



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

## **BUSINESS PAPER ORDINARY COUNCIL MEETING WEDNESDAY, 26 JULY 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 Tenterfield Shire Council Chamber, on **Wednesday 26 July 2017** commencing at **9.30 am**.

Dave Walker  
**Actg Chief Executive**

## COMMUNITY CONSULTATION – PUBLIC ACCESS

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

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

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

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

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

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

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

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

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

## CONFLICT OF INTERESTS

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

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

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

### **Remoteness**

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

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

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

### **Relatives, Partners**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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## ORDER OF BUSINESS

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



# AGENDA

## 1. OPENING & WELCOME

## 2. (A) OPENING PRAYER

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

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

## (B) ACKNOWLEDGEMENT OF COUNTRY

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

## 3. APOLOGIES

## 4. DISCLOSURES & DECLARATIONS OF INTEREST

## 5. CONFIRMATION OF PREVIOUS MINUTES

### ***Recommendation***

That the Minutes of the Ordinary Council Meeting held on Wednesday 28 June 2017 as typed and circulated, be confirmed and signed as a true record of the proceedings of that meeting.

## 6. TABLING OF DOCUMENTS

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

## 8. COMMUNITY CONSULTATION (PUBLIC ACCESS)

## 9. MAYORAL MINUTE

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

Item GOV53/17 – Water Usage Account – Account No 12807

Item ECO18/17 – Amendment of Service Station Lease

Item NM8/17 – Notice of Motion – Tenterfield Saddler Building

## **11. OPEN COUNCIL REPORTS**

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### **OUR ENVIRONMENT**

Nil.

### **OUR GOVERNANCE**

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### **14. RESOLUTION REGISTER**

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### **15. CONFIDENTIAL BUSINESS**

(ITEM GOV53/17)	WATER USAGE ACCOUNT - ACCOUNT NO. 12807
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That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (b) of the Local Government Act, 1993, as the matter involves discussion in relation to the personal hardship of a resident or ratepayer.

(ITEM ECO18/17)	AMENDMENT OF SERVICE STATION LEASE
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That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) (d(ii)) of the Local Government Act, 1993, as the matter involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND commercial information of a confidential nature that would, if disclosed (ii) confer a commercial advantage on a competitor of the Council.

(ITEM NM8/17)	NOTICE OF MOTION - TENTERFIELD SADDLER BUILDING
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That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) (d(i)) (d(ii)) (d(iii)) of the Local Government Act, 1993, as the matter involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct)

business; AND commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; AND commercial information of a confidential nature that would, if disclosed (ii) confer a commercial advantage on a competitor of the Council; AND commercial information of a confidential nature that would, if disclosed (iii) reveal a trade secret.

## **16. MEETING CLOSED**

<b>Department:</b>	<b>Corporate, Governance &amp; Community</b>
<b>Submitted by:</b>	Chief Corporate Officer
<b>Reference:</b>	<b>ITEM COM5/17</b>
<b>Subject:</b>	<b>June 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</b>	Promote and support community involvement in Council decision making process.
<b>Action:</b>	Ongoing review and implementation of Community Engagement Strategy.
<b>Operational Plan Action:</b>	

## SUMMARY

This activity report provides a summary of Council's Community and Corporate operations.

## OFFICER'S RECOMMENDATION:

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

## BACKGROUND

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

## REPORT:

### 1. Economic Growth and Tourism

The Tenterfield SEDO and TO continue to work closely with the business sector of the Tenterfield District and its partners across the New England and SDRC. The first quarter of 2017 has been positive with many good events and activities taking place across our community culminating in excellent visitation figures. Feedback from tourism operators and business operators indicate that business activity in the Tenterfield Shire is positive.

#### Future Towns Place Activation

The Brand Project for Tenterfield is moving along, and the Brand Style Guide is in the final stages of completion. The June 30 deadline has been extended to the end of August 2017, and TSC is taking this time to finalise the brand project.

The new brand will be launched on Wednesday 9<sup>th</sup> August at the Sir Henry Parkes School of Arts. Details are yet to be finalised, however the launch will include workshops for businesses to introduce the new brand, an instameet (bringing influential social media photographers to the region) and an official launch.

## Our Community No. 5 Cont...

The brand will be rolled out on the train billboard in Wallangarra (in progress), through a new tourism website, the new Tenterfield Visitors Guide, in all marketing and through other promotional material and collateral.

### Destination NSW

In June, the Tourism Officer and Senior Economic Development Officer attended a meeting with the Tourism Minister Adam Marshall, the New England High Country and North West group. The group discussed the challenges with accessing funding for tourism marketing and events from Destination NSW. Adam is well aware of the situation, and advised the group that the Board for the Country & Outback Destination Network had been appointed. It was suggested that the New England High Country and local Councils will be able to work with the Destination Network on any funding agreements. It is hoped that through endorsement by the Destination Network, we will have more access to state funds.

Following this meeting, the TO and SEDO attended a meeting early July with the New England High Country and the Board for the Outback and Country Destination Network. Currently the Board are operating with no staff and little guidance from DNSW, although into the future it is hoped that they will be able to support and endorse funding applications. It was noted that the Networks only have operational budgets (75% to be spent on staff), and do not have any discretionary funds. Any tourism marketing and event funds will still need to come from Destination NSW. The TO and SEDO will continue to monitor the situation and to work with the New England High Country, North West, Tourism Minister and Destination Networks.

### Community Heritage Icons Grant

Tenterfield Shire Council has been successful in obtaining funding through the Community Heritage and Icons Grants for the development of a brochure which encompasses the world heritage listed National Parks Tooloom and Koreelah. The total amount received is \$5,000, and will go towards the design and printing of 25,000 brochures. While the brochure will focus on the National Parks, there is scope to include other attractions, services and businesses in the area. The brochure will be completed by June 2018.

### Brisbane News Campaign

A successful 12 month campaign was running in the Brisbane News, from July 2016 to June 2017. The campaign featured a half page advertisement, once a month, for 12 months, with 18 businesses contributing to the campaign. A journalist also visited the region in October, and did a feature on Tenterfield. The ads featured the seasons, historic attractions, National Parks, Bald Rock, wine and galleries, and directed people to a unique website (Visit Tenterfield). The website featured those contributing businesses, as well as blog posts. A number of businesses have seen an increase in bookings and enquiries from the campaign, and the website has seen over 750 unique visitors and 2,790 page views.

### Lismore Caravan & Camping

Tenterfield Shire once again attended the Lismore Outdoor Leisure Show on the 7-9 July 2017. The Show was reasonably busy, and generated a lot of interest in Tenterfield and region. Approximately 200 Tenterfield Shire Guides and maps were distributed, and at least one booking has already been made in region because of the show. From discussions it is anticipated that 30-50% of people will be visiting the region in the near future.

Our Community No. 5 Cont...

Marketing Tenterfield – Social Media

<b>2016 - 2017</b>	<b>Instagram</b>	<b>Facebook</b>
Followers	860	784
Engagement	7,133	17,114
Impressions	46,196	175,574
Reach	29,591	293,028

Tenterfield Visitor Information Centre

	<b>May</b>	<b>June</b>	<b>2016-17</b>	<b>% diff</b>
Visitors to the Centre	1804	1513	<b>18,846</b>	-1%
Domestic Visitors	1550	889	<b>17,659</b>	N/A
International Visitors	55	15	<b>1,187</b>	N/A
Total Giftshop Sales	\$3,573	\$2,007	<b>\$26,013</b>	68%
Website Visitors	4,083	4,354	<b>50,902</b>	-3.7%

*Domestic & International Visitor Origins*

<b>State/Region</b>	<b>% of Total Visitors</b>	<b>Country</b>	<b>% of Total Visitors</b>
<b>Queensland</b>	<b>45%</b>	<b>New Zealand</b>	<b>60%</b>
• Brisbane	12%	<b>Europe</b>	<b>18%</b>
• Greater Brisbane	9%	• Germany	13%
• Sunshine Coast	6%	• France	7%
<b>New South Wales</b>	<b>36%</b>	• Switzerland	7%
• Sydney	7%	<b>Japan</b>	<b>7%</b>
• North Coast	5%	<b>United States</b>	<b>7%</b>
• Northern Rivers	4%		

## 2. Theatre and Museum Complex

Statistics of Museum visitation and Cinema attendance in conjunction with events held in the complex illustrate the cultural benefits delivered to the community by the School of Arts.

**Current Position**

<b>Museum Visitation</b>	<b>Apr</b>	<b>Apr</b>	<b>May</b>	<b>May</b>	<b>Jun</b>	<b>Jun</b>
	<b>2017</b>	<b>2016</b>	<b>2017</b>	<b>2016</b>	<b>2017</b>	<b>2016</b>
Adults	78	91	37	50	72	73
Children	22	28	2	48	57	23
Concession	205	174	155	167	107	117
Free Pass	23	41	27	20	17	54
<b>TOTAL</b>	<b>328</b>	<b>334</b>	<b>221</b>	<b>285</b>	<b>253</b>	<b>267</b>
Family (included as	9	12	1	5	11	8
2 adults, 2 children)						

## Our Community No. 5 Cont...

<b>Museum Visitation</b>	<b>Apr</b>	<b>Apr</b>	<b>May</b>	<b>May</b>	<b>Jun</b>	<b>Jun</b>
Groups (included above as individuals)	7x125	2x30	2x38	2x45	1x29	1x35
Merchandising sales	157.10	147.40	125.25	144.30	52.30	\$113.50
<b>Volunteer hours</b>						
Museum hours	<b>258</b>	<b>336</b>	<b>305</b>	<b>224</b>	<b>313</b>	<b>276</b>
Number of Volunteers	14	20	15	18	16	18
Cinema hours	<b>229</b>	<b>237</b>	<b>161</b>	<b>159</b>	<b>153</b>	<b>163</b>
Number of C/T Volunteers	20	24	20	24	20	26
Theatre Hours	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>8</b>
<b>Total Volunteer hours</b>	<b>487</b>	<b>573</b>	<b>466</b>	<b>383</b>	<b>466</b>	<b>447</b>

Museum visitation 2016-totaled 3123, 2017 –totaled 2704. While the 2017 attendance figure is marginally less than 2016, the museum is still attracting 7.5 visitors per day.

Volunteer staff continue to deliver an extraordinary service to the community by providing daily support to all functions within the School of Arts facility and Visitor Information Centre. While this support will always be necessary, it is obvious that the decrease in volunteering commitment to these facilities will necessitate an increased financial contribution from Council in future to maintain the existing level of service provided.

	<b>Facility Use</b>			
	<b>Activity</b>	<b>Location</b>	<b>Presenter</b>	<b>Comments</b>
7 April	Les Campbell – Tour Group	Museum	School of Arts	<b>25</b>
7 April	Rhapsody -Opera	Theatre	School of Arts	
8 April	Peachester Heritage Society Tour Group	Museum	School of Arts	55
8 April	Stones Corner Tour Group	Museum	School of Arts	16
April	School Holiday Movie Program	Cinema	School of Arts	
9 April	Youth Week Movies	Theatre	School of Arts	
9 April	Tour Groups	Museum	School of Arts	<b>14</b>
12 April	Music Supper Club (Pink Floyd)	Cinema	School of Arts	<b>69</b>
16 April	Tour Group	Museum	School of Arts	<b>28</b>
29 April	Filippo's Tour Group	Museum	School of Arts	<b>27</b>
30 April	Adventure Railway Tour Group	Museum	School of Arts	<b>30</b>
2 May	Potter Travel Tour Group	Museum	School of Arts	<b>20</b>
4 May	Tour Group	Museum	School of Arts	<b>18</b>
10 May	Music Supper Club Dire Straights	Cinema	School of Arts	<b>55</b>
14 June	Music Supper Club	Cinema	School of Arts	<b>45</b>
15 June	TSC Staff Meeting	Theatre	School of Arts	
16 June	South Port School Tour	Museum	School of Arts	<b>29</b>
30 Jun	Melbourne Comedy Festival	Theatre	School of Arts	<b>91</b>



Our Community No. 5 Cont...

**COMING EVENTS AT THE SCHOOL OF ARTS**

1 – 18 July	School Holiday Movie Program	Cinema	School of Arts	
6,7,9 July	NAIDOC Week Movie Satellite Boy	Cinema	School of Arts	
8 July	Music Supper Club	Cinema	School of Arts	
13-20-27 July	Local Theatre workshops	Theatre	School of Arts	
2 Aug	Bryon's Writers Festival	Theatre	School of Arts	
4-5 Aug	Local Production "Thunder box" Tenterfield Drama Club	Theatre	School of Arts	
12 Aug	Music Supper Club	Cinema	School of Arts	
21-27 Aug	Eisteddfod	Theatre	School of Arts	
14 Sept	Tourism & Business Awards	Theatre	School of Arts	
22 Sep	Adventure Railway Tour Group	Museum	School of Arts	22 Person
29 Sept	Aladdin	Theatre	School of Arts	
12 Oct	Eleanor's Story	Theatre	School of Arts	
14/15 Oct	Mobile Movie Fest	Theatre	School of Arts	
21 Oct	Parkes Oration	Theatre	School of Arts	
6 Dec	Volunteers Xmas Party	Bowling Club	School of Arts	

**CINEMA USE – Apr/May/Jun**

	<b>Apr-17</b>	<b>Apr-16</b>	<b>May-17</b>	<b>May-16</b>	<b>Jun-17</b>	<b>Jun-16</b>
	Apr-17	Apr-16	May-17	May-16	Jun-17	Jun-16
Screenings	29	33	20	25	22	23
Admissions	574	684	270	385	307	421

Cinema 16/17 Admissions 5595, 316 screenings

Cinema 15/16 Admissions 5516, 320 screenings

**Cinema Yearly Amounts**

<b>Year</b>	<b>Gross</b>	<b>Invoice</b>	<b>Net Profit</b>	<b>Attendance</b>	<b>Screenings</b>
2003-2004	\$ 41,692.00	\$ 17,892.53	\$ 16,055.57	5797	181
2004-2005	\$ 50,270.00	\$ 27,037.21	\$ 21,120.70	8101	254
2005-2006	\$ 43,462.00	\$ 23,359.13	\$ 23,673.30	7330	225
2006-2007	\$ 35,612.00	\$ 21,212.05	\$ 22,127.83	5621	211
2007-2008	\$ 34,833.00	\$ 22,046.08	\$ 22,305.49	6081	215
2008-2009	\$ 37,156.50	\$ 23,827.86	\$ 23,974.45	5970	205
2009-2010	\$ 46,051.82	\$ 26,720.15	\$ 20,500.00	6260	236
2010-2011	\$ 35,432.50	\$ 23,215.72	\$ 11,431.45	4909	223
2011-2012	\$ 40,460.00	\$ 28,556.71	\$ 12,176.36	6013	222
2012-2013	\$ 36,789.00	\$ 25,746.00	\$ 13,210.02	4405	221
2013-2014	\$ 47,512.00	\$ 32,939.00	\$ 15,444.42	4835	360
2014-2015	\$ 61,418.00	\$ 33,593.60	\$ 25,041.52	6098	354
2015-2016	\$ 56,967.50	\$ 28,203.55	\$ 25,287.55	5516	320
2016-2017	\$ 55,708.00	\$ 27,180.14	\$ 27,973.55	5595	316

## Our Community No. 5 Cont...

Volunteer work that is performed in the School of Arts by Council staff members who regularly give of their time to assist in providing great entertainment to the community of Tenterfield and its many visitors are as follows:

- |                    |                                                 |
|--------------------|-------------------------------------------------|
| • Dianne Clayton   | Community Development Officer (Cinema, Theatre) |
| • Caitlin Reid     | Tourism Officer (Cinema, Theatre)               |
| • Skye Stapleton   | Library Officer (Cinema, Theatre)               |
| • Sharon Patterson | Library Officer (Cinema)                        |
| • Brad Foan        | Senior Mechanic (Theatre – Sound Technician)    |

Council is continuing to provide a range of cultural activities to the Tenterfield district through its School of Arts operations.

### 3. Finance and Technology

The Operational Plan has been adopted by Council, along with the Investment Policy.

Currently the Related Parties Policy is being reviewed and will close for comment at the end of July 2017 before being presented to the Council for adoption at the August meeting.

Council's end of year audit commences on 28 August 2017 which is four weeks earlier than previous audits.

Council's information technology needs are currently being met, however the communications contracts are currently being revised with the view of finding savings and operational improvements over the next month.

### 4. Corporate and Governance

The final update of the previous Operational Plan 2016/17 is currently under development with a report to be presented to the August 2017 Council Meeting. From this point the new documents will form the basis for reporting and this month the Council reporting structure has been amended in Info Council to reflect the new Delivery and Operational Plan activities.

