainforested areas to World Heritage. In order to do this, a promise was made that tourism would capture all those who lost their jobs with the closure of the sawmills. To date no jobs have eventuated, leaving the towns in dire financial circumstances.

To compound the issue, a large acreage was purchased by timber companies to grow pulping timber. While this gave temporary relief to the jobless, it had a negative effect on traditional industries. A significant number of these plantations are now derelict and valueless.

## REPORT:

When we build a *Rainforest Canopy Walk* in Tooloom National Park, we are not just building a steel platform and creating a few much needed jobs, we are creating a tourist destination.

## Notice of Motion No. 14 Cont...

It will be within a stone's throw of several million people, all looking for something different to do on weekends and holidays – and for the retired folk, anytime. There are at least four (4) existing canopy walks, three (3) in Queensland and one (1) at Dorrigo (NSW) which can provide useful precedents for our planning.

There are no canopy walks in northern NSW.

As an example, the problems faced in the Innisfail area of Qld are very similar to those faced at Urbenville and Woodenbong, with the closure of sawmills, the police station, forestry office and the promise of non-existent jobs. After twelve (12) years of promises, the Queensland Government finally built the Mamu Tropical Walk, attracting some 50,000 visitors a year and is financially viable.

The Dorrigo Canopy Walk and Board Walks attract some 140,000 visitors annually. Visitors come to the Canopy Walk specifically to see the 120 species of birds found there. In our rainforest at Tooloom, we have 190 species of birds recorded at Mt Clunie.

When Business Enterprise Centre staff and I were trying to come up with ideas to expand employment in the Woodenbong and Urbenville areas, we discussed a number of options including restarting the timber industry, establishing a retirement village and various tourism projects. For obvious reasons we settled on tourism.

One of the ideas that attracted our attention was tourist trails, each showcasing a different aspect of the area. This was also difficult mainly because the state of our roads in the area.

If it proved necessary for Tenterfield Shire to contribute in some way to help the canopy walk to come to fruition, I would like to suggest that our contribution could involve fixing up a small section of the relevant road.

In addition, Council may wish to seek support from Kyogle Shire Council, Southern Downs Regional Council and Mulli Mulli Lands Council.

**Cr Gary Verri**  
**Councillor**

Prepared by staff member:

Gary Verri, Councillor

Attachments:

There are no attachments for this report.

|                      |                                                   |
|----------------------|---------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                     |
| <b>Submitted by:</b> | Executive Assistant & Media                       |
| <b>Reference:</b>    | <b>ITEM RES9/17</b>                               |
| <b>Subject:</b>      | <b>Council Resolution Register - October 2017</b> |

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

### SUMMARY

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

### OFFICER'S RECOMMENDATION:

**That Council notes the status of the Council Resolution Register to October 2017.**

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

Prepared by staff member: Noelene Hyde, Executive Assistant & Media  
 Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer  
 Department: Chief Executive Office  
 Attachments: **1** Attachment 4 (Booklet 1) - Resolution Register - October 2017 30 Pages