



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER ORDINARY COUNCIL MEETING WEDNESDAY, 27 MARCH 2019

Notice is hereby given in accordance with the provisions of the *Local Government Act 1993*, and pursuant to Clause 2.3 of Council's Code of Meeting Practice that an **Ordinary Council Meeting** will be held in the Wallangarra School of Arts, Merinda Street, Wallangarra, on **Wednesday, 27 March 2019** commencing at **9.30 am**.

Terry Dodds
Chief Executive

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

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

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

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

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

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

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

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

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

CONFLICT OF INTERESTS

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

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

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

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

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

Non-pecuniary Interests - Must be disclosed in meetings.

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

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

Disclosures to be Recorded (s 453 Act)

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

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ORDER OF BUSINESS

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

AGENDA

1. OPENING & WELCOME

2. (A) OPENING PRAYER

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

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

(B) ACKNOWLEDGEMENT OF COUNTRY

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

3. APOLOGIES

4. DISCLOSURES & DECLARATIONS OF INTEREST

5. CONFIRMATION OF PREVIOUS MINUTES

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7. URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

8. COMMUNITY CONSULTATION (PUBLIC ACCESS)

9. MAYORAL MINUTES

10. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

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NIL.

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16. MEETING CLOSED

(ITEM MIN2/19) CONFIRMATION OF PREVIOUS MINUTES

REPORT BY: Noelene Hyde, Executive Assistant & Media

RECOMMENDATION

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

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

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

ATTACHMENTS

- 1** Minutes - Ordinary Council Meeting - 27 February 2019 15 Pages

MINUTES



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY, 27 FEBRUARY 2019

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the Tenterfield Shire Council Chamber on Wednesday, 27 February 2019 commencing at 9.30 am.

ATTENDANCE

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

ALSO IN ATTENDANCE

Acting Chief Executive (Andre Kompler)
Executive Assistant & Media (Noelene Hyde)
Acting Chief Corporate Officer (Tamai Davidson)
Acting Chief Operating Officer (David Ward)

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.

WEBCASTING OF MEETING

I advise all present that this meeting is being recorded for placement on Council's website for the purposes of broadening knowledge and participation in Council issues, and demonstrating Council's commitment to openness and accountability.

All speakers must ensure their comments are relevant to the issue at hand and to refrain from making personal comments or criticisms or mentioning any private information.

No other persons are permitted to record the meeting, unless specifically authorised by Council to do so.

OPENING AND WELCOME

CIVIC PRAYER

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

Included was a prayer for the people of Tabulam and all those throughout our Shire who are hurting at this time due to the impacts and resulting losses through the fires originating at Tabulam and Wallangarra.

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

ACKNOWLEDGEMENT OF COUNTRY

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

APOLOGIES

2/19 Resolved that the apology of Chief Executive Terry Dodds be received and noted.

(Tom Peters/Bronwyn Petrie)

Motion Carried

DISCLOSURE & DECLARATIONS OF INTEREST

3/19 Resolved that Councillors now disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.

Name	Type	Item	Action
Mayor P Petty	Less than significant Non Pecuniary	COM2/19 – Lease of 132 Manners Street – Tenterfield Child Care Centre	Will remain in the Meeting and vote.

(Greg Sauer/Bob Rogan)

Motion Carried

(ITEM MIN1/19) CONFIRMATION OF PREVIOUS MINUTES

4/19 **Resolved** that the Minutes of the following Meetings of Tenterfield Shire Council:

- Ordinary Council Meeting held on Wednesday, 19 December 2018
- Extraordinary Council Meeting held on Wednesday, 16 January 2019

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

(Greg Sauer/Tom Peters)

Motion Carried

TABLING OF DOCUMENTS

Nil.

URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

5/19 **Resolved** that the Addendum Agenda containing Mayoral Minutes MM1/19 and MM2/19 be received and considered accordingly.

(Gary Verri/Bob Rogan)

Motion Carried

COMMUNITY CONSULTATION (PUBLIC ACCESS)

Item NM2/19 – Notice of Motion – Unsustainability of Woody Vegetation

The following community members addressed Council on this matter:

- Mr Bob South
- Mr Geoff Robertson
- Ms Lana Tyacke

MAYORAL MINUTES

(ITEM MM1/19) JENNINGS / WALLANGARRA ORDINARY COUNCIL MEETING - CHANGE OF DATE

SUMMARY

Due to the recent fire emergency at Wallangarra and the impact this may be having on the local community, in consultation with the Acting Chief Executive Andre Kompler, a decision was made that the February 2019 Ordinary Council Meeting scheduled to be held at Jennings/Wallangarra be held at the Tenterfield Shire Council Chamber and that investigations be made with regard to holding the March 2019 Ordinary Meeting at Jennings/Wallangarra when

community members are more likely to be available to attend.

6/19 **Resolved** that Council:

- (1) Endorse the decision of the Mayor and Acting Chief Executive to hold the February 2019 Ordinary Council Meeting at the Tenterfield Shire Council Chamber; and
- (2) Accept the invitation of the Wallangarra/Jennings Progress Association to hold the March 2019 Ordinary Council Meeting at the Wallangarra School of Arts on 27 March 2019, commencing at 9.30 am (EDST).

(Peter Petty/Greg Sauer)

Motion Carried

(ITEM MM2/19) TENTERFIELD SHIRE BUSHFIRES - FEBRUARY 2019

SUMMARY

The purpose of this Mayoral Minute is to update Councillors and the community on the recent fire emergency events in the Tenterfield Shire, Tuesday, 12 February to Saturday, 23 February 2019.

7/19 **Resolved** that the extraordinary efforts made by staff, the Rural Fire Service, Police, other Agencies and the Community groups, particularly the Salvation Army and volunteers, be noted and appreciation be extended, in an appropriate manner in due course.

(Peter Petty/Michael Petrie)

Motion Carried

RECOMMENDATION FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

8/19 **Resolved** that the following matters be considered in the Confidential Section of the Meeting:

- (ITEM COM2/19) – Lease of 132 Manners Street, Tenterfield – Child Care Centre
- (ITEM COM3/19) – Compulsory Acquisition of Crown Land for the Mount Lindesay Road Upgrade, 0-6km Section East of Legume
- (ITEM ECO1/19) – Acquisition of Part of Lot A DP 156474, 69 High Street Tenterfield for Constructed Cycleway
- (ITEM ECO2/19) – Mt Lindesay Road Upgrade Project – Construction of Mt Lindesay Road and Killarney Road Intersection Upgrade – Contract No 04-18/19
- (ITEM ECO3/19) – Panel of Supply – Timber Bridge Components – Tender 10-18/19

(Bronwyn Petrie/Gary Verri)

Motion Carried

OPEN COUNCIL REPORTS

OUR COMMUNITY

Erika Bursford, Manager Customer Service, Governance & Records, entered the meeting, the time being 9.56 am.

(ITEM COM1/19) SUBMISSION OF PETITION - IMPROVEMENTS AND UPGRADES TO THE LOCAL SKATE PARK

SUMMARY

The purpose of this report is to advise Council that a petition signed by 43 petitioners was submitted on 14 January 2019 by Jake Little and Julian Dickson, requesting that improvements and upgrades at the skate park on Manners Street, Tenterfield, be undertaken by Council.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Notes the tabling of a petition requesting improvements and upgrades to the local skate park, and
- (2) That Council consider the petition's request, as part of Council's four year Delivery Program and annual Operational Plan.

(Greg Sauer/Bob Rogan)

AMENDMENT

Add new Item (3) – Items (1) and (2) of the recommendation be subject to grant funding becoming available so that there is no detrimental impact on the Council's four year Financial Plan.

(Greg Sauer/Tom Peters)

Amendment Carried

AMENDMENT

Add new Item (4) – That grant funding be sought for building of skate parks in Drake and Urbenville villages.

(Gary Verri/Bronwyn Petrie)

Amendment Carried

9/19

Resolved that Council:

- (1) Notes the tabling of a petition requesting improvements and upgrades to the local skate park, and
- (2) Consider the petition's request, as part of Council's four year Delivery Program and annual Operational Plan; and
- (3) Notes that Items (1) and (2) of the recommendation be subject to grant funding becoming available so that there is no detrimental impact on the Council's four year Financial Plan; and
- (4) Seek grant funding for building of skate parks in Drake and Urbenville villages.

(Greg Sauer/Bob Rogan)

Motion Carried

Erika Bursford, Manager Customer Service, Governance & Records, left the meeting, the time being 10.11 am.

OUR ECONOMY

Nil.

OUR ENVIRONMENT

(ITEM ENV1/19) WATER DISPENSING STATION AT URBENVILLE

SUMMARY

The purpose of this report is to provide options for bulk potable water supply to Urbenville.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Approves the purchase of a custom water dispensing station; and
- (2) Authorise \$40,000 reallocation from current Capex budget item Tenterfield Mains Replacement (#7484 506) to fund this capital purchase.

(Gary Verri/Greg Sauer)

AMENDMENT

Add new Item (3) – (a) Install a water dispensing station at Urbenville to provide our residents in the northern part of the Shire with access to potable drinking water. Enter into discussions (note time delays) with Kyogle Council to joint fund the project as it will also benefit their residents at Woodenbong; and (b) Enter into discussions with Kyogle Council to see if they will install a water dispensing station in Woodenbong; and (c) Enter into discussions with Kyogle Council to attain their level of willingness to jointly fund the project at Urbenville and in the event of there being no willingness, Council fully fund the Urbenville Capex.

(Greg Sauer/Tom Peters)

Amendment Withdrawn

AMENDMENT

- Add "for installation in Urbenville" to Item (1).
- Add new Item (3) – That Council liaise with Kyogle Council regarding contribution to the installation of the Urbenville water dispensing station.

(Bronwyn Petrie/Bob Rogan)

Amendment Carried

10/19

Resolved that Council:

- (1) Approves the purchase of a custom water dispensing station for installation in Urbenville; and
- (2) Authorise \$40,000 reallocation from current Capex budget item

Tenterfield Mains Replacement (#7484.506) to fund this capital purchase;
and

- (3) Liaise with Kyogle Council regarding contribution to the installation of the Urbenville water dispensing station.

(Gary Verri/Greg Sauer)

Motion Carried

(ITEM ENV2/19) SUMMARY OF DROUGHT RELIEF PROGRAM DERIVED FROM MAYORAL MINUTE (ITEM NM5/18) DROUGHT RELIEF - POTABLE WATER ACCESS

SUMMARY

This report is provided to inform Council on the progress of the drought relief program in relation to potable water supplies.

- 11/19** **Resolved** that Council receive and note this report.

(Bob Rogan/Michael Petrie)

Motion Carried

SUSPENSION OF STANDING ORDERS

- 12/19** **Resolved** that Standing Orders be suspended.

(Tom Peters/Gary Verri)

Motion Carried

The Meeting adjourned for morning tea, the time being 10.56 am.

The Meeting reconvened with the same members present, the time being 11.22 am.

RESUMPTION OF STANDING ORDERS

- 13/19** **Resolved** that Standing Orders be resumed.

(Bob Rogan/Greg Sauer)

Motion Carried

OUR GOVERNANCE

(ITEM GOV1/19) MONTHLY OPERATIONAL REPORT - DECEMBER 2018/JANUARY 2019

SUMMARY

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

- 14/19** **Resolved** that Council receives and notes the status of the Monthly Operational Report for December 2018/January 2019.

(Bronwyn Petrie/Michael Petrie)

Motion Carried

(ITEM GOV2/19) NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT 2019

SUMMARY

The purpose of this report is for Council to consider the attendance of the Chief Executive and Mayor at the National General Assembly of Local Government 2019 in Canberra, 16-19 June 2019 and to call for submission of Motions.

- 15/19** **Resolved** that Council:

- (1) Approve the attendance of Chief Executive Terry Dodds and Mayor Peter Petty at the National General Assembly of Local Government 2019 held in Canberra, 16 to 19 June 2019; and
- (2) Council endorse the submission of motions for debate – submission date being midday, Friday 29 March 2019.

(Greg Sauer/Tom Peters)

Motion Carried

Councillor Bronwyn Petrie, one of Council's delegates on the Timber Council Association, advised that a meeting of the Association will be held in Canberra on Monday, 17 June 2019 and requested a report be submitted to the March 2019 Ordinary Council Meeting seeking approval for Council's 2 delegates to attend.

Erika Bursford, Manager Customer Service, Governance & Records, entered the meeting, the time being 11.52 am.

(ITEM GOV3/19) TENTERFIELD SHIRE COUNCIL AUDIT & RISK COMMITTEE UPDATES

SUMMARY

The purpose of this report is to provide to Council the updated Audit and Risk Committee Charter.

- 16/19** **Resolved** that Council:

- (1) Adopt the updated Audit and Risk Committee Charter, and
- (2) That Council appoint Audit and Committee member Mr Geoff King as Chair of the Audit & Risk Committee.

(Gary Verri/Michael Petrie)

Motion Carried

Erika Bursford, Manager Customer Service, Governance & Records, left the meeting, the time being 11.55 am.

Paul Della, Manager Finance & Technology entered the meeting, the time being 11.55 am.

(ITEM GOV4/19) QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2018

SUMMARY

The purpose of this report is to provide Council with a Quarterly Budget Review Statement (Attachment 1) in accordance with Regulation 203 of the Local Government (General) Regulation 2005 (the Regulation).

17/19 **Resolved** that Council adopts the December 2018 Quarterly Budget Review Statement.

(Gary Verri/Bronwyn Petrie)

Motion Carried

(ITEM GOV5/19) FINANCE & ACCOUNTS - PERIOD ENDED 31 DECEMBER 2018 & (ITEM GOV6/19) FINANCE & ACCOUNTS - PERIOD ENDED 31 JANUARY 2019

SUMMARY

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

18/19 **Resolved** that Council receive and note the Finance and Accounts Reports for the periods ended 31 December 2018 and 31 January 2019.