Staff have commenced a Review of Council Policy to ensure that all Policies of Council are up to date, relevant and do not provide duplication of other governance instruments in effect across Council.

### 5. Workforce Development

During June Seventeen eligible staff received First Aid refresher or ab-initio training to ensure adequate WH& S coverage, and 10 staff and volunteers received induction training including full briefings. A number of staff, with identified training needs, undertook regulatory traffic management and overhead powerlines training. A training needs analysis and schedule for 2017/2018 was completed based on the results of 2017 staff appraisals.

Staff communication was enhanced through an all staff Meeting and briefing on current matters affecting staff, through Tool box meetings with outdoor staff and regular senior management team meetings.

## Our Community No. 5 Cont...

Positions for casual administrative assistants were advertised to ensure adequate leave coverage and maintenance of high standards of customer service. Key staff attended a Capability Framework workshop, delivered by the Office of Local Government, and a recently established HR Hub Conference.

The 2017 NSW State Award covering State Local Government Staff was ratified in the Industrial Relations Commission at the end of June providing annual increases for staff for the next four years and some moderate changes to conditions. Staff responsible for implementing these changes will receive a briefing by LGNSW in July.

While there has been the usual incidence of short and longer term sick leave, including the recovery phase of the Finance Manager there have been no injuries or workers compensation claims during the month.

## 6. Library Services

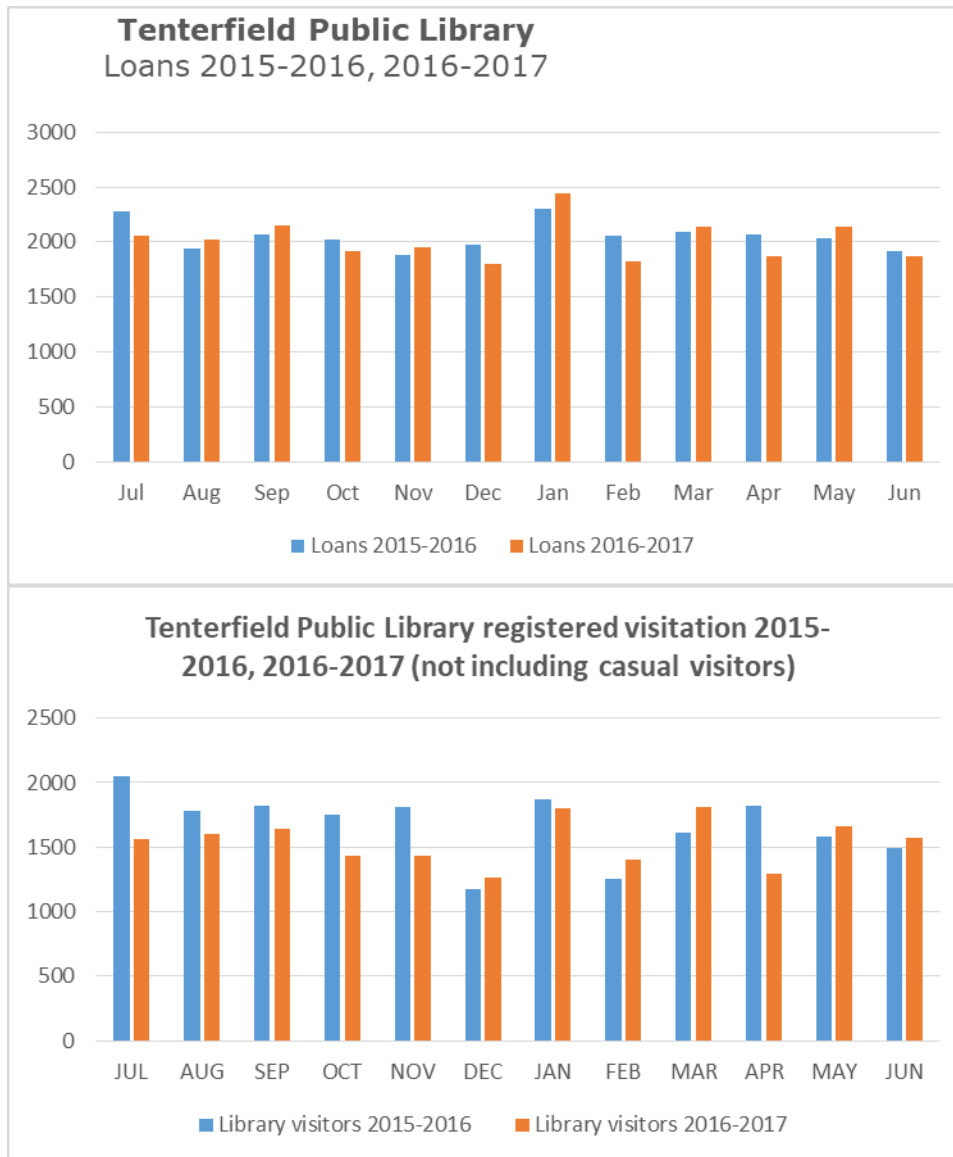
### Activities

Scheduled author visit for Thursday 24 August at 11am. *Kissing the Black Dog* by Wayne Ellis.

State Library Assessment and Compliance visit report received. Immediate action taken on the recommendation to decrease the number of notices on the wall near the computers.

<b><u>Library Statistics</u></b>		
	<b>June 2017</b>	<b>July 2017</b>
Total of Loans	1876	
Library Users (registered)	1567 (does not include casual visitors) - 800 members issued to, plus 423 computer users, plus 344 WiFi logins	
New borrowers	29	
Computer Users	423	
Computer Hours	436.75	
WiFi logins	344	
OPAC searches:	2435	
UNO searches	97	
Interlibrary loans	19	
Home Library Loans	147	
Reservations satisfied	42	
Holdings as at June 30	35,893	

## Our Community No. 5 Cont...

**COUNCIL IMPLICATIONS:**

- 1. Community Engagement / Communication (per engagement strategy)**  
NA
- 2. Policy and Regulation**  
Nil.
- 3. Financial (Annual Budget & LTFP)**  
NA
- 4. Asset Management (AMS)**  
NA
- 5. Workforce (WMS)**  
NA
- 6. Legal and Risk Management**  
NA

Our Community No. 5 Cont...

**7. Performance Measures**

NA

**8. Project Management**

NA

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

Prepared by staff member:	Kylie Smith, Chief Corporate Officer
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Corporate, Governance & Community
Attachments:	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 ECO15/17</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>Operational 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 receives and notes the Report "Planning/Development Update".**

## BACKGROUND

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

Our Economy No. 15 Cont...

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

App No.	Lodged	Applicant	Lot/Sec/DP	Location	Development
DA 2017.055	05-Jun-17	FERGUSON James	4/504008	108 Logan Street, Tenterfield	Deck
DA 2017.056	06-Jun-17	Park Managers Pty Ltd (Tenterfield Lodge)	22/1/975665	2 Manners Street, Tenterfield	Change of Use (Part of Existing Building to Food Premises)
DA 2017.057	07-Jun-17	Steel Caves Pty Ltd (Butler)	154/751039	Lower Acacia Church Road	Shed
DA 2017.058	14-Jun-17	Urbenville Progress Association - Steve Goldthorpe & Suzanne Vinall	B/373177	7 Beaurty Street, Urbenville	Alteration & Extension to Urbenville Hall
DA 2017.059	16-Jun-17	Wes Smith Building Pty Ltd (Parker)	3/1100999	78 Neagles Lane, Tenterfield	Dwelling
DA 2017.060	21-Jun-17	ROGAN Garry & Jennifer	22/1047766	447 Rouse Street, Tenterfield	Storage Shed
DA 2017.061	23-Jun-17	Bindarrabi Pty Ltd (Wyborn)	34/751068	1189 White Swamp Road, Koreelah	Bushfire Shelter
DA 2017.062	27-Jun-17	TYACKE Lana	6/751504	1844 Bruxner Way, Tenterfield (Woodside)	Roadside Stall & Associated Signage
DA 2017.063	27-Jun-17	Hanmark Holdings P/L (Lester Hamblin)	4/713825	5314 Mount Lindesay Road, Liston	Change of Use - Use of Existing Dwelling for Short Term Tourist & Visitor Accommodation
CDC 2017.064	29-Jun-17	GHC Building Solutions Pty Ltd (Pillar)	1/724950	294 New England Highway, Tenterfield	Garage
DA 2017.065	29-Jun-17	Westbuilt Quality Homes (Lieberman)	4/1198719	Wellington Lookout Road, Tenterfield	Manufactured Dwelling
DA 2017.066	30-Jun-17	TAYLOR Owen	3/1105200	Mole River Road, Tenterfield (Woodside)	Dwelling

Our Economy No. 15 Cont...

### DETERMINATIONS MADE UNDER STAFF DELEGATION - JUNE 2017

App No.	Lodged	Date of Approval	No. of Days	Applicant	Lot/ Sec/ DP	Locality	Description of Development
DA 2017.044	12-Apr-17	28-Jun-17	73 Days	ROCHFORD Richard & Dolores	1/740798	163 Geyers Road, Tenterfield	Four (4) Lot Staged Subdivision
DA 2017.049	1-May-17	20-Jun-17	51 Days	GRANT Richard	2/579271	151 Wellington Lookout Road, Tenterfield	Extension to Existing Dwelling
DA 2017.052	05-May-17	1-Jun-17	28 Days	HICKEY Tony (Goodwin)	1/868149	457 Scrub Road, Tenterfield	Extension to Existing Dwelling
DA 2017.053	10-May-17	8-Jun-17	24 Days	Mountain Blue Farms (Bell) C/- Greg Alderson & Associates	3/1188255	1949C Hootons Road, Tabulam	Dwelling
DA 2017.056	06-Jun-17	14-Jun-17	1 Day	Park Managers Pty Ltd	22/975665	2 Manners Street, Tenterfield	Change of Use (Part of Existing Building to Food Premises)
CDC 2017.064	29-Jun-17	30-Jun-17	1 Day	GHC Building Solutions Pty Ltd (Pillar)	1/724950	294 New England Highway, Tenterfield	Garage



Our Economy No. 15 Cont...

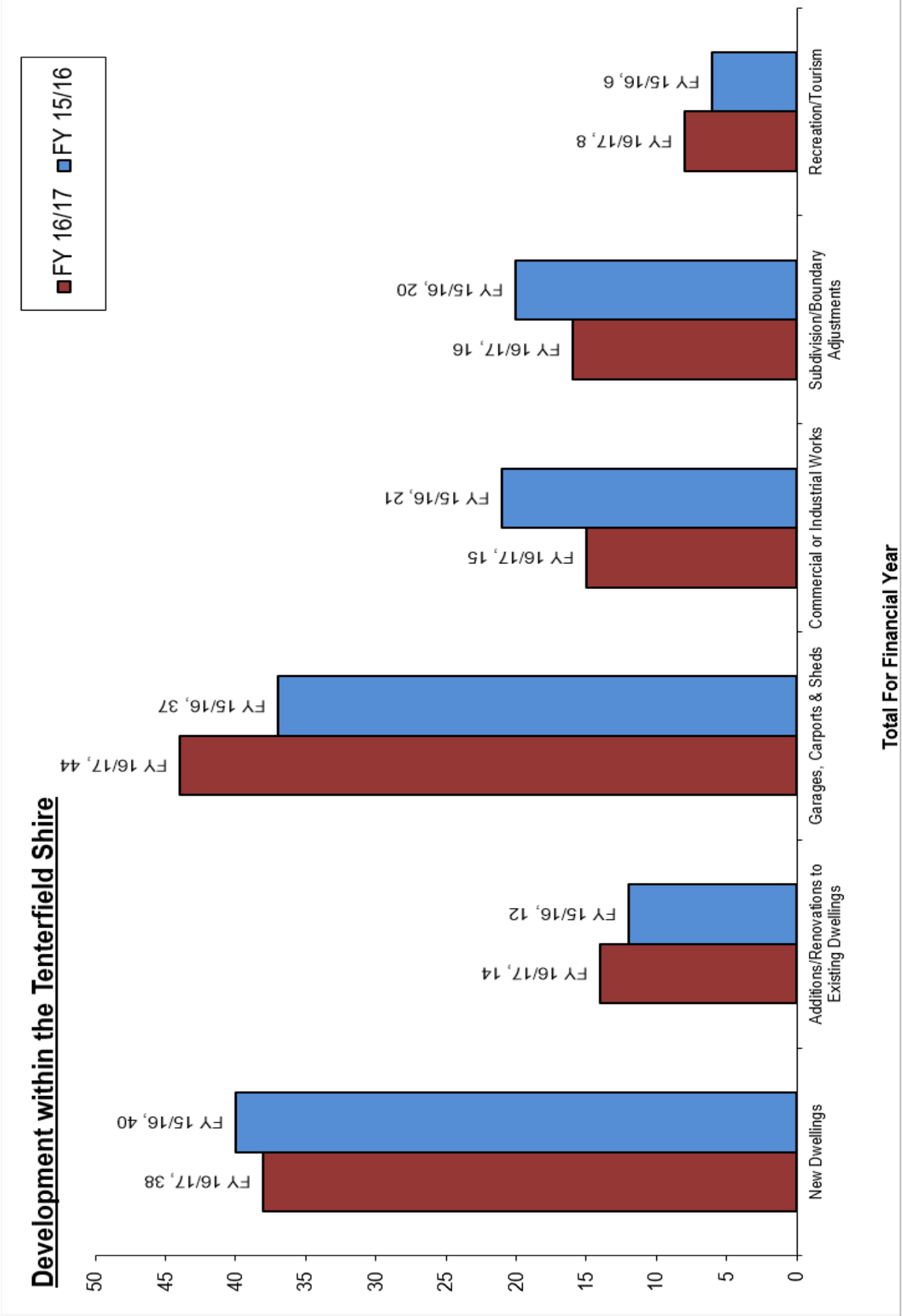
**APPLICATIONS CURRENTLY OUTSTANDING (AS AT 17 JULY 2017)**

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			
17.046	18-Apr-17	Awaiting Recommendation from RFS	Tenterfield Surveys P/L (Elinara P/L)	276 Mt McKenzie Rd, T'field	Five (5) Lot Subdivision
		All Council requirements completed			
17.048	01-May-17	Information Required from Applicant	Woodenbong Trailbike Ride (Ray Buchanan)	West of Woodenbong	Special Event - Trailbike Ride
		Insufficient Information provided to complete assessment			
17.058	14-Jun-17	Under Assessment	Urbenville Progress Association	7 Beaury St, Urbenville	Alteration & Extension to Urbenville Hall
17.059	16-Jun-17	Under Assessment	Wes Smith Building (Parker)	78 Neagles Ln, T'field	Dwelling
		Site Inspection Undertaken, Notice of Determination Prepared			
17.061	22-Jun-17	Under Assessment	Bindarrabi Pty Ltd (Wyborn)	1189 White Swamp Rd, Koreelah	Bushfire Shelter
17.063	27-Jun-17	Awaiting Recommendation from RFS	Hanmark Holdings Pty Ltd	5314 Mt Lindesay Rd, Liston	Change of Use – Use of Existing Dwelling for Short Term Tourist & Visitor Accommodation
		Site Inspection Undertaken, Notice of Determination Prepared			
17.065	29-Jun-17	Awaiting Recommendation from RFS	Westbuilt Homes (Lieberman)	232 Wellington Lookout Rd, T'field	Manufactured Dwelling
		Under Assessment			
17.066	30-Jun-17	Awaiting Recommendation from RFS	TAYLOR Owen	Woodside Rd, T'field	Dwelling
		Under Assessment			
17.067	06-Jul-17	Under Assessment	LIGHTFOOT Peter & Bronwyn	Tarban	Dwelling

## Our Economy No. 15 Cont...

FY 16/17 Development Statistics									
	Dwellings	Additions/ Renovations to Existing Dwellings	Garages, Carports & Sheds	Commercial or Industrial Works	Subdivision	Recreation/ Tourism	FY 16/17 Monthly Total	FY 15/16 Monthly Total	
Jul-16	No.	3	2	0	2	1	8	9	
	Value	\$513,000.00	\$178,000.00	\$0.00	\$0.00	\$32,770.00	\$723,770.00	\$496,563.00	
Aug-16	No.	2	2	0	2	0	9	12	
	Value	\$318,000.00	\$68,500.00	\$0.00	\$0.00	\$0.00	\$450,100.00	\$814,550.00	
Sep-16	No.	5	5	2	1	1	14	8	
	Value	\$1,031,735.00	\$111,786.00	\$95,200.00	\$0.00	\$0.00	\$1,238,721.00	\$613,123.00	
Oct-16	No.	3	5	1	1	0	10	14	
	Value	\$816,290.00	\$119,400.00	\$2,000.00	\$0.00	\$0.00	\$937,690.00	\$1,315,369.00	
Nov-16	No.	1	4	3	1	1	13	24	
	Value	\$50,000.00	\$97,690.00	\$75,000.00	\$0.00	\$0.00	\$391,690.00	\$963,350.00	
Dec-16	No.	6	1	0	1	0	10	9	
	Value	\$797,556.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$930,366.00	\$491,650.00	
Jan-17	No.	5	2	0	1	0	8	3	
	Value	\$1,537,176.00	\$68,647.00	\$0.00	\$0.00	\$0.00	\$1,605,823.00	\$82,400.00	
Feb-17	No.	5	7	3	2	2	19	9	
	Value	\$1,160,265.00	\$97,462.00	\$176,400.00	\$0.00	\$5,000.00	\$1,439,127.00	\$2,632,960.00	
Mar-17	No.	3	8	1	2	1	17	15	
	Value	\$282,049.00	\$180,138.00	\$107,000.00	\$0.00	\$0.00	\$595,287.00	\$1,289,999.00	
Apr-17	No.	1	2	2	2	0	8	10	
	Value	\$319,000.00	\$22,300.00	\$3,600,000.00	\$0.00	\$0.00	\$3,976,300.00	\$630,217.00	
May-17	No.	1	2	0	1	1	7	9	
	Value	\$300,000.00	\$22,300.00	\$0.00	\$0.00	\$0.00	\$446,300.00	\$993,968.00	
Jun-17	No.	3	4	3	0	1	12	9	
	Value	\$750,938.00	\$101,913.00	\$116,000.00	\$0.00	\$0.00	\$987,851.00	\$676,127.00	
No. (Year to Date)	38	14	44	15	16	8	135	131	
FY 16/17 Total Value (Year to Date)	\$7,876,009.00	\$549,510.00	\$1,088,136.00	\$4,171,600.00	\$0.00	\$37,770.00	\$13,723,025.00		
FY 15/16 Total Value	\$7,917,361.10	\$487,700.00	\$777,052.90	\$1,633,163.00	\$0.00	\$184,999.00		\$11,000,276.00	

Our Economy No. 15 Cont...



Our Economy No. 15 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:	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 ECO16/17</b>
<b>Subject:</b>	<b>June 2017 Infrastructure, Engineering, Planning and Services Progress 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

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 Chief Operating Officer's June 2017 Progress Report.**

## BACKGROUND

Council, on 24 May 2017 in Minute 74/17, resolved to include a monthly engineering and environment operations report. The following is a dot point overview of the June 2017 activities and indicates some of what is ahead for Councillor and constituent information.

## REPORT:

### 1. Chief Operating Officer

Major attention given to Tenterfield Dam Wall project repricing and associated options, levels of service and road status along with legal implications, co-ordination meetings and grant followup re \$24m Mt Lindesay Road project, contract dispute review, legal briefings and preparation relating to the EPA prosecution, meetings with Councillors/Local MP/ Roads & Maritime Minister & wider community, inspection of Council construction work on Mt Lindesay Road, inspection of Council roads and bridges along Mt Lindesay Road, McLeod's Creek Road and Hootens Road.

Our Economy No. 16 Cont...

## **2. Roads & Bridges**

### **General Information**

- Inspections and condition assessment of Council's rural road bridges has been carried out by Coastal Works – a bridge arm of Coffs Harbour Council. A report was presented to Council Officers on Tuesday July 11. These reports outline faults found with each bridge inspected, making recommendations for major component replacement or full replacement of the bridge.
- From this information we will compile an estimate and works program for these bridges funded by *Roads to Recovery Bridge – Timber Components as Required*; outlined in the Operational Plan for 2017/18.

### **Road Maintenance (Grading)**

The following maintenance grading is being undertaken and planned for July/August:

#### Central Grader

- Timbarra Road, Sandy Creek Road, Tablelands Road, Demon Creek Road, Middle Creek Road, Swamp Oak Creek Road, Rosemout Road, Mount Myon Road, Old Racecourse Road, Rifle Range Road and Coxalls Road.

#### Northern Grader

- Undercliffe Falls Road, Bonners Road, Pattersons Road, White Swamp Road (maintenance); followed by resheeting at White Swamp Road and Graham's Creek Road.

#### Western Grader

- Castlerag Road, Rockdale Road, McCowen's Road, Dellwod Road, Deepwater Racecourse Road, Bolivia Siding Road and Kiernans Road.

#### Eastern Grader

- Cheviot Hills Road, Bunnijar Road, Drake Town Streets and Ramsay Road, Red Rock Road, Rover Park Road, followed by Boorook Road.

### **Regional & State Roads**

#### *Mount Lindesay Road - Legume to Woodenbong -3.2Km*

- Contract 09-15/16 'Dalman North' in the amount of approximately \$2.1Million has been practically completed by Townes Contracting. The work was funded via a \$1.5Million grant from the NSW government. The balance of construction costs were funded from Federal *Roads to Recovery* funding.

#### *Mount Lindesay Road – Unsealed sections*

- Unsealed sections graded.

#### *Mount Lindesay Road Legume to Woodenbong \$24M upgrade over the next 3 Years.*

- This project has funding confirmed from the NSW Government in the amount of \$12M. The Federal commitment for the \$12M matching funding remains to be formally confirmed with Tenterfield Shire Council.
- Council submitted to the NSW RMS, a project proposal for the \$24M project and has sought clarification on the Federal approval and grant administration process. The proposal identified project lengths, delivery approach and project timing. RMS appear to be managing the grant funding process thus far.

## Our Economy No. 16 Cont...

- Council continues to project manage two separate projects which are a part of the \$24M scope of works. Geotechnical work, survey and concept design is complete. At present Council's consultants are completing final design and there after need to prepare quantity surveyor estimates of works with appropriate contingency allowances.

Once the Federal funding is formally advised to Council along with the process for accessing funds, Council will form a Project Control Group (PCG) which will have representation from RMS and be headed by Council's new Asset & Project Planning Manager. The mix of contract versus Council delivery will be decided after a review of Council's other Operational Plan commitments for 2017/2018. Those which will go out to tender will be advertised in 2017 after project delivery schedule refinement and preparation of tender documentation.

The first two projects being developed as part of this \$24M package include;

1. Project 6.2km - 0.0km to 6.2km east of Legume inclusive of the Killarney Road intersection- (Design Consultant - LEGS)
2. Project 2.4km -26.7km to 29.1km east of Legume- (Design Consultant - Moloney).

*Mount Lindesay Road – Bald Rock*

- Work was completed on new drainage culverts, vegetation clearing, and widening of the road formation for construction of the road pavement. This project is funded from the RMS & the Regional Road Block Grant.
- Work continues to progress with formation work and sub base to be completed during the next two weeks. Base material will be carted from a locally sourced gravel pit (pending DA approval), late August.

*Bolivia Hill \$60M deviation (new England Highway) and Tenterfield Bypass \$10M Project Development*

- RMS and Council's Chief Operations Officer are to meet at a revised date to be confirmed concerning the progress of these two projects. RMS have sought to reschedule. Apparently the Federal Government needs to release the \$10M to the NSW Government. The mechanism for this funding release and what if anything, Council needs to provide in the form of stakeholder advice is unclear and needs to be clarified by both the Federal and State Governments.

**Heavy Patching and Bitumen Sealing**

- Minor patching of Regional Roads and Local roads over the next month.

**Gravel sheeting**

- Resheeting of roads as approved in the Operational Plan will commence within two months.

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

The construction of concrete substructure including pre-cast piles, cast-in-situ piles, two abutments and two piers are completed. Pre-purchased modular timber deck units were placed on top of the completed substructure on 7th June 2017(last week).

## Our Economy No. 16 Cont...

Minor works on timber decks, backfilling of abutments, approach slabs and road re-seal works do be completed.

It is expected the bridge construction to be completed by early July (weather permitting).

<b>Description</b>	<b>Cost (GST Inclusive)</b>
Modular Timber Deck Units (purchased 2015)	\$141,450
Bridge Design and Project Management	\$45,000
Supply and Installation of Bridge Piles	\$122,150
Bridge construction contract awarded to Ozwide Bridge Rail & Civil	\$375,595
Sealing of bridge approaches	15,000
<b>Total</b>	\$699,195
Bridge dimensions- 5m width, 28.3m length over 3 spans	
<b>Cost /m2</b>	\$4,947

In 2015, Council was successful in being allocated \$160,000 (ex GST) from a *Fixing Country Roads* (FCR) Round 1 grant for the construction of Wallaby Creek Bridge. Excluding the FCR grant funding, Council's contribution to the construction of Wallaby Creek Bridge will be \$475,632 (ex GST).

#### Harrigans Road Bridge (800 metres from Mt Lindesay Rd)

Replacement of decking boards, kerbs and abutments is complete.

#### Causeway Upgrades

Four causeways were upgraded in 2016/17, including two on Pyes Creek Road (13k and 18k) and two on Bluff River Road (1k and 1.6k).

#### Bellevue Road

Causeway replacement 700 metres from the Casino Road is currently under construction. Such work is to continue into August 2017. Whilst residents can go around the existing works, the school bus route will change during construction and it is understood people impacted have been made aware of circumstances.

### **Flood Damage from 2015**

2015 Restoration work via Council's \$1.4 million contract will be completed by July 20 2017.

### **Flood Damage from 2017**

Minister for Justice, the Hon Michael Keenan MP and the NSW Minister for Emergency Services the Hon Troy Grant MP announced an extension of disaster assistance on the 30 June 2017, in response to the storms and floods that affected parts of the north east coast of NSW for the period 28 to 31 March 2017.

The eight local government areas now receiving NDRRA assistance from this flooding event include: Ballina, Byron, Clarence Valley, Kyogle, Lismore, Richmond Valley, Tenterfield and Tweed.



Our Economy No. 16 Cont...

Previously gathered information is currently being compiled for submissions to RMS for approval.

### **3. Water & Waste Services**

#### **Capital Projects Update**

- Dam Wall Upgrade Project - Contract documents with revised scope of works were sent out to the next preferred tenderer in the initial tendering process. Council's consultant Project Manager is sourcing draft proposals for a concrete buttress option as well for comparison purposes.
- The previous dam wall contractor is disputing the Principal's assessment of their final claim. The COO was awaiting further details to undertake a review of claims as part of a dispute resolution process.
- Tenterfield Dam Surveillance Report – Public Works NSW were engaged to carry out the five yearly Type 1 Dam Surveillance Inspection as per NSW Dam Safety Committee requirements. Council awaits a report.
- Water main replacement at Bulwer Street completed.
- Jennings Sewer Feasibility Study – Consultant (Hunter H2O) was engaged and commenced work on the Jennings Sewer feasibility study which will consider the implications of connection to neighbouring Council waste water treatment facilities. This work is ongoing.
- Simpson & Logan Streets Sewer Augmentation Project – Quotations were called from contractors for construction works. Materials ordered and partially received.
- Tenterfield Community Recycling Centre – Shed construction completed. Minor works and documentation in progress. Expected completion by end of July 2017. Procurement of new forklift and forklift training for operators is in progress.

#### **Major Maintenance to Water, Sewer and Waste Assets Carried out During Month**

- Tenterfield Sewage Treatment Plant – Replacement Soda Ash dosing skid has been received and is being commissioned.
- Tenterfield Flood Warning System – Essential maintenance of Tenterfield Flood Warning System was completed and the Flood Warning SCADA system is up and running again. This maintenance has triggered more upgrades necessary for the system (i.e. upgrade to 3G mobile network from 2G). Consultants have been engaged to carry out such work.
- Mt Lindesay Road Waste Collection – Council has proposed a 2-year trial of a new "user-pays" optional bin service. The proposed draft charge for provision is now being advertised for 28 days.

Our Economy No. 16 Cont...

## **4. Fleet & Engineering**

### **Engineering**

- Followed up on Local Traffic Committee items from 1 June meeting including discussions with Council's Ranger, Works Manager and RMS on signage installation;
- Snakes Creek Road reserve matter still progressing;
- Patersons Road reserve matter still progressing. Surveyor engaged;
- Rover Park Road – grids issue. Ongoing with property owners;
- Macleods Creek Road matter ongoing;
- Liaised with School bus operators for up to date school bus route details;
- Issued 12 Permits - issued under Section 138 of the Roads Act, 1 for tree clearing;
- Issued 5 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

### **Fleet**

- Quotations were sought from five (5) major suppliers for the replacement of Unit 77 Skid steer loader. An evaluation of quotations received was conducted and awarded to Clark Equipment Sales Pty Ltd. The estimated delivery is mid-September 2017;
- Council approved for the re tender of Unit 10 Bridge truck in the June Council meeting. Tender documentation will be revised for purchase of plant and re advertised later in the month;
- The annual service and registration inspections of RFS vehicles and equipment are ongoing within this period being conducted two days of each week. This will be ongoing until completed in August 2017;
- 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;
- Major refurbishment of Unit 84 Grid Roller is ongoing and is expected to be completed by the end of July 2017;
- Ongoing repair of RFS trucks, light vehicles and equipment both in house and on site;
- 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;
- Quotations have been sought for the replacement of the Depot front security fence including access gates;
- The Fleet team are preparing documentation for the replacement fleet items identified in the Plant Replacement Programme 2017/2018;
- A major priority for the Fleet team within the coming months is to create, in consultation, a Depot Master Plan so as quotations can be sought for improvements identified including hardstand, wash down area, fuelling station, boom gate and additional surveillance for depot security and cover sheds for protection of heavy fleet when parked.

Our Economy No. 16 Cont...

- Council are proceeding with the float and low loader plant replacement tender acceptance approvals resulting from the 24 May 2017 Ordinary Council Meeting.

## **5. Planning**

### **Planning and Building Activities**

- All food premises inspections and associated invoices were completed prior to 30 June 2017;
- Staff carried out Development Application and Construction Certificate assessments in accordance with legislative and regulatory frameworks;
- Staff undertook pre-lodgment meetings in relation to subdivisions and large scale commercial proposals in addition to standard telephone, email, counter and written enquiries;
- Council's Heritage Advisor attended Tenterfield and undertook three (3) site meetings with heritage building owners and provided verbal and written advice in relation to same.

## **6. Environmental Services Operations**

### **Weed Control**

- Privet – Tenterfield Town Streets and Tenterfield Creek;
- Willows – Tenterfield Creek;
- Cats Claw Creeper – Rocky River; and
- Chilean Needle Grass – Washpool Creek Road.

### **Training and Meetings**

- Weeds Committee Meeting In Armidale;
- Weeds Officer Meeting in Tamworth;
- Bio Security Face to Face Training in Coffs Harbour; and
- Chemical Course.

### **Inspections**

- Re Inspected Acacia Creek, Legume for Water Hyacinth;
- Properties on Acacia Plateau; and
- Re-inspected Property at Bolivia for Serrated Tussock.

### **Other Works**

- Street Leaves;
- Planted Street Trees; and
- Tree Removal in High Street, Tenterfield.

### **Swimming pool**

The Manager Property & Environmental Services has recently been advised by the Swimming Pool Contracted Manager that the swimming pool backwash part of the filtration system efficiency had declined gradually towards the end of the last

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swimming season. This air scouring backwash portion of the filtration system (nearing 52 years old) will now require further investigation and necessary repairs or replacement prior to the opening of the swimming pool for the 2017/2018 season which is Saturday 7 Oct 2017. Additional to this over the last fortnight or so the Pool Manager and the Operations Supervisor have been monitoring the depth of water in the pools. The water level in the pools has dropped approximately 150mm (6 inches) which is of concern and will require further immediate investigation and necessary repairs.

As a result, whilst there is no costing at this stage, it may be necessary for the Chief Executive to exceed the delegated limit for Capital Expenditure to expedite remediation before pool season. The Mayor will be advised before significant expenditure is incurred and updates made to budgets at the Quarterly Budget Review.

**Saleyards**

<b>Cattle numbers for June 2017</b>		
Feature Sales	-	-
Prime Sale/Store Sale	918 Head	\$950,765.25
Prime	733 Head	\$772,127.66
Private Weighing	261 Head	\$133,767.75
<b><u>Total</u></b>	<b><u>1,912 Head</u></b>	<b><u>\$1,856,660.66</u></b>

**Statistics for Sale Yards for Previous Financial Years**

	<b>2014-2015</b>		<b>2015-2016</b>		<b>2016-2017</b>	
	<b>Head</b>	<b>Value (\$)</b>	<b>Head</b>	<b>Value (\$)</b>	<b>Head</b>	<b>Value (\$)</b>
Feature Sales	5,108	3,239,483	7,620	6,337,643	8,332	7,800,105
Prime	13,930	9,057,761	-	-	11,896	11,967,748
Prime/Store Sale	1,416	929,133	12,644	11,675,062	1,913	1,895,719
Private Weighing	1,241	834,135	1,840	1,1600,867	2,010	1,569,999
Store	2,212	1,317,721	-	-	-	-
<b><u>Total</u></b>	<b>23,907</b>	<b>15,378,233</b>	<b>22,104</b>	<b>19,613,572</b>	<b>24,151</b>	<b>23,233,573</b>

**Duties at Saleyards**

- Preparations and maintenance of Saleyards in readiness of the Agents joint sales;
- Saleyard maintenance;
- Repairs and cleaning to water troughs; and
- Mowed Saleyards.

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### **Parks & Gardens**

- Leaf collection around town;
- Pruned street Trees;
- Removed Plane Tree in High Street due to decay;
- Sprinkler repairs;
- Removed graffiti from public toilets;
- Removed two (2) large Pin Oaks in High Street, due to decay and limbs dying;
- Casual staff commenced work;
- Planted 140 new street trees;
- New mower inductions at Liston and Torrington for Progress Association use;
- Sprayed paved footpaths for weeds;
- Mowed parks and road verges;
- Brush-cut parks and along Tenterfield Creek;
- Rouse Street gardens maintenance – weeding, mulching and replanting;
- Pruned low limbs in parks;
- Removed fallen limbs from Town streets;
- Removed rubbish along Tenterfield Creek;
- Edged walking/cycle way;
- Playground inspections;
- Watered gardens;
- Re-mulched gardens with sugarcane mulch;
- Daily cleaning and repairs of park toilets and BBQ's;
- Rubbish removal of main street and parks bins.

### **Cemetery**

- Mowing, sprayed and edged Tenterfield Cemetery;
- Mowed Stannum and Torrington Cemeteries;
- There were six (6) funerals in Tenterfield the month of June 2017.

## **7. Environmental Services Compliance**

### **Companion Animal Activities**

- Four (4) dogs and seven (7) cats were impounded;
- Eight (8) dogs and twelve (12) cats surrendered;
- Nine (9) dogs and seven (7) cats euthanised due to being surrendered, unclaimed or not suitable for re-homing;
- One (1) pup was impounded and rehomed;
- There were two (2) dogs picked up and returned to their owners without being impounded.

### **Registration**

- A total of two (2) dogs, thirteen (13) working dogs and three (3) cats were permanently identified (micro chipped) and registered.

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### **Statistics for Companion Animals for Previous Financial Years**

	2014-2015	2015-2016	2016-2017
Dogs Impounded	80	51	40
Cats Impounded	69	36	41
Other Impounded	Nil	2	Nil
Dogs Euthanised	65	38	63
Cats Euthanised	50	33	49
Animals Returned to Owners	27	50	48
Dog Registered	68	83	104
Working Dogs Registered	28	12	33
Cats Registered	23	4	32

### **Barking/Nuisance Dogs**

- One (1) barking dog complaint received in Tenterfield and is still under investigation.

### **Dog Attacks**

- One (1) dog attack investigated in Tenterfield, two (2) dogs surrendered to Council Ranger and euthanized.
- Investigated dangerous dog Naas Street, no further action was required.

### **Livestock Control**

- Nil.

### **Untidy/Unhealthy Premises**

- Nil.

### **Ranger Patrols**

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

### **Infringement Notices**

- Nil.

### **Other Duties**

Council Rangers have been involved with:

- Sale yards maintenance and cattle sales in June;
- Cemetery maintenance;
- Attended tool box meeting;
- Chemical Ticket re-certification;
- Pound maintenance and cleaning; and

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- Investigations of miscellaneous complaints.

## **Conclusion**

The Infrastructure and Services Division continues to provide timely and professional service to the residents and ratepayers of Tenterfield Shire.

**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>Chief Executive Office</b>
<b>Submitted by:</b>	Executive Assistant & Media
<b>Reference:</b>	<b>ITEM ECO17/17</b>
<b>Subject:</b>	<b>HIGHWAY TASKFORCE</b>

<b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b>	
<b>CSP Goal:</b>	<b>Economy</b> - ECON 8 - Our existing businesses and industry are supported to reach their full potential and provide quality goods and services both locally and to a wider market.
<b>CSP Strategy:</b>	Maximise the accessibility of business and industrial operations to ensure the exchange of goods and services is supported by sustainable infrastructure.
<b>Delivery Plan Action:</b>	Delivery of survey and design works for infrastructure services, including stormwater drainage, transport, water and sewer infrastructure.
<b>Operational Plan Action:</b>	Ensure that asset management, project planning and design activities meet agreed quality and industry standards.

## SUMMARY

The Highway Taskforce has been set up by Southern Downs Regional Council to lobby the State and Federal Governments for the upgrade of the New England and Cunningham Highways. The Taskforce comprises representatives from Southern Downs Regional Council, Scenic Rim Regional Council and Tenterfield Shire Council.

## OFFICER'S RECOMMENDATION:

**That Council receive and note the Report.**

## BACKGROUND

At the Cross Border Strategic Alliance Meeting of Thursday, 20 April 2017, Mr David Keenan, Chief Executive Officer of Southern Downs Regional Council invited Tenterfield Shire Council to join an "Alliance" to give support for a push to continue upgrades to the New England and Cunningham Highways.

The idea of an "Alliance" arose from the very successful Legume to Woodenbong Road Alliance which has achieved considerable State and Federal funding to upgrade this dangerous section of the Mt Lindesay Road.

## REPORT:

An invitation has been received from Southern Downs Regional Council for Tenterfield Shire Council to attend the initial meeting of the Highway Taskforce at the Warwick Council Office on Wednesday, 9 August 2017 at 3.30 pm.

Representing Tenterfield Shire Council:

- Mayor Peter Petty
- Acting Chief Executive Dave Walker
- Chief Operating Officer Andre Kompler

Representing Southern Downs Regional Council:

- Mayor Tracy Dobie
- Deputy Mayor Councillor Jo McNally



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- Councillor Marika McNichol
- Chief Executive Officer David Keenan
- Director Engineering Services Peter See

Representing Scenic Rim Regional Council:

- Mayor Greg Christensen
- Co-ordinator Communications & Councillor Support (as proxy for the CEO) Jim Hutchinson
- Director Infrastructure Services Patrick Murphy

## **COUNCIL IMPLICATIONS:**

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

Nil.

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

- Memorandum of Understanding – Tenterfield Shire Council & Southern Downs Regional Council

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

As this is the initial meeting, at this stage there have been no request for financial support.

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

Nil.

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

Nil.

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

Nil.

### **7. Performance Measures**

Nil.

### **8. Project Management**

Nil.

**David Walker**  
**Acting Chief Executive**

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

<b>Department:</b>	<b>Corporate, Governance &amp; Community</b>
<b>Submitted by:</b>	Chief Corporate Officer
<b>Reference:</b>	<b>ITEM GOV41/17</b>
<b>Subject:</b>	<b>Committee Register 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>	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</b>	Provide sound and inclusive decisions using the Community
<b>Action:</b>	Engagement Strategy to guide our interactions.
<b>Operational</b>	Comply with the regulatory and legislative requirements of Councils
<b>Plan Action:</b>	as outlined by the Office of Local Government and other bodies.

## SUMMARY

The purpose of this report is to present to Council the two (2) proposed amendments to the Committee structure and to provide information on updated staff representation.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) 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) Determines the Councillor representatives (2) for each of the proposed Specific Purpose Committees; and**
- (3) Following public comment, authorises the Chief Executive to incorporate the two (2) proposed Advisory Committees into the Committee Structure for 2016/17; and**
- (4) Notes the amended staff representation.**

## BACKGROUND

The original review of the Committee Structure commenced in September 2016 and aligned the community engagement mediums of Council with its strategic direction (Community Strategic Plan and Delivery Program). This review culminated in the adoption of the Committees and the appointment of Council representatives in the February Ordinary meeting of Council, *Resolution 12/17*.

As per Council's original adoption of the Committee Structure, the terms of reference for any future community engagement should be able to be aligned with a Community

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Strategic Plan goal area and clearly linked to the objective identified for this area of Council's Delivery Program.

Council is required annually to determine the delegate/s that are to represent Council on external bodies and other community committees and panels.

**REPORT:**

Since the original adoption of the Committee Structure, the sentiment of Council has highlighted concerns that the existing structure does not adequately cover the areas the areas of Parks, Gardens and Open Spaces and Public Art and Culture opportunities. At the Council workshop held on 11 July 2017 a request was made to provide a report to Council on the inclusion of the two proposed committees.

As per Council's original adoption of the Committee Structure, the terms of reference for any future community engagement should be able to be aligned with a Community Strategic Plan goal area and clearly linked to the objective identified for this area of Council's Delivery Program. The two proposed committees directly relate to the delivery of service Community Goals in the Community Strategic Plan and align with the Services Council has committed to delivering these Community Goals and Strategies.

In line with our existing framework membership of all committees, including the proposed additional committees, are due to be reviewed in November 2017.

**COUNCIL IMPLICATIONS:**

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

The amendment to the Committee Structure provides an improved level of engagement with the community through a more direct and prescribed approach to community input within the Committee Framework.

**2. Policy and Regulation**

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

**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.

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

Prepared by staff member:	Kylie Smith, Chief Corporate Officer	
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer	
Department:	Corporate, Governance & Community	
Attachments:	<b>1</b> Attachment 1 (Booklet 1) - Draft 2016-2017 Committees Register - Proposal for July 2017	38 Pages

<b>Department:</b>	<b>Chief Executive Office</b>
<b>Submitted by:</b>	Mayor Peter Petty
<b>Reference:</b>	<b>ITEM GOV42/17</b>
<b>Subject:</b>	<b>APPOINTMENT OF ACTING CHIEF EXECUTIVE</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 for Council to appoint an Acting Chief Executive for the period 24 July 2017 until the appointment of a permanent Chief Executive in September 2017.

## OFFICER'S RECOMMENDATION:

**That Council:**

- (1) Appoint Chief Operating Officer Mr Andre Kompler to the position of Acting Chief Executive for the period 22 July 2017 to 30 August 2017 ; and**
- (2) Appoint Chief Corporate Officer Ms Kylie Smith to the position of Acting Chief Executive for the period 31 August 2017 to commencement of the permanent Chief Executive.**

## BACKGROUND

The *Local Government Act 1993* now requires Council to appoint the General Manager (Chief Executive).

## REPORT:

The view of the Office of Local Government is this change in legislation applies to Acting if the position is vacant.

Following the resignation of Acting Chief Executive Dave Walker on Friday, 21 July 2017, it is necessary for Council to appoint an Acting Chief Executive for the interim period until the process of recruitment for a permanent Chief Executive has been completed.

In discussions with Acting Chief Executive Dave Walker, he has indicated that he is confident that between them, Andre Kompler and Kylie Smith can undertake the Acting Chief Executive position for a period of approximately two (2) months.

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Suggested terms for Acting in the role of Chief Executive for each Officer are as follows:

- Chief Operating Officer Andre Kompler – 22 July 2017 to 30 August 2017
- Chief Corporate Officer Kylie Smith – 31 August 2017 to commencement of a permanent Chief Executive.

#### **COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

- Local Government Act 1993

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**David Walker**  
**Acting Chief Executive**

Prepared by staff member:	Peter Petty, Mayor
Approved/Reviewed by Manager:	David Walker, Acting Chief Executive
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 GOV43/17</b>
<b>Subject:</b>	<b>DELEGATION OF AUTHORITY - CHIEF EXECUTIVE</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

In line with Council Resolution 40/17 to adopt the 2017-2021 Workforce Management Strategy and therefore the revised organisation structure, it is necessary to amend the current "General Manager's Delegations of Authority" to "Chief Executive's Delegations of Authority".

## OFFICER'S RECOMMENDATION:

- (1) That, in accordance with Section 377 of the Local Government Act 1993, Council authorise that the current "General Manager's Delegations of Authority" be amended to "Chief Executive's Delegations of Authority"; and further**
- (2) That Council authorise the Chief Executive's Delegations of Authority to remain current regardless of the incumbent of the position and for the Delegations of Authority to run in conjunction with the term of Council.**

## BACKGROUND

Previously, the General Manager's Delegations of Authority in accordance with Section 377 of the *Local Government Act 1993*, have been authorised by Council on the appointment of a new General Manager.

## REPORT:

The adoption of the 2017-2021 Workforce Management Strategy and therefore the revised organization structure, included a change of title from General Manager to Chief Executive.

In order to bring the Delegations of Authority in line with the current resolution, it is necessary to amend the "General Manager's Delegations of Authority" to "Chief Executive's Delegations of Authority".

In addition, in order to ensure continual currency of Delegations of Authority for the position of Chief Executive, it is recommended that Council authorize the Chief Executive's Delegations to run in conjunction with the term of Council.

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

Nil.

**2. Policy and Regulation**

- Local Government Act 1993

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil. Will bring in line with the current Workforce Management Strategy.

**6. Legal and Risk Management**

As Council will always have a Chief Executive or an Acting Chief Executive appointed by the incumbent Chief Executive or Mayor, this will ensure that appropriate Delegations of Authority are always in place.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**David Walker**  
**Acting Chief Executive**

Prepared by staff member:	Noelene Hyde, Executive Assistant & Media
Approved/Reviewed by Manager:	David Walker, Acting Chief Executive
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 GOV44/17</b>
<b>Subject:</b>	<b>LOCAL GOVERNMENT NSW ANNUAL CONFERENCE - 4 TO 6 DECEMBER 2017</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>	We partner with the community, business and Federal and State Government in the achievement of our goals.
<b>Delivery Plan Action:</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>Operational Plan Action:</b>	Advocate for the permanent doubling of the Roads to Recovery Program to address the current annual funding shortfall to maintain Australia's local roads and to support national productivity improvements.

## SUMMARY

The purpose of this report is for Council to consider Council representation at the Local Government NSW Annual Conference to be held in Sydney from Monday, 4 to Wednesday, 6 December 2017.

## OFFICER'S RECOMMENDATION:

**That Council approve the attendance of the Mayor and Chief Executive to represent Council at the Local Government NSW Annual Conference in Sydney, 4 to 6 December 2017.**

## BACKGROUND

The Local Government NSW Annual Conference has traditionally been attended by the Mayor and General Manager with the Mayor as the voting delegate.

The 2016 Local Government NSW Annual Conference was held at Wollongong.

## REPORT:

The Conference is the annual policy-making event for NSW general-purpose Councils, associated members and the NSW Aboriginal Land Council. It is the pre-eminent event of the Local Government year where local Councillors come together to share ideas and debate issues that shape the way we are governed.

The Conference will provide the opportunity for the Mayor and Chief Executive Officer to meet with other Local Government representatives and politicians.

## COUNCIL IMPLICATIONS:

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

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**2. Policy and Regulation**

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

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

Allocation has been made in the 2017/2018 budget for the attendance of the Mayor and/or Councillors and the Chief Executive at Conferences, however an estimate of cost per delegate is as follows:

- Estimated Early Bird Registration      \$900.00 (not confirmed at this time)
- Accommodation (3 nights)      \$350.00 per night allowable as per Policy
- Airfares      \$450.00 return (approximate)

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**David Walker**  
**Acting Chief Executive**

Prepared by staff member: Noelene Hyde, Executive Assistant & Media  
Approved/Reviewed by Manager: David Walker, Acting Chief Executive  
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 GOV45/17</b>
<b>Subject:</b>	<b>LOCAL ROADS &amp; TRANSPORT CONGRESS - ALBANY (WA) - 6 TO 8 NOVEMBER 2017</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>	We partner with the community, business and Federal and State Government in the achievement of our goals.
<b>Delivery Plan Action:</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>Operational Plan Action:</b>	Advocate for the permanent doubling of the Roads to Recovery Program to address the current annual funding shortfall to maintain Australia's local roads and to support national productivity improvements.

## SUMMARY

The purpose of this report is for Council to approve the attendance of the Mayor and Chief Operating Officer at the 2017 Australian Local Government Association Local Roads & Transport Congress to be held in Albany, Western Australia from Monday, 6 to Wednesday, 8 November 2017.

## OFFICER'S RECOMMENDATION:

**That Council approve the attendance of Mayor Peter Petty and Chief Operating Officer Andre Kompler at the 2017 Local Roads & Transport Congress in Albany (WA).**

## BACKGROUND

The National Local Roads & Transport Congress is held annually in major centres throughout Australia. In 2016 the Congress was held in Toowoomba, Queensland and was attended by the Mayor (Cr Peter Petty), Cr Gary Verri and the Director of Engineering Services, Mr Stephen Bell.

Cr Verri attended as a member of the Legume to Woodenbong Road Alliance as Council gave a presentation at the Congress on the Mt Lindesay Road project – upgrade to the Legume to Woodenbong section, and the manner in which the Alliance was able to progress this important project.

## REPORT:

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

The Roads Congress is the only national Local Government event devoted entirely to roads and transport.

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The first Congress was held in Moree in 2000 and involved Local Government working with the then Deputy Prime Minister and Minister for Roads to develop the case that persuaded the Howard Government to introduce the highly successful Roads to Recovery Program. Since then the Congress has played a critical role in securing subsequent extensions of the program through to June 2019.

### **COUNCIL IMPLICATIONS:**

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

Nil.

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

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

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

Allocation has been made in the 2017/2018 budget for the attendance of the Mayor and/or Councillors and Council staff at Conferences, however an estimate of cost per delegate is as follows:

- Early Bird Registration \$890 (prior to 29 September 2017)
- Accommodation (4 nights) \$200 per night allowable as per Policy
- Airfare (Brisbane/Perth) Approx \$800 return
- Airfare (Perth/Albany) **or** Approx \$400 return
- Car Hire Approx \$300

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

**David Walker**  
**Acting Chief Executive**

Prepared by staff member:	Noelene Hyde, Executive Assistant & Media
Approved/Reviewed by Manager:	David Walker, Acting Chief Executive
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 GOV46/17</b>
<b>Subject:</b>	<b>CHANGE TO COUNCIL MEETING SCHEDULE - 2016/2017</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 recommend a change to Council's meeting schedule for 2016/2017 and hold the August 2017 Ordinary Council Meeting at Tenterfield in lieu of Urbenville.

## OFFICER'S RECOMMENDATION:

- (1) That Council endorse the holding of the August 2017 Ordinary Council Meeting in the Tenterfield Shire Council Chambers in lieu of holding the meeting at Urbenville; and**
- (2) That subject to confirmation with the Urbenville Progress Society, the February 2018 Ordinary Council Meeting be held at Urbenville.**

## BACKGROUND

Council, at the Extraordinary Council Meeting of 28 September 2016, resolved as follows:

### **Resolution 238/16**

*"Resolved that:*

- (a) Ordinary Council Meetings be held in each month of the calendar year with the exception of January;*
- (b) Council Meetings be held on the fourth Wednesday of the meeting month commencing at 9.30 am, with the exception of December 2016 which will be held on the third Wednesday of the month; and*
- (c) Ordinary Council Meetings be held each month at the Council Chambers in Tenterfield with the exception of February (Torrington) and August (Urbenville)."*

## REPORT:

Following the appointment of Stephen Blackadder & Associates to undertake recruitment of a new Chief Executive and a timetable agreed with Councillors at the

Our Governance No. 46 Cont...

Workshop of 12 July 2017, it is necessary to change the location of the Ordinary Council Meeting of 23 August 2017 from Urbenville to Tenterfield.

Councillors agreed to hold a Workshop for selection of a short list of candidates following the August 2017 Council Meeting. In terms of convenience and confidentiality, it is suggested that the Council Chambers would be a more suitable venue as Mr Blackadder will also be in attendance to facilitate the Workshop.

Initial enquiries with Urbenville Progress Association indicate that due to extensive upgrading of the Urbenville Community Hall, February 2018 would be a more suitable date and as air conditioning will be installed, the Hall will be comfortable and Councillors will have the opportunity to experience the upgraded community facility.

### **COUNCIL IMPLICATIONS:**

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

A preliminary conversation has been held with Urbenville Progress Association with an indication that February 2018 would be more suitable.

**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.

**David Walker**  
**Acting Chief Executive**

Prepared by staff member:	Noelene Hyde, Executive Assistant & Media
Approved/Reviewed by Manager:	David Walker, Acting Chief Executive
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 GOV47/17</b>
<b>Subject:</b>	<b>CROSS BORDER STRATEGIC ALLIANCE MEETING - 20 APRIL 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 has in place and adheres to a robust asset management framework that ensures existing and future infrastructure is affordable, funded and maintained to service the existing community and future generations.
<b>Delivery Plan Action:</b>	Make prioritised decisions in the long-term interest of the broad community and have regard to financial and infrastructure sustainability.
<b>Operational Plan Action:</b>	Operate in a financially responsible and sustainable manner.

## SUMMARY

On Thursday, 20 April 2017, Tenterfield Shire Council and Southern Downs Regional Council met at the Wallangarra Railway Station Café for a Cross Border Strategic Alliance Meeting, arising from the Memorandum of Understanding fostered between the two (2) Councils.

## OFFICER'S RECOMMENDATION:

**That Council receive and note the report.**

## BACKGROUND

In addition to the Mayors, Councillors and Council staff from each Council, the meeting was also attended by David Littleproud (Federal Member for Maranoa), Hon Thomas George MP (State Member for Lismore), Lawrence Springborg (State Member for Southern Downs), James McTavish (NSW Cross Border Commissioner – NSW Dept of Premier & Cabinet), Amanda Hill (Principal Policy Officer, Intergovernmental Relations – Queensland Dept of Premier & Cabinet), Acting Superintendent Brian Cannon (Darling Downs District, Queensland Police), John Bird (Regional Director, Carling Downs and South-West, Queensland Dept of State Development) and representatives from Queensland Department of Main Roads.

Invitations were extended to the relevant officers from the NSW Police and Roads & Maritime Services, however they were unable to attend.

## REPORT:

The Minutes of the meeting were produced by Tenterfield Shire Council and forwarded to Southern Downs Regional Council.

There are a number of actions which Council needs to address, and therefore, the Minutes are now attached (Attachment 2 (Booklet 1) for the information of Councillors.

Our Governance No. 47 Cont...

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

Nil.

**2. Policy and Regulation**

- Memorandum of Understanding Tenterfield Shire Council and Southern Downs Regional Council

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**David Walker**  
**Acting Chief Executive**

Prepared by staff member: Noelene Hyde, Executive Assistant & Media

Approved/Reviewed by Manager: David Walker, Acting Chief Executive

Department: Chief Executive Office

Attachments: **1** Attachment 2 (Booklet 1) - Minutes of Meeting - Cross Border Strategic Alliance Meeting - 20 April 2017 5 Pages



<b>Department:</b>	<b>Corporate, Governance &amp; Community</b>
<b>Submitted by:</b>	GIS Accountant
<b>Reference:</b>	<b>ITEM GOV48/17</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>Operational 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 June 2017.**

## BACKGROUND

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

## REPORT:

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

### (a) Reconciliation of Accounts

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

Cash Book Balances on this date were as follows:-

General (Consolidated)	\$	1,248,215.85	Credit
General Trust	\$	321,533.93	Credit

Our Governance No. 48 Cont...

(b) Summary of Investments

Attachment 3 (Booklet 1) is a certified schedule of all Council's investments as at 30 June 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 3 (Booklet 1) - Summary of Investments - 30 June 2017	<b>1</b> Page

<b>Department:</b>	<b>Corporate, Governance &amp; Community</b>
<b>Submitted by:</b>	GIS Accountant
<b>Reference:</b>	<b>ITEM GOV49/17</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>Operational 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 major and critical expenditure items and flag when the expenditure reaches 60% of budget whether the item will meet budgeted targets.

## OFFICER'S RECOMMENDATION:

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

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

## REPORT:

There are four (4) significant items of over-expenditure at 30 June 2017 that remain unfunded, which were identified in the previous report. The following comments relate to project where the expected budget has been exceeded by \$50,000 or more.

Our Governance No. 49 Cont...

**1. Road Renewal – Gravel Roads**

It was anticipated that this project would exceed the budget by \$150,000 as at 30 June 2017. The current over expenditure, in addition to the \$150,000 increase at 30 June 2017, is \$52,965.93. The costs related to the rehabilitation of the roads from the March and April storm events have proven to be higher than first thought.

Council is currently working with the State and Commonwealth Governments to seek out natural disaster funding to assist in the reparation of Council's affected assets.

**2. Mt Lindesay Rd (Legume to Woodenbong) – Fixing Country Roads**

This account has exceeded the budget by \$87,394.47 and was due to unforeseeable circumstances where the material used commencing the construction of the road was deemed unsuitable and then lead to the material requiring to be replaced.

**3. Dam Wall Project Management Costs** This project has exceeded the budget by \$234,535.44 at 30 June 2017. This is due to Council having to terminate the contract with the original contractor.

**4. Dam Wall Construction Costs** This project has exceeded the budget by \$59,535.44 at 30 June 2017. This is due to Council having to terminate the contract with the original contractor and legal advice and associated costs.

**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.

Our Governance No. 49 Cont...

**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 4 (Booklet 1) - Capital Expenditure Program 2016/17 - 30 June 2017 3 Pages

<b>Department:</b>	<b>Corporate, Governance &amp; Community</b>
<b>Submitted by:</b>	GIS Accountant
<b>Reference:</b>	<b>ITEM GOV50/17</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>Operational 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 June 2017 was \$4,595,253.08.**

## 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 June, 2017 was \$4,595,253.08.

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, 2016 was as follows.

Debt Service Cover Ratio	2016 Result	2015 Result	2014 Result	Benchmark
	8.90x	7.64x	3.85x	>2.00x

The Debt Service Cover Ratio of 8.90 times means that Council has \$8.90 to pay every dollar of interest and principal on current borrowings. The NSW Office of Local Government benchmark for financial sustainability is to have a benchmark greater than 2.0x.

Our Governance No. 50 Cont...

## **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 5 (Booklet 1) - Loan Summary - 30 June 2017

1  
Page

<b>Department:</b>	<b>Corporate, Governance &amp; Community</b>
<b>Submitted by:</b>	Acting Manager Finance
<b>Reference:</b>	<b>ITEM GOV51/17</b>
<b>Subject:</b>	<b>CORRECTION TO WATER AVAILABILITY CHARGES FOR NON RESIDENTIAL USERS</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 amend Council's water availability charge for non-residential customers to ensure the charge is applied equitably across the community

## OFFICER'S RECOMMENDATION:

**That Council adopt for public display the following new water charges:**

- 1. Water equalisation charge of \$190.73 for non-residential 20 mm connections.**
- 2. Water equalisation charge of \$126.37 for non-residential 25 mm connections.**
- 3. Water equalisation charge of \$12.22 for non-residential 32 mm connections.**

## BACKGROUND

At the 28 June meeting Council resolved to adopt the 2017/18 Operation Plan, including the budget and the fees and charges. During the process of setting the rates and charges for 2017/18 an error was discovered during routine checking.

In previous years, Council has had a statement under water charges for the non-residential availability charges. The statement stipulated that the availability charge would not be less than that charged to residential customers. In the adopted Operation Plan for 2017/18 this statement was missing.

## REPORT:

This error would result in 246 non-residential customers paying less for their water availability than residential customers. The current water availability charge for residential users is \$408.00 for the year. If there is no amendment, the availability charges for 20mm, 25mm and 32mm will be less the residential charge as outlined below:



Our Governance No. 51 Cont...

Connection Size	Annual Charge
20mm	\$152.99
25mm	\$239.05
32mm	\$391.66

This will result in a funding shortfall of approximately \$59,120.

In the past, Council has included the wording "*The minimum nonresidential water access charge will be the annual residential water availability charge.*" Unfortunately this was not included.

To minimise Council's loss, it is proposed that a water availability equalisation charge be created for 20, 25 and 32 mm connections commencing 1 October 2017 for the financial year ending 30 June 2018. The proposed charges would be as listed below:

Connection Size	Proposed Equalisation Charge
20mm	\$190.73
25mm	\$126.37
32mm	\$ 12.22

By applying this charge, Council will recover approximately \$44,220, leaving a shortfall of approximately \$14,900.

If no changes were to occur, the Water Fund will face a shortfall of \$59,120 for the year.

Moving into the new financial year, Council staff will undertake a review of Council's Revenue Policy to ensure that the document provides improved transparency and clear information to consumers which will reduce the risk of future error.

## COUNCIL IMPLICATIONS:

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

The proposed charges will be advertised for 28 days before being adopted by Council after consideration of any community submissions.

### 2. Policy and Regulation

- Section 501 of Local Government Act 1993

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

If the recommendation is adopted, water availability income will be reduced by \$14,900.

### 4. Asset Management (AMS)

Nil.

### 5. Workforce (WMS)

Nil.

### 6. Legal and Risk Management

Nil.

Our Governance No. 51 Cont...

**7. Performance Measures**

If the charge is not applied, this shortfall may impact on Council's sustainability ratio's.

**8. Project Management**

Nil.

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

Prepared by staff member:	Andrew Wright, Acting Manager Finance
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>Corporate, Governance &amp; Community</b>
<b>Submitted by:</b>	Acting Manager Finance
<b>Reference:</b>	<b>ITEM GOV52/17</b>
<b>Subject:</b>	<b>RELATED PARTY DISCLOSURE POLICY - DRAFT NEW POLICY</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 present to Council the Draft Related Party Disclosure Policy for adoption.

## OFFICER'S RECOMMENDATION:

**That Council adopts the draft Related Party Disclosure Policy as per the attachment.**

## BACKGROUND

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

On 28 June 2017, Council resolved to put the policy out for public display to seek submissions. Council received one submission from Mrs Cheryl Jaques.

## REPORT:

Ms Jaques made the following points in her submission. A response to her points is made immediately below:

- Include linkage to the integrated plans, goals, strategy, action (As was included in the June 2017 Agenda Report heading)
- Include a table of contents
- Include the effective date of commencement (ie *reporting periods after 1 July 2016*) in the first table

## Response

*Council Officers are currently reviewing Council policies and their format. As this process is ongoing, no change is recommended until a new template is established. These suggestions will form part of that review.*

- I Suggest the policy objectives statement S1 also includes ;  
*Key Management Personnel (KMP) compensation disclosure*  
(While mentioned elsewhere this is a key policy objective component)

Our Governance No. 52 Cont...

**Response**

*Council already reports compensation levels according to the Accounting Standards which form part of Council's Annual Report. No addition required.*

- S 3.1.1 change 2017 to 2016 (possibly elsewhere in the policy also)  
( I understood that AASB 124 applies to government entities from 1 July 2016)

**Response**

*Correction made.*

- To the table of family relationships, p15, it would be appropriate to add the following

*Possible close members of a family of a person*

- a. That person's brother or sister*
- b. Aunts, uncles, cousins of that person or the person's close family*
- c. Dependants of those persons or person's close family*
- d. That person's close family parents and grandparents*

Note: this is particularly relevant in a small country area where there are many close relationships, which may not be visible to new ratepayers or to auditors from out of the area.

- To the comment on Entities controlled by the KMP, I recommend adding:  
After "unincorporated associations"  
Add: "unincorporated group or body and non- profit association"

**Response**

*The Policy relates to an already prescriptive standard. To ensure consistency, it is recommended that the policy closely reflect the standard. This policy relates to disclosures around related party transactions. Conflicts of interest are already covered extensively under the Local Government Act.*

- With the effective start being reporting periods after 1 July 2016, the KMP forms need to be completed asap for several conditions. Are the elected members aware of this requirement?

**Response**

*Councillors have already been briefed during the workshop when reviewing the policy.*

- Perhaps amend the reporting form headings so that the financial year to which the related party transaction is relevant is shown. Eg 2016/17. This may mean the same relationship is reported for more than one financial year - important information for Financial Statements users.

**Response**

*The form will be sent out with instructions that outline the requirements including the year to which the form relates.*

- I suggest this policy also include another section:

Our Governance No. 52 Cont...

*That the Responsible Accounting Officer is also responsible for timely identification and drafting of additional or amended Council policies and risk register items, where the reporting process included in this policy identifies potential corporate governance risks.*

This is a Council Policy not an amendment of an AASB standard and while the details provided are being stated as confidential, the opportunity to reduce risks is achievable and essential.

**Response**

*Council already employs a WHS Risk Management Officer who reviews all of Council's risk areas as part their role. This paragraph is not required.*

- I suggest provision is included in the reporting form for a KMP to *authorise public* release of a particular relationship, to improve transparency and good corporate governance.

**Response**

*Council already provides "Disclosures by Councillors and Designated Persons return" which is available for public viewing as required. The information within this document is already extensive and will be in the main duplicated within the related parties form.*

*Additionally, the related parties disclosures are audited and presented within the Annual Financial Statements which is a public document. No further action is required.*

**COUNCIL IMPLICATIONS:**

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

The draft Policy was advertised for comment for a period of fourteen (14) days following adoption by Council.

**2. Policy and Regulation**

- *Local Government Act 1993*
- Policy 1.160 - Payment of Expenses and Provision of Facilities to Councillors Policy
- Code of Conduct
- Procedures for Councils Administration of the Code of Conduct
- Privacy Management Plan
- Local Government Code of Accounting Practice and Financial Regulation
- AASB 124

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

Our Governance No. 52 Cont...

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

Prepared by staff member:	Andrew Wright, Acting Manager Finance	
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer	
Department:	Corporate, Governance & Community	
Attachments:	<b>1</b> Attachment 6 (Booklet 2) - Draft Related Party Disclosure Policy	16 Pages

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**(ITEM RC9/17) REPORTS OF COMMITTEES & DELEGATES - SIR HENRY PARKES MEMORIAL JOINT MANAGEMENT COMMITTEE**

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**REPORT BY:** Peter Petty, Chairperson, Mayor

A meeting of the Sir Henry Parkes Memorial Joint Management Committee was held on Thursday, 16 February 2017.

Minutes of the meeting are attached.

**RECOMMENDATION**

- (1) That the report of the Sir Henry Parkes Memorial Joint Management Committee of 16 February 2017 be received and noted; and
- (2) That Peter Tonkin from "Tonkin, Zulaikha and Greer" visit the Museum and undertake a review of the Museum and School of Arts facility with Ken Halliday, Christine Denis, Harry Bolton and Museum Advisor Libby Newell.

**ATTACHMENTS**

- 1** Minutes of Meeting 4 Pages



**MINUTES OF**  
**SIR HENRY PARKES MEMORIAL JOINT**  
**MANAGEMENT COMMITTEE**  
**THURSDAY, 16 FEBRUARY 2017**

MINUTES OF THE **Sir Henry Parkes Memorial Joint Management Committee** OF TENTERFIELD SHIRE held at the Sir Henry Parkes Memorial School of Arts Theatre on Thursday, 16 February 2017 commencing at 2.00 pm.

**ATTENDANCE**

Councillor Peter Petty (Mayor)  
Councillor Greg Sauer (Deputy Mayor)  
Mr Ken Halliday (National Trust Australia NSW)  
Mr Peter Jeffery (Friends of the School of Arts Committee)  
Mrs Christine Dennis (Friends of the School of Arts Committee & National Trust Australia NSW)

**ALSO IN ATTENDANCE**

Senior Economic Development Officer (Harry Bolton)

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

This is page 1 of the Minutes of the Sir Henry Parkes Memorial Management Committee ("Joint Committee") held on Thursday, 16 February 2017



**MINUTES OF SIR HENRY PARKES MEMORIAL MANAGEMENT COMMITTEE**  
**("JOINT COMMITTEE")** **16 FEBRUARY 2017**

**DISCLOSURE OF INTERESTS**

Nil.

**APOLOGIES**

Mr Ian Unsworth – *National Trust Australia (NSW)* and Ms Libby Newell –  
*Museum Advisor.*

**CONFIRMATION OF MINUTES**

**Resolved** That the Minutes of the Sir Henry Parkes Memorial Management Committee ("Joint Committee") meeting held on Wednesday, 9 March 2016, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

(Ken Halliday/Christine Denis)

**BUSINESS ARISING**

Mr Halliday raised the issue that a budget for the School of Arts operations 2016/2017 had still not been made available and that this was a requirement under the lease agreement with the National Trust.

**Action**

Harry Bolton to request Mr Dave Stewart, Council's Manager Property & Environmental Services, to supply a copy of the budget to be distributed with the Minutes from this meeting.

**REPORTS**

- Mr Bolton presented the Museum/Theatre/Cinema report for the period October 2016 to December 2016.
- A report prepared by Mr Dave Stewart, Manager Property & Environmental Services, outlining proposed maintenance work for 2016/20 17 was tabled for information.

**Museum Advisor Report**

Nil.

**CONFIRMATION OF REPORTS**

**Resolved** that the School of Arts Report and Manager Property & Environmental Services be received and noted.

(Harry Bolton/Peter Jeffrey)

This is page 2 of the Minutes of the Sir Henry Parkes Memorial Management Committee ("Joint Committee") held on Thursday, 16 February 2017

**MINUTES OF SIR HENRY PARKES MEMORIAL MANAGEMENT COMMITTEE**  
**("JOINT COMMITTEE")** **16 FEBRUARY 2017**

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**GENERAL BUSINESS**

A discussion centered on the need to review the School of Arts Museum exhibition as it has been 16 years since the current exhibition was launched.

**RECOMMENDATION**

That Peter Tonkin from "Tonkin Zulaikha and Greer" visit the Museum and undertake a review of the Museum and School of Arts facility with Ken Halliday, Christine Denis, Harry Bolton and Museum Advisor Libby Newell.

(Christine Denis/Ken Halliday)

**NEXT MEETING**

2.00 pm, Thursday 17 August 2017 at the Sir Henry Parkes Memorial School of Arts.

There being no further business the Mayor declared the meeting closed at 3.00 pm.

.....  
Councillor Peter Petty  
Mayor/Chairperson

**Attachment 1**  
School of Arts Budget 2016/17

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This is page 3 of the Minutes of the Sir Henry Parkes Memorial Management Committee ("Joint Committee") held on Thursday, 16 February 2017

Tenterfield Shire Council – OP Plan Budget GENERAL FUND - Operating	Account Reference	1 2016/17
<b>SCHOOL OF ARTS</b>	<b>5005</b>	
<b>Operating Income</b>	<b>Income</b>	
MGF - Museum Advisory Services	5005 000	(8,456.00)
Cinema Operations - Ticket Sales	5005 010	(51,250.00)
Cinema Operations - Candy Bar	5005 011	(13,018.00)
Cinema Operations - Advertising Income	5005 012	0.00
Museum Fees and Charges	5005 015	(7,688.00)
Café Rent	5005 020	(8,885.00)
Theatre Fees and Charges	5005 025	(17,938.00)
Café Utilities Reimbursement	5005 030	(4,100.00)
Profit On Sale Of Souvenirs	5005 035	(1,538.00)
		<b>(112,873.00)</b>
<b>Operating Expenditure</b>	<b>Expenses</b>	
Salaries	5005 100	43,000.00
- Annual Leave	5005 101	3,200.00
- Long Service Leave	5005 102	1,100.00
Insurance	5005 110	8,669.09
Fire Monitoring and Inspections	5005 115	4,381.00
SOA Grounds Maintenance	5005 119	2,000.00
SOA Building Operation Costs	5005 120	9,000.00
SOA Building Asset Maintenance	5005 121	8,000.00
Volunteer Expenses	5005 130	4,300.00
Cleaning	5005 135	19,950.00
Security	5005 140	4,350.00
Museum Promotions	5005 145	4,500.00
Museum Merchandising	5005 150	750.00
Administration Expenses	5005 155	2,304.60
Museum Advisory Services	5005 160	20,000.00
Museum Maintenance	5005 165	1,000.00
Payment For Collection Maintenance	5005 170	1,250.00
Membership Arts North West	5005 175	4,195.40
Cinema Operations - Film Commission	5005 180	30,000.00
Cinema Operations - Freight	5005 181	1,000.00
Cinema Operations - Candy Bar Supplies	5005 182	7,700.00
Cinema Operations - Promotion	5005 183	11,000.00
Cinema Operations - Licences	5005 184	4,000.00
Theatre Operations	5005 200	17,938.00
		<b>213,588.09</b>
<b>Capital Grants &amp; Contributions</b>	<b>CAPINC</b>	
Reg. Comm. Fund - Upgrade Museum Lighting	5005 300	0.00
Friends of the School of Arts - Artifacts	5005 301	0.00
		<b>0.00</b>
<b>Capital Expenditure</b>	<b>CAPEX</b>	
Install Ceiling & Insulate Rear of Cinema (SRV)	5005 501	0.00
Repair & Paint Interior Southern Wall of Cinema (SRV)	5005 502	0.00
School of Arts - Air Conditioning Cult. Dev Office	5005 503	0.00
School of Arts - Air Conditioning Courtyard Café	5005 504	0.00
School of Arts - Upgrade Museum Lighting	5005 505	0.00
School of Arts - Repaint Exterior & Repair Windows (SRV)	5005 506	25,000.00
School of Arts - Repaint Interior (SRV)	5005 507	0.00
School of Arts - Replace/Repair Carpet/Resand & Reseal Floors (SRV)	5005 508	0.00
		<b>25,000.00</b>

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**(ITEM RC10/17) REPORTS OF COMMITTEES & DELEGATES - COUNTRY MAYORS' ASSOCIATION - 16 JUNE 2017**

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**REPORT BY:** Peter Petty, Mayor

Mayor Peter Petty and Deputy Mayor Greg Sauer attended the Country Mayors' Association in Sydney on Friday, 16 June 2017 on their way to the National General Assembly of Local Government in Canberra.

The Deputy Mayor was welcomed by Chairperson Cr Katrina Humphries, Mayor, Moree Plains Shire Council.

Items discussed were as follows:

- Kempsey Mayor Cr Liz Campbell brought forward the advertising requirements of Local Government in the Act;
- Country Mayors' Association to renew the logo on our letterhead;
- Support for the Minister for Tourism, The Hon Adam Marshall MP in fighting for more plane flights to Regional Areas;
- The recent announcement of the FAGS grants and the timing of this funding;
- Mr Ken Gillespie, Infrastructure Co-ordinator, NSW Premier & Cabinet, gave a presentation on regional infrastructure and where the funding will come from;
- Water is an issue on the western side of the Great Dividing Range with far too many grants on offer and too complex to complete;
- Mr Bruce Whitehill, Principal, Alluvium Rural Water Advisory advised that \$192m is available from the Federal Government;
- The Pacific Highway is the biggest infrastructure project by far in NSW;
- Inland Rail spoken of also and how important this project is;
- Cr Keith Rhodes, President LGNSW spoke on the Federal Budget. \$400m allocated to *Fixing Country Roads* and \$28m to *Fixing Country Bridges*.

### **RECOMMENDATION**

That the report of the General Meeting of the Country Mayors' Association held on 16 June 2017 be received and noted.

### **ATTACHMENTS**

There are no attachments for this report.

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**(ITEM RC11/17) REPORTS OF COMMITTEE & DELEGATES - REGIONAL COOPERATION & DEVELOPMENT FORUM 2017 - 18 JUNE 2017**

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**REPORT BY:** Peter Petty, Mayor

Mayor Peter Petty and Deputy Mayor Greg Sauer attended the Regional Cooperation Development Forum on Sunday, 18 June 2017, prior to the commencement of the National General Assembly of Local Government.

Issues discussed were as follows:

- Senator the Hon Fiona Nash, Minister for Regional Development presented the Government Address, stressing that the Government wanting families to come back to the community to work and live;
- The Federal Government is also pushing for Government Departments to move out into regional areas right across the Nation. Public Sector and business also to move out to the regions;
- Mr Martin Gill, Meander Valley Council, Tasmania spoke of the challenges facing this Council with 40% unemployment. The Council is developing an industrial estate and have six (6) of Tasmania's irrigation schemes located in this Valley;
- Mr Gill advised that the Meander Valley Council did not own any land to develop this estate but they had to do a deal with the current land owners. This will bring \$327m in investments and potential capital expenditure to the region;
- State of the Regions Report 2017-2018 was presented and a workshop on Productivity Commission - Transitioning Regional Economies;
- Population decline has mainly been in the inland regions and predominately in agricultural areas. Employment in mining is higher now than in the mining boom.

### **RECOMMENDATION**

That the report from the Regional Cooperation & Development Forum 2017 held on Sunday, 18 June 2017 be received and noted.

### **ATTACHMENTS**

There are no attachments for this report.

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**(ITEM RC12/17) REPORT OF COMMITTEES & DELEGATES - NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT 2017 - 18 - 21 JUNE 2017**

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**REPORT BY:** Peter Petty, Mayor

Mayor Peter Petty and Deputy Mayor Greg Sauer attended the National General Assembly of Local Government 2017 held in Canberra from Sunday, 18 to Wednesday, 21 June 2017.

The theme of the Assembly was *Building Tomorrows Communities*.

The opening address was given by **Sir Peter Cosgrove** who gave some interesting statistics on Local Government in Australia:

- 537 Local Government Areas in Australia
- Brisbane City Council is the biggest with 2 million people
- Australia's largest Council by area is East Pilbara in Western Australia. It covers an area of 379,571 square kilometres, has a population of 12,960 and 3,237 kilometres of roads
- 55,000 road and infrastructure jobs are done through Local Government.

**Senator The Hon Fiona Nash**, Minister for Local Government & Territories

- Travelling around Australia to connect with as many Councils as she can
- *Building Better Regions Funds* - Round 1 due to finish with Round 2 due to open soon
- Spoke of local leadership and working together with your Federal and State members
- \$5.3 billion to be spent on Badgerys Creek Airport
- Regional areas - looking at big ideas and investment programs, funding for *Building Country Roads* and funding for *Building Country Bridges*.

Keynote Speaker **Laura Tingle**, Journalist and Author, spoke of the COAG meetings and State Premiers meeting with the Federal Government in Canberra, and politics in Australia today.

**Panel Session – Governance in a Digital Age?**

- Brook Dixon - Spoke about doing services online instead of Town Hall meetings and getting no-one attending.
- James Kavenagh CEO Microsoft – Using apps to get around for blind people like we have the Sound Trail in Tenterfield.
- Sean Callanan – Why Social Media is the New Town Hall
- Phil Butler, Sector Leader Advocacy, Australian Institute of Company Directors - spoke of Governance in senior levels and that it works at all levels of the organisation.
- Jacob Boyle, Senior Advisor Domestic Cyber Policy, Department of the Prime Minister and Cabinet – have an annual budget of over \$1 billion. Ransomware, Credential theft, email compromise, extortion and data breaches are all growing fears of the Government.

## Report of Committee No. 12 Cont...

- Stuart Mort, Director of Cyber Security, Optus – spoke of how your Smartphone or Laptop can be attacked and hacked.

**The Hon Bill Shorten MP**, Leader of the Opposition

- Local Government, Energy prices and NBN roll out
- Councils should have three ideas ready to go and shovel ready

**The Hon Michael Keenan MP**, Minister for Justice, Minister Assisting the Prime Minister for Counter-Terrorism

- \$1 1/2 billion invested in Security
- \$45 million invested since August last year.

**National Updates**

- Ben Roberts-Smith VC, MG, Chairman Australia Day Council - spoke of inspiring national pride and that he has nothing to do with debate on changing the date which Australia Day is held. 89% of people spend the Day with family and friends. Mr Roberts-Smith was a very good speaker.

Interview with **Mr David O'Loughlin**, Australian Local Government Association President

- Look to debate maybe six (6) major topics instead of 90 odd motions with not enough information supplied.
- Need more women presenters on the program.

**Motions of Interest:**

Motions of interest to Tenterfield Shire Council which we supported by amendment or seconding.

**Motion Number 40****Toowoomba Regional Council, QLD**

***That the National General Assembly call on the Federal Government to provide sufficient funding mechanisms to support local governments and approved community organisations that assist community integration for refugees accepted under Australia's Humanitarian Programme and resettled to those Local Government areas.***

**National Objective**

*Liveability and Social Capital*

**Summary of Key Arguments**

- *The Commonwealth accepts its international obligations to protect refugees who have been forced to leave their homes by armed conflict and human rights abuses. The Australian Humanitarian Programme has an on-shore protection/asylum component which seeks to fulfil Australia's international obligations by offering protection to people who are found to be refugees according to the UN Convention relating to the Status of Refugees.*
- *When refugees assessed under this program are resettled within local government areas, it is imperative that they are enabled to participate in community life and employment, requiring intensive support, mentoring and access to all aspects of living in their new environment.*



## Report of Committee No. 12 Cont...

- *Toowoomba Regional Council is strongly committed to fostering full participation by resettled refugees. This involves heavy reliance on the goodwill and time invested by local church and community groups, as well as staff resources.*
- *Successful transition to community and workforce participation is maximised if annual resettlement numbers do not outstrip the capacity of the local community to provide support to all. The number that can be supported is increased if more resources are available to foster participation.*
- *The social capital in communities is boosted by multicultural integration, which boosts the quality of life of the community, helping to fulfil the nation's obligation to protect genuine refugees, and building tomorrow's communities in ways that would not otherwise be possible.*
- *If the Commonwealth requires local communities and their elected governments to appropriately support resettled refugees and their families, the best, most sustainable outcomes will be achieved if adequate funding support is available.*

**Support of Tenterfield Shire Council**

Mayor Peter Petty to meet with Mayor of Toowoomba Regional Council early August to familiarise him with the settlement at Mingoola.

**Motion Number 77****Griffith City Council, NSW**

***That the National General Assembly call on the Federal Government to carry out a feasibility study on David Coffey's "Scheme to Divert Tributaries of the Clarence River to the Murray Darling Basin".***

**National Objective**

*Water security for Australia is the main reason for this motion to be debated. New additional water into the river systems west of the Great Dividing Range will benefit South Queensland, NSW, Victoria and SA. New farming, industrial, commercial and residential opportunities in the areas mentioned above. Creation of jobs from the construction of the scheme right through to the continual development of the new Rural, Industrial and Commercial opportunities made available by additional water supply. Supports decentralisation. Hydro-electric power generation helps address the current National energy crisis. Provides benefits as a flood mitigation solution.*

**Summary of Key Arguments**

*The Clarence River Diversion Scheme has the potential for 1,100 gigalitres of new water per annum to be diverted to the west of the Great Dividing Range providing secure water delivery to regional NSW from QLD through to SA, creating potentially 118,000 hectares of new agricultural land. The CRDS is very similar to the Snowy Mountains Scheme (SMS) which created employment for more than 100,000 people. The SMS has a significant role in providing security of water flows to the Murray-Darling Basin. SMS currently provides water for an irrigated agriculture industry worth A\$3 billion per annum, representing >40% of the gross value of the nation's agricultural production.*

**Support of Tenterfield Shire Council**

*Seconded the motion. Copy of David Coffey's Report – WESTERN DIVERSION Diversion to become a REALITY? is attached.*



Report of Committee No. 12 Cont...

**Motion Number 87**

**Central Highlands Regional Council, QLD**

***That the National General Assembly call on the Federal Government to realign the locality and postcodes in regional and remote and cross border areas to improve consistency and enhance communication by post and parcel delivery through reducing inefficiencies associated with misdirected mail services.***

**National Objective**

Post and parcel services in regional and remote Australia are a key area of concern and are critical for maintaining effective communication. Communication is a basic necessity, and misdirected post and parcels lead to frustration and costs for those living and working in these areas. These issues impact broad sections of the community, including government, business and industry, particularly with respect to financial impacts associated with delays in payments, and individual's sense of connection with place and feelings of isolation. Realignment of locality and postcode areas will assist in improving consistency of services for regional and remote areas.

**Summary of Key Arguments**

Regional and remote Australia is heavily reliant on conventional communication methods, including post and parcel services, due to limited availability of alternate quality infrastructure to provide services in these areas. The timely provision of post and parcel services is therefore essential as a means of ensuring effective communication to these areas, where online alternatives are not available or sufficient. The provision of post and parcel services is impacted by the means of identification of properties, specifically with respect to localities and postcodes, which is an issue that impacts a number of entities, including State, Territory and local governments and Australia Post. Localities typically represent geographic areas which are clearly defined and described on a plan. These areas commonly align with either property boundaries, local or state boundaries, or community or physical boundaries. A postcode is a four digit number used by Australia Post to assist with mail delivery. Australia Post does not currently define geographic boundaries for postcodes. However, a number of organisations, such as PSMA Australia Limited, create geographic boundaries that aim to define the geographic extent of the mail delivery area for each postcode. Defining postcodes with a geographic boundary is an imprecise process, and this is demonstrated by the fact that there are variations in boundaries released by different organisations. Postcodes cover most, but not all, of Australia. The interaction of locality names and postcodes can create confusion in regional and remote areas, as postcode areas do not always align with locality boundaries. Postcodes are instead applied based on operational efficiency and take into consideration the configuration of the Australia Post network, transportation connections and delivery arrangements. This situation may lead to difficulties in identifying properties for post and parcel services, resulting in community frustration, delays and other inefficiencies in service delivery.

**Support of Tenterfield Shire Council**

Seconded the motion with the amendment to include the words "and cross border areas".

**Motion Number 89**

**Glen Innes Severn Council, NSW**

***That the National General Assembly call on the Federal Government to mandate that medical schools at all universities must include a component for medical students to spend time at rural medical practices for an adequate period of time for them to form relationships with the particular communities and develop the desire to return to these rural areas to live and work once their studies are completed.***

**National Objective**

Health care in rural areas depends on a strong General Practitioner workforce and a viable public hospital system. In 2008 there were 335 doctors per 100,000 in big cities, compared

## Report of Committee No. 12 Cont...

*with just 135 in very remote Australia. Rural Australians often struggle to access health services. They have lower life expectancy, worse outcomes on leading indicators of health, and poorer access to care compared to people in major cities. Government resources should be directed to accommodate the unique nature of rural health care to ensure these communities receive timely, comprehensive, and quality health care.*

**Summary of Key Arguments**

*It used to be mandatory for all federally supported medical students to do at least one (1) four (4) week structured rural placement, but the Federal Government has relaxed this requirement to only 50% of students. A further requirement is for only 25% of students to undertake at least 12 months clinical training in a rural location. The "2016 AMA Rural Health Issues Survey Report – Rural Doctors Have Their Say (page 4)" lists the proposed solution to encourage medical colleges to include rotations for trainees to rural areas with an overall ranking of four (4) out of the top ten (10) policy proposals. Evidence clearly shows that providing doctors with training experiences in rural areas early in their careers, will make them more likely to stay in rural practice. Rural areas have the potential to offer young doctors with a very good learning experience – with a wide variety of clinical experience available. There are also plenty of opportunities to be part of the whole patient journey and to take on greater responsibility. Rural practice has a wide variety of rewards as identified by medicine practitioners themselves; on the levels of professional satisfaction, challenge and variety of work, lifestyle, doctor-patient relationships, and community involvement. The current watered down requirement of medical doctor students doing one (1) four (4) week structured rural placement and only expecting 25% of students to undertake 12 months clinical training in a rural location, are clearly inadequate and should be revisited. Rural communities have the right to a better than the current number of doctors per population ratio and associated improved health services.*

**Support of Tenterfield Shire Council**

*Seconded the motion and also spoke in support of the motion.*

I wish to thank the Deputy Mayor, Crr Greg Sauer for travelling with me and his interest and involvement throughout the week.

The attached letter from Hon Barnaby Joyce MP related to the meeting we had with him while in Canberra.

**RECOMMENDATION**

That the report from the National General Assembly of Local Government 2017 be received and noted.

**ATTACHMENTS**

- |          |                                                                  |         |
|----------|------------------------------------------------------------------|---------|
| <b>1</b> | Western Diversion to become a Reality - Report by David D Coffey | 8 Pages |
| <b>2</b> | Letter from Hon Barnaby Joyce MP - Canberra Meeting              | 2 Pages |

# WESTERN DIVERSION to become a REALITY?



**A Scheme to Divert Tributaries of the  
Clarence River to the Murray – Darling Basin**

by **DAVID D COFFEY** BE FIEAust  
Consulting Engineer, Sydney

September 1984



## A Western River Diversion Scheme

This is a scheme which is capable of diverting over one million megalitres of water on a regular annual basis into the Murray-Darling System via the Dumaresq River which forms the border between NSW and Queensland. It obtains this water from tributaries of the Clarence River, stores them in a very large reservoir in a valley 50 km east of Glen Innes and gravitates this water through a tunnel under the Great Dividing Range to the Beardy River, upstream of its junction with the Dumaresq.

This scheme is entirely new in concept. It operates by gravity only and provides water in a much larger volume at a lower cost than any other diversion scheme previously described. It can be multipurpose in that there are two sites for generation of hydroelectricity, and a degree of flood mitigation is possible for the Clarence Valley, whilst minimum river flow requirements for that system can be met.

By reference to the attached figure, the scheme operates as follows:

Water from the Mann and Boyd rivers and their tributaries are impounded in a very large reservoir created by dams at points (3) and (8) on the figure. Two reservoirs are created by these dams, but these are joined by a cut (4) in a saddle near Newton Boyd.

Water from the upper Nymboida and Blicks rivers is added to this reservoir. A dam on the Nymboida (7) diverts water to the Guy

Fawkes vally at (5) through a 29 km long diversion tunnel (6).

Additionally, water from the upper Timbarra River is diverted to the Newton Boyd reservoir by a dam in the Glen Elgin Valley (9) and a short diversion tunnel (10).

For western diversion, water in the Newton Boyd reservoir enters an 81 km tunnel at Diehard Creek (2) and emerges in the Beardy River in the Border rivers basin of the Murray-Darling System.

Hydroelectric generating stations may be installed at (5) and (10) where the diverted water falls 135 and 485 metres respectively. Also, pumped storage generating capacity is available on a very large scale because of the creation of a large low level reservoir at Newton Boyd and a nearby high level reservoir at Glen Elgin.

The essential feature of this scheme is that the Newton Boyd reservoir is so large – bigger than any storage yet built on the Australian mainland – that it will level out drought and flood flows entering it and release the same quantity of water each year. It is therefore both drought proof and flood proof at the same time.

The quantity of water capable of being diverted, although large, is only one quarter of that which flows out of the mouth of the Clarence each year, and would have little impact on the lower Clarence Valley.



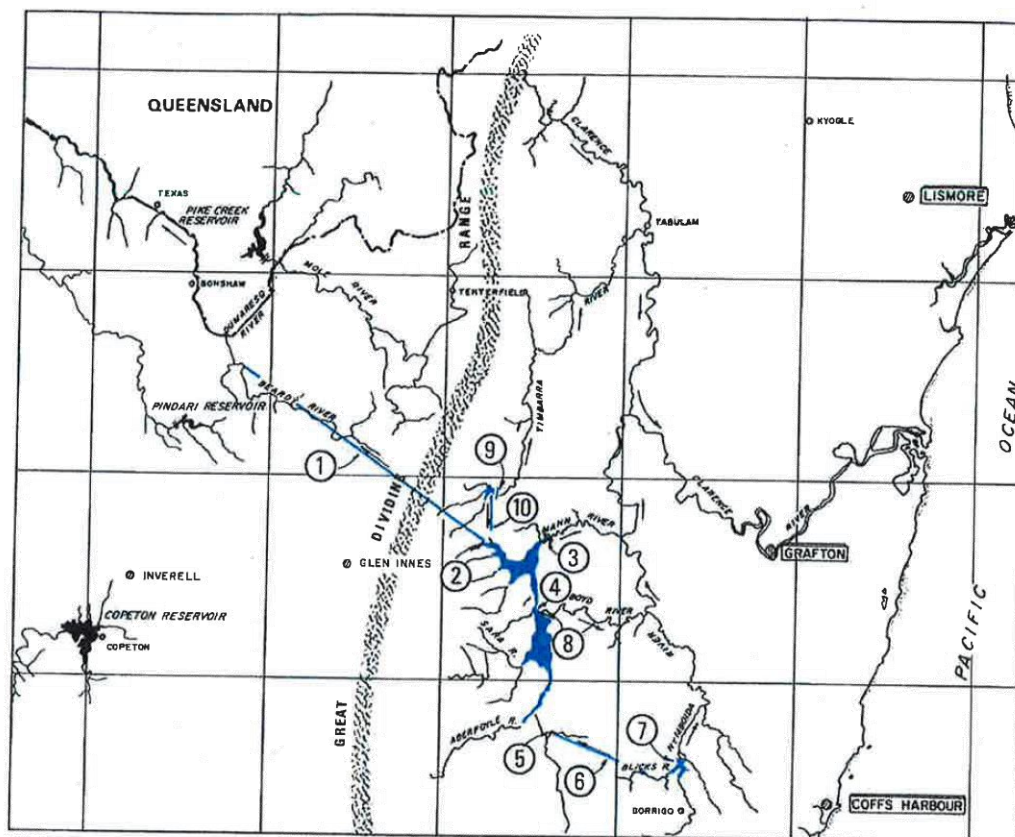
(a)



(b)



(c)



## TECHNICAL DETAILS

### Hydrology

Average annual water flows into the Newton Boyd reservoir are:

	Ml x 10 <sup>6</sup> *
Boyd River	0.43
Mann River	0.24
Nymboida River	0.50
Timbarra River	0.05
Total	1.22

Total catchment area for the scheme is 5351 km<sup>2</sup>, 23.6% of the total Clarence catchment. The scheme captures one quarter of the total Clarence outflow. Average rainfall over the catchment is 1063mm.

### Operation

For regulation and release to the west or east of an average of 1.1 Ml x 10<sup>6</sup> in five months of each year, the sizes of the various components of the scheme are given in the tables below.

#### Dams

	Type	Height of Crest above Streambed (m)	Embankment Volumes (m <sup>3</sup> x 10 <sup>6</sup> )	Spillway
Mann	Rock fill	179	21.4	Gated - 50m long
Boyd	Rock fill	184	22.2	None
Nymboida	Rock fill	160	10.0	Ungated 400m long
Glen Elgin	Concrete weir	15		

\*Ml = megalitre = one million litres = 0.81 acre feet



#### Storages

	Operating Levels (AHD)*	Capacity between Operating levels (Ml x 10 <sup>6</sup> )
Newton Boyd	372 – 408	5.8
Nymboida/Blicks	500 – 550	0.68
Glen Elgin	850 – 860	0.03

\*AHD Australian Height Datum = height above mean sea level (metres)

#### Tunnels

	Diameter (m)	Length (km)	Flow under min. operating head m <sup>3</sup> /s
Newton Boyd/Beardy R.	6.9	81.1	83
Nymboida/Guy Fawkes	3.6	28.8	39
Glen Elgin/Newton Boyd	2.7	9.0	23

#### Major Excavations

	Maximum Depth of cut (m)	Vol. (solid) of rock (m <sup>3</sup> x 10 <sup>6</sup> )
Newton Boyd Saddle	52	0.61
Mann River deepening to tunnel entrance	20	0.51
Beardy River deepening to tunnel exit	28	0.84

#### Electric Power Generation

Power Station	Annual Energy Capacity (KWh x 10 <sup>6</sup> )	Average Output at 5% use (MW)
Marengo Creek at Guy Fawkes R.	141	320
Hartleys Creek	66	130

Unlimited pumped storage capacity exists utilising the 485m head difference the Newton Boyd and Glen Elgin reservoirs.

#### Costs

These costs have been estimated in mid 1981 dollars as a basis of comparison with costs of other schemes prepared by the NSW Water Resources Commission. To convert to mid 1984 dollars, the costs should be factored by 1.33.

Costs per megalitre of water are based on loan repayments over 40 years at 10.4% plus annual maintenance charges.

The project size is markedly dependant on the timing of water releases. Two costs are presented – one for releasing 1.1 Ml x 10<sup>6</sup> in 5 months, the other for 10 months.

The effect of hydro generation has not been included.

Project	Capital Cost for water release in	
	5 months	10 months
	(\$M)	
Glen Elgin Diversion	10	10
Nymboida Dam and diversion tunnel	177	177
Newton Boyd Storage including Boyd and Mann River dams, Newton Boyd Cut and Mann River Cut	483	349
Western Diversion Tunnel	379	261
Total Capital Cost \$M	\$1049	\$800
Cost per Megalitre	\$ 102	\$ 78

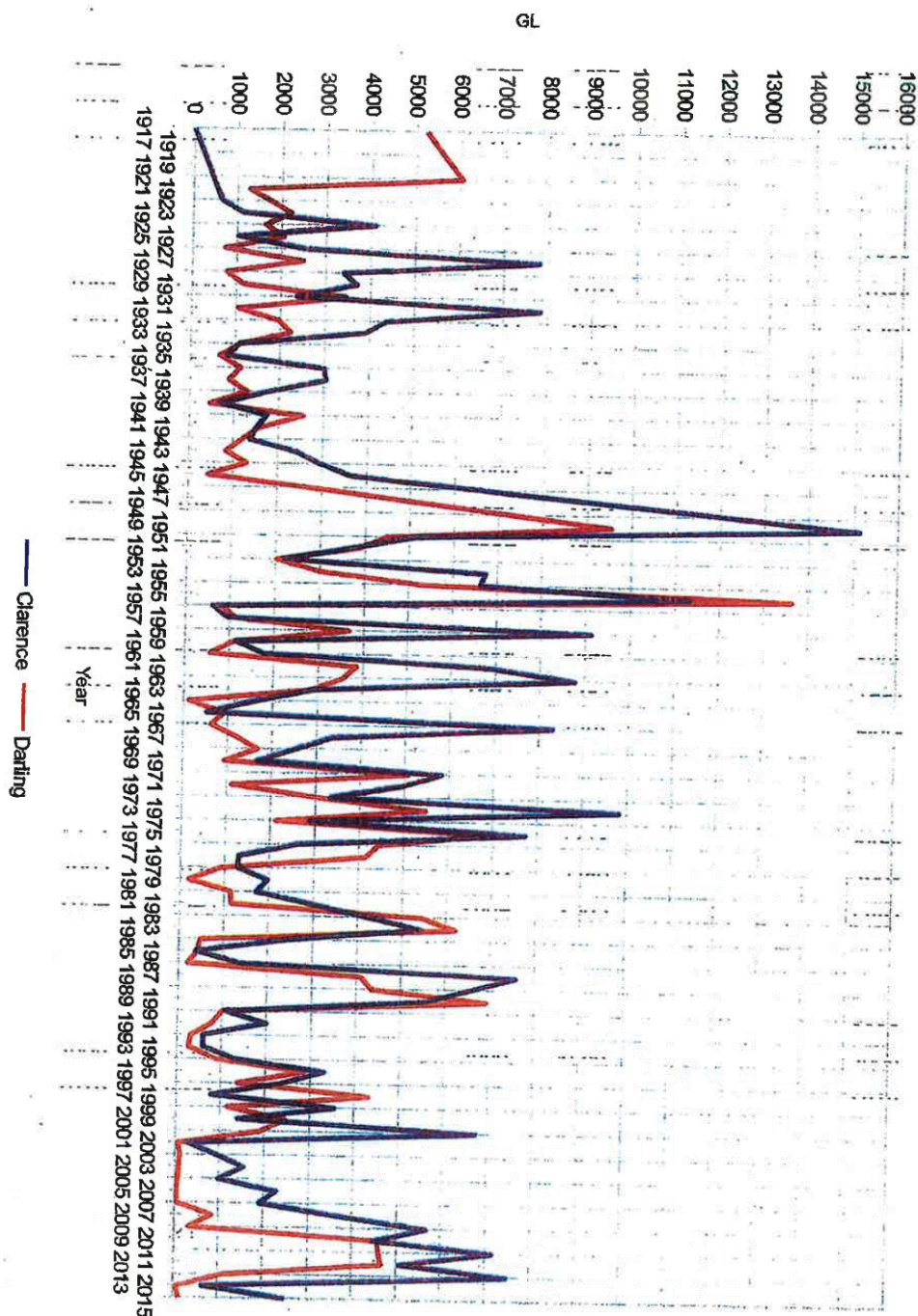
#### Photos:

**Cover:** Bonshaw Weir on the Dumaresq River. Flow is 230 m<sup>3</sup>/s

**Inside: (a)** Newton Boyd Storage Area

**(b)** Boyd River. Damsite at centre.

**(c)** Beardy River and Dumaresq River Junction.

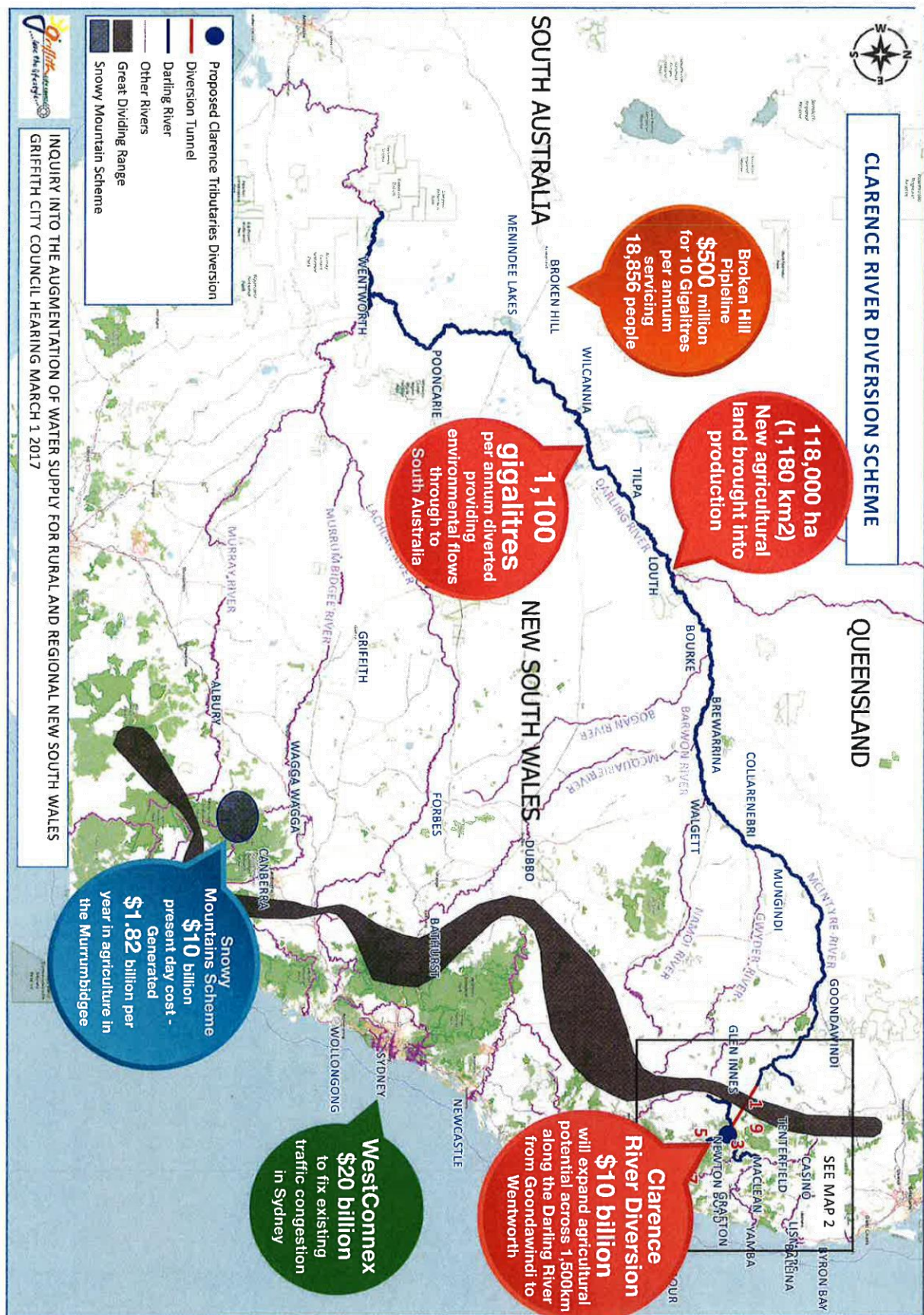


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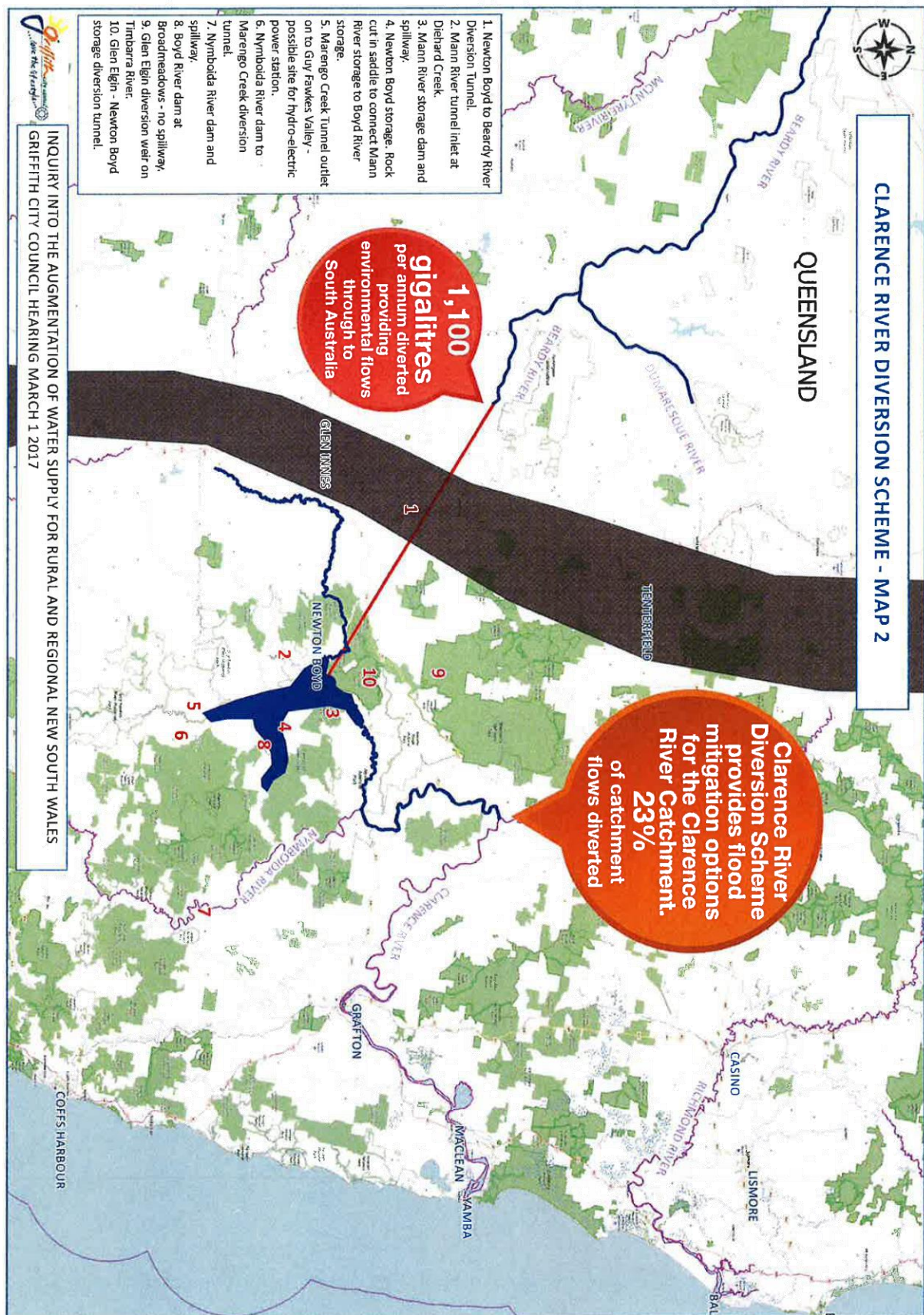
The Clarence and Darling rivers recorded flows of 6000 GL over 85 years at Lilydale, Newbold Crossing and Wilcannia Main Channel. The proposed Newton Boyd reservoir could be used to reduce excess flows in the Clarence and increase flows in the Darling.

YEAR	1917	1918	1919	1920	1921	1922	1923	1924	1925
Clarence							650	1127	4092
Darling	5223				6040	1270		2206	1627
YEAR	1926	1927	1928	1929	1930	1931	1932	1933	1934
Clarence	1029	2520	7805	3411	3707	2358	7841	4375	3888
Darling	2043	720	2482	766	1150	3480	1044	1956	2232
YEAR	1935	1936	1937	1938	1939	1940	1941	1942	1943
Clarence	1100	839	3002	3048	1762	713	1738	1523	1378
Darling	1111	655	1133	871	1293	446	2553	1564	
YEAR	1944	1945	1946	1947	1948	1949	1950	1951	1952
Clarence	2400	2935	3670				15122	5153	
Darling	826	1312	429				9536	4484	3855
YEAR	1953	1954	1955	1956	1957	1958	1959	1960	1961
Clarence	2227	6729	6620	11319	613	947	9135	1162	1774
Darling	2026	3024	5322	13616	829	1116	3694	1087	568
YEAR	1962	1963	1964	1965	1966	1967	1968	1969	1970
Clarence	6906	8777	2947	1613	521	8309	3365		1692
Darling	3867	3570	2831	106	913	622	1200	1685	946
YEAR	1971	1972	1973	1974	1975	1976	1977	1978	1979
Clarence	5845	4914	3341	9826	2881	7746	2620	1322	1289
Darling	5083	1120	3008	5484	2126	6856	4429	4137	937
YEAR	1980	1981	1982	1983	1984	1985	1986	1987	1988
Clarence	1971	1729			5439	2378	374	1380	7584
Darling	195	1142	1159	5448	6213	477	425	203	4090
YEAR	1989	1990	1991	1992	1993	1994	1995	1996	1997
Clarence		5579	1081	2005	574	586	1310	3308	2344
Darling	4343	6930	1006	781	300	253	875	2856	1372
YEAR	1998	1999	2000	2001	2002	2003	2004	2005	2006
Clarence	784	3551	1402	6729	264	938	1545	978	2274
Darling	4308	1162	2453	1895	52	97			34
YEAR	2007	2008	2009	2010	2011	2012	2013	2014	2015
Clarence	1913	3658	5664	4497	7154	5060	7470	652	2506
Darling	45	832	320	4558		4652	1105	58	112











Hon **Barnaby Joyce** MP

Deputy Prime Minister | Leader of The Nationals | Minister for Agriculture and Water Resources

FEDERAL MEMBER FOR NEW ENGLAND

COPY

CAS-13111-FBJ7  
CAS-02225-CJFL  
TENTERFIELD SHIRE COUNCIL  
RD/13  
12 JUL 2017  
CAS-05013-29JC  
IWS 20171659

	Action	Info
GM		✓
DCS		
DENG		
DENV		
EA	✓	

Mayor

26 June 2017

Cr Peter Petty  
Mayor  
Tenterfield Shire Council  
PO Box 214  
TENTERFIELD NSW 2372

Dear Cr Petty *Peter*,

Thank you for coming to see me on Thursday, 22 June, 2017 at my Canberra office with the Deputy Mayor of Tenterfield Shire Council, Cr Greg Sauer, regarding the upgrading of the Legume to Woodenbong section of the Mount Lindesay Road, the Tenterfield Bypass project, the Mole River Dam Feasibility Study and the mobile phone base stations being funded under the Federal Government's Mobile Blackspot Program.

It was great to have the opportunity to meet with you and Greg and I appreciated receiving your comments in relation to these projects.

In regard to the Tenterfield Bypass and Mount Lindesay Road upgrades, I have written to Mr John Alexander, Regional Manager, Northern Region, Roads and Maritime Service, Grafton, asking if he could provide me with an update on these projects, particularly for his clarification of the timeframes for the roll-out of Federal and New South Wales Government funds for the Mount Lindesay Road project as well as the Federal funding for the Bypass. I have noted in my correspondence to Mr Alexander that to date Council does not appear to have received a reply to Council's letter of 21 December, 2016 to him in relation to the Mt Lindesay Road and have asked for his advice.

In relation to the Mobile Blackspot Program, listed below are the indicative timeframes for the various mobile base stations located in the Tenterfield Shire Council area:

**Location – Round 1**

Drake  
Urbenville  
Bruxner Highway A – Sandy Hills (West from Drake)  
Bruxner Highway B - Tabulam  
Mount Carrington (North of Drake)

**Carrier**

Telstra  
Telstra  
Vodafone  
Vodafone  
Vodafone

**Status**

Operating  
Q3 2017  
Q4 2017  
Q4 2017  
Q4 2017

**Location – Round 2**

Koreelah (Between Legume & Woodenbong)

Telstra

TBA

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Thank you also for your advice regarding the formation of the New England Regional Organisation of Councils and the support expressed by the member Councils for the Mole River Dam Feasibility Study. Your comments are greatly appreciated and I will be in touch with further information regarding this matter shortly.

Finally, I also appreciate receiving your advice that the Southern Downs Regional Council is keen to form a road alliance group with Councils in the New England region and their support for the Tenterfield By-Pass, your comments in relation to the future of the Great Northern Rail Line and the continued growth of tourism in the Tenterfield region. It's certainly great to see Tenterfield's ongoing growth as a tourist destination.

Thank you once again for raising these matters and I will be in touch with you when I have received a reply from Mr Alexander.

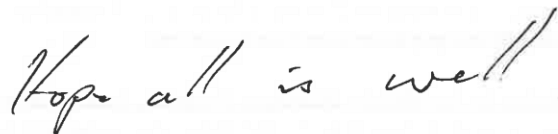
In the meantime, if I can be of further assistance, please don't hesitate to contact me.

Yours sincerely



The Hon Barnaby Joyce MP  
Federal Member for New England  
Deputy Prime Minister  
Minister for Agriculture and Water Resources  
Leader of The Nationals

bj.lt.tam



<b>Department:</b>	<b>Chief Executive Office</b>
<b>Submitted by:</b>	Executive Assistant & Media
<b>Reference:</b>	<b>ITEM RES6/17</b>
<b>Subject:</b>	<b>COUNCIL RESOLUTION REGISTER - JULY 2017</b>

**SUMMARY**

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

**OFFICER'S RECOMMENDATION:**

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

**David Walker**  
**Acting Chief Executive**

Prepared by staff member:	Noelene Hyde, Executive Assistant & Media
Approved/Reviewed by Manager:	David Walker, Acting Chief Executive
Department:	Chief Executive Office
Attachments:	<b>1</b> Attachment 7 (Booklet 2) - Council Resolution Register to July 2017 21 Pages