



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER ORDINARY COUNCIL MEETING WEDNESDAY, 28 NOVEMBER 2018

Notice is hereby given in accordance with the provisions of the *Local Government Act 1993*, and pursuant to Clause 2.3 of Council's Code of Meeting Practice that an **Ordinary Council Meeting** will be held in the Tenterfield Shire Council Chamber, on **Wednesday 28 November 2018** commencing at **9.30 am**.

Terry Dodds
Chief Executive

11.30 am - Presentation of Audited Financial Reports – 2017/2018
Mr James Sugumar and Mr Furqan Yousuf – NSW Audit Office

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.

~~o0o~~~

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

(ITEM MIN4/18) CONFIRMATION OF PREVIOUS MINUTES9

6. TABLING OF DOCUMENTS

7. URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

8. COMMUNITY CONSULTATION (PUBLIC ACCESS)

9. MAYORAL MINUTES

(ITEM MM6/18) PRIORITY FOR FUNDING - DROUGHT COMMUNITIES
PROGRAMME23

(ITEM MM7/18) WASTE RECYCLING CONTRACT - CONTAINER DEPOSIT
SCHEME & NATIONAL CHINA SWORD IMPACTS.....25

(ITEM MM8/18) LOCAL GOVERNMENT NSW (LGNSW) SAVE OUR
RECYCLING CAMPAIGN26

10. RECOMMENDATION FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

- ITEM COM23/18 - SCHOOL OF ARTS RESTORATION PROJECT – TENDER RECOMMENDATION
- ITEM GOV92/18 - INFORMATION TECHNOLOGY - REVIEW OF TENTERFIELD SHIRE COUNCIL CONDUCTED BY ROBERTS & MORROW TECHNOLOGY
- ITEM COM24/18 - TENTERFIELD SHIRE COUNCIL RURAL & REGIONAL ROADS RESEAL PROGRAM 2018
- ITEM ENV25/18 - TENTERFIELD DAM UPGRADE – END OF PROJECT STATUS AND FUTURE FOLLOWUP

11. OPEN COUNCIL REPORTS

OUR COMMUNITY

(ITEM COM21/18)	LEASES FOR AERODROME HANGERS	29
(ITEM COM22/18)	ELECTRIC VEHICLE RECHARGING STATION	32

OUR ECONOMY

NIL

OUR ENVIRONMENT

(ITEM ENV22/18)	TENTERFIELD LOCAL ENVIRONMENTAL PLAN 2013 - PLANNING PROPOSAL RU3 ZONED LAND PROVISIONS	37
(ITEM ENV23/18)	2018 WATER ASSET MANAGEMENT PLAN UPDATE	42
(ITEM ENV24/18)	FORMER ARSENIC PROCESSING PLANT, JENNINGS NSW - VOLUNTARY MANAGEMENT PROPOSAL UNDER THE CONTAMINATED LAND MANAGEMENT ACT 1997	48

OUR GOVERNANCE

(ITEM GOV83/18)	MONTHLY OPERATIONAL REPORT - OCTOBER 2018	54
(ITEM GOV84/18)	TENTERFIELD SHIRE COUNCIL ANNUAL REPORT 2017/2018	55
(ITEM GOV85/18)	AMENDED POLICY - CONFERENCE/SEMINAR/TRAINING EXPENSES - POLICY NO 4.031	58
(ITEM GOV86/18)	NOMINATION OF NATIVE TITLE MANAGER.....	63
(ITEM GOV87/18)	NEW DRAFT POLICY - CONCEALED WATER LEAKAGE CONCESSION - POLICY NO 1.037.....	65
(ITEM GOV88/18)	REVISED POLICY - WRITING OFF OF DEBTS - POLICY NO 1.230	78

(ITEM GOV89/18)	FINANCE & ACCOUNTS - PERIOD ENDED 31 OCTOBER 2018.....	85
(ITEM GOV90/18)	CAPITAL EXPENDITURE REPORT AS AT 31 OCTOBER 2018.....	88
(ITEM GOV91/18)	PRESENTATION OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018	91

12. REPORTS OF DELEGATES & COMMITTEES

(ITEM RC24/18)	REPORTS OF COMMITTEES & DELEGATES - AUDIT & RISK COMMITTEE - 25 OCTOBER 2018	98
(ITEM RC25/18)	REPORTS OF COMMITTEES & DELEGATES - ARTSTATE BATHURST - 1 TO 4 NOVEMBER 2018	105
(ITEM RC26/18)	REPORTS OF COMMITTEES & DELEGATES - TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE - 14 NOVEMBER 2018.....	108

13. NOTICES OF MOTION

(ITEM NM8/18)	NOTICE OF MOTION - DROUGHT PROOFING FARMS	119
---------------	---	-----

14. RESOLUTION REGISTER

(ITEM RES10/18)	COUNCIL RESOLUTION REGISTER - NOVEMBER 2018.....	121
-----------------	--	-----

15. CONFIDENTIAL BUSINESS

(ITEM COM23/18)	SCHOOL OF ARTS - WINDOWS RESTORATION PROJECT - TENDER RECOMMENDATION
-----------------	--

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (d(i)) (d(ii)) (d(iii)) of the Local Government Act, 1993, as the matter involves commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; AND commercial information of a confidential nature that would, if disclosed (ii) confer a commercial advantage on a competitor of the Council; AND commercial information of a confidential nature that would, if disclosed (iii) reveal a trade secret.

(ITEM GOV92/18) INFORMATION TECHNOLOGY REVIEW OF TENTERFIELD
SHIRE COUNCIL CONDUCTED BY ROBERTS & MORROW
TECHNOLOGY

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (f) of the Local Government Act, 1993, as the matter involves matters affecting the security of the Council, Councillors, Council staff or Council property.

(ITEM COM24/18) TENTERFIELD SHIRE COUNCIL RURAL AND REGIONAL
ROADS RESEAL PROGRAM 2018/2019

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) of the Local Government Act, 1993, as the matter involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

(ITEM ENV25/18) TENTERFIELD DAM UPGRADE END OF PROJECT STATUS
AND FUTURE FOLLOWUP

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) of the Local Government Act, 1993, as the matter involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

16. MEETING CLOSED

CLOSED COUNCIL

Confidential Reports

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

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

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

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

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

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

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

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

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

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

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

Resolutions passed in Closed Council

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

(ITEM MIN4/18) 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 Thursday, 25 October 2018**

as typed and circulated, be confirmed and signed as a true record of the proceedings of that meeting.

ATTACHMENTS

- 1** Minutes - Ordinary Council Meeting - 25 October 2018 13 Pages

MINUTES



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

MINUTES OF ORDINARY COUNCIL THURSDAY 25 OCTOBER 2018

MINUTES OF THE **Ordinary Council** OF TENTERFIELD SHIRE held at the Tenterfield Shire Council Chamber on Thursday 25 October 2018 commencing at 9.33 am

ATTENDANCE

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

ALSO IN ATTENDANCE

Chief Executive (Terry Dodds)
Executive Assistant & Media (Noelene Hyde)
Chief Corporate Officer (Kylie Smith)

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.

Website: www.tenterfield.nsw.gov.au

Email: council@tenterfield.nsw.gov.au

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

Deputy Mayor Greg Sauer Chairing the Meeting in the absence of Mayor Peter Petty. In opening the meeting, the Deputy Mayor noted that Cr John Macnish was not in attendance.

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.

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

- 224/18** Resolved that the apologies received from Mayor Peter Petty, Cr Michael Petrie, Cr Don Forbes and Chief Operating Officer Andre Kompler be received and noted.

(Brian Murray/Bob Rogan)

Motion Carried

DISCLOSURE & DECLARATIONS OF INTEREST

Nil.

(ITEM MIN3/18) CONFIRMATION OF PREVIOUS MINUTES

- 225/18** Resolved that the Minutes of the following Meetings of Tenterfield Shire Council:

- Extra Ordinary Council Meeting held on Wednesday, 26 September 2018
- Ordinary Council Meeting held on Wednesday, 26 September 2018

as typed and circulated, be confirmed and signed as a true record of the proceedings of that meeting.

(Tom Peters/Brian Murray)

Motion Carried

TABLING OF DOCUMENTS

Confidential Attachment for Confidential Report Item ECO26/18 – Professional Services Tender 10-17/18 was tabled.

URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

Nil.

Senior Planner Tamai Davidson entered the meeting, the time being 9.36 am.

COMMUNITY CONSULTATION (PUBLIC ACCESS)

Presentation of Gift to Council

- Mr John Landers, President of Tenterfield Support Group Westpac Helicopter presented a framed photograph to Deputy Mayor Greg Sauer in thanks to Council for the \$2,000.00 community contributions/donation.

Cr John Macnish entered the meeting, the time being 9.40 am.

Item GOV75/18 – Monthly Operational Report – September 2018

- Ms Jenny Stoker, Senior Librarian addressed the following sections of the Monthly Operational Report:
 - Library Services
- Mr Terry Dodds, Chief Executive addressed the following sections of the Monthly Operational Report:
 - Organisation Leadership (Waste to Energy Project)

MAYORAL MINUTE

Nil.

**RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN
CONFIDENTIAL SECTION**

226/18 **Resolved** that the following items be considered in the Confidential Section of the Meeting:

- Item COM20/18 – Leasing of Council Owned Properties
- Item ECO24/18 – Detailed Design and Documentation of the Upgrade to Mt Lindesay Road at Koreelah Creek and Big Hill
- Item ECO25/18 - Light Vehicle Supply Agreement
- Item ECO26/18 – Professional Services Tender 10-17/18

(Bronwyn Petrie/Brian Murray)

Motion Carried

OPEN COUNCIL REPORTS

OUR COMMUNITY

(ITEM COM18/18) 2019 AUSTRALIA DAY AWARDS

SUMMARY

The purpose of this report is for Council to endorse arrangements for judging of Australia Day Awards as per Council's Australia Day Awards Policy adopted 28 March 2018.

227/18 **Resolved** that Council endorses:

- (1) The calling of nominations for 2019 Australia Day Awards in the following categories:
 - Citizen of the Year;
 - Young Citizen of the Year;
 - Emergency Services Volunteer of the Year;
 - Sports person of the Year;
 - Young Sports person of the Year;
 - Community Event of the Year.
- (2) That nominations for the 2019 Australia Day Awards open Monday, 29 October 2018 and close at COB on Friday, 14 December 2018.
- (3) That judging by the Australia Day Selection Panel to be undertaken in the Council Chamber at 10.00 am on Thursday, 3 January 2019.

(Gary Verri/Bronwyn Petrie)

Motion Carried

(ITEM COM19/18) TENTERFIELD SHIRE NATIONAL MONUMENT PROJECT

SUMMARY

The purpose of this report is for Council to note a budget adjustment to facilitate a workshop to assist Council to compete for significant grant funding opportunities for *The Tenterfield National Monument Recovery Project*.

This Project aspires to restore the face of Tenterfield to a standard befitting its historic role in the Federation of Australia and the forging of our national values through leadership by notable local heroes during the Boer War and World War I.

228/18 **Resolved** that Council resolve to facilitate a workshop for Councillors and community members to assist with the planning (concept) phase of the Tenterfield National Monument Project noting a possible future budget adjustment of approximately \$8,000.00.

(Brian Murray/Gary Verri)

Motion Carried

SUSPENSION OF STANDING ORDERS

229/18 **Resolved** that Standing Orders be suspended.

(Gary Verri/Brian Murray)

Motion Carried

The Meeting adjourned for morning tea, the time being 10.42 am.

The Meeting reconvened with the same members present but with the addition of Engineering Officer Jessica Gibbins, the time being 11.01 am.

RESUMPTION OF STANDING ORDERS

230/18 **Resolved** that Standing Orders be resumed.

(Bronwyn Petrie/Tom Peters)

Motion Carried

OUR ECONOMY

(ITEM ECO23/18) UNNAMED RIGHT OF CARRIAGEWAY OFF MOLE RIVER ROAD

SUMMARY

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

231/18 **Resolved** that Council:

- (1) Adopts the name "Stone Lane" as the name of this unnamed lane.
- (2) Advertises the adopted road name of "Stone Lane" and commence gazettal process of the same.
- (3) Installs signposting stating the road name of "Stone Lane" but also "No Through Road", and "Council does not maintain this road" at this location.

(Gary Verri/Bob Rogan)

Motion Carried

Engineering Officer Jessica Gibbins left the meeting, the time being 11.02 am.

OUR ENVIRONMENT

(ITEM ENV21/18) SHORT TERM RENTAL ACCOMMODATION IN NSW - EXHIBITION

SUMMARY

The purpose of this report is to recommend to Council that a submission by way of support be forwarded to the NSW Department of Planning in relation to the current public exhibition of proposed amendments to planning rules to provide for short term rental accommodation (STRA) in NSW (formerly known

as short-term holiday letting).

- 232/18** **Resolved** that Council lodge a submission in support of the exhibited proposed changes to the NSW Planning System to enact the planning framework announced in the NSW Government Policy on Short Term Rental Accommodation.

(Brian Murray/Bob Rogan)

Motion Carried

Senior Planner Tamai Davidson left the meeting, the time being 11.32 am.

OUR GOVERNANCE

**(ITEM GOV74/18) CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW
2017/18 - ANNUAL REVIEW - OCTOBER 2018**

SUMMARY

The purpose of this report is to bring forward the recommendation of the Council Committee regarding the 2017/18 Performance Review and Annual Review of Council's Chief Executive Mr Terry Dodds.

- 233/18** **Resolved** that Council:

- (1) Note the Mayor's Report, Confidential Attachment, and support the findings of the Committee on the Chief Executive's high level of performance for the 12 month period to October 2018, and endorse the three (3) specific priorities for the Chief Executive in the next review period:

- Align the Asset Management Plan with the Long Term Financial Plan;
- Explore opportunities for Treasury Loans; and
- Continue the staff culture improvements including an employee engagement survey and 360 degree reviews for the leadership team and managers.

- (2) Having regard for the high level of performance of the Chief Executive, award a 2.5% increase in the Chief Executive's Total Remuneration Package effective from his anniversary of service being 16 October 2018 in accordance with Clause 8.3 of the contract of employment.

(Bronwyn Petrie/Tom Peters)

Motion Carried

**(ITEM GOV75/18) MONTHLY OPERATIONAL REPORT - SEPTEMBER
2018**

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.

- 234/18** **Resolved** that Council receives and notes the status of the Monthly Operational Report for September 2018.

(Bob Rogan/Gary Verri)

Motion Carried

(ITEM GOV76/18) DISCLOSURE OF INTEREST RETURNS 2017/2018

SUMMARY

The purpose of this report is to document the tabling of the Disclosure of Interest Returns for the period 2017/2018.

- 235/18** **Resolved** that Council note the tabling of the Disclosure of Interest Returns for the period 2017/2018 and lodged by 30 September 2018.

(Brian Murray/Gary Verri)

Motion Carried

(ITEM GOV77/18) CHRISTMAS/NEW YEAR CLOSEDOWN - 2018/2019

SUMMARY

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

- 236/18** **Resolved** that Council endorse the closedown periods for the Christmas/New Year 2018/2019 period as follows:

- Indoor staff – close of business Friday, 21 December 2018, reopening Wednesday, 2 January 2019;
- Outdoor staff – close of business Thursday, 20 December 2018, reopening Monday, 7 January 2019.

(Bob Rogan/Gary Verri)

Motion Carried

(ITEM GOV78/18) REQUEST FOR FINANCIAL ASSISTANCE FOR LEGAL COSTS ASSOCIATED WITH THE APPEAL OF LAND & ENVIRONMENT COURT RATING CATEGORISATION DECISION - CITY OF SYDNEY COUNCIL, NORTH SYDNEY COUNCIL AND BAYSIDE CITY COUNCIL

SUMMARY

Written request to Council, from Local Government NSW, for assistance with legal costs incurred by councils in respect of an appeal of the Land and Environment Court's decision in Karimbla Properties v Council of the City of Sydney; Bayside City Council and North Sydney Council [2017] NSWLEC 75.

- 237/18** **Resolved** that Council consider the application for financial assistance and make a payment to the value of \$1,716.75 as per invoice issued by Local Government NSW in accordance with LGNSW Legal Assistance Policy and Guidelines (November 2015).

(Brian Murray/John Macnish)

Motion Carried

Manager Finance & Technology Paul Della entered the meeting, the time being 12.05 pm.

(ITEM GOV79/18) FINANCE & ACCOUNTS - PERIOD ENDED 30 SEPTEMBER 2018

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.

- 238/18** **Resolved** that Council receive and note the Finance and Accounts Report for the period ended 30 September 2018.

(Tom Peters/Gary Verri)

Motion Carried

(ITEM GOV80/18) CAPITAL EXPENDITURE REPORT AS AT 30 SEPTEMBER 2018

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.

- 239/18** **Resolved** that Council receive and note the Capital Expenditure Report for the period ended 30 September 2018.

(Gary Verri/Bronwyn Petrie)

Motion Carried

(ITEM GOV81/18) REPORT ON LOAN BALANCES

SUMMARY

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

- 240/18** **Resolved** that Council notes the loan balance as at 30 September 2018 was \$7,503,719.24 (\$7,690,327.31 as at 30 June 2018).

(Bob Rogan/Brian Murray)

Motion Carried

(ITEM GOV82/18) TREASURY CORPORATION BORROWINGS - APPROVAL FOR COUNCIL TO APPROACH RELEVANT PARTIES WITH A VIEW TO GAINING ACCESS TO THIS SOURCE OF LOAN FUNDS (SUBJECT TO MEETING TCorp GUIDELINES).

SUMMARY

The purpose of this report is to seek Council approval for the Mayor and Chief Executive to write to the Minister for Local Government with a view to obtaining permission for access to Treasury Corporation (TCorp) borrowings

(subject to meeting TCorp Guidelines) and that should a favourable response not be forthcoming by the end of November 2018, that other avenues to raise the profile of this issue be explored by Council.

- 241/18** **Resolved** that Council approved the Mayor and Chief Executive to write to the Minister for Local Government to request permission for Council to be given access to Treasury Corporation (TCorp) borrowings (subject to meeting TCorp Guidelines) and that should a favourable response not be forthcoming by the end of November 2018, other avenues to raise the profile of this issue be explored by Council.

(Gary Verri/Bob Rogan)

Motion Carried

REPORTS OF DELEGATES & COMMITTEES

Nil.

NOTICES OF MOTION

Nil.

Manager Finance & Technology Pau Della left the meeting, the time being 12.14 pm.

RESOLUTION REGISTER

(ITEM RES9/18) COUNCIL RESOLUTION REGISTER - OCTOBER 2018

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.

- 242/18** **Resolved** that Council notes the status of the Council Resolution Register to October 2018.

(Gary Verri/Bronwyn Petrie)

Motion Carried

CONFIDENTIAL BUSINESS – SUSPENSION OF STANDING ORDERS

- 243/18** **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.

(Gary Verri/Tom Peters)

Motion Carried

The doors were closed to the public, the recording device turned off and the Meeting moved into Closed Committee, the time being 12.21 pm.

Property, Building & Landscape Coordinator Heidi Ford and Property Specialist Jennifer Donadel entered the meeting, the time being 12.21 pm.

(ITEM COM20/18) LEASING OF COUNCIL OWNED PROPERTIES

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (f) of the Local Government Act, 1993, as the matter involves matters affecting the security of the Council, Councillors, Council staff or Council property.

SUMMARY

The purpose of this report is to advise Council as to the status of three (3) Council properties classified as operational which are available for lease, and to determine the timeframe and return to be generated from the leases.

RECOMMENDATION

That Council:

- (1) Resolve to delegate authority to the Chief Executive to enter into three (3) year leases for the properties, in line with expected income projections contained in the report for the following:
 - 8933 New England Highway, Tenterfield
 - Lot 1 DP 390204
 - 134 Manners Street, Tenterfield; and
- (2) Authorises the Leases be signed under the Seal of Council by the Mayor and the Chief Executive.

(John Macnish/Bob Rogan)

AMENDMENT

That Council:

- (1) Resolve to delegate authority to the Chief Executive to enter into three (3) year leases for the following properties, in line with expected income projections contained in the report for the following:
 - Lot 1 DP 390204
 - 134 Manners Street, Tenterfield; and
- (2) Resolve to delegate authority to the Chief Executive to enter into a two (2) year lease for the following property, in line with expected income projections contained in the report for the following:
 - 8933 New England Highway, Tenterfield; and
- (a) Reasonable access to be provided to Council staff for Council purposes for the agricultural properties
- (b) Signage income remains the property of TSC (access and advertising).

- (3) Authorises the Leases be signed under the Seal of Council by the Mayor and the Chief Executive.

(Bronwyn Petrie/Gary Verri)

Amendment Carried

Cr Brian Murray registered a vote against the amendment.

244/18 Resolved that Council:

- (1) Resolve to delegate authority to the Chief Executive to enter into three (3) year leases for the following properties, in line with expected income projections contained in the report for the following:
 - Lot 1 DP 390204
 - 134 Manners Street, Tenterfield; and
- (2) Resolve to delegate authority to the Chief Executive to enter into a two (2) year lease for the following property, in line with expected income projections contained in the report for the following:
 - 8933 New England Highway, Tenterfield; and
 - (a) Reasonable access to be provided to Council staff for Council purposes for the agricultural properties
 - (b) Signage income remains the property of TSC (access and advertising)
- (3) Authorises the Leases be signed under the Seal of Council by the Mayor and the Chief Executive.

(Bronwyn Petrie/Gary Verri)

Motion Carried

Property, Building & Landscape Coordinator Heidi Ford and Property Specialist Jennifer Donadel left the meeting, the time being 12.48 pm.

Technical Projects Officer Frank Boyce entered the meeting, the time being 12.49 pm.

(ITEM ECO24/18) DETAILED DESIGN AND DOCUMENTATION OF THE UPGRADE TO MT LINDESAY ROAD AT KOREELAH CREEK AND BIG HILL

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (a) (d(i)) (d(ii)) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals; AND commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; AND commercial information of a confidential nature that would, if disclosed (ii) confer a commercial advantage on a competitor of the Council.

SUMMARY

The purpose of this report is to provide Council with information and a recommendation on the tender evaluation associated with the detailed design and documentation of the upgrade to Mt Lindesay Road at Koreelah Creek and

Big Hill as part of the \$24M Mt Lindesay Road upgrade project.

- 245/18** **Resolved** that Council accept the tender of Moloney Solutions Pty Ltd (ACN 600 452 873) as trustee for Moloney and Sons Trust (ABN 39 133 970 689) trading as Moloney and Sons Engineering for the design and construction tender documentation of the upgrade to Koreelah Creek and Big Hill sections of the Mt Lindesay Road in the amount of \$239,363.52 (including GST).

(Brian Murray/Bob Rogan)

Motion Carried

Technical Projects Officer Frank Boyce left the meeting, the time being 12.56 pm.

Fleet Coordinator Brad Foan entered the meeting, the time being 12.57 pm.

Mayor Peter Petty entered the meeting, the time being 12.57 pm.

(ITEM ECO25/18) LIGHT VEHICLE SUPPLY AGREEMENT

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) (d(i)) (d(ii)) of the Local Government Act, 1993, as the matter involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; AND commercial information of a confidential nature that would, if disclosed (ii) confer a commercial advantage on a competitor of the Council.

SUMMARY

Council has a Motor Vehicle Supply Agreement with Northern Rivers Motors Pty Ltd (Lismore Toyota). The Agreement expires on 31 October 2018. There exists an option in the original contract to extend for a further two (2) years should both parties wish. Lismore Toyota has indicated they are supportive of a continuation.

- 246/18** **Resolved** that Council accept the offer of Northern Rivers Motors Pty Ltd, entering into the final 2-year contract of a 2 x 2 year option with the view of allowing adequate time to engage an external independent party to conduct a detailed light vehicle cost review.

(Peter Petty/John Macnish)

Motion Carried

Fleet Coordinator Brad Foan left the meeting, the time being 1.13 pm.

Manager Works James Paynter entered the meeting, the time being 1.14 pm.

(ITEM ECO26/18) PROFESSIONAL SERVICES TENDER 10- 17/18

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) (d(i)) of the Local Government Act, 1993, as the matter involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.

SUMMARY

The purpose of this report is to provide Council with a report and recommendation on the tender evaluation associated with the hiring of Professional Services, Tender 2018-2020 Tender 09-17/18.

- 247/18** **Resolved** that Council accept all submitted tenders as a panel of preferred suppliers for Professional Services.

(Bronwyn Petrie/Gary Verri)

Motion Carried

RESUMPTION OF STANDING ORDERS

- 248/18** **Resolved** that Standing Orders be resumed.

(Bronwyn Petrie/Peter Petty)

Motion Carried

Manager Works James Paynter left the meeting, the time being 1.24 pm.

The Meeting moved out of Closed Committee, the doors were opened to the public and the recording device switched on, the time being 1.24 pm.

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

MEETING CLOSED

There being no further business the Deputy Mayor declared the meeting closed at 1.29 pm.

.....
Councillor Greg Sauer
Deputy Mayor/Chairperson

MAYORAL MINUTE**(ITEM MM6/18) PRIORITY FOR FUNDING - DROUGHT COMMUNITIES PROGRAMME****SUMMARY**

Following initial discussion at the conclusion of the August 2018 Council Meeting, a further discussion on 17 September 2018 and a meeting with General Stephen Day, Commonwealth Co-ordinator General for Drought on 21 September to further develop priorities for the Drought Communities Programme in line with the provided Guidelines, Council, at a Workshop on 17 October 2018 made submission for the following items:

- \$50,000 - Pastoral Care for Villages/Places with a Family Fun Day – BBQ, Support, Information, Hay and Water provided;
- \$25,000 - Rodeo (17 November 2018);
- \$50,000 - Tenterfield Show;
- \$50,000 - "Why Leave Town" Gift Vouchers to Salvation Army to distribute;
- \$200,000 – De-silting of Private Dams (animal welfare) – employing local contractors;
- \$100,000 - Labour Relief for Farmers (feeding stock, mental health support);
- \$495,000 - Upgrading or Temporary Repairs of Load Limited Timber Bridges;
- \$5,000 – Assistance to Small Business;
- \$25,000 - Provision and Cartage of Potable Water (through Salvation Army).

Total \$1,000,000

Following lodgement of the submission, advice was received that the Guidelines had been amended and "Gift Cards" were no longer applicable as the Federal Government would be arranging an alternative to this option for all drought effected Councils.

Council's submission was amended and relodged, allocating the additional \$50,000 to the upgrading or temporary repairs of load limited timber bridges.

On Thursday, 15 November 2018, further advice was received from Department of Premier & Cabinet (DCP) indicating that the following projects were unlikely to be accepted resulting in the removal of the following items:

- \$200,000 – De-silting of Private Dams;
- \$100,000 – Labour Relief for Farmers; and
- \$5,000 – Assistance to Small Business.

The application was then moved to DRAFT status by Department of Premier & Cabinet to allow resubmission of revised eligible projects, whilst suspending the application in its entirety.

Council met again on Friday, 16 November to consider the allocation of outstanding funding. Serious concern was expressed regarding the removal of an allocation for private dams due to the increasing risk and occurrences of animals becoming stuck in the silted up dams. It was requested that the submission again include this allocation and the allocation for the Tenterfield Show. However, Council agreed that if it became unlikely that the de-silting of private dams, labour relief and assistance to small businesses were deemed unlikely to proceed, the funds were be reallocated to the upgrading or temporary repairs of load limited bridges.

Mayoral Minute No. 6 Cont...

Councillors also expressed extreme disappointment and concern regarding the unavailability of a Drought Co-ordinator for Tenterfield as it was a promise of General Day that this position would be available to assist Tenterfield Shire primary producers complete paperwork and provide support. To date this support has not materialised.

On 20 November, following considerable discussion with DPC, Council re-submitted its revised application for funding which excluded the following:

- \$200,000 – De-silting of Private Dams;
- \$100,000 – Supply of labour Relief for Farmers; and
- \$5,000 – Assistance to small business

The revised application dated 20 November 2018 now includes the following:

- \$850,000 – Upgrading or Temporary Repairs of Load Limited Timber Bridges;
- \$50,000 – Community Drought support events;
- \$50,000 – Tenterfield Show;
- \$25,000 – Tenterfield Rodeo Drought Relief Activity
- \$25,000 – Provision and Delivery of Potable water

Total \$1,000,000

RECOMMENDATION

That in the event the \$50,000 allocation for the Tenterfield Show is excluded, this amount also be allocated to Council's timber bridge infrastructure giving a total for that project of \$900,000.

MAYORAL MINUTE**(ITEM MM7/18) WASTE RECYCLING CONTRACT - CONTAINER DEPOSIT SCHEME & NATIONAL CHINA SWORD IMPACTS**

SUMMARY

It has recently come to Council's attention that updated Agreements with Lismore City Council relating to the disposal of recyclables at the Lismore Materials Recycling Facility (MRF) are due for signing at the end of the month.

The new conditions contained in the Agreements, particularly relating to the Refund Sharing Agreement and payment of the Container Deposit Scheme (CDS) and large increase in disposal costs, have the potential to lead to substantial increases in Council's waste budget, with the likelihood that these costs would need to be passed on to Ratepayers.

In addition, the ad hoc manner in which the changes to the Agreements has been advised to Council are of immediate concern.

RECOMMENDATION**That Council:**

- (1) Sign final revised draft Agreements between Lismore City Council and Tenterfield Shire Council, relating to the disposal of recyclables at the Lismore Materials Recycling Facility (MRF) for a period not exceeding twelve (12) months pertaining to the following:**
 - Glass Crushing Temporary Additional Fee Agreement**
 - Container Deposit Scheme Refund Sharing Agreement**
 - Northern Rivers Waste Feedstock Supply Agreement**
- (2) Management staff, over the next six (6) months, investigate and confirm alternative means for minimising the costs/tonne for recycling and present to Council an alternatives/options report specifically talking to relative operational costs/tonne of doing business associated with each alternative option, the whole of life capital costs/tonne associated with each alternative, and the recommended way forward identifying the expected impact on subsequent years' annual waste budgets.**

MAYORAL MINUTE**(ITEM MM8/18) LOCAL GOVERNMENT NSW (LGNSW) SAVE OUR RECYCLING CAMPAIGN**

SUMMARY

Local Government NSW (LGNSW) has called on all NSW Councils to support it in its advocacy to all those contesting the upcoming State election to reinvest 100% of the Waste Levy collected each year into waste management, recycling and resource recovery in NSW.

The *Protection of the Environment Operations Act 1997* (POEO Act) requires certain licensed waste facilities in NSW to pay a contribution to the NSW Government for each tonne of waste received at the facility. Referred to as the 'waste levy', the contribution aims to reduce the amount of waste being landfilled and promote recycling and resource recovery.

The Waste Levy applies in the regulated area of NSW which comprises the Sydney Metropolitan Area, the Illawarra and Hunter Regions, the Central and North Coast Local Government Areas to the Queensland border as well as the Blue Mountains, Wingecarribee, and Wollondilly Local Government Areas.

In 2016/17, the NSW Government collected \$726 million from Local Government, community, businesses and industry via the Waste Levy, but only committed to use \$72 million through its *Waste Less Recycle More* initiative – or 10% – on waste minimisation and recycling in 2017/18.

Overall the NSW Government's *Waste Less Recycle More* initiative allocates \$801 million over 8 years (2013-2021) to waste and recycling, however the Waste Levy collected over that same period will be over \$4.62 billion.

At a Local Government level, just 18% of the \$300 million collected from the Local Government Sector each year is reinvested in recycling and waste management.

Regardless of how you look at it, the principle remains the same – very little of the Waste Levy is currently used to support waste minimisation, recycling and resource recovery. The remainder is returned to NSW Government's consolidated revenue.

The reinvestment of the Waste Levy to support waste and resource recovery infrastructure, develop markets and innovative solutions, and undertake other initiatives to encourage reuse and recycling also offers wide-ranging benefits to our communities right across NSW. There is the potential for economic growth, new infrastructure, new technology and new jobs, particularly in our regional areas.

It should be noted that the following motion was unanimously endorsed at the Local Government NSW 2018 Conference:

That the NSW Government be called upon to ensure that 100% of the levy arising from Section 88 of the Protection of the Environment Operations Act 1997 be used for waste infrastructure and programs, predominantly by local government and the waste sector, for initiatives such as:

Mayoral Minute No. 8 Cont...

- *Development of regional and region-specific solutions for sustainable waste management (e.g. soft plastic recycling facilities, green waste, waste to energy).*
- *Support innovative solutions to reduce waste and waste transport requirements.*
- *Protect existing and identify new waste management locations.*
- *Local community waste recovery and repair facilities.*
- *Funding a wider range of sustainability initiatives, such as marketing and strategies that promote and support a circular economy.*

This motion covered motions proposed by Blacktown City Council (Resource Recovery Locations); Central Coast Council (Waste Levy Revenues); Cessnock City Council (Recycling Crisis - Funding Support); City of Ryde (Revenue Raised by the Waste Levy); Federation Council (Waste Resource); Gwydir Shire Council (Tyre Recycling); Hornsby Shire Council (Increase in Grant Funding for Waste Levy Program); Leeton Shire Council (Increase of Waste Levy Distribution); and Shoalhaven City Council (POEO Levies).

Related motions were also submitted by Tweed Shire Council (Recycled Products & Procurement); Lake Macquarie Council (Support for Recyclate End Markets, Reusable, Recyclable or Compostable Packaging); and Orange City Council (Waste Management).

As previously noted, this is not a party-political issue: the advocacy initiative calls on all parties and candidates to commit to the 100% hypothecation of the Waste Levy to the purpose for which it is collected.

Although Tenterfield Shire Council is exempt from paying the NSW EPA Waste Levy and has received three (3) grants funded through the Waste Levy (equating to a total amount of \$817,945.49 between 2015 and 2018), I am recommending that we support this campaign by the NSW local government sector and Local Government NSW and call on all political parties to commit to the reinvestment of 100% of the Waste Levy collected each year by the NSW Government into waste management, recycling and resource recovery.

RECOMMENDATION

That Council:

- (1) Endorse Local Government NSW's campaign, *Save Our Recycling*, to realise the reinvestment of a 100% of the Waste Levy collected each year by the NSW Government in waste minimisation, recycling and resource recovery; and**
- (2) Make representation to the local Members, The Hon Thomas George MP and The Hon Barnaby Joyce MP in support of this campaign objective - for the NSW Government to commit to reinvest 100% of the Waste Levy in waste minimisation, recycling and resource recovery; and**
- (3) Write to the Premier, the Hon Gladys Berejiklian MP, the Opposition Leader, Mr Michael Daley, the Minister for Local Government and Minister for the Environment, The Hon Gabrielle Upton MP, and the Shadow Minister for the Environment & Heritage, Penny Sharpe MLC, seeking bipartisan support for the 100% reinvestment of the Waste Levy collected each year into waste minimisation, recycling and resource recovery; and**

Mayoral Minute No. 8 Cont...

- (4) Take a lead role in activating the LGNSW *Save Our Recycling* campaign locally; and**
- (5) Endorse the distribution and display of the LGNSW *Save Our Recycling* information on Council premises, as well as involvement in any actions arising from the initiative; and**
- (6) Formally advise LGNSW that Council has endorsed the *Save Our Recycling* advocacy initiative.**

Department:	Office of the Chief Corporate Officer
Submitted by:	Property Specialist (P/T)
Reference:	ITEM COM21/18
Subject:	LEASES FOR AERODROME HANGERS

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:	Buildings are well designed, safe and accessible and the new is balanced with the old.
CSP Delivery Program	Ensure that Council buildings and facilities meet the needs of users.

SUMMARY

The purpose of this report is to seek a resolution to enter into new leases with the existing owners of the two (2) Aerodrome Hangars.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Delegate authority to the Chief Executive to enter into Five (5) year leases with the two existing owners of sheds located on Hangar Site 1 and Hangar Site 2.**
- (2) Authorise the Leases to be signed under the Seal of Council by the Mayor and the Chief Executive.**

BACKGROUND

There are currently two (2) Hangar Sites (approximately 300m² each) both with five (5) year leases due to expire on 31 December 2018. See site map attached.

Hangar Site 1 was sold in approximately December 2017 and the Lease was transferred to the current owner.

Hangar Site 2 was sold in approximately August this year and this Lease is also being transferred to the current owner.

REPORT:

Both existing Lessees wish to remain for a further five (5) years.

COUNCIL IMPLICATIONS:

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

- 2. Policy and Regulation**

- Real Property Act 1900
- Local Government Act 1993

Our Community No. 21 Cont...

- Air Navigation Act 1920
- Civil Aviation Safety Regulations 1998
- Civil Aviation Regulations 1988
- Asset Management Policy 1.014

3. Financial (Annual Budget & LTFP)

Upon further leasing of the two (2) Hangar Sites, the operational income will increase for the term of the two (2) leases.

The proposed Lease amount for each Hangar Site will be \$520.00 per year with annual CPI increases. Currently the Lease fees are \$356.13 per year.

By having the Leases in place their income will contribute to the operating costs of the aerodrome.

Resolution number 205/18 of the October Council meeting noted a report in relation to pursuing grant funding to upgrade the Airstrip.

It will be noted in the Leases that if funding were to be obtained and the airstrip upgraded, the Lease fees may be increased in line with the improved facilities.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

It will be a requirement in the Leases that the Lessees provide Council with a copy of their Certificates of Currency for public liability insurance annually.

7. Performance Measures

Nil

8. Project Management

Nil

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Jennifer Donadel, Property Specialist (P/T); Heidi K Ford, Property, Buildings and Landscape Co-ordinator (Part-time)
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	1 Site Map - Aerodrome 1 Page



Department:	Office of the Chief Operating Officer
Submitted by:	Engineering Administration Officer
Reference:	ITEM COM22/18
Subject:	ELECTRIC VEHICLE RECHARGING STATION

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Transport - TRSP 16 - Our quality of life is enhanced by transport options to access services that are not available in our community and enable us to connect with people visiting and accessing the services we provide.
CSP Strategy:	Provide advocacy and advice on transport issues to stakeholder groups and government.
CSP Delivery Program	Advocate on behalf of the community for improved service levels across the Shires transport network.

SUMMARY

The purpose of this report is to seek endorsement from Council to lease a car spaces in Tenterfield Shire Council's carpark for the purpose of NRMA installing an Electric Vehicle Fast Charger station.

OFFICER'S RECOMMENDATION:

That Council authorises that the License to Occupy for Charging Stations for Electric Vehicles be signed under the Seal of Council by the Mayor and the Chief Executive, thus committing car space in the northern carpark to be allocated for a five (5) year peppercorn lease to NRMA for the purposes of electric car recharging.

BACKGROUND

NRMA have approached Tenterfield Shire Council with an interest in leasing a space in Council's northern carpark for the installation and use of an electric vehicle fast-charging station.

The northern carpark was identified as a potential suitable location due to the proximity to the transmission/transformer nearest the entry to Council, pedestrian access to amenities and allows for 24 hour access in a safe location with good lighting and Council CCTV coverage.

REPORT:

With sales of electric vehicles (EV) increasing and new technologies allowing these vehicles to drive further (Hyundai 2019 vehicle release will have a 450km range), NRMA is investing \$10million as part of their Social Dividend Investment Strategy to build one of Australia's largest fast-charging network across NSW and ACT.

The investment will deliver 40+ electric vehicle fast chargers to support both daily commuting and destination travel.

The network will cover 95% of NRMA Member road trips with a focus on major highway routes connecting key tourism routes to help drive business in local communities across NSW, the Act and beyond.

Our Community No. 22 Cont...

The fast charge stations will be universally accessible by adopting both CHAdeMO and CCS standards which is suitable for most makes and models of battery EVs. The stations will be capable of charging most EV's to 80% battery capacity in thirty (30) minutes.

The electric vehicle fast chargers will be available to all motorists and will be free to use for NRMA members making EV ownership a more attractive option for more people.

The proposed responsibilities and working relationship between Site Owners (Council) and NRMA is as follows:-

Site Owners (Council)

- Allocation of parking bay/s on a peppercorn lease
- Option to expand to further bays, if required and available
- Preference for exclusive use for EV charging (flexible alternatives possible if required)
- Support in promotion of the site and the network to the local community
- Co-contribution in the form of site improvements and fee waivers

NRMA

- Site design, equipment supply and installation of at least one 50kW charger at each location
- Network owned, operated and maintained by NRMA (minimal ongoing financial or operational obligations for Council)
- Promotion to NRMA's 2.6 million members
- Potential for enhanced partnerships through additional co-contribution e.g. more charging sites, co-branding, data insights.

The Electric Vehicle Council and NRMA have provided recommendations to the Australian Governments to provide a clear demonstration of support to consumers and industry. These recommendations are intended to encourage the adoption and availability of electric vehicles for all Australians.

The identified EV fast charger site will benefit the Tenterfield community through the growing EV tourism market with the following as the site -

- Is located close to services, businesses & amenities;
- Offers 24 hour access in a safe location with good lighting and Council CCTV coverage;
- Offers efficient build costs with existing power available (Essential Energy Substation);
- Is expandable should the demand increase.

Our Community No. 22 Cont...



Our Community No. 22 Cont...



Our Community No. 22 Cont...

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Community education will be spearheaded by NRMA with Council providing support via our website, Your Local News and other associated media.

Internal and external stakeholders will be notified in writing.

2. Policy and Regulation

- Work Place Health & Safety Policy
- Affixing of Council's Seal to Documents

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Andre Kompler
Chief Operating Officer

Prepared by staff member:	Kelly Pitkin, Engineering Administration Officer						
Approved/Reviewed by Manager:	Andre Kompler, Chief Operating Officer						
Department:	Office of the Chief Operating Officer						
Attachments:	<table border="0"> <tr> <td>1 Attachment 1 (Booklet 1) - NRMA Electric Vehicle Partnership Proposal</td> <td>11 Pages</td> </tr> <tr> <td>2 Attachment 2 (Booklet 1) - The Future is Electric - October 2017</td> <td>40 Pages</td> </tr> <tr> <td>3 Attachment 3 (Booklet 1) - Draft NRAM Electric Vehicle Licence to Occupy</td> <td>37 Pages</td> </tr> </table>	1 Attachment 1 (Booklet 1) - NRMA Electric Vehicle Partnership Proposal	11 Pages	2 Attachment 2 (Booklet 1) - The Future is Electric - October 2017	40 Pages	3 Attachment 3 (Booklet 1) - Draft NRAM Electric Vehicle Licence to Occupy	37 Pages
1 Attachment 1 (Booklet 1) - NRMA Electric Vehicle Partnership Proposal	11 Pages						
2 Attachment 2 (Booklet 1) - The Future is Electric - October 2017	40 Pages						
3 Attachment 3 (Booklet 1) - Draft NRAM Electric Vehicle Licence to Occupy	37 Pages						

Department:	Office of the Chief Corporate Officer
Submitted by:	Senior Planner
Reference:	ITEM ENV22/18
Subject:	TENTERFIELD LOCAL ENVIRONMENTAL PLAN 2013 - PLANNING PROPOSAL RU3 ZONED LAND PROVISIONS

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Environment - ENVO 9 - Our natural environment will be protected, enhanced and promoted for future generations.
CSP Strategy:	Town and Village planning supports and enhances local place making principles and practice celebrating the diversity of our natural environment.
CSP Delivery Program	Identify, plan and enhance local environments in partnership with the community and stakeholders.

SUMMARY

The purpose of this report is to seek Council's direction in progressing the Planning Proposal (PP) to rezone land from RU3 Forestry to RU1 Primary Production in light of submissions received after the statutory public consultation process. It is recommended that Council further amend the Planning Proposal to include only land that is held in freehold title to be rezoned from RU3 Forestry to RU1 Primary Production at Attachment 4 (Booklet 2) Document A. A copy of the original exhibited Planning Proposal can be found at Attachment 4 (Booklet 2) Document B.

OFFICERS RECOMMENDATION:

That Council:

- (1) Amend the Planning Proposal to reflect the submissions received, by rezoning only that land which is held in freehold title from RU3 Forestry to RU1 Primary Production;**
- (2) Amend the Planning Proposal Part 6 - Project Timeline to reflect updated anticipated timeframes**
- (3) Liaise with Forestry Corporation NSW and Property NSW in relation to freehold parcels of land which are no longer governed by the provisions of the forestry act and regulations with a view to rezoning them from RU3 to RU1;**
- (4) Submit the revised Planning Proposal to the Minister for Planning and Environment for consideration.**

BACKGROUND

On 28 June 2017, Council considered options in relation to properties which are held in private ownership, however are zoned RU3 Forestry under Tenterfield Local Environmental Plan (LEP) 2013. At the suggestion of the Department of Planning (DoP), Council resolved to rezone all existing RU3 Forestry zoned land to RU1 Primary Production. As such, the amended PP was forwarded to the DoP for assessment through the Gateway process. Council's resolution of 27 June 2017, is as follows;

Our Environment No. 22 Cont...

Resolved that Council forward the Planning Proposal to the Department of Planning and Environment for assessment through the Gateway process to include the following amendments:

(1) *In the section titled "Brief History", the following be added at the end of the last sentence. "and approximately 50 Perpetual Leases with State Forest dedication over them are affected by the zoning."*

(2) *In Section C, 7 – add after the last paragraph:*

"It is understood that the heritage listing was intended for sections of State Forests, National Park and Nature Reserve as evidenced by the notation on the listing Owner – State Government. The freehold landowner and NSW Farmers are currently in discussion with the Office of Environment & Heritage to amend the listing to remove the listing from all freehold land affected across the 15 local government areas."

(3) *In Section C, 9 – add after the paragraph:*

"However this will restore the pre-existing rights of title that were inadvertently changed as a result of the adoption of the LEP template."

On 23 August 2017, Council considered a further report after comments were received from the DoP and Forestry Corporation NSW. The PP was amended to incorporate comments from Forestry Corporation NSW and forwarded to the DoP for consideration through the Gateway process. The PP still aimed to convert all RU3 Forestry land to RU1 Primary Production.

The PP was given authorization through the Gateway process and was subsequently publicly notified and relevant agencies notified at the end of 2017.

REPORT:

At the completion of the consultation process a total of four (4) submissions were received which are at Attachment 4 (Booklet 2) Document C and summarized below.

NSW Rural Fire Service

- No concerns or issues, with any future development regulated on RU1 Primary Production zoned land requiring assessment under relevant bush fire legislation.

Forestry Corporation

- Land is subject to the Forestry Act 2012 and Forestry Regulation 2012 and uses permitted under the Forestry Act should be the only uses permitted without Council consent.
- A better outcome would be to just rezone those parcels that are in freehold ownership (only aware of 2 freehold lots within Tenterfield LGA) - no objection to these lots being rezoned).
- Wholesale rezoning is likely to lead to confusion for Leaseholders, where the RU1 Primary Production zone allows for activities to be permitted without consent, they are still required to gain consent under the Forestry Act 2012.
- The rezoning will lead to potential increase in development of State Forest areas.

Our Environment No. 22 Cont...

Private Landholder

- Objection on basis that there is already too much primary production and allowing replacement of forestry with primary production.
- Potential loss of habitat and environmental damage.

NSW Office of Environment & Heritage

- Identified several issues for biodiversity, Aboriginal and historic heritage (State Heritage) and National Parks and Wildlife Service Estate.
- No assessment of the impacts of rezoning on heritage.
- Many additional land uses will be permissible without consent which may be incompatible with adjoining NPWS lands.
- Amendment appears unjustified and inconsistent with intended use of State Forest lands and with goals/directions of the *New England North West Regional Plan 2036*.
- OEH supports proposed rezoning of incorrectly zoned RU3 freehold lands to RU1, subject to providing additional justification on environmental and social components as outlined below;
 - Include only erroneously zoned RU3 Forestry zoned freehold land within Tenterfield LGA
 - Remove State Forest lands from the proposal
 - Identify any NPWS lands and ensure no rezoning increases incompatible land uses, or encroachment into such lands
 - Identify State Heritage subject to the rezoning and assess and justify the impacts of the PP on such.
 - Address the *New England North West Regional Plan 2036*

Since receipt of the OEH correspondence, areas of High Conservation Old Growth Forest listed on the State Heritage register which are subject to easements or leases have been removed from the register via NSW Government Gazette No. 103 of 22 September 2017 (Attachment 4 (Booklet 2) Document D).

In light of the comments received during the consultation period, it is recommended that the PP be amended to reflect these comments and as such, only those lands held in freehold title be rezoned from RU3 Forestry to RU1 Primary Production. Land held in leasehold is still affected by the ongoing regulation under the Forestry Act and Regulation and converting this land to RU1 Primary Production may increase the likelihood of confusion over future land uses. As dedicated state forest is Crown Land dedicated as State Forest by gazettal under the Forestry Act 2012, this reflects the desire for the future of land use on land under their control.

A review of adjoining and adjacent Council's LEP's was also undertaken and a copy of the RU3 zoning table has been included as Attachment 4 (Booklet 2) Document E.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

In accordance with the requirements of the *Environmental Planning & Assessment Act, 1979*, the Planning Proposal and supporting documents were publicly exhibited from 23 October 2017 to 24 November 2017.

Our Environment No. 22 Cont...

2. Policy and Regulation

The steps in the process to formally amend Tenterfield LEP 2013 are set out through the Environmental Planning & Assessment Act, 1979 and processed by the NSW Department of Planning & Environment through the Gateway Process.

The Gateway Process follows the following steps;

1. The Planning Proposal – the relevant authority (usually Council) prepares the planning proposal.
2. Gateway – the Minister decides whether the planning proposal can proceed (with or without variation) and subject to other matters including further studies being undertaken, public consultation, public hearing, agency consultation and time frames.
3. Community consultation –the proposal is publicly exhibited as required by the Minister.
4. Assessment – the relevant planning authority reviews public submissions and decides to make any alterations to the plan. Alterations are then sent back to the Minister and if agreed to Parliamentary Counsel then prepares a draft local environmental plan.
5. The making of the LEP – with the Minister’s approval the local environmental plan is published on the NSW legislation website and becomes law.

3. Financial (Annual Budget & LTFP)

No implications at this stage.

4. Asset Management (AMS)

No implications.

5. Workforce (WMS)

No implications.

6. Legal and Risk Management

No implications.

7. Performance Measures

No implications.

8. Project Management

No implications.

Kylie Smith
Chief Corporate Officer

Our Environment No. 22 Cont...

Prepared by staff member:	Tamai Davidson, Senior Planner	
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer	
Department:	Office of the Chief Corporate Officer	
Attachments:	1 Attachment 4 (Booklet 2) Document A - Planning Proposal 2017-01	7 Pages
	2 Attachment 4 (Booklet 2) Document B - Planning Proposal 2017-01 - No Changes	7 Pages
	3 Attachment 4 (Booklet 2) Document C - Submissions Received	6 Pages
	4 Attachment 4 (Booklet 2) Document D - Planning and Environment Notices	1 Page
	5 Attachment 4 (Booklet 2) Document E - Tenterfield Local Environmental Plan 2013 - RU3	3 Pages

Department:	Office of the Chief Operating Officer
Submitted by:	Chief Operating Officer
Reference:	ITEM ENV23/18
Subject:	2018 WATER ASSET MANAGEMENT PLAN UPDATE

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 update Council's Water Supply Asset Management Plan to reflect current thinking, allow for funding projections as used in the current Operations Plan, to align with IP&R, and provide a refresh on the way ahead to manage expectations in terms of what we can do, what we cannot do, flagging challenges ahead.

Also an up to-date Asset Management Plan is needed as part of a current funding application for a new water treatment plant under the NSW Government's '*Safe and Secure Water Supply Scheme*'.

OFFICER'S RECOMMENDATION:

That Council receive and adopt the updated Water Supply Asset Management Plan 2018 – Version 3.01.

BACKGROUND

Back in 2013 Council adopted version 1.01 of a Water Supply Asset Management Plan.

In 2017 Hydrosphere did a review of the 2013 plan but such never translated to an updated asset management plan. Asset management plans should be reviewed for currency and changes every 5 years.

The 2018 review sought to; comply with OLG NSW Integrated Planning & Reporting Framework, update costing schedules, effect risk management changes, register updates, tables and graphs updates, adjust the narrative as appropriate.

The current review was undertaken in the third quarter of this calendar year and reflects the status of asset management progress.

An updated Council approved Water Supply Asset Management Plan incorporating NSW Integrated Planning & Reporting is needed as support documentation for an Expression of Interest- EOI that Council is preparing for a new water treatment plant grant funded under the NSW Safe and Secure Water Scheme. The EOI is due 1 December 2018.

REPORT:

The Shire's initial Water Supply Asset Management Plan (WSAMP) was developed in 2013 and Hydrosphere Consulting were engaged in 2016 to undertake a review and

Our Environment No. 23 Cont...

rewrite, which resulted in a new draft dated January 2017. In May 2017, AssetVal undertook a revaluation of the water supply assets.

In preparation for the Review of the WSAMP 2013 and draft 2017 was the development of a review analysis.

The WSAMP 2018 document has the following changes incorporated into the WSAMP 2017 version:

1. The Plan has been rewritten to comply with the Office of Local Government NSW (OLG) Integrated Planning and Reporting Framework and to align with all of the other Shire published documents:
<https://www.tenterfield.nsw.gov.au/council/council-documents/plans-and-reports/integrated-planning-reporting-2018>
 - ❖ Community Engagement Strategy (TSC:2017)
 - ❖ Community Strategic Plan 2017-2027 (TSC: 2017)
 - ❖ Delivery Program 2017-2021 (TSC:2017)
 - ❖ Operational Plan 2018-2019 (TSC:2018)
 - ❖ Workforce Management Strategy 2017-2021(TSC:2017)
 - ❖ Long Term Financial Plan 2017-2027 (TSC:2017)
 - ❖ Asset Management Strategy 2017-2027 (TSC:2017)
 - ❖ Water Supply Asset Management Plan 2013 (TSC:2013)
 - ❖ Draft Water Supply Asset Management Plan (Hydro: 2016)
 - ❖ Strategic Business Plan for Water Supply & Sewerage Services (Hydro: 2015)
2. An asset management document flow chart has been developed to understand the connectivity of the Shire's documents to the OLG Framework.
3. A raft of updates, changes, revisions and actions as determined by the instructing review analysis have been incorporated into the 2018 version.
4. The community consultation section has been updated to reflect the recent 2018 community survey results.
5. All of the financial analysis has been reviewed and updated to align with the Delivery Program 2017-21, Operational Plan 2018-19, Long Term Financial Plan 2017-27 (LTFP), Asset Management Strategy 2017-27 (AMS) and the 20-18-19 budget working financial analysis document.
6. Valuations have been updated to reflect the May 2017 Revaluation by AssetVal.
7. Updated the risk section to align with the current Shire adopted practice.
8. Updated the improvement plan.

See Attachments 5, 6 & 7 (Booklet 3).

As this is a technical review and alignment of existing documentation aimed at helping Council remain current, it is recommended Council adopt the Water Supply Asset Management Plan 2018 Version 3.01.

Our Environment No. 23 Cont...

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

The initial version of the Water Supply Asset Management Plan adopted by Council on 26 June 2013 (Resolution 213/13) incorporated community consultation undertaken from November 2012 to January 2013 on infrastructure and service levels. The consultation assisted Council and the community in matching the level of service needed by the community, service risks and consequences with the community's capacity to pay for the desired level of service.

No community consultation was undertaken for the Draft 2017 version of the WSAMP. A Community Satisfaction Survey was undertaken by Council in early 2015 and as it was not specific to infrastructure and service levels, such was not considered in the 2017 Draft WSAMP (Hydro: 2016).

However, the results of a recent community satisfaction survey undertaken by IRIS Research (Report: June 2018) during March/April 2018 demonstrated customer satisfaction stayed at the same level or improved marginally since 2015. The open ended responses focused on water quality and improvements to supply.

No further consultation is warranted at present.

2. Policy and Regulation

The current document aligns with current policy and other related Council plans.

3. Financial (Annual Budget & LTFP)

This review noted there is inconsistency in financial profiles between the LTFP 2017-27, AMS 2017-27, Strategic Business Plan 2015, Operational Plans 2017-18 and 2018-19, the Shire's 2018-19 working excel spreadsheet for the 10 year period, the Draft 2017 WSAMP.

It is important to note the water demand and forecast evaluation and the pricing structures for the income stream are all discussed in the Strategic Business Plan (Hydro: 2015).

These elements of the business have not been discussed in the WSAMP as the prime focus of the latter is on the physical assets needed for product and service delivery.

4. Asset Management (AMS)

The Asset Management Strategy is aimed at providing levels of service consistent with Australian Drinking Water Standards.

The Water Supply Asset Revaluation Schedule (AssetVal: 2017) on the N-drive was used in the WSAMP.

Note this schedule has the location, asset description, asset class, asset component, material, replacement material, construction year, quantity, size, units, current and gross replacement costs, asset ID, useful life, remaining life, Fair Value, accumulated depreciation, annual depreciation.

Our Environment No. 23 Cont...

It is noted there are no inspection dates or condition ratings listed as these tasks are incomplete.

In the next 12 months the Manager for Water Services will need to complete the audit of Council's water services assets to ensure the register is materially correct and can be relied upon for asset management planning and works planning.

5. Workforce (WMS)

Nil

6. Legal and Risk Management

The evolving major risk with water supply is Council's aged water treatment plant. The increased levels of algal bloom outbreaks coupled with higher costs of treating water affected by blooms is something that will need to be considered in future new water treatment plant planning and operational cost consideration.

Development work for a replacement Water Treatment Plant within the next 3 years is ramping up along with application for 75%- 100% state funding in view of Tenterfield's social and economic disadvantage (i.e. see SEIFA index)

Overall the water supply business function has substantial significant instructional plans and strategies supporting the Shire as a water utility business. There are some asset management gaps and theses have been identified in the WSAMP 2018.

The significant deficit has been the discovery of a lack of a comprehensive compendium of operational documents. The EPA licence, SOP's, SWMS, O & M Manual for the WTP and some other elements were discovered but not in easily assessable in hard copy form in the office of the WTP.

7. Performance Measures

Compliance with health standards is an ongoing requirement.

To assist compliance achievement and a future cost effective water services business, Council's Water Services Manager will over the next 12 months need to review the plethora of plans, strategies, business plans, excel spreadsheets, notes, file notes and information embedded in a number of Shire documents and within the following directories: [N:\04 Water and Waste\05 Water](#) and prepare a comprehensive synopsis and summary on each as such relates to asset management and the water services business model. Such summaries which can form an annexure in future WSAMP's will assist the Water Services Department and the Assets team understand the complexity and data input needs for a live up-to-date business model.

A sample of the documents follows:

- ❖ IPWEA, 2015, *International Infrastructure Management Manual*, Institute of Public Works Engineering Australia, Sydney, www.ipwea.org.au.
- ❖ IPWEA, 2008, *NAMS.PLUS Asset Management* Institute of Public Works Engineering Australia, Sydney, www.ipwea.org.au/namsplus
- ❖ IPWEA, 2009, *Australian Infrastructure Financial Management Guidelines*, Institute of Public Works Engineering Australia, Sydney, www.ipwea.org.au/AIFMG.

Our Environment No. 23 Cont...

- ❖ IPWEA, 2011, *International Infrastructure Management Manual*, Institute of Public Works Engineering Australia, Sydney, www.ipwea.org.au.
- ❖ IPWEA 2016, *Condition Assessment & Asset Performance Guidelines – Water Supply and Sewerage*, Institute of Public Works Engineering Australia, Sydney, www.ipwea.org.au.
- ❖ Integrated Planning & Reporting Framework Office of Local Government <http://www.olg.nsw.gov.au/councils/integrated-planning-and-reporting/framework>
- ❖ Integrated Planning & Reporting Manual for Local Government in NSW - 2013 <http://www.olg.nsw.gov.au/councils/integrated-planning-and-reporting/framework>

Following Tenterfield Shire documents can be found on:

<https://www.tenterfield.nsw.gov.au/council/council-documents/plans-and-reports/integrated-planning-reporting-2018>

- ❖ Community Engagement Strategy (TSC:2017)
- ❖ Community Strategic Plan 2017-2027 (TSC: 2017)
- ❖ Delivery Program 2017-2021 (TSC:2017)
- ❖ Operational Plan 2018-2019 (TSC:2018)
- ❖ Workforce Management Strategy 2017-2021(TSC:2017)
- ❖ Long Term Financial Plan 2017-2027 (TSC:2017)
- ❖ Tenterfield Shire Council Policy 1.014 – Asset Management
- ❖ Asset Management Strategy 2017-2027 (TSC:2017)

[N:\drive\04 Water and Waste\05 Water](#)

- ❖ Strategic Business Plan for Water and Sewerage Services (Hydro: 2015)
- ❖ Draft Water Supply Asset Management Plan (Hydro: 2016) now superseded
- ❖ Water Supply Asset Management Plan (TSC:2013) now superseded
- ❖ Asset Data Spreadsheets in N:\drive
- ❖ Standard Operating Procedures
- ❖ Tenterfield Water Treatment Plant Operations & Maintenance Manual (TSC: 2015)
- ❖ Tenterfield WTP Concept Design (MJM: 2016)

Following Tenterfield Shire Council documents can be found as designated:

- ❖ Tenterfield Shire Council Integrated Water Cycle Management Evaluation Study and Strategy Plan (Hydro: 2013)
- ❖ Tenterfield Shire Council Strategic Business Plan for Water Supply and Sewerage Services (Hydro: 2015)
- ❖ Demand Projection Review – Tenterfield WTP (MJM: 2015)
- ❖ Expression of Interest: Supply, Installation and Training – Asset Management Software Solution, Tenterfield Shire Council Engineering Services, October 2016.
- ❖ Special Schedules Report, Tenterfield Shire Council (TSC: 2016)
- ❖ Tenterfield Shire Council Risk Assessment Briefing Paper (Viridis: 2013)
- ❖ Drought Management Plan (TSC:2010)

Our Environment No. 23 Cont...

- ❖ Water Conservation and Demand Management Plan (TSC: 2010)
- ❖ Integrated Water Cycle Management Evaluation Study & Strategy Plan (Hydro:2013)

8. Project Management

Consultant help will continue to be brought in for specific design as needed and project management of major capex like new treatment plants and or refurbishment.

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 Attachment 5 (Booklet 3) - Project Management Plan - Water Supply Asset Management Plan Review 2018	24 Pages
	2 Attachment 6 (Booklet 3) - Water Supply Asset Management Plan 2018	56 Pages
	3 Attachment 7 (Document 3) - Review of Financial Analysis	4 Pages

Department:	Office of the Chief Operating Officer
Submitted by:	Engineering Officer (Part-time)
Reference:	ITEM ENV24/18
Subject:	FORMER ARSENIC PROCESSING PLANT, JENNINGS NSW - VOLUNTARY MANAGEMENT PROPOSAL UNDER THE CONTAMINATED LAND MANAGEMENT ACT 1997

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

SUMMARY

This report is in addition to the previous report ITEMS ENV14/18 considered at the 27 June 2018 Ordinary meeting and ENV25/18 considered at the 22 August 2018 Ordinary meeting to advise Council of an additional partial road reserve that is required to be closed as part of the Voluntary Management Proposal (VMP) under the Contaminated Land Management Act 1997 submitted by NSW Department of Industry-Crown Lands following the outcome of the NSW Environment Protection Authority's (EPA's) assessment of contamination of the NSW Crown Land, known as the Former Arsenic Poison Factory, Jennings NSW.

OFFICER'S RECOMMENDATION:

That Council, in addition to Council Resolution Nos. 125/18 and 181/18:

Continues the Road Closure Process in accordance with the Roads Act 1993 to incorporate the additional portions of Council road reserves to enable NSW Department of Industry – Crown Lands and Water to secure perimeter fencing around the entire proposed Project Site Boundary to minimise access to the public, livestock and wildlife and subject to objections being resolved:

- **Portion of King Street road reserve and Gladstone Street road reserve as identified and fenced (highlighted yellow) as per attachment (Survey Plan Dwg No. TE180470-SV1).**
- **Upon closure, it is understood that all of the mentioned road reserves will vest in the Crown.**
- **Upon completion of bitumen sealing of King Street to be undertaken by Crown Lands, Council will be required to update Council's Road Register accordingly for ongoing maintenance of King Street, Jennings between Ballandean Street and Robinson Street.**

Our Environment No. 24 Cont...

BACKGROUND

As previously advised in ITEMS ENV14/18 and ENV16/18 considered at the Ordinary Council Meeting held 27 June 2018 and 22 August 2018 respectively, in December 2017 Council was informed that NSW EPA proposed to declare the site known as the Former Arsenic Poison Factory, Jennings as significantly contaminated land under section 11 of the Contaminated Land Management Act 1997 (CLM Act).

On 7 April 2018, the EPA declared that the site is contaminated with Arsenic. The EPA determined that the contamination is significant enough to warrant regulation under the CLM Act for the following reasons:

- Soil, sediments and water are contaminated with heavy metals, particularly arsenic, at levels exceeding that applicable criteria, as a result of former industrial activities conducted at the site;
- Arsenic is likely to exist in a soluble mobile form and is likely to migrate from the land or leach into groundwater;
- Potential risks to human health are present through dermal contact and inhalation of contaminated soils and sediments, and
- The sediment basin was constructed at half of the recommended capacity for a one in 10 year storm event. Subsequently there are potential risks to off-site human and ecological receptors should an uncontrolled discharge from the sediment basin occur.

At this time, Department of Industry – Crown Lands were provided opportunity to submit a voluntary management proposal and once satisfied with the proposal, the EPA may approve it under section 17 of the CLM Act.

REPORT:

On Friday 16 March 2018, Council's Engineering Officer and Manager of Water & Waste met on-site with representatives from NSW Department of Industry – Crown Lands, EPA and soil investigation teams to discuss the Voluntary Management Proposal (VMP) for the site. This included recognising the need to close part of Council's road reserves to incorporate a portion of Gladstone Street and Robinson Street and track in use between Gladstone Street and King Streets for which Council currently maintains that does not follow the correct alignment of the road reserve.

There is a portion of an unnamed road reserve that also required to be closed which runs from King Street and up to the north eastern boundaries of Lots 4 & 10 DP 758540. It is proposed that the perimeter fencing will be upgraded around the entire proposed Project Site Boundary to minimise access to the public, livestock and wildlife.

The VMP Performance Schedule was tabled previously.

The principal features of Stage 1 will involve undertaking a process of community and stakeholder consultation including with local council and nearby residents. Above and below ground service owners/operators of infrastructure which is known to transect the project site will also be identified and contacted as part of Stage 1.1 in the instance where relocation of such services may be required to facilitate later stages of work.

Following the on-site meeting held 16 March 2018, Council Officers confirmed with Crown Lands that Council does not have an active line through the site and that the water main was relocated to run along the Ballandean Road reserve.

Our Environment No. 24 Cont...

Identification and ownership details of the private line that runs through the site was provided to Crown Lands.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

The Voluntary Management Proposal (VMP) previously tabled, details that the community stakeholder consultation should be focused in order to incorporate a portion of the Gladstone Street road reserve, portion of Robinson Street and the track in use between Gladstone Street and King Streets, the entirety of Lot 4, Lot 5, Lot 8 & Lot 9, Lot 10 Section 12 DP 758540 into the overall Project Site Boundary.

Crown Lands further requested to include the portion of Robinson Street in the incorporation intended as a buffer from surrounding residential properties and provide extra land for later site management actions. In addition, the portion of the unnamed road reserve which runs from King Street through to the north eastern boundaries of Lots 4 and 10 DP 758540 was required to be closed for this to occur.

As a part of incorporating the additional lots, it is proposed that the perimeter fencing will be upgraded around the entire proposed Project Site Boundary to minimise access to the public, livestock and wildlife. This stage of the proposal is to be carried out as a collaboration between Tenterfield Shire Council and Crown Lands. At the completion of site establishment activities, a letter acknowledging this will be supplied to the NSW EPA.

Community consultation has already been conducted via a meeting to include the communities of Wallangarra and Jennings followed by a letter drop to residents located adjacent to the Project Site Boundary. The Community Engagement Plan (or communication strategy) shall be submitted to the EPA for endorsement prior to implementation of the VMP. Other regulatory stakeholders shall be invited to monthly VMP update teleconference sessions. To date, the Community Sessions were held on Monday 27 August 2018 in Jennings.

As part of the Road Closure Process, the proposed Road Closures were advertised 12 September 2018 with Authorities and adjoining landholders corresponded by way of email or letter allowing the 28 day submission period for comments/objections to be submitted.

Objections/requests were received as following:

Name	Nature of comment/objection	Outcome
NSW Department of Industry (Road Closure Team)	Council diagram submitted showing road closures did not match the information submitted to the Road closing team due to the portion of King Street not being identified as part of the original plan.	NSW Department of Industry (Crown Lands) undertook a survey with portion of King Street road reserve highlighted as requiring closing. Survey to be submitted back to the Road Closing Team for reassessment

Our Environment No. 24 Cont...

Name	Nature of comment/objection	Outcome
	Requested additional time to consider proposal subject to clarification of proposed road closures.	of proposal based on the updated provided information.
Essential Energy	No objection to the proposal, however due to powerlines being located within the road reserve, request an easement of 20m to protect assets.	NSW Department of Industry (Crown Lands) to cover any costs associated with the creation of the easement.
Adjoining landholder located in King Street	No objection received, however requested King Street be sealed to prevent dust	NSW Department of Industry (Crown Lands) have agreed to cover the costs associated with upgrading King Street to bitumen seal as part of the overall Project Scope. Ongoing maintenance costs to be the responsibility of Council.

2. Policy and Regulation

- Roads Act 1993
- Contaminated Land Management Act 1997

3. Financial (Annual Budget & LTFP)

Council's Engineering Officer has confirmed that all costs involved in the proposed road closure process will be undertaken/reimbursed by NSW Department of Industry – Crown Lands and Water. This will include, but not limited to, the fee for Applying to close a public road, advertising, survey plans, cost to create easement for Essential Energy and upgrading of King Street to bitumen seal.

4. Asset Management (AMS)

Council currently maintains the whole length of Gladstone Street from Manor Street through to King Street. Although the track in use (past the sealed section) does not follow the road alignment. Upon closure of the section of Gladstone Street past the sealed section, this will be removed from Council's Road Register for maintenance purposes. The additional triangular small portion of Gladstone Street identified by way of survey and already fenced is required to be closed as well.

Council currently maintains Robinson Street adjacent to Lot 12 Sec 12 DP 758540 approximately 60 metres from Manor Street south. Upon closure of the section of Robinson Street will not affect Council's Road Register for maintenance purposes.

The unnamed road reserve that runs from King Street through to the north eastern boundaries of Lots 4 and 10 DP 758540 is not formed or maintained by Council. Closing these road reserves will not affect Council's Road register for maintenance purposes.

Our Environment No. 24 Cont...

The additional portion of King Street proposed for closure is already fenced as part of the overall Project, therefore no change to the physical location of King Street will be required. Upon completion of upgrading and sealing of King Street to be undertaken by Crown Lands, Council will be required to update Council's Road Register accordingly for ongoing maintenance of King Street, Jennings between Ballandean Street and Robinson Street.

5. Workforce (WMS)

Council already maintains King Street as part of its Asset Management Plan, however the maintenance responsibilities will change due to bitumen seal requirements.

6. Legal and Risk Management

Department of Industry – Crown Lands have been provided the opportunity to submit a VMP and once satisfied with the proposal, the EPA may approve it under section 17 of the CLM Act. In order to achieve this, Council has been identified as a key stakeholder to assist in the management of the contaminated site.

EPA will keep Council informed about the finalisation of the declaration and any progress in the regulation of the contamination present at the site so that appropriate notations can be included on s149 planning certificates for the land.

7. Performance Measures

It is proposed that a staged approach to the implementation of a VMP is the most appropriate.

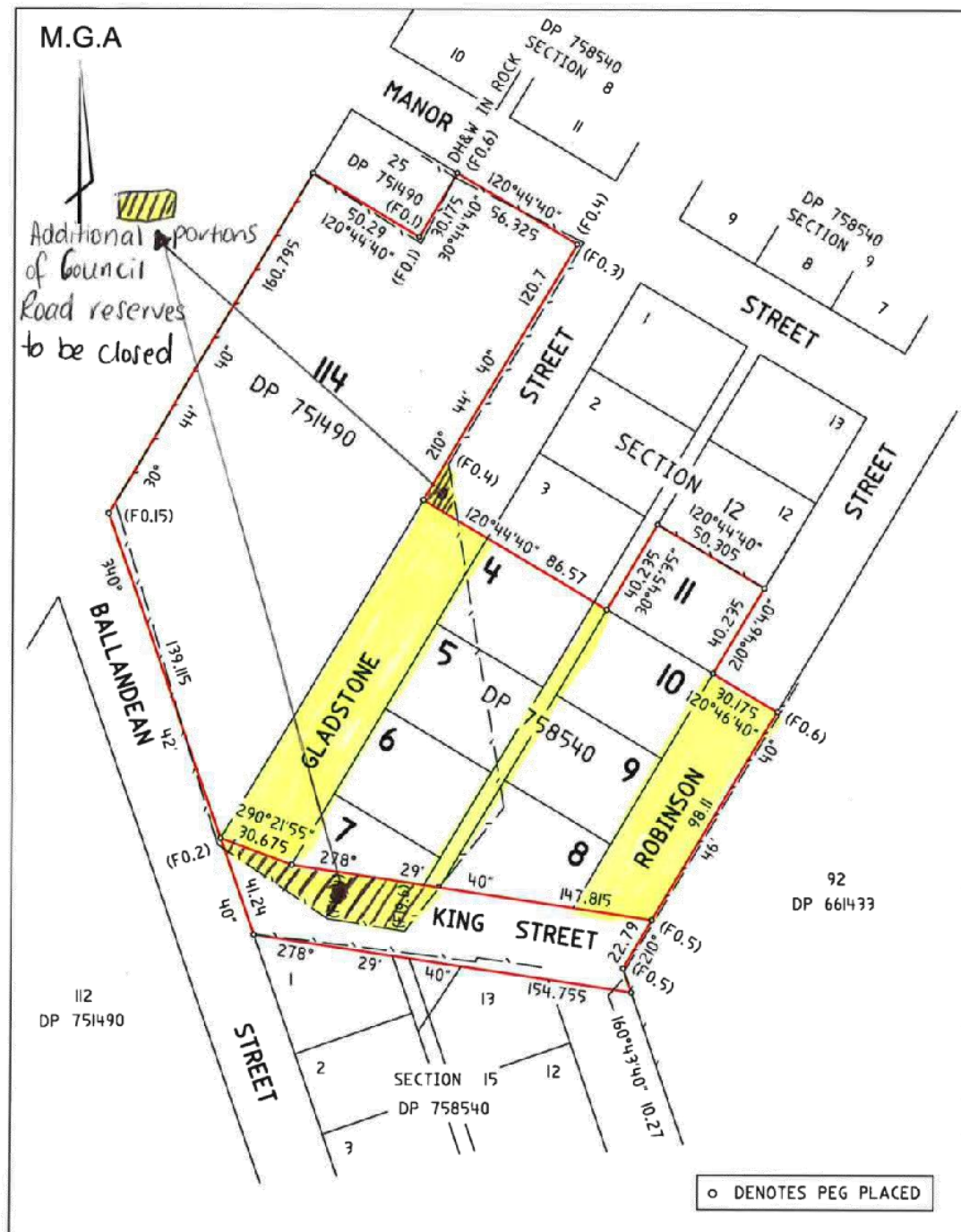
8. Project Management

The VMP Performance Schedule previously tabled outlines the key milestones for investigation, remediation and other actions along with reporting requirements and timeframe for submissions of reports.

Andre Kompler
Chief Operating Officer

Prepared by staff member:	Jessica Gibbins, Engineering Officer (Part-time)
Approved/Reviewed by Manager:	Andre Kompler, Chief Operating Officer
Department:	Office of the Chief Operating Officer
Attachments:	1 DWG. No. TE180470-SV1 - 1 Proposed Council Road Closures Page

Attachment Dwg. No. TE180470-SV1
■ - proposed Council Road Closures.



TENTERFIELD SURVEYS

342 Rouse Street (P.O. Box 549)
Tenterfield, NSW 2372
Phone: (02) 6736 2655
Fax: (02) 6736 2611
Web: www.tenterfieldsurveys.com.au



NSW DEPT OF INDUSTRY
CROWN LAND & WATER DIVISION
**PLAN SHOWING
BOUNDARIES MARKED
AT JENNINGS**

SCALE:
LGA:
LOCALITY:
SURVEYED:
DRAWN:
DATE:
COGO:
Dwg. No.

1:2000 @ A4
TENTERFIELD
JENNINGS
K.C.
C.D.
14/11/2018
TE180470.ccx
TE180470-SV1

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM GOV83/18
Subject:	MONTHLY OPERATIONAL REPORT - OCTOBER 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council receives and notes the status of the Monthly Operational Report for October 2018.

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 8 (Booklet 4) - Monthly Operational Plan - October 2018	160 Pages

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Customer Service, Governance & Records
Reference:	ITEM GOV84/18
Subject:	TENTERFIELD SHIRE COUNCIL ANNUAL REPORT 2017/2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

The purpose of this report is for Council to receive the Annual Report, inclusive of the Annual Financial Statements, for the financial year ending 30 June 2018.

OFFICER'S RECOMMENDATION:

That Council receive and adopt the Annual Report for 2017/2018.

BACKGROUND

Council must prepare an Annual Report in accordance with the *Local Government Act 1993*, Section 428.

- (1) *Within 5 months after the end of each year, a Council must prepare a report (its "Annual Report") for that year reporting as to its achievements in implementing its Delivery Program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed.*
- (2) *The Annual Report in the year in which an Ordinary Election of Councillors is to be held must also report as to the Council's achievements in implementing the Community Strategic Plan over the previous four years.*
- (3) *An Annual Report must be prepared in accordance with the guidelines under Section 406.*
- (4) *An Annual Report must contain the following:*
 - (a) *a copy of the Council's audited financial reports prepared in accordance with the Local Government Code of Accounting Practice and Financial Reporting published by the Department, as in force from time to time,*
 - (b) *such other information or material as the regulations or the guidelines under section 406 may require.*
- (5) *A copy of the Council's Annual Report must be posted on the Council's website and provided to the Minister and such other persons and bodies as the Regulations may require.*

Our Governance No. 84 Cont...

A copy of a Council's Annual Report may be provided to the Minister by notifying the Minister of the appropriate URL link to access the report on the Council's website.

REPORT:

In accordance with the Act, Council staff have contributed to the development of the Annual Report and the audited Financial Statements.

The Annual Report consists of several sections commencing with the Mayor's and General Manager's messages, followed by statistics about the Shire, our achievements over the year against the Community Strategic Plan directions, and statutory reporting items.

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

Council meets its commitment to inform, consult and involve by annually reporting on its Annual Report and audited Financial