(Gary Verri/Bob Rogan)

Motion Carried

(ITEM GOV7/19) CAPITAL EXPENDITURE REPORT AS AT 31 JANUARY 2019

SUMMARY

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

19/19 **Resolved** that Council receive and note the Capital Expenditure Report for the period ended 31 January 2019.

(Michael Petrie/Gary Verri)

Motion Carried

(ITEM GOV8/19) REPORT ON LOAN BALANCES

SUMMARY

The purpose of this report is to inform Council of its loan balances as at 31 December 2018.

20/19 Resolved that Council notes the loan balance as at 31 December 2018 was \$7,304,239.55 (\$7,503,719.24 as at 30 September 2018).

(Greg Sauer/Bob Rogan)

Motion Carried

Paul Della, Manager Finance & Technology left the meeting, the time being 12.10 pm.

REPORTS OF DELEGATES & COMMITTEES

(ITEM RC1/19) REPORT OF COMMITTEE & DELEGATES - MURRAY DARLING ASSOCIATION MEETING HELD IN ECHUCA - 31 JANUARY TO 3 FEBRUARY 2019

SUMMARY

Deputy Mayor Greg Sauer and Councillor Don Forbes attended the Strategic Planning Meeting for the Murray Darling Association held in Echuca from 31 January to 3 February 2019 inclusive. Councillors attended in their role as Members of the Region 11 Executive.

Cr John Macnish left the meeting, the time being 12.17 pm.

Cr John Macnish returned to the meeting, the time being 12.18 pm.

21/19 Resolved that:

- (1) The report from Deputy Mayor Greg Sauer and Councillor Don Forbes regarding the Murray Darling Association Meeting held in Echuca – 31 January to 3 February 2019 be received and noted; and
- (2) Council write to the State and Federal Governments supporting the Murray Darling Association's application for government funding.

(Greg Sauer/Donald Forbes)

Motion Carried

(ITEM RC2/19) REPORT OF COMMITTEE & DELEGATES - TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING - 7 FEBRUARY 2019

SUMMARY

A meeting of the Tenterfield Shire Local Traffic Committee was held on Thursday, 7 February 2019.

22/19 **Resolved** that:

- (1) The report from the Tenterfield Shire Local Traffic Committee meeting of 7 February 2019 be received and noted; and
- (2) With respect to the Event Request – Anzac Day March, Tenterfield – 25 April 2019 - Council vehicles (trucks) allocated to the road closures and traffic control be provided by Council at Council's cost.
(Peter Petty/Gary Verri)

Motion Carried

Acting Chief Operating Officer, David Ward, left the meeting and did not return, the time being 12.32 pm.

(ITEM NM2/19) NOTICE OF MOTION - UNSUSTAINABILITY OF WOODY VEGETATION

SUMMARY

The purpose of this notice of motion is to ask our Federal and State representatives to have an investigation into the effect the amount of woody vegetation that covers a large area of the Northern Tablelands and in particular Tenterfield Shire is having on the wildlife, water, wetlands and fire.

- 23/19** **Resolved** that Council write to our State and Federal representatives including the Member for Northern Tablelands asking for a comprehensive investigation into the unsustainability of excess woody vegetation that covers a large area of the Australian land mass, in particular the effect the woody vegetation is having on stream flows, woodland species and fire.

(Gary Verri/John Macnish)

Motion Report

Noted: That Mr Bob South, a speaker in support of this Notice of Motion (Item NM2/19) had requested letters of support for a research project if Council adopted this Notice of Motion. The matter to be referred to the March 2019 Ordinary Council Meeting.

(ITEM NM3/19) NOTICE OF MOTION - LOCAL ENVIRONMENT PLAN - CREMATORIUM

SUMMARY

The prohibition of "crematorium" as a permissible use with consent in the RU5 zoning of the current Local Environment Plan is proposed in response to community sentiment and concerns about the approval of such development within a residential area.

- 24/19** **Resolved** that Council commence the process pursuant to Division 3.4 of the Environmental Planning and Assessment Act 1979, to amend Tenterfield Local Environmental Plan 2013, by including the development of a 'crematorium' in the RU5 Village zoning table as a Prohibited use.

(Bronwyn Petrie/Greg Sauer)

Motion Carried

(ITEM RES1/19) COUNCIL RESOLUTION REGISTER - FEBRUARY 2019

SUMMARY

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

- 25/19** **Resolved** that Council notes the status of the Council Resolution Register to February 2019.

(Michael Petrie/John Macnish)

Motion Carried

SUSPENSION OF STANDING ORDERS

- 26/19** **Resolved** that Standing Orders be suspended.

(Bob Rogan/Greg Sauer)

Motion Carried

The Meeting adjourned for lunch, the time being 1.00 pm.

The Meeting reconvened with the same members present and with the addition of Heidi Ford, Property, Building & Landscape Coordinator, the time being 1.41 pm.

RESUMPTION OF STANDING ORDERS

- 27/19** **Resolved** that Standing Orders be resumed.

(Bronwyn Petrie/Bob Rogan)

Motion Carried

CONFIDENTIAL BUSINESS – SUSPENSION OF STANDING ORDERS

- 28/19** **Resolved** that Standing Orders be suspended and;

- a) the meeting be closed to the public and members of the press because of the need for confidentiality, privilege or security, as specified below and provided for under Section 10A(2) of the Local Government Act, 1993; and
- b) the Agenda and associated correspondence, unless specified are not to be released to the Public as they relate to a matter of either personal hardship, personal matters, trade secrets or matters which cannot be lawfully disclosed.

(Bronwyn Petrie/Greg Sauer)

Motion Carried

The doors were closed to the public, the recording device turned off and the Meeting moved into Closed Committee, the time being 1.42 pm.

(ITEM COM2/19) LEASE OF 132 MANNERS STREET - TENTERFIELD CHILD CARE CENTRE

SUMMARY

The purpose of this report is for Council to consider issuing a further five year Lease with Tenterfield Child Care Centre as the current Lease is due to expire in March 2019.

29/19 **Resolved** that Council:

- (1) Delegate authority to the Chief Executive to enter into a Five (5) year Lease with the existing tenant, Tenterfield Child Care Centre, commencing on 24 March 2019 and with the annual rent to be Option 1 as per the report.
- (2) Authorise the Lease be signed and executed under the Seal of Council by the Mayor and the Chief Executive.

(Greg Sauer/Michael Petrie)

Motion Carried

Heidi Ford, Property, Building & Landscape Coordinator, left the meeting, the time being 1.56 pm.

(ITEM COM3/19) COMPULSORY ACQUISITION OF CROWN LAND FOR THE MOUNT LINDESAY ROAD UPGRADE, 0-6KM SECTION EAST OF LEGUME

SUMMARY

The purpose of this report is to gain approval from Council to Compulsory acquire parts of Crown Land required for road widening purposes as part of the \$24M Roads upgrade between Legume and Woodenbong Section 0-6km east of Legume.

30/19 **Resolved** that Council:

- (1) Proceed with the compulsory acquisition of the land described as part of Lot 7016 DP 1073681, Lot 7017 DP 1106730 and Lot 7020 DP 1106731 for the purpose of operational land being for road widening in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991 and subject to the Undetermined Aboriginal Land Claim being withdrawn; and
- (2) Make an application to the Minister and the Governor for approval to acquire part of Lot 7016 DP 1073681, Lot 7017 DP 1106730 and Lot 7020 DP 1106731 by compulsory process under section 177(1) and 177(2)(b) of the Roads Act 1993; and
- (3) Requests the Minister for Local Government approve a reduction in the notification period from 90 days to the minimum 60 days.

(Greg Sauer/Gary Verri)

Motion Carried

Jess Gibbins, Engineering Officer, entered the meeting, the time being 2.03 pm.

(ITEM ECO1/19) ACQUISITION OF PART OF LOT A DP 156474, 69 HIGH STREET TENTERFIELD FOR CONSTRUCTED CYCLEWAY

SUMMARY

The purpose of this report is to legalise and contain a part of Council's constructed cycle way within Council land rather than private land, based on a historic agreement between Council and the property owner which was meant to create an easement over which the cycle way traverses.

31/19 **Resolved** that Council:

- (1) Accept the proposal dated 7 December 2018 from Property Law & More Pty Ltd in amount \$30K for Council to acquire the land containing the cycle way and encompassing the Tenterfield Creek to the existing hedge line located on the residential property of 69 High Street, Tenterfield (approximately 2,235m²) in full compensation of the land; and
- (2) Fund associated survey and reasonable legal costs to finalise this matter.

(Greg Sauer/Michael Petrie)

Motion Carried

Jess Gibbins, Engineering Officer, left the meeting, the time being 2.12 pm.

(ITEM ECO2/19) MT LINDESAY ROAD UPGRADE PROJECT - CONSTRUCTION OF MT LINDESAY ROAD AND KILLARNEY ROAD INTERSECTION UPGRADE - CONTRACT NO. 04-18/19

SUMMARY

The purpose of this Report is to provide Council with a Report and recommendation on the tender evaluation associated with the construction of the Mt Lindesay Road and Killarney Road Intersection Upgrade as part of the \$24M Mt Lindesay Road upgrade project.

32/19 **Resolved** that Council accept the tender of MJ Smith Ground Preparation Pty Ltd for the construction of the Mount Lindesay Road and Killarney Road intersection upgrade in the amount of \$951,238.28 (including GST).

(Bob Rogan/Michael Petrie)

Motion Carried

(ITEM ECO3/19) PANEL OF SUPPLY – TIMBER BRIDGE COMPONENTS - TENDER 10-18/19.

SUMMARY

The purpose of this report is to provide Council with a report and recommendation on the tender evaluation associated with the Panel of Supply – Timber Bridge Components - Tender 10-18/19.

33/19 **Resolved** that Council accept all submitted tenders as a panel of preferred suppliers for supply of timber bridge components.

(Gary Verri/Bronwyn Petrie)

Motion Carried

RESUMPTION OF STANDING ORDERS

34/19 **Resolved** that Standing Orders be resumed.

(Gary Verri/Tom Peters)

Motion Carried

The Meeting moved out of Closed Committee, the doors were opened to the public and the recording device switched on, the time being 2.28 pm.

In accordance with Section 253 of Local Government Regulations (General) 2005, the Mayor read the resolutions as resolved by Council whilst in Closed Committee.

MEETING CLOSED

There being no further business the Mayor declared the meeting closed at 2.31 pm.

.....
Councillor Peter Petty
Mayor/Chairperson

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM COM4/19
Subject:	ANZAC DAY ARRANGEMENTS - THURSDAY, 25 APRIL 2019

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

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

BACKGROUND

Council has resolved that if agreeable to the local RSL Sub-Branch, a book be presented instead of a wreath at the Anzac Day Services with the exception of the Dawn Services in Tenterfield and Torrington.

Artificial wreaths are provided to those services where the logistics of delivery of fresh wreaths proves difficult.

REPORT:

In 2019, it is suggested Council representatives make presentations as follows:-

Our Community No. 4 Cont...

Wreaths

- Tenterfield Dawn Service
- Torrington Dawn Service
- Liston Service

Books

- Urbenville
- Legume (goes to Urbenville School)
- Jennings
- Drake
- Mingoola

To date the following information has been received in respect to this year's Anzac Day ceremonies:-

- Tenterfield – 5:30 am, Dawn Service at Memorial Hall, followed by service at Cemetery. At 6:30 am, Gunfire Breakfast at Memorial Hall (RSL Pavilion). 10:30 am - Anzac Day March from Telegraph Hotel to Memorial Hall with the Commemoration Service at 11:00 am. Luncheon at the Tenterfield Bowling Club at 12.30 pm followed by Two Up at the Telegraph Hotel from 2:30 pm.
- Torrington Dawn Service – Assemble at Hall between 5:00 am and 5:15 am and march to Torrington War Memorial Park. Arrangements to be confirmed but as per previous years it is anticipated this would be a non speaking role.
- Drake Dawn Service – Service commences at 6:00 am followed by breakfast. Arrangements to be confirmed.
- Urbenville – There is no Dawn Service. 9:30 am - Service at St Mark's Memorial Church in Beaury Street. At 10:45 am, the March will take place from the Hotel to the Memorial Gates at the Showground, followed with a Service at 11:00 am. A further short service to be held at the Urbenville Cemetery at 11.45 am. Anzac Day luncheon at the Urbenville Bowling Club at 1.00 pm. Arrangements to be confirmed.
- Legume – Service at Legume Cemetery at 8.00 am. Arrangements to be confirmed.
- Wallangarra/Jennings – Dawn Service at RSL Hall followed by Pilgrimage to Cemetery. March commences at 11.30 am at the RSL Hall, Barrawell Street, Wallangarra and proceeds to the School of Arts Hall, Wallangarra. Service commences at 12 noon and is followed by a light luncheon at the RSL Hall. Arrangements to be confirmed.
- Liston – Arrangements to be confirmed.
- Mingoola – Arrangements to be confirmed.

COUNCIL IMPLICATIONS:

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

Our Community No. 4 Cont...

2. Policy and Regulation

Nil.

3. Financial (Annual Budget & LTFP)

Expenditure is contained within existing budget allocations.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Terry Dodds
Chief Executive

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

Department:	Office of the Chief Executive
Submitted by:	Manager Economic Development & Community Engagement
Reference:	ITEM ECO4/19
Subject:	2019 BUSINESS & TOURISM EXCELLENCE AWARDS

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Economy - ECON 7 - Tourism is valued, promoted and tourists are welcomed for the positive contribution they make to the community and economy.
CSP Strategy:	Seek partnerships with and support local business and tourism stakeholders to provide new and upgraded infrastructure for events and tourism experiences.
CSP Delivery Program	Facilitate and participate in ongoing partnership activities with the New England High Country, Tenterfield Chamber of Tourism, Industry and Business.

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council:

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

BACKGROUND

The Tenterfield Business & Tourism Excellence Awards were established in 2014, and have celebrated the success of our local business and industries through the provision of a Gala Dinner and Awards Ceremony, that has been well supported and generally provided a positive experience for our business operators.

These Awards commenced annually, and were held in August 2014, September 2015, August 2016 and September 2017. In 2018 it was decided to move the Awards to become a biennial event, due to feedback from businesses and the demands it put on them.

REPORT:

Following a workshop with Councillors on Wednesday, 13 March 2019 and concerns presented by the Manager Economic Development & Community Engagement (MEDC) in relation to business confidence and effects of drought on the local community and economy, it was recommended that this year's awards (2019) be postponed to November 2019.

The MEDCE, in conjunction with Council will monitor the business situation to determine the appropriateness of proceeding with the Awards in 2019.

Our Economy No. 4 Cont...

COUNCIL IMPLICATIONS:

- 1. Community Engagement / Communication (per engagement strategy)**
Regular communication with our partners, the Tenterfield Chamber of Tourism, Industry & Business, as well as with businesses and industry.
- 2. Policy and Regulation**
Nil.
- 3. Financial (Annual Budget & LTFF)**
No change required to annual budget.
- 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

Terry Dodds
Chief Executive

Prepared by staff member:	Harry Bolton, Manager Economic Development & Community Engagement
Approved/Reviewed by Manager:	Terry Dodds, Chief Executive
Department:	Office of the Chief Executive
Attachments:	There are no attachments for this report.

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM ENV3/19
Subject:	REQUEST FOR SUPPORT - RESEARCH PROJECT ON UPPER DARLING RIVER AND LOCAL IMPACTS ON MOLE RIVER

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Environment - ENVO 10 - Environmental risks and impacts are strategically managed.
CSP Strategy:	Land use planning and management enhances and protects biodiversity and natural heritage.
CSP Delivery Program	Provide systems and processes to manage excess vegetation to ensure land and premises are in a safe and/or healthy condition.

SUMMARY

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

OFFICER'S RECOMMENDATION:

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

BACKGROUND

Mr Bob South, Chairman of the Mole & Sovereign Water Users Association Inc and long time resident of the Mingoola area, spoke in support of the Notice of Motion – Unsustainability of Woody Vegetation, requesting that if Council adopt the Notice of Motion, consideration be given to supporting the request of the Mole & Sovereign Water Users Association Inc for a research programme on the Mole River by The Ian Potter Foundation and/or The Myer Foundation.

REPORT:

Copy of the Association's letter to The Ian Potter Foundation and The Myer Foundation is attached.

COUNCIL IMPLICATIONS:

- 1. Community Engagement / Communication (per engagement strategy)**
Nil.
- 2. Policy and Regulation**
Nil.
- 3. Financial (Annual Budget & LTFFP)**
Nil.

Our Environment No. 3 Cont...

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Terry Dodds
Chief Executive

Prepared by staff member:

Noelene Hyde, Executive Assistant & Media

Approved/Reviewed by Manager:

Terry Dodds, Chief Executive

Department:

Office of the Chief Executive

Attachments:

- 1** Request for Research Programme -
Mole & Sovereign Water Users
Association Inc

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Page

Diane and Bob South

From: "Diane and Bob South" <south@activ8.net.au>
Date: Wednesday, 6 February 2019 3:40 PM
To: <waterstudy@pointadvisory.com>
Subject: Fresh water reserch

Craig Connelly
Chief Executive Officer
The Ian Potter Foundation

Leonard Vary
Chief Executive Officer
The Myer Foundation

Thank you for a chance to comment,

There is an urgent need for research to establish why the tributaries of the upper Darling River situated in the north west slopes of NSW have, over the last 50 years, changed from "making" streams to "losing" streams. Streams like the Mole River reliably supported a substantial irrigation industry through the 50's to the 80's, with approximately 50 megalitres a day being extracted through the summer months. In the last 10 years there has been very little irrigation and the river is struggling to supply stock and domestic. The river ceases to flow for long periods (at the time of writing the river has not flowed to the junction with the Dumaresq for 13 months even though it has been continually running at the head of the river). A graph of the annual rainfall over the past 62 years shows no significant change in the rainfall pattern.

The long-time residents in the area believe this is due to the massive increase in riparian vegetation. Prior to the area being settled, the Aboriginal burning kept the vegetation under control and the rivers in this area would have only had between 20 to 50 large trees to the kilometre, today the average number of trees per kilometre would be well over a 1000 with their roots in the water table. Estimates of the amount of water used by each tree range from 800 to 1000 litres per day

We would invite you to undertake a research programme on the Mole River. This should not be very expensive as we envisage the programme would only require a detailed census of the trees, including estimating their ages, and some work to establish how much water each tree actually uses at different times of the year and try to establish the pre European settlement tree density using the aging data along with early photographs and local knowledge. It should then be a simple process to model the effect the trees have on the flow using the extensive flow records from the Donaldson Gauging station on the Mole River (site 416032)

We urge you to take this very seriously as it is widely believed in the river communities that this information will lead to a real understanding of the demise of the once mighty Darling River.

For more information please contact

Bob South

Chairman

Mole & Sovereign Water Users Association Inc.

Ph 02 67375262 south@activ8.net.au

23/02/2019

Department:	Office of the Chief Operating Officer
Submitted by:	Chief Operating Officer
Reference:	ITEM ENV5/19
Subject:	TENTERFIELD WATER SECURITY AND CHANGE OF WATER RESTRICTIONS

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Environment - ENVO 11 - Secure, sustainable and environmentally sound infrastructure and services underpin Council service delivery.
CSP Strategy:	Water is used carefully in Council's buildings, parks, sporting grounds and daily operations.
CSP Delivery Program	Ensure effective and efficient delivery of water services in accordance with existing service levels.

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council:

- (1) **Introduce a new interim water classification of 4.5 to its Drought Management Plan which aims to pre-emptively reduce demand on the potable water supply through;**
 - a. **Tenterfield bulk water dispenser being available only for domestic supply in the Tenterfield Local Government Area.**
 - b. **Banning of Tenterfield bulk potable water cartage from Council's dispenser except for potable water carriers registered with Council who have tanks greater than 6 kilo litres.**
 - c. **Fixed hoses banned (per existing Level 4).**
 - d. **Micro sprays/ garden watering systems- ½ hour/ day (5 to 5:30pm)**
 - e. **Hand held hoses- one per residence - ½ hour/ day (5 to 5:30pm)**
 - f. **Filling and topping up of pools and spas- banned (per existing Level 4)**
 - g. **Public gardens – potable water banned, but Council can use non potable treated STP water and appropriately signed water carts to help retain public green space trees and garden beds, but not ovals or public playing areas.**
 - h. **Sports grounds and show ground watering with potable water- banned**
 - i. **Market gardens- limited to sprinklers 1 hour/ day (5- 6pm)**
 - j. **Nurseries- limited to hand held hoses for 1 hour/ day (5-6pm) or as per item 1(d) Microsprays- ½ hour/ day (5 to 5:30pm)**
 - k. **All washing of motor vehicles, fountains and auto flush systems banned per existing Level 4 restrictions.**

Our Environment No. 5 Cont...

- l. Ready mixed concrete- potable water use banned, but allowance will be made for possible access to non potable STP treated water for concrete production.**
 - m. Stock troughs- automatic filling only until Apex Park bore is available after which autofilling of troughs is banned.**
 - n. All water cartage from Council water sources is subject to Council approval**
 - o. Other uses- subject to Council approval.**
- (2) Note the 37% status of the Tenterfield Dam and the measures being taken by Council to lengthen the duration of Tenterfield's available water and mitigate prolonged drought impacts on town supply.**

BACKGROUND

The water supply infrastructure system (i.e. dams, bore, treatment plant, reservoirs etc) for the township of Tenterfield is geared to supplying the potable needs of the township, not the wider Tenterfield LGA outside of the township.

Council has in place a Drought Management Plan that relies on a combination of 5 levels of water restriction and a backup bore at Shirley Park.

With the prolonged drought impact across the LGA and much of NSW, we are seeing many rural properties running out of water, carting water for domestic and stock purposes, and an exponentially increasing use of Council's bulk water dispensing purchase facility which is unsustainable and undermines water saving measures otherwise being applied under current level 4 water restrictions.

At present Council's dam is just holding 37% capacity with the Shirley park bore pumping close to 0.9ML per day to the dam to supplement the dam water feed inflow to Council's water treatment plant, however the less than ideal water quality/salt content of the Shirley Park bore is such that this source of supply supplement cannot be used indefinitely, and without drought breaking rain to restore dam retained supply in the next 9 months, Council may be carting water from outside of its LGA this side of Christmas.

Council recognizes level 5 water restrictions are severe, but in view of long range weather forecasts, the community has to significantly cut down on water consumption before level 5 is reached.

This report seeks Council endorsement of the introduction of an interim water restriction, level of 4.5, that seeks to put the brakes on water consumption sooner rather than later to help ensure Council's dam supply lasts as long as possible before level 5 restrictions are enacted.

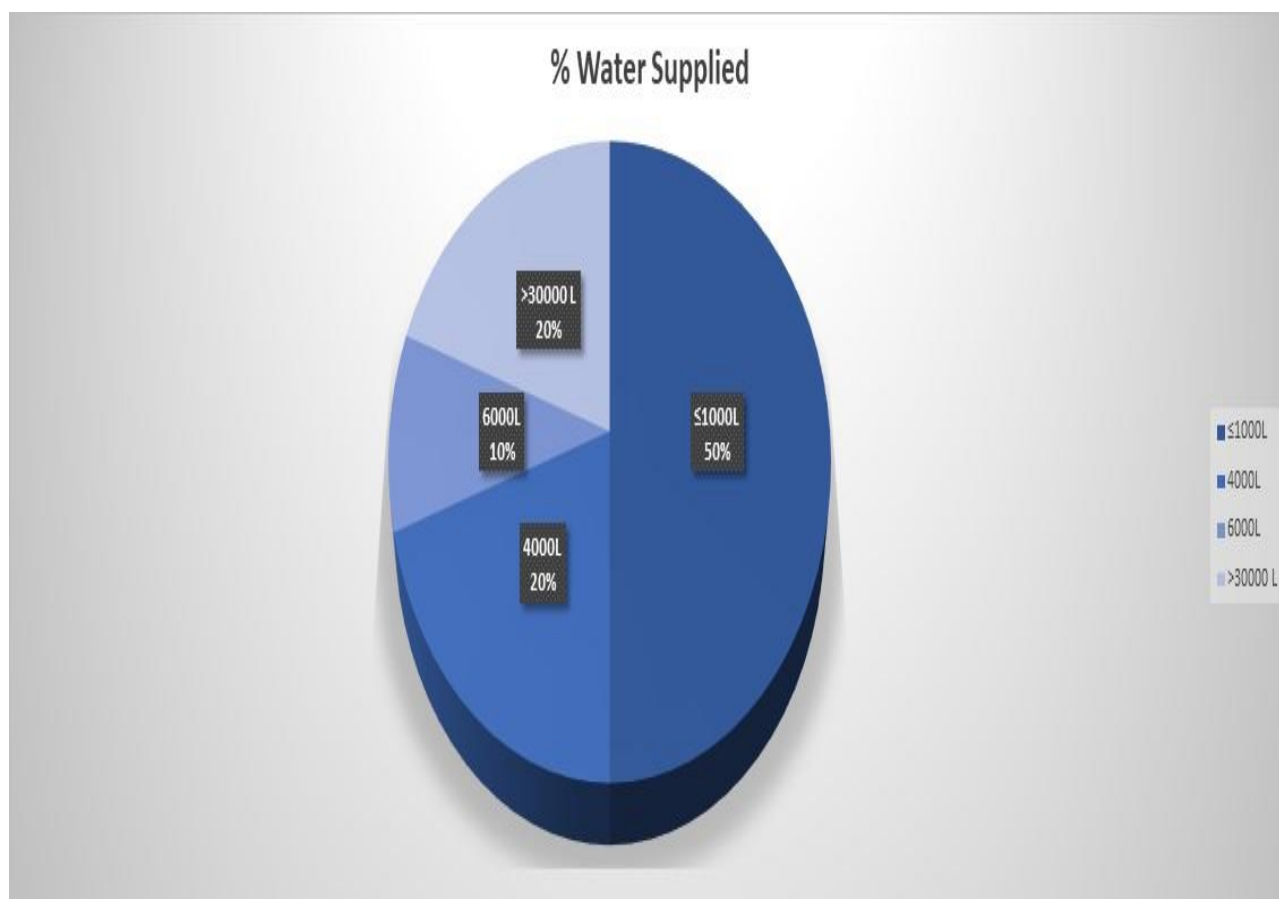
Also the report overviews what Council's staff are progressing with to help ensure Tenterfield township has a reasonable way forward if we get to level 5, noting that when we need bulk water road tankers, there will be a fair chance demand will outstrip supply because of the widespread and prolonged nature of this drought across New South Wales and Queensland.

Our Environment No. 5 Cont...

REPORT:

Council's use of potable water has recently been between 900 to 1200 kilo litres per day. Approximately 250 kilo litres is being purchased at the bulk water dispensing facility whilst concrete production can account for 50 kilo litres per day which is collectively nearly a third of the daily processed potable supply.

At the bulk water dispenser, approximately 50% of water purchased is by small users (pods) of less than 1 kilo litre and it is understood that not all of this water is for domestic use.



As things stand, Southern Downs Regional Council in Queensland has already imposed the highest level of water restriction which will apply to the Tenterfield LGA town of Jennings, so it is not unreasonable to be acting sooner rather than later.

Ideally Tenterfield township should only be catering for the potable water needs of the town for which it was designed and not necessarily the needs of the wider LGA, however when times are tough, people will source closest available water, but the level of Council's supply and usage is such that this effective extension of the town supply to the LGA cannot continue indefinitely.

The Tenterfield LGA community not connected to the town supply need to be encouraged to either buy from bulk tanker providers (whose water usage and water cartage registration will be monitored to encourage reduced use) and or source water at a more expensive price outside the Tenterfield LGA in areas with less dire supply circumstances. Council could place appropriate signage at the bulk water dispenser and appropriate camera surveillance to help with monitoring and fines as appropriate.

Our Environment No. 5 Cont...

To help reduce demand on the potable supply, Council will be seeking to halve non-essential use through more tighter interim level 4.5 restrictions, and where possible keep key assets like established large trees going with a water program that relies upon reuse of a proportion of the non-potable water treated at Council's Sewage Treatment Plant (STP) which ordinarily produces around 500kl/day of non potable treated waste water.

This non potable water reuse resource is likely to be split 3 ways between Council's essential needs for its own infrastructure (i.e. town trees and garden maintenance, and some roadworks), possible supply of reuse water to Tenterfield's concrete supplier (supporting the local building industry), and a restricted supply to the Tenterfield Golf Club (which attracts approximately 1,000 visitors per month) for maintenance of greens and tees only. Preliminary discussions have been had between Council staff and some businesses and the Golf Club.

Note there are issues with licensing and liability associated with watering sports grounds with non potable STP treated water. Equally the backwash water from the water treatment plant will ultimately be reused unless Council wants to offer some concession to sports groups on water treatment plant backwash water reuse onto football fields after Council has in place a potable package plant that would ultimately treat the Shirley Park bore water (see other related discussion further on).

For partial support of small acreage stock needs, Council is currently pursuing the testing and commissioning of the Apex Park bore which may not be available for use by non potable water carters for 2- 3 months. Based on previous testing this bore is a low yield bore that might only deliver several tanker loads per day, but some capacity and support is better than no support. Once the Apex Park bore is operational, Council will be enforcing the cessation of automated trough filling on the outskirts of town connected to town water.

Whilst Council's Drought Management Plan envisages a plan 'C' of water cartage once level 5 water restrictions are enacted, this is not something Council should rely on.

Per the attachment from the NSW Government (attached to this report), there is the need for technical reports and 'process' to be gone through before water cartage assistance is contemplated, and such assistance would definitely be needed by Council as the cost of carting from outside the LGA is likely to translate into a cost/ kilo litre of 10-20 times the current town water rate in view of cartage costs and market forces.

Similarly in view of the widespread and prolonged nature of the current drought. It may well be that water cartage when needed is unreliable, in view of widespread demand on water carters.

Accordingly Council is looking at the possibility of;

1. Investigating and expediting an alternative to Shirley Park bore by way of a nested group of deep low yielding wells into fractured rock that would be seeking to tap a better quality of water capable of being treated by a conventional gravity sand filtration plant with powdered activated carbon dosing. This scenario might have a 1.5 year development and delivery timeframe depending on the level of State approvals process.

Our Environment No. 5 Cont...

2. Direct treatment of the Shirley Park bore water by either a nano/ ultra filtration package plant or via bringing in a 40' container packaged 1000 kilo litre a day reverse osmosis water treatment plant which could be put in place and commissioned within 3 months from receipt of purchase order, assuming we have expedited connection to power and not have to go through the same power supply connection delays as experienced with Essential Energy and Origin at Shirley Park over the last 4 months. Based on a budget purchase price of \$1.3M for a 1 mega litre package plant, such may ultimately be a good backup to have as a plan 'C' into the future.

Contact has already been made with the State and it is understood through Cross Border Commissioner James McTavish of Emergency Management, the State is willing to look at Council's costs of investigating, establishing and connecting to the reticulation network a new back up bore arrangement. Similarly they are willing to look at a packaged plant temporary back up. However there is nothing in writing from the State that has been seen as yet by the author of this report.

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

There has been discussion with a cross section community on the introduction of revised water restriction.

The Council decision relating to this report would be applied from Tuesday, 2 April 2019 with changes advised through; 10FM, The Tenterfield Star, Your Local News letterbox drop and Council's website.

2. Policy and Regulation

Any changes to Council's water supply is subject to the section 60 approvals process and licensing from the NSW Department of Industry Water, and a new water allocation license would need to be sourced. The National Resource Access Regulator (NRAR) has indicated a new water license would have to be purchase by Council on the water market but if this was true, such would be a new development. In the past essential service provisions like town supply were provided a water right and license without having to buy water on the open market. This issue needs to be tested at a political level.

3. Financial (Annual Budget & LTFP)

Per the report discussion, without State financial support for a situation not of Council's making, there will be a multi-million additional cost impact upon Council's LTFP which would have to be passed onto rate payers.

Council staff are actively seeking to source State support for what amounts to securing a town's water in circumstances that are quickly evolving into an emergency.

4. Asset Management (AMS)

All new water assets will need to be incorporated into Council's Water Asset Management Plan with appropriate operations and maintenance schedules to ensure functionality is delivered when required. For instance, testing of pumps, periodic cleaning of bore screens to guard against iron bacteria build up and like. In the case of a reverse osmosis plant, its useful life is around 25 years.

Our Environment No. 5 Cont...

5. Workforce (WMS)

Additional training of water staff would be required on new plant and equipment. Such would be part of any commissioning program.

6. Legal and Risk Management

The big risk issue is mitigating running out of water for the town in the next 2 years notwithstanding a Drought Management Plan. The above measures will help mitigate this risk.

However note the cost of running a reverse osmosis water treatment plant will be higher than the current old gravity filtration plant. This cost, unless passed onto rate payers by an increased cost / kilo litre of water, will be reflected in an impost to Council's operating resulting (i.e. be less favorable).

Also from an environmental perspective, Council will need to give more thought as to how best to dispose of the 'brine' waste resulting from any reverse osmosis plant. On face value, a lined storage pond could be established to temporarily store the waste water which could be used as a wetting agent and binder for Council's gravel road maintenance program.

7. Performance Measures

Minimal cost increases to rate payers

8. Project Management

An external Project Manager will be employed to manage any new capex and/or plant augmentation.

Andre Kompler
Chief Operating Officer

Prepared by staff member:	Andre Kompler, Chief Operating Officer
Approved/Reviewed by Manager:	Andre Kompler, Chief Operating Officer
Department:	Office of the Chief Operating Officer
Attachments:	1 NSW Dept of Industry - Emergency Relief for Regional Town Water Supplies 5 Pages



Emergency relief for regional town water supplies



Photo: Timor Dam, Coonabarabran, June 2018

Emergency relief available to local water utilities for securing regional town water supplies

In New South Wales, local water utilities are responsible for water supply to regional towns and villages. They must manage their water supplies and, where necessary, impose restrictions to adequately service essential demand, and avoid the need for the cartage of water.

When regional town and village supplies are threatened by a major event such as an extreme dry period or extreme water quality event, the NSW Government can help local water utilities to ensure critical human water needs are met. The Water Utilities branch within NSW Department of Industry—Lands & Water can provide technical assistance and advice to local water utilities, and support when applying for financial assistance from the government.

This document describes the types of assistance available and the procedures that local water utilities should follow when seeking help.

The NSW Government has also established NSW Drought Hub (see www.dpi.nsw.gov.au/climate-and-emergencies/droughthub), which provides a one-stop, online destination for information on a vast range of services and support available to primary producers, their families and communities to prepare for and manage drought.

Types of assistance available

The government can help local water utilities by providing technical and/or financial assistance to assist in managing depleted supplies, including help to implement emergency capital works or to cart water to towns, depending on the particular situation.

Where the source of supply is at imminent risk of failure, undertaking emergency capital works may be the recommended course of action. Works can include constructing emergency bore supplies, creating a



Emergency relief for regional town water supplies

temporary or permanent connection to another water source or water supply scheme, or developing new water sources.

NSW Department of Industry can provide technical assistance in relation to drought management planning. The government may also offer to reduce the cost of design and construction of approved emergency works to a local water utility through financial assistance.

In emergency situations or during extreme events, the government can also give funding assistance to install high-flow standpipes to provide potable water filling points for water carters and (if offered by the water utility) domestic water for rural customers.

For longer-term infrastructure solutions, financial assistance may be available under the Safe and Secure Water Program.

Where water cartage is recommended as the most economical measure, the government can pay a subsidy for an agreed quantity for essential purposes. The assistance will be subject to the cartage allowances and cartage methods described in this fact sheet, and needs to be agreed by the utility and NSW Department of Industry.

Initial assessment—technical report

If the security of a town water supply is threatened, and that town does not have an existing water carting plan, the local water utility should request advice from NSW Department of Industry regional staff. The utility should prepare a technical report (water carting plan or equivalent) that includes:

- ✓ the name of the community and its location relative to the nearest town
- ✓ a contingency plan for the current drought (drought management plan)
- ✓ an indication of the earliest date failure could occur
- ✓ a brief description of the existing water supply, stating whether or not it is reticulated, and information on whether the town is sewerage, unsewered, or uses septic tanks
- ✓ details of normal and current water consumption and any restrictions imposed by council
- ✓ the number of residents requiring a supply, the number of occupied dwellings and quantitative description of any other consumer types to be provided for, e.g. industries or businesses that need water to protect public health and meet essential needs
- ✓ the minimum essential quantity of water required by the community
- ✓ if known, the historical quantities of water carted
- ✓ a description of the existing source, and an analysis of its security and water quality
- ✓ potential for works to secure the supply against future droughts
- ✓ an analysis of the cost of various feasible means of safeguarding the supply, including cartage.

This report will provide the information required to support claims for assistance with emergency capital works or water cartage.

Local water utilities that service communities with a history of water carting may have existing water carting plans in place. These plans should be updated and submitted to NSW Department of Industry when seeking financial assistance for water carting.

Water cartage

The provision of government assistance towards the cost of water cartage is subject to agreement between the water utility and NSW Department of Industry on quantities and cartage arrangements.

If water cartage is the only economic solution, the utility should prepare an application for financial assistance in consultation with the department.

If water is to be transported by road, the local water utility should get quotations from contractors if its own equipment is inadequate, unavailable, or is more costly to employ.



Emergency relief for regional town water supplies

If the water is carted for drinking purposes, the utility must follow NSW Health's 'NSW Guidelines for Water Carters' document (visit www.health.nsw.gov.au and search for 'guidelines for water carters').

The application for funding should contain:

- ✓ a copy of the technical report/water carting plan
- ✓ details of any consideration given to, or steps taken towards, establishing an emergency supply from another source
- ✓ the location of the source of water to be used, the method of cartage proposed, the number of loads and frequency
- ✓ the cost of purchase and transportation of water
- ✓ copies of all correspondence with transport contracts on the subject of cartage.

The local water utility should initially contact their local NSW Department of Industry representative for advice prior to making its application for water carting subsidy to the Director of Water Utilities, NSW Department of Industry—Lands & Water.

The local water utility is responsible for town water services and should proceed with cartage arrangements as soon as necessary, and must meet all costs pending the determination of subsidy.

The subsidy will only apply to the minimum quantity required for essential domestic, commercial, industrial and institutional purposes in urban areas, calculated according to the guidelines set out later in this document.

For towns with a reticulated supply, the government may meet all freight charges in excess of the most recent median step 1 usage charge (% of LWU basis), as reported in the most recent NSW Water Supply and Sewerage Performance Monitoring Report. For 2015–16 the charge was \$1.90 per kilolitre. For towns without a reticulated supply, this threshold doubles (i.e. currently \$3.80 per kilolitre), as these users are not required to pay access charges.

Financial assistance is not available for operations and maintenance measures, including hiring or operating temporary pumps or pipelines, or for costs of management measures.



Photo: Byrock ground tank 2006.



Emergency relief for regional town water supplies

Guidelines for determining minimum cartage requirements

Water carting plans should be developed to determine the minimum water requirements for the community concerned.

For councils developing a water carting plan, the basis of subsidy for water cartage is the minimum amount calculated as detailed in the following sections.

Residences

All quantities are given in litres per day per person.

Area/supply type	WC not connected to septic tank	Septic tank	Sewered
Coast and Tablelands:			
Unreticulated supply	60	75	-
Reticulated supply	65	80	95
Western Areas:			
Unreticulated supply	80	100	-
Reticulated supply	85	105	130

Schools

Add the appropriate allowance for each person not included in the resident population. All quantities are given in litres per day per person.

Area/supply type	WC not connected to septic tank	Septic tank	Sewered
Coast and Tablelands:	5	17	37
Western Areas:	10	22	42

Hospitals and public institutions

Add 330 litres per day for each patient in a hospital, and 154 litres per person per day for other institutions such as nursing homes.

Isolated Western Division villages (population under 300 people)

Add 55 litres per day for each permanent resident.

Other

Commercial premises, shops, clubs, public toilets, etc. require an allowance for residential and health-related needs, with each affected scheme being assessed on the individual circumstances.

Factors to consider are:

- ✓ that public health is of paramount concern
- ✓ the number of non-residents



Emergency relief for regional town water supplies

- ✓ the services provided by the local water utility, and the number of people who need to use those services
- ✓ requirements for essential activities such as cleaning and washing in food preparation and service areas
- ✓ that people should not be counted twice.

Emergency capital works

If emergency capital works are identified as the best means of maintaining essential supplies of water, the local water utility can apply for financial assistance. The utility should prepare technical information in consultation with NSW Department of Industry. This should include:

- ✓ a copy of the technical report
- ✓ a full description of the proposed works, stating their location, whether or not they are permanent, and the quantity, quality and security of supply they will provide
- ✓ an estimate of the capital cost of the works
- ✓ envisaged dates of commencement and completion.

The local water utility should make its application for funding for emergency capital works to the Minister for Regional Water.

Financial assistance will not extend to the operating costs of the works, nor to the costs of managing supplies (such as the policing of rationing and waste). These are the normal responsibilities of local water utilities.

The amount of funding assistance available for emergency capital works will be calculated in accordance with the Safe and Secure Water Program subsidy levels (visit industry.nsw.gov.au/water and search for 'safe and secure water program').

The government may also provide funding in emergency situations or during extreme events to assist with the installation of one high-flow standpipe in a water supply scheme. Standpipes may be required to provide filling points for water carters and (if offered by the water utility) domestic water for rural customers. The amount of funding assistance available is \$25,000 per high-flow standpipe, and applications for funding should be made to the Director of Water Utilities, NSW Department of Industry—Lands & Water.

Further Information

Local water utilities are encouraged to contact their local NSW Department of Industry—Lands & Water representative to discuss opportunities for assistance.

Further information on the technical and emergency assistance available can be found at industry.nsw.gov.au/water/water-utilities/technical-assistance

© State of New South Wales through Department of Industry 2019. The information contained in this publication is based on knowledge and understanding at the time of writing (January 2019). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Industry or the user's independent adviser.

Department:	Office of the Chief Executive
Submitted by:	Chief Executive
Reference:	ITEM GOV9/19
Subject:	ENDORSEMENT OF MOTION FOR SUBMISSION TO 2019 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Leadership - LEAD 12 - We are a well engaged community that is actively involved in decision making processes and informed about services and activities.
CSP Strategy:	We partner with the community, business and Federal and State Government in the achievement of our goals.
CSP Delivery Program	Maintain strong relationships with all levels of Government and proactively seek involvement in decision making impacting our Shire and the New England Northwest Region.

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council endorse the submission of the following motion for debate to the 2019 National General Assembly of Local Government.

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

BACKGROUND

Motions for debate at the 2019 National General Assembly have been invited for submission, with a closing date of midday, Friday, 29 March 2019.

The 2019 National General Assembly will be held in Canberra, 16 to 19 June 2019 and will be attended by Mayor Peter Petty and Chief Executive Terry Dodds (as per Council Resolution 15/19).

REPORT:

Submission online of the endorsed motion requires the following information:

Motion:

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

Rationale:

Drought is a National issue that would best be addressed by collaboration across all States and all three tiers of Government.

Our Governance No. 9 Cont...

Action and Outcome:

With the threat of the current widespread drought conditions deteriorating further into the current calendar year, the effects of the drought on non-farm businesses should be pursued to establish a consistent Commonwealth and State Government support approach during extreme drought conditions in regional Australia.

The Disaster Recovery Funding Arrangements 2018 (DRFA) defines a natural disaster as one, or a combination of, the rapid onset of distinct events. An eligible disaster is a defined 'rapid onset event' for which a coordinated multi-agency response was required, and state expenditure exceeds the small disaster criterion of the amount of \$240,000 (or an amount otherwise published by the Government). Clearly a drought meets the latter definition however has been excluded as a defined natural disaster under current and previous guidelines since 1989.

Current drought relief packages reflect Category B measures of assistance available under the DRFA only for individuals, primary producers, small business and not for profit organisations. However existing assistance for Local Governments to protect rapidly deteriorating critical infrastructure such as roads is currently capped at \$300,000 per Council and water infrastructure assistance remains primarily available to eligible Councils and primary producers.

Returning severe drought events to the DRFA could enable local authorities to act now to undertake critical emergency works on essential assets in a similar manner to DRFA Emergency Works for Public Assets, in that they are works which Council need to carry out as a matter of urgency, even if disaster funding was not made available.

Whilst there is a diversity of programs available (currently 15 State and 10 Commonwealth financial schemes and 8 support mechanisms in NSW alone), a consistent assistance approach to severe drought under the DRFA would allow for a more accessible, expedited, transparent and less arduous administrative process thus contributing to the wider Australian regional community.

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

N/A

2. Policy and Regulation

N/A

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

Our Governance No. 9 Cont...

7. Performance Measures

N/A

8. Project Management

N/A

Terry Dodds
Chief Executive

Prepared by staff member:	Terry Dodds, Chief Executive
Approved/Reviewed by Manager:	Terry Dodds, Chief Executive
Department:	Office of the Chief Executive
Attachments:	There are no attachments for this report.

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM GOV10/19
Subject:	MONTHLY OPERATIONAL REPORT - FEBRUARY 2019

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

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

Terry Dodds
Chief Executive

Prepared by staff member:	Noelene Hyde, Executive Assistant & Media	
Approved/Reviewed by Manager:	Terry Dodds, Chief Executive	
Department:	Office of the Chief Executive	
Attachments:	1 Attachment 2 (Booklet 2) - Monthly Operational Plan - February 2019	173 Pages

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Customer Service, Governance & Records
Reference:	ITEM GOV11/19
Subject:	OPERATIONAL PLAN 2018/2019 - REPORT TO 31 DECEMBER 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council notes the delivery of actions in the Tenterfield Shire Council Delivery Program 2017-2021 and Operational Plan 2018/2019.

BACKGROUND

Council adopted the Delivery Program and supporting Operational Plan 2018/2019 on 23 May 2018 (Resolution No. 104/18). The activities contained in the Operational Plan are structured to meet the objectives for the 2018/2019 financial year with the aim to fulfil the Directions contained in the Four (4) Year Delivery Program 2017-2021 and the Community Strategic Plan 2017-2027.

This report provides Council with a summary as at 31 December 2018 of progress against actions across Council's Service areas. This supports the requirement of the Chief Executive (General Manager) to ensure that progress reports are provided to the Council, with respect to the principal activities detailed in the Delivery Program, at least every 6 months.

REPORT:

Council and staff have achieved extensive progress of the actions and activities in the 2018/2019 Operational Plan, as previously reported to Council monthly, in the Monthly Operational Reports.

The summary as at 31 December 2018 can be viewed in the attachment booklet. The Actions and Programs for 2018/19 provides commentary on activities undertaken to achieve these actions and support the achievement of the Delivery Program.

The 2018/2019 Operational Plan is the second annual Plan aimed at achieving Delivery Program outcomes to support the Community Strategic Plan 2017-2027 and aligned actions with outcomes under the Council's suite of Integrated Planning & Reporting documents.

Our Governance No. 11 Cont...

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

- NSW Local Government Act 1993 as amended;
- NSW Local Government (General) Regulation 2005;
- Integrated Planning and Reporting Manual for Local Government in NSW, March 2013.

3. Financial (Annual Budget & LTFP)

Nil for this report; budget reports are provided in line with statutory guidelines to support the IP&R Framework, as well as each month in the Monthly Operational Report to Council.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Tamai Davidson
Acting Chief Corporate Officer

Prepared by staff member:	Erika Bursford, Manager Customer Service, Governance & Records
Approved/Reviewed by Manager:	Tamai Davidson, Acting Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	1 Attachment 3 (Booklet 1) - 50 Operational Plan 2018/2019 - Pages Report on Delivery of Actions to 31 December 2018

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Customer Service, Governance & Records
Reference:	ITEM GOV12/19
Subject:	DRAFT TENTERFIELD SHIRE COUNCIL CODE OF CONDUCT AND PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT 2018

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council:

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

Our Governance No. 12 Cont...

BACKGROUND

Under Section 440 of the *NSW Local Government Act 1993*, the Tenterfield Shire Council Code of Conduct sets the minimum requirements of behaviour for council officials in carrying out their functions. The Code is supported by a set of Procedures which provide information and guidance on the application of the Code.

REPORT:

The current Tenterfield Shire Council Code of Conduct, as adopted on 23 March 2016 (Resolution No. 58/16), is based on the NSW Office of Local Government 2015 Model Code of Conduct and has been developed to assist council officials to:

- understand the standards of conduct that are expected of them;
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence, and
- act in a way that enhances public confidence in the integrity of local government.

The associated Procedures for the Administration of the Code provide examples and further reference material on matters covered in the Code.

The NSW Office of Local Government has undertaken an extensive review and update of the 2015 Model Code of Conduct and 2015 Procedures for the Administration of the Model Code of Conduct during 2017 and 2018. Council was consulted on the draft versions of both the Model Code of Conduct and the Procedures for the Administration of the Model Code of Conduct in 2017 and 2018.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Council is required to consult with the community, with public exhibition of the Code of Conduct and Procedures for the Administration of the Code for 28 days. Following this period, public comments will be presented to Council for consideration and where appropriate, inclusion in the Code of Conduct and Procedures for the Administration of the Code, prior to adoption of the document.

2. Policy and Regulation

- *NSW Local Government Act 1993*
- *NSW Local Government (General) Regulation 2005*

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Council is required to adopt the 2018 Model Code of Conduct for Local Councils in NSW and the 2018 Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW as Council's own Code of Conduct and Procedures for the Administration of the Code of Conduct by 14 June 2019.

Our Governance No. 12 Cont...

7. Performance Measures

Nil.

8. Project Management

Nil.

Tamai Davidson

Acting Chief Corporate Officer

Prepared by staff member:	Erika Bursford, Manager Customer Service, Governance & Records						
Approved/Reviewed by Manager:	Tamai Davidson, Acting Chief Corporate Officer						
Department:	Office of the Chief Corporate Officer						
Attachments:	<table><tbody><tr><td>1</td><td>Attachment 4 (Booklet 3) - Draft Tenterfield Shire Council Code of Conduct 2018</td><td>47 Pages</td></tr><tr><td>2</td><td>Attachment 5 (Booklet 3) - Draft Tenterfield Shire Council Procedures for the Administration of the Code of Conduct 2018</td><td>37 Pages</td></tr></tbody></table>	1	Attachment 4 (Booklet 3) - Draft Tenterfield Shire Council Code of Conduct 2018	47 Pages	2	Attachment 5 (Booklet 3) - Draft Tenterfield Shire Council Procedures for the Administration of the Code of Conduct 2018	37 Pages
1	Attachment 4 (Booklet 3) - Draft Tenterfield Shire Council Code of Conduct 2018	47 Pages					
2	Attachment 5 (Booklet 3) - Draft Tenterfield Shire Council Procedures for the Administration of the Code of Conduct 2018	37 Pages					

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Customer Service, Governance & Records
Reference:	ITEM GOV13/19
Subject:	DRAFT TENTERFIELD SHIRE COUNCIL CODE OF MEETING PRACTICE 2018

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council:

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

BACKGROUND

Under Section 360 of the *NSW Local Government Act 1993*, the aim of the Tenterfield Shire Council Code of Meeting Practice is to achieve:

- Council and Committee meetings which are orderly, efficient and earn the respect of the community;
- Council and Committee meetings which display open government and allow access and participation by the community, and
- Standards which promote and contribute to the democratic process.

Our Governance No. 13 Cont...

REPORT:

The current Tenterfield Shire Council Code of Meeting Practice, as adopted in September 2016 (Resolution No. 248/16), is based on the NSW Office of Local Government 2016 Model Code of Meeting practice and has been developed to assist council officials to:

- contribute to, and make, good public decisions that are based on sound and adequate information, and
- increase Council's transparency and accountability to the community.

The NSW Office of Local Government has undertaken an extensive review and update of the 2016 Model Code of Meeting Practice during 2017 and 2018. Council was consulted on the draft version of the Model Code of Meeting Practice in 2018.

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

Council is required to consult with the community, with public exhibition of the draft Code of Meeting Practice for 28 days. Following this period, public comments will be presented to Council for consideration and where appropriate, inclusion in the Code of Meeting Practice, prior to adoption of the document.

2. Policy and Regulation

- *NSW Local Government Act 1993*
- *NSW Local Government (General) Regulation 2005*

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Council is required to adopt the 2018 Model Code of Meeting Practice for Local Councils in NSW as Council's own Code of Meeting Practice by 14 June 2019.

7. Performance Measures

Nil.

8. Project Management

Nil.

Tamai Davidson
Acting Chief Corporate Officer

Our Governance No. 13 Cont...

Prepared by staff member:	Erika Bursford, Manager Customer Service, Governance & Records			
Approved/Reviewed by Manager:	Tamai Davidson, Acting Chief Corporate Officer			
Department:	Office of the Chief Corporate Officer			
Attachments:	<table><tbody><tr><td>1</td><td>Attachment 6 (Booklet 4) - Draft Tenterfield Shire Council Code of Meeting Practice 2018</td><td>42 Pages</td></tr></tbody></table>	1	Attachment 6 (Booklet 4) - Draft Tenterfield Shire Council Code of Meeting Practice 2018	42 Pages
1	Attachment 6 (Booklet 4) - Draft Tenterfield Shire Council Code of Meeting Practice 2018	42 Pages		

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Customer Service, Governance & Records
Reference:	ITEM GOV14/19
Subject:	AGENCY INFORMATION GUIDE

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council adopt the Tenterfield Shire Council Agency Information Guide 2019 in accordance with Section 21 of the Government Information (Public Access) Act 2009.

BACKGROUND

Section 20 of the GIPA Act requires that agencies must have an Agency Information Guide as follows:

- (1) *An agency (other than a Minister) must have a guide (its "agency information guide") that:*
 - (a) *describes the structure and functions of the agency, and*
 - (b) *describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public, and*
 - (c) *specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions, and*
 - (d) *identifies the various kinds of government information held by the agency, and*
 - (e) *identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available, and*
 - (f) *specifies the manner in which the agency makes (or will make) government information publicly available, and*

Our Governance No. 14 Cont...

(g) identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

- (2) An agency must make government information publicly available as provided by its agency information guide.*
- (3) The Director-General of the Department of Local Government may, in consultation with the Information Commissioner, adopt mandatory provisions for inclusion in the agency information guide of local authorities. The agency information guide of a local authority must include any such mandatory provision unless the Director-General otherwise approves in a particular case.*

REPORT:

In accordance with Section 21 of the GIPA Act, an agency must adopt its first agency information guide within 6 months after the commencement of this section and must review its agency information guide and adopt a new agency information guide at intervals of not more than 12 months. An agency may update and amend its agency information guide at any time.

Council's current Agency Information Guide was adopted on 17 December 2017. Given the significant organisational changes during 2018, the Agency Information Guide has not been updated until February 2019, with consolidation of the organisational changes.

In accordance with Section 22 of the GIPA Act, agencies must notify the Information Commissioner before adopting or amending their Agency Information Guide and must, if requested to do so by the Information Commissioner, consult with the information Commissioner on the proposed Agency Information Guide. The Information Commissioner may choose to issue model guidelines for Agency Information Guides.

The Information Commissioner was notified on 14 March 2019 of the revised draft. The Agency Information Guide has been updated to reflect Council's organisational structure, Committees, and Policies available for access.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Council meets its commitment to inform, consult and involve by reviewing and adopting its Agency Information Guide via its Open Ordinary Meeting.

2. Policy and Regulation

- Government Information (Public Access) Act 2009

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

Our Governance No. 14 Cont...

7. Performance Measures

Nil.

8. Project Management

Nil.

Tamai Davidson

Actg Chief Corporate Officer

Prepared by staff member:

Erika Bursford, Manager Customer Service,
Governance & Records

Approved/Reviewed by Manager:

Tamai Davidson, Actg Chief Corporate Officer

Department:

Office of the Chief Corporate Officer

Attachments:

1	Attachment 7 (Booklet 4) -	25
	Tenterfield Shire Council Agency	Pages
	Information Guide	

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV15/19
Subject:	FINANCE & ACCOUNTS - FEBRUARY 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council receive and note the Finance and Accounts Report for the period ended 28 February 2019.

BACKGROUND

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

REPORT:

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

(a) Reconciliation of Accounts

A reconciliation of the cash books of all funds have been carried out with the appropriate bank statements as at 28 February 2019.

Cash Book Balances on this date were as follows:-

General (Consolidated)	\$	3,450,387.05	Credit
General Trust	\$	321,533.93	Credit

Our Governance No. 15 Cont...

(b) Summary of Investments

The attachment to this report is a certified schedule of all Council's investments as at 28 February 2019 showing the various invested amounts and applicable interest rates.

All investments comply with Council's Investment Policy.

Concealed Water Leakage Concession Policy Update

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

For the month of February no concessions were approved.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

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

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Tamai Davidson
Acting Chief Corporate Officer

Our Governance No. 15 Cont...

Prepared by staff member:	Paul Della, Manager Finance & Technology
Approved/Reviewed by Manager:	Tamai Davidson, Acting Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	1 Investment Summary 28 February 2019

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 28 FEBRUARY 2019

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

Summary

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

By:

Responsible Accounting Officer

P. Della

* Except as highlighted in the associated Council Report.

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV16/19
Subject:	CAPITAL EXPENDITURE REPORT AS AT 28 FEBRUARY 2019

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council receive and note the Capital Expenditure Report for the period ended 28 February 2019.

BACKGROUND

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

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

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

REPORT:

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

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

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

Our Governance No. 16 Cont...

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

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

3. Financial (Annual Budget & LTFP)

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

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

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Tamai Davidson

Acting Chief Corporate Officer

Prepared by staff member:

Paul Della, Manager Finance & Technology

Approved/Reviewed by Manager:

Tamai Davidson, Acting Chief Corporate Officer

Department:

Office of the Chief Corporate Officer

Attachments:

1 Attachment 8 (Booklet 5) - Capital Expenditure as at 28 February 2019 **4** Pages

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV17/19
Subject:	ROADS TO RECOVERY FUNDING 2019/20 - 2023/24

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

The purpose of this report is to:

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

OFFICER'S RECOMMENDATION:

That Council:

- (1) **Note the lower level of Roads to Recovery funding for the next five (5) year funding period from 1 July 2019 to 30 June 2024, ie \$2.007M short on the current Long Term Financial Plan;**
- (2) **Raise the issue of future additional and ongoing infrastructure funding for Councils with the New England Joint Organisation (NEJO), Local Government NSW (LGNSW) and the Australian Local Government Association (ALGA) with a view to obtaining greater certainty for Councils in this space and not have them dictated by ad hoc funding;**
- (3) **Individually, and together with NEJO, LGNSW and ALGA, also raise this matter with relevant Federal and State Ministers/Members of Parliament to lobby for additional ongoing infrastructure funding for Councils;**
- (4) **Note level of service programs will have to take an adjustment if advocacy is to no avail.**

Our Governance No. 17 Cont...

BACKGROUND

On 17 December 2018, Council received a letter co-signed by The Hon Michael McCormack MP, Deputy Prime Minister and Minister for infrastructure, Transport and Regional Development; and the Hon Scott Bucholz MP, Assistant Minister for Roads and Transport, to advise of Council's funding allocation under the Roads to Recovery program from 1 July 2019 to 30 June 2024. (Attachment 1 to this report).

Council was advised that the life of program allocation for the period 1 July 2019 to 30 June 2024 will be \$4,177,340. This compares to \$6,777,326 which was received for the period from 2014/15-2018/19. A difference of \$2,599,986.

REPORT:

Upon further investigation into the reason for this large differential in Roads to Recovery funding across the two five year periods, it became apparent that some additional injections of funds over and above the base level of Roads to Recovery funding occurred in the period from 2014/15 to 2018/19.

This can be depicted as follows:

Funding	2014/15-2018/19	2019/20-2023/24
	\$	\$
Base Allocation	3,701,033	4,177,340
Double Program Funding Share 2015/16	740,027	Nil
Additional June 15 Funding from Fuel Excise Change	2,366,086	Nil
TOTAL	6,777,326	4,177,340

Until receipt of the letter in December 2018 with regard to forward funding arrangements of the Roads to Recovery Program, it would be fair comment that Council was in a certain amount of limbo as to what to do re future funding projections for the ten year financial plan. Without being privy to all of the detail around the additional funding injections it was not unreasonable to expect, that funding would remain at around the same level as the previous five year period.

On that basis, Council had included in the current Long Term Financial Plan, an estimate of Roads to Recovery income for each of the next five financial years an amount of \$1,236,898 as projected income. However, the yearly amount available (based on a straight allocation of the total funding over five years is \$835,468. A difference of \$401,430 per annum or \$2,007,150 over the five year period.

The ten year plan is being redone on a zero base budgeting basis (basically redoing the whole plan). Further updates will be provided as part of the 2019/20 budget process.

Notwithstanding the above, it is clear that Tenterfield Shire Council and Councils generally across NSW require additional infrastructure funding and whether that be through additional injections of funds to the Roads to Recovery program, an increase in the share of income tax revenue from the Commonwealth to 1% of GDP or other funding mechanisms, one only has to look to bridge, water and waste infrastructure within the Tenterfield Shire Council area to know that additional funding is urgently required.

Our Governance No. 17 Cont...

To that end it has been pleasing to note that Tenterfield Shire Council has been the recipient of a number of grants to aid in rejuvenating its failing infrastructure and for other projects/purposes in recent time. A summary of some of the major grants received or announced recently are listed below:

Grant/Project	Amount
Mount Lindesay Road Upgrade	\$24,000,000 (over 3 years)
Fixing Country Roads	\$7,506,100
Stronger Country Communities	\$2,358,000
Drought Communities Funding Program	\$1,000,000
Growing Local Economies	\$1,590,000
Crown Land Management Plans	\$55,506
Emergency Management Centre Program	\$200,000
School of Arts Building Repairs	\$78,000
Water Treatment Plant	\$6,975,000
Total	\$43,762,606

Attachment 2 to this report provides some additional detail on the grant funding that has/will be provided.

Notwithstanding the success in achieving these grants, a longer term consistent funding source for projects of this nature would provide Council with greater certainty in budgeting, and reduce the need to consider options like special rate variations and increasing other charges.

To highlight the point, Rates Income this year is approximately \$4.5M so to have achieved an additional \$28M in income this year (\$44M-\$16M for Mount Lindesay Road to bring it back to an annual figure), rates would have needed to increase 6.2 times!

Likewise, getting back to the Roads to Recovery example, to arrive at the same funding as over the previous life of the program, Council rates would need to increase by 9% each year to cover the reduction.

So yes, while Council was able to achieve more as a result of the increased Roads to Recovery Funding over the past 5 years and while Council will be able to solve a lot of issues like upgrades to bridges and other infrastructure such as the water treatment plant as a result of all of the additional funding mentioned above, it is more than past time for longer term viable funding solutions be examined by all levels of government for Councils and just to say amalgamate or you are unfit does nothing to address the fundamental issue of Councils which are:

- a lack of a decent share of total taxation income
- cost shifting from other levels of government onto councils
- limitations on Councils abilities to raise own source revenue
- Councils being made responsible for Rural Fire Service Assets and Crown land where they are not under Council's control and management.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Not applicable.

Our Governance No. 17 Cont...

2. Policy and Regulation

Not applicable.

3. Financial (Annual Budget & LTFP)

If additional ongoing funding sources for Council infrastructure can be found it will reduce uncertainty in budgeting and make Councils far more sustainable while reducing potential rates, fees and charges increases.

4. Asset Management (AMS)

Funding for Asset renewal and new assets needs greater certainty than relying on additional grants ad hoc in nature.

5. Workforce (WMS)

More funding and more capital works may require temporary increase to Councils FTE above current levels.

6. Legal and Risk Management

Not applicable.

7. Performance Measures

Not applicable.

8. Project Management

Not applicable.

Tamai Davidson
Acting Chief Corporate Officer

Prepared by staff member:

Paul Della, Manager Finance & Technology

Approved/Reviewed by Manager:

Tamai Davidson, Acting Chief Corporate Officer

Department:

Office of the Chief Corporate Officer

Attachments:

- | | | |
|----------|--|------------|
| 1 | Letter re Roads to Recovery Funding 2019-2024 | 2
Pages |
| 2 | Major Grants Received or Announced - Tenterfield Shire Council | 1
Page |



The Hon Michael McCormack MP

Deputy Prime Minister
Minister for Infrastructure, Transport and
Regional Development

The Hon Scott Buchholz MP

Assistant Minister for Roads and Transport
Federal Member for Wright

Ref: MS18-002602

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

Dear Mayor

We are writing to advise you of your Council's funding allocation under the Roads to Recovery Program from 1 July 2019 to 30 June 2024.

The Australian Government demonstrated its ongoing commitment to this important partnership with local government by removing the sunset clause for the Roads to Recovery program in the *National Land Transport Act 2014*; meaning no new legislation will be required for the continuation of the program.

In addition to our commitment to maintain Roads to Recovery funding at the current level of \$350 million per annum, the 2016 Budget announced that a further \$50 million per year will be provided ongoing. This brings total funding for the program to \$2 billion over the five years to 2023-24.

A total of \$553.01 million has been allocated to New South Wales, which has been divided between the councils in the State on the basis of the 2018-19 recommendations of the Local Government Grants Commission for the roads component of the Financial Assistance Grants. This methodology is consistent with the allocation of Roads to Recovery funding for previous programs.

Your Council's life of program allocation for the period 1 July 2019 to 30 June 2024 will be \$4,177,340. Councils will be able to enter projects for the new period of Roads to Recovery funding from 1 July 2019 and the first payment of the new program will be made in August 2019.

The program will continue to run under simple administrative arrangements with councils free to decide the projects to be funded. As per the current arrangements, projects funded under Roads to Recovery can be delivered as early as needed in the 5-year program life, subject to councils proactively identifying projects in line with their local priorities. You should contact the Department of Infrastructure, Transport, Regional Development and Cities as early as possible in the new financial year should you wish to accelerate your Roads to Recovery spending.

The Department will advise you of the formal funding conditions prior to the commencement of the new program life.

This funding will help councils target genuine road investments that will stimulate local employment and help get people home safer and sooner. Consistent with the Roads to Recovery Statement of Expectations launched last year, we would like to urge councils to focus their funding on projects that improve the safety and quality of their local road networks.

The Government is committed to using Federal funding to improve employment opportunities for Indigenous Australians and we ask for this consideration to be applied to projects using Roads to Recovery funding.

We would also like to take this opportunity to remind councils to allocate all 2018-19 Roads to Recovery funds to projects. You should also ensure that these projects are sufficiently advanced by the April 2019 quarterly reporting period so that all available 2018-19 funding can be paid out.

We look forward to continuing the successful relationship between the Australian Government and your council over the coming years.

Yours sincerely



Michael McCormack



Scott Buchholz

TENTERFIELD SHIRE COUNCIL

Major Additional Council Grant Income	Funding Source	Total Funding
<u>Mount Lindsay Road Upgrade Project</u>	Commonwealth Government 50%	\$ 24,000,000
	State Government 50%	
* Over 3 years - drawn down as expenditure occurs		
<u>Fixing Country Roads</u>	State Government	\$ 7,506,100
Comprised of:		
- Interim Solutions to lift load limits on Council Bridges	\$ 2,626,000.00	
- Testing of the remaining 35 bridges	\$ 141,100.00	
- Boonoo Boonoo	\$ 2,919,000.00	
- Emu Creek	\$ 1,820,000.00	
<u>Stronger Country Communities</u>	State Government	\$ 2,358,000
Comprised of:		
- Tenterfield Archery Shelter Area	\$ 54,000.00	
- Tenterfield Memorial Hall Sporting Complex	\$ 996,908.00	
- Playground Enhancements (Woodward Park, Captain Cook Park)	\$ 104,500.00	
- Tenterfield Shire - Vibrant & Connected	\$ 592,901.00	
- Liston Community Hall Toilets and Games Room Extension	\$ 111,405.00	
- Tenterfield Town Centre revitalisation (Phase 2)	\$ 200,000.00	
- Toilet Block Enhancements at Urbenville and Legume	\$ 170,194.00	
- Shirley Park Amenity refurbishment and Tenterfield Rugby Park Fencing	\$ 128,092.00	
<u>Drought Communities Programme Funding</u>	Commonwealth Government	\$ 1,000,000
Comprised of:		
- Holding Events	\$ 50,000.00	
- Drought relief Event - Rodeo	\$ 25,000.00	
- Drought relief Event - The Tenterfield Show	\$ 50,000.00	
- Upgrading or repairs of load limited timber bridges	\$ 850,000.00	
- Carting Potable Water	\$ 25,000.00	
<u>Growing Local Economies</u>		
Specific bridges - Breury Creek	\$ 1,590,000.00	\$ 1,590,000.00
<u>Crown Land Management Plans</u>	State Government	\$ 55,506
<u>EMC program</u>		
Emergency management Centre at Chambers	\$ 200,000.00	\$ 200,000.00
<u>School of Arts Building Repairs</u>	\$ 78,000.00	\$ 78,000.00
<u>Water Treatment Plant</u>		6,975,000
TOTAL FUNDING		\$ 43,762,606

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV18/19
Subject:	UPGRADE TO COUNCIL'S WIRELESS INFRASTRUCTURE

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.
CSP Strategy:	Council continually reviews its service provision to ensure best possible outcomes for the community.
CSP Delivery Program	Ensure that information technology meets Council's operational requirements.

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council:

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

Our Governance No. 18 Cont...

BACKGROUND

Council is operating on wireless network that, while perhaps good in its day, is failing to meet or has the potential to fail to meet the operational requirements of staff and others parties on a daily basis at the following Council sites:

- Depot
- Library
- School of Arts
- Visitor Information Centre
- Waste Transfer Facility
- Water Treatment Plant
- Sewerage Treatment Plant
- Saleyards

While the main office is now operating well with the 100Mb Telstra fibre link in place, computers at the Depot for example can take up to 40 minutes to log on which is totally unacceptable and inefficient and is interrupting Council's operations. Once logged in, systems are often very slow at these sites.

So while it was a great achievement to last year solve issues of these sites often not being able to connect to the main administration building at all, the issue of speed now needs to be addressed.

This was one of the issues raised in the report prepared last year by Roberts & Morrow Technology (RMT) on Council's IT Environment where they state that:

"Confirmation of the bandwidth available on the Microwave network needs to be determined and reviewed."

As a follow up to this, and because of the slow speed of computers particularly at the Depot, Northern Communications were brought in to review the speeds and bandwidth of the existing wireless infrastructure.

A copy of their findings and a map of the proposed new infrastructure and detailed costing, which includes a diagram showing the linkages between the sites has been attached as a confidential document.

In addition to the Northern Communication costs of approximately \$166,000 there is additional power infrastructure and contingency required hence the \$200,000 amount requested.

REPORT:

In the longer term in addition to the wireless option, fibre optic cable from the main Council office to the Depot, Library, School of Arts and Visitor Information Centre would be an ideal solution for increasing the speed of internet connectivity as well as connectivity back to the main server for applications to run.

At the moment though, indications are that this cost is significantly higher than the wireless solution that has been proposed.

Therefore as part of the Technology Strategic Plan, a recommendation is likely to be that Council sets aside some funds each year to build up a funds to implement a fibre optic cable solution over the next 3-5 years to these sites and then the wireless system can be used as an additional backup option.

Our Governance No. 18 Cont...

However, as indicated, Council urgently needs a solution for the Depot and other sites IT Infrastructure needs now and the wireless option provided by Northern Communications will solve the speed issues relatively quickly as well as give Council far greater backup/redundancy options.

Without going into too much technical detail, currently the wireless links are operating at around a speed of 50 Megabytes per second which is all used up at the Depot for example, when someone is logging onto a computer. Northern Communications have recommended links of between 1Gigabyte per second and 10 Gigabytes per second in their solution.

Due to the dollar value involved (over the \$150,000 threshold), normally a tender would be required for this type of purchase, however, the provisions of the Local Government Act 1993 allow for the following exceptions:

Section 55 (3) This section does not apply to the following contracts:

- (i) a contract where, because of extenuating circumstances, remoteness of locality or the unavailability of competitive or reliable tenderers, a council decides by resolution (which states the reasons for the decision) that a satisfactory result would not be achieved by inviting tenders,*
- (k) a contract made in a case of emergency.*

It can be argued that this is a contract as a result of extenuating circumstances and that a satisfactory quick result would not be achieved by inviting tenders and further that it is a contract that needs to be made due to an emergency – we can't have staff being inefficient because of poor technology.

RMT's comments on the proposed solution were that the price was in line with what they have seen elsewhere, so there can be some confidence that this proposal represents value for money to Council.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

- Complies with Section 55 (3) of the Local Government Act 1993.

3. Financial (Annual Budget & LTFP)

A budget of up to \$200,000 would be provided for the new Wireless Solution.

4. Asset Management (AMS)

The new wireless infrastructure would need to be added to Council's asset register with the old equipment removed.

5. Workforce (WMS)

Nil.

Our Governance No. 18 Cont...

6. Legal and Risk Management

Will improve Council's risk profile, as there will be improved redundancy options meaning a reduction in the chance of outages and there will also be improved staff productivity.

7. Performance Measures

Nil.

8. Project Management

Nil.

Tamai Davidson

Acting Chief Corporate Officer

Prepared by staff member:

Paul Della, Manager Finance & Technology

Approved/Reviewed by Manager:

Tamai Davidson, Acting Chief Corporate Officer

Department:

Office of the Chief Corporate Officer

Attachments:

- | | | |
|----------|---|------------|
| 1 | Confidential Attachment 11
(Confidential Booklet 6) - Quotation
from Northern Communications for
TSC Wireless Network Upgrade. | 4
Pages |
| 2 | Confidential Attachment 12
(Confidential Booklet 6) - Diagram
of TSC's proposed new Wireless
Network Infrastructure. | 1
Page |

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

REPORT BY: Bronwyn Petrie, Councillor

The National Timber Councils Association Annual General Meeting was held at Melbourne on Thursday, 6 December 2019 and was attended by Council delegate Cr Bronwyn Petrie.

Election of Executive Committee members as follows:

National President - Cr Dale Harriman (Latrobe City Council, VIC)

National Vice President - Cr Malcolm Hole (Wellington Shire, VIC)

Treasurer - Mayor Greg Howard (Dorset Council, TAS)

Committee member - Cr Lindsay Passfield (Kyogle Council, NSW)

Committee member - Cr Genevieve Campbell (Murray River Council, NSW)

List of Member Councils:

District Council of Grant (SA)

Dorset Shire Council (TAS)

East Gippsland Shire Council (VIC)

Glenelg Shire Council (VIC)

Kyogle Council (NSW)

Latrobe City Council (VIC)

Moorabool Shire Council (VIC)

Murray River Council (NSW)

Murrindindi Shire Council (VIC)

Oberon Shire Council (NSW)

Pyrenees Shire Council (VIC)

Snowy Valleys Council (NSW)

Tenterfield Shire Council (NSW)

Wellington Shire Council (VIC)

Guest Speaker

Mr Andrew Wilson, Director, National Forest Policy, Dept of Agriculture & Water Resources

Andrew provided an overview and update on the Plan and the progress in identifying and financing Regional Forestry Hubs to provide strategic vision for Australian forest industries and drive investment and employment (through right trees at the right scale in the right location). An announcement on Regional Forestry Hubs was made last week by Senator Coelbeck and four pilot Hubs identified including North East NSW, which is highly relevant to Tenterfield Shire.

There is an issue in relation to the Federal Government carbon/renewables rules not recognising native forests and native forest thinnings/waste products as renewable, therefore they are not eligible to be used in renewable energy production, for example where plantation timber qualifies. This inhibits the opportunity for commercially viable silviculture of our forests to promote improved health, structure and productivity.

<http://www.agriculture.gov.au/SiteCollectionDocuments/forestry/national-forest-industries-plan.pdf>

Report of Committee No. 3 Cont...

Other Business

- Wood Encouragement Policies – Planet Ark promoting Local, State and Federal Governments to adopt a Wood Encouragement Policy ie responsibly sourced wood should be considered, where feasible, as the primary construction material in all new-build and refurbishment projects.
- Update on progress of RFAs across Australia.
- Discussion on NTCA Conference 2020 – aiming to be held in conjunction with AusTimber.
- General meeting will be held in Canberra in conjunction with the ALGA Conference on the evening of Monday, 17 June 2019.
- Regional meetings and locations are as yet to be confirmed.

RECOMMENDATION

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

ATTACHMENTS

- 1** National Timber Councils Association - Strategic Directions 2018-2020 4 Pages
- 2** Attachment 9 (Booklet 5) - Wood - the ultimate renewable 20 Pages



**NATIONAL TIMBER
COUNCILS ASSOCIATION**

**STRATEGIC DIRECTIONS
2018 - 2020**



National Timber Councils Association
Email: nationaltimbercouncilsassoc@gmail.com

Mobile: 0498 487 844



AIM

The National Timber Councils Taskforce aims to promote vibrant, resilient communities, maintain regional investment, employment opportunities and responsible environmental practices.

ROLE

- To advocate at the Federal and State Government levels on native forestry and plantation issues on behalf of councils throughout Australia
- Provide local government with access to information regarding forest policy development and implementation and keep councils informed of developments at Federal and State Government levels
- Provide a means for reviewing and contributing to forest-related planning and regulatory frameworks at the Commonwealth, State and Territory Government levels
- Provide opportunities for networking and knowledge exchange between councils across Australia
- Formulate and promote forest policies that do not adversely impact on councils and support local communities

FREIGHT INFRASTRUCTURE FUNDING

The NTCA will liaise with Australian Government Ministers (Infrastructure, Transport, Regional Development and Local Government) to seek additional funding to support the safe transportation of freight associated with native forestry and plantation development, harvest, haulage on local roads to export.

The NTCA to prepare a submission to seek federal funding to develop the Transport Network Strategic Investment Tool (TraNSIT) research study with CSIRO. A planning horizon of 20-25 year study at annual time intervals, with 5 yearly reviews. TraNSIT performs a mass optimal routing of vehicle movements between thousands of enterprises and scales up to provide industry, domain or locality wide logistics costs. This document to justify local government road and bridge funding to support a National industry



NTCA COLLABORATIONS

The NTCA will continue to pursue collaborations with organisations which hold sympathetic views to the forest and timber industry.

The NTCA will continue to capitalise on existing relationships with CSIRO and Federal government to achieve production of TraNSIT study, Planet Ark and University of Melbourne.

The NTCA will strengthen relationships with Federal, State and Territory governments in their quest for decentralisation of industry and the economic wellbeing of small communities.

MEMBERSHIPS

The NTCA will liaise with all non-member Australian Councils where the timber industry influences are significant to their community and local economy to promote the work of the Association and benefits of membership.

FORESTRY EDUCATION & RESEARCH

The NTCA will encourage the development of forest education and research, supporting the perpetuity of the industry.

PROCUREMENT

The NTCA will work with the Australian, State, Territory and Local Governments, industry experts and stakeholders to provide information to member councils about industry and procurement policies and impacts, with an emphasis on the development for support of Australian forest and wood products

COMMERCIAL PLANTATION FORESTRY

The NTCA will engage with the Australian Government and industry stakeholders on the future directions of forest policy to ensure long term certainty and security of supply.

The NTCA will liaison with federal and state governments and opposition to pursue a bipartisan approach

The NTCA will work collectively with local government to address any regional issues relating to carbon plantings

The association will explore avenues to facilitate community development contributions from commercial plantation companies to support the local communities in which they exist.



CARBON

The NTCA will continue to build member understanding of the implications and opportunities for the forest and wood products industry, and determine the most appropriate response on behalf of those affected communities.

The NTCA will seek consideration from the Federal Government for the recognition of carbon stored in wood and wood based products in relation to this area of policy.

BIOENERGY

The NTCA will promote the use of biomass residues from sustainably harvested forests to generate energy and employment. The association will seek to highlight the opportunity for job creation in the development of the bioenergy sector.



OPPORTUNITIES

The NTCA prepares an agenda for the 2018 National Conference
The NTCA start planning for a conference during AusTimber 2020

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

REPORT BY: Bob Rogan, Councillor

SUMMARY

The history associated with this subject relates to a review of the Disability Action Plan and mirrors action taken by the Glen Innes Severn Council in partaking an accessibility walk in their CBD, identifying access issues during the walk and also using the opportunity to display accessibility stickers.

Council's Community Development Officer, Rebekah Kelly was involved in this project at Glen Innes and then presented this as an idea to the Tenterfield Disability, Inclusion & Access Advisory Committee.

This walk was agreed by the Committee and contact was made with all members regarding this project. Advice and recommendations had also been sought by committee members noting previous accessibility concerns – some of which have been captured as customer requests for increased access to buildings for example.

REPORT:

1. On 12 February 2019 the Disability, Inclusion & Access Advisory Committee undertook a small project to deliver accessibility stickers to Tenterfield businesses in Rouse Street. A further walk took place on Monday, 11 March 2019 to complete the project.
2. As a result of this project, conversations with a number of business owners highlighted access difficulties for not only those with a disability but people that may have any access difficulty such as with a pram, walker etc. Feedback was obtained from some of the businesses that raised a number of issues from being able to access the front door of the shop, to parking.
3. Availability of parking spaces was raised as a concern. This was identified as a problem, with restricted access due to the lack of suitable parking spaces for people with accessibility issues and in particular, for those visiting the Optometrist. Feedback from some staff at the Optometrist was that a large percentage of their patients are elderly and they are having to park at the rear of the shops. The feedback was that by the time the elderly client walks from their car, uphill to the street and arrive at the Optometrist, they are often exhausted.

It was raised that these customers are not necessarily people with a disability sticker on their car. They may be using a walking stick or be elderly and not as mobile as the general population and they at times, can really struggle with walking up the hill or for any distance.

Question:

We wonder what the options may be as to the allocation of parking spaces to enhance accessibility for these customers?

4. Parking for extended periods – There were concerns raised by multiple business operators regarding vehicles occupying car park spaces in Rouse Street for longer periods than signage allows and reportedly some remaining all day.

Report of Committee No. 4 Cont...

A number of business owners raised that if a car is taking up a car space for extended periods, this restricts others from accessing shops and businesses and is especially difficult for those with accessibility issues.

Question:

We are curious as to how this is managed?

5. Wheelchair access – There is a disability car park in High Street at the front of number 95. There is no lay back within a reasonable distance to allow chair access to the footpath. The current route onto the footpath would be downhill approximately six or seven metres then via Whereat Lane. Consequently, this means that anyone in a wheelchair is forced to contend with any traffic that may be turning into or out of Whereat Lane.

Feedback from staff at the Westpac shop is that many people have difficulty with this ramped section of the footpath. The painted disabled sign on the carpark sealed surface has faded to the extent that it is barely noticeable.

Question:

There is also a short, steep ramp to gain further access to the shop fronts and we believe this should be checked for compliance.

6. Hand rails – The owners of CM Country Outfitters would like authority from Council (if required) to put in a hand rail on one side of the shop entrance, similar to what is installed at Tenterfield Sports Store (directly across the Street). This would allow for better access to their shop for those customers who may have some difficulty.
7. Access ramps – The owners of Tenterfield Takeaway have asked if they are permitted to install a ramp in their entrance way.

Question:

The managers were curious as to whether this was a heritage issue or engineering as they claim that they have raised this, however have been advised that installation of the ramp is not allowed.

8. Bruxner Park ramp – The ramp access from Rouse Street into Bruxner Park has had remediation work to make one of the turn backs more accessibility for mobility scooters. However there is still concern that under specific circumstances, there is a safety hazard to users of scooters. The turn located at the highest level at the top of the ramp, whilst it appears sufficient, is reported to not allow for those who may misjudge their turning circle and therefore need to execute a three point turn. During the reversing phase of such a turn the rear wheels of a scooter may come close to the drop off at the top of the steps. This would mean that the scooter could potentially topple down the steps and the injury could be fatal.

Question:

It has been reported by a member of the Committee that there has already been a near miss and we are wondering as to what options or solutions there may be to ensure safety and access for this ramp?

9. Public Toilets – The owner of the Margot's Antiques raised that she and her family members have been, and still are, letting the Coles shopping complex customers use their toilet facilities on request.

Report of Committee No. 4 Cont...

The Manager indicated that she doesn't want to turn away the people requesting to use the toilets as there are no others available in the Centre, however is most unhappy about the situation.

The Manager has raised that there needs to be toilets available for customers in the carpark and has also raised that the Development Application must have included a provision for public toilets. Margot Rees said that requests for use of her toilet facility occurs multiple times each day resulting in unwanted disruption and extra cleaning of their facility.

This also raises concerns about people needing to access toilets at the Centre and in particular those that may have disabilities and are approaching Margot for the use of her toilet facilities as an alternate facility but which is too far away.

Question:

We are curious as to options for public toilet access and update as to developmental approval?

RECOMMENDATION

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

ATTACHMENTS

There are no attachments for this report.

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

REPORT BY: Harry Bolton, Manager Economic Development & Community Engagement

A meeting of the Sir Henry Parkes Memorial School of Arts Joint Management Committee was held on Thursday, 14 March 2019.

Draft Terms of Reference and Minutes of the Meeting are attached.

RECOMMENDATION

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

ATTACHMENTS

- 1** Minutes of Meeting 3 Pages
- 2** Draft Terms of Reference 6 Pages



**MINUTES OF
SIR HENRY PARKES MEMORIAL SCHOOL
OF ARTS JOINT MANAGEMENT
COMMITTEE**

THURSDAY, 14 MARCH 2019

MINUTES OF THE **Sir Henry Parkes Memorial School of Arts Joint Management Committee** OF TENTERFIELD SHIRE held at the Sir Henry Parkes Memorial School of Arts on Thursday, 14 March 2019 commencing at 2.05 pm.

ATTENDANCE:

Deputy Mayor Cr Greg Sauer - TSC
Christine Denis – Friends of the School of Arts
Peter Jeffrey – Friends of the School of Arts
Ian Unsworth – National Trust Australia (NSW)
Terry Dodds CEO - TSC
Harry Bolton MEDCE - TSC

DISCLOSURE OF INTERESTS: Nil

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 School of Arts Joint Management Committee held on Thursday, 14 March 2019

**MINUTES OF SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS JOINT
MANAGEMENT COMMITTEE** **14 MARCH 2019**

APOLOGIES

Resolved that the apologies from Mr Ken Halliday–National Trust (NSW) and Mayor Peter Petty be received and accepted.

(Christine Denis/Greg Sauer)

CONFIRMATION OF MINUTES

Resolved that the Minutes of the Sir Henry Parkes Memorial School of Arts Joint Management Committee meeting held on Thursday, 16 August 2018, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

(Christine Denis/Peter Jeffrey)

OFFICERS REPORTS

**(ITEM 01) MUSEUM/CINEMA/THEATRE STATISTICS FOR THE PERIOD
OCT-NOV-DEC 2018**

**REPORT BY: Harry Bolton, Manager Economic Development &
Community Engagement**

The report outlined facility activity for the second quarter of 2018 including Museum, Cinema and Theatre statistics and maintenance issues.

Matters arising from the report included:

- Updates on window restoration work; and
- Implementation of Pastperfect data base.

Resolved that the Facility Activity Report for the Second Quarter of 2018 be received and noted.

(Peter Jeffrey/Greg Sauer)

**(ITEM CEO10/19) UPDATE TERMS OF REFERENCE FOR ADOPTION BY
COMMITTEE.**

REPORT BY: Noelene Hyde, Executive Assistant & Media

The report presented updated Terms of Reference for the Sir Henry Parkes Memorial School of Arts Joint Management Committee for endorsement of the Committee.

Resolved that the updated terms of reference for the Sir Henry Parkes Memorial School of Arts Joint Management Committee be endorsed and referred to Council for adoption.

(Greg Sauer/Ian Unsworth)

BUSINESS WITHOUT NOTICE

Nil

MINUTES OF SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS JOINT
MANAGEMENT COMMITTEE **14 MARCH 2019**

There being no further business the Chairperson declared the meeting closed at 2.45 pm.

.....
Harry Bolton (MEDCE)
Chairperson

TENTERFIELD SHIRE COUNCIL

COUNCIL COMMITTEES – TERMS OF REFERENCE

HEADING:

**Sir Henry Parkes Memorial School of Arts Joint
Management Committee**

**MEETING AMENDED
AND RESOLUTION NO.:**

**27 March 2019
????**

**HISTORY OF DOCUMENT
PREVIOUSLY ADOPTED:**

17 February 2005	66/05
20 September 2006	527/06
27 May 2009	877/09
23 September 2009	1229/09
28 September 2011	467/11
26 September 2012	353/12
25 September 2013	317/13
24 September 2014	323/14
28 October 2015	334/15

DRAFT

Committee Overview:

The Sir Henry Parkes Memorial School of Arts Management Committee has been established as a Specific Purpose Committee by Council to give direction into the operations of the School of Arts complex with an emphasis on best business practices and sound financial management and planning. The emphasis of Joint Management Committee deliberation should be directed to long term holistic and tangible social, cultural and economic outcomes as identified in this plan.

The Joint Management Committee has no role in the operations of the Tenterfield Public Library. Furthermore, the Joint Management Committee has no role in the day to day management of the Tenterfield School of Arts complex.

The Sir Henry Parkes Memorial School of Arts Joint Management Committee (formerly the Sir Henry Parkes Memorial Management Committee ("Joint Committee") was established by Council by means of an amalgamation of the former Sir Henry Parkes Memorial Management Committee and the School of Arts Board of Management.

Purpose and Role:

The Joint Management Committee role is:

- To provide professional guidance and advice in the management of the School of Arts complex;
- To work with key managers to forge strategic and fiscal directions in keeping with the contractual and social/cultural obligations identified in existing agreements between Council and its business partners;

Terms of Reference
Date of Effect: 28 October 2015
Name of Committee: Sir Henry Parkes School of Arts
Joint Management Committee

Review Date:
October 2015

Responsible Officer:
Manager Economic Development
& Community Engagement

- To establish processes that facilitate the incremental upgrade of products and services provided by the complex, exhibition development; and
- To carry out the annual functions set out in the schedule to the Lease between the National Trust of Australia (NSW) and Tenterfield Shire Council for the Tenterfield School of Arts Complex.

The **Joint Management Committee** has a duty of care to monitor and review progress toward the objectives and nominated targets of this plan in a transparent way.

All activities conducted by the Committee are to be in line with Council's adopted Integrated Planning and Reporting Framework.

Functions:

The functions of the **Joint Management Committee** will be:

- To carry out the annual functions set out as follows:
 - Meet at least annually in February or March;
 - Review activities for previous year;
 - Recommend program of activities, maintenance schedule and budget for following financial year;
 - Inspect premises and report on condition and any action necessary, including maintenance schedule;
 - Inspect exhibition and collection and report on condition and any action considered necessary;
 - Review management and operation of School of Arts and recommend any action considered necessary, especially but not exclusively with relation to staffing, entry charges and tourist promotion;
 - Review external presentation and image including street landscaping, signage and advertising and report on and make recommendations on action considered necessary.
- The determination of such other matters or things as this lease requires or permits to be determined or approved by the **Joint Management Committee**.
- Generally, the determination and execution of all matters relating to the conduct of the Museum and Library and the ongoing maintenance of the land and the building during the duration of this lease.

Committee Membership:

The **Joint Management Committee** will be made up of eight (8) representatives as follows:

Terms of Reference	Review Date:
Date of Effect: 28 October 2015	October 2015
Name of Committee: Sir Henry Parkes School of Arts Joint Management Committee	

Responsible Officer:
Manager Economic Development
& Community Engagement

- Two (2) Councillors from Tenterfield Shire Council including the Mayor
- Two (2) Staff from Tenterfield Shire Council including the **Chief Executive**
- Two (2) from the National Trust (New South Wales)
- Two (2) from the Friends of the School of Arts

Procedural Matters:

a) Appointment of Committee Members

The Lease document is silent on the appointment of Committee members apart from the constitution of the Committee.

Election is by vote through the representative bodies own memberships. Representative bodies are required to notify Council of their elected candidate immediately following their election. Candidates must be able to meet the minimum requirements as set out below: -

- Candidates must be willing to commit and act as ambassadors for the School of Arts and foster community support for the venture;
- Candidates must be familiar with issues of governance and non disclosure requirements;
- Candidates must be willing to work towards the stated objectives of the School of Arts; and
- Candidates must, at all times, act in the best interests of the School of Arts.

To hold office, all Committee members must be appointed by Council and for the duration of the Term of Council.

Vacancies occurring during the Term of Council will be ratified by the Committee prior to recommendation and adoption by Council.

Council must appoint new members before they are able to take part in the Committee meetings.

b) Alternates

Any member of the **Joint Management Committee** may appoint an alternative acceptable to a majority of the **Joint Management Committee** to represent that member in his or her absence, and the alternative shall have the same rights and powers as the member concerned.

c) Additional Attendees

Each of the four (4) groups of members will have the right to invite additional persons to attend meetings of the **Joint Management Committee** to provide expertise on particular matters but those persons will have no right to vote.

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Responsible Officer:
Manager Economic Development
& Community Engagement

d) Invitees

The **Joint Management Committee** may at any time invite such persons as it thinks fit to attend one or more of its meetings as observers, but those persons will have no right to vote.

e) Term of Committee

Membership of the Committee is for the Term of Council.

f) Quorum

The number of members whose presence is necessary to constitute a quorum at a meeting of the **Joint Membership Committee** is four (4), of whom one (1) must be from each of the four (4) groups referred to under the heading "Committee Membership".

If there is no quorum, the Committee may hold an informal meeting and take notes if so decided by the Chairperson. No action or recommendations can be made at such an informal meeting.

g) Meeting Frequency

The **Joint Management Committee** is to meet at least once a year, or more often as required, with meetings to be convened by the Chairperson or a nominated representative of the Chairperson. Meetings will generally be held in February or March each year.

The Chairperson of the Committee may call an Extraordinary Meeting in consultation with the **Chief Executive**.

h) Election of Chairperson

The Chairperson at meetings of the **Joint Management Committee** will be the Mayor or, in his or her absence, the second delegated Councillor, determined by those members present.

i) Role of Delegated Councillor

The role of the delegated Councillor is to represent Council on the Committee and to assist community members with the formulation of recommendations to Council.

j) Role of Council Staff

The role of the Council staff member is to arrange for the Agenda and Minutes and to provide professional specialist advice to the Committee. As members of the **Joint Management Committee**, the **Chief Executive and Manager of Economic Development & Community Engagement** have voting rights on this Committee.

The role of the staff member may also be to carry out any reasonable action and recommendations of the Committee, but only once adopted by Council.

Terms of Reference

Date of Effect: 28 October 2015

Name of Committee: Sir Henry Parkes School of Arts
Joint Management Committee

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October 2015

Responsible Officer:

Manager Economic Development
& Community Engagement

k) Agenda

The Agenda is to be forwarded to Committee Members in accordance with Council's Code of Meeting Practice (2016) and consideration is to be given to issues as required.

l) Voting

Each member of the **Joint Management Committee** will have one (1) vote on any matter before the **Joint Management Committee** and in the event of an equality of votes, the Chairperson will have a second, or casting, vote.

m) Conflict of Interest

Members of the Committee shall declare any conflict of interest when in accordance with Council's Code of Conduct (2016).

n) Minutes

Minutes of the Committee's deliberations and recommendations shall be made available to Council at the earliest opportunity after any meeting of the Committee.

o) Changing the Terms of Reference

Recommendations to Council to amend or change the Terms of Reference for the Committee, including the Committee Functions, will need to be endorsed by the majority of the Committee.

p) Procedures

The procedures of the Committee will be in accordance with those defined for Council Committees under the Local Government (General) Regulation 2005 and the Tenterfield Shire Council Code of Meeting Practice (2016).

q) Delegations of Authority

The **Sir Henry Parkes Memorial School of Arts Joint Management Committee** does not have authority to commit Council to any expenditure.

r) Conduct at Committee Meeting

The provisions of Council's Code of Conduct (2016) apply to members attending **Specific Purpose Committees** of the Council.

s) Absence from Committee Meetings

A member ceases to be a member of the Committee if the member.

- (a) has been absent from (3) consecutive meetings of the Committee without having given reasons acceptable to the Committee for the member's absences; or

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Date of Effect: ~~28 October 2015~~ **Review Date:** ~~October 2015~~
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Joint Management Committee

Responsible Officer:
Manager Economic Development
& Community Engagement

- (b) has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absences.



Terms of Reference
Date of Effect: 28 October 2015
Name of Committee: Sir Henry Parkes School of Arts
Joint Management Committee

Review Date:
October 2015

Responsible Officer:
Manager Economic Development
& Community Engagement

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM RES2/19
Subject:	COUNCIL RESOLUTION REGISTER - MARCH 2019

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council notes the status of the Council Resolution Register to March 2019.

Terry Dodds
Chief Executive

Prepared by staff member:	Noelene Hyde, Executive Assistant & Media		
Approved/Reviewed by Manager:	Terry Dodds, Chief Executive		
Department:	Office of the Chief Executive		
Attachments:	1	Attachment 10 (Booklet 5) - Resolution Register - March 2019	28 Pages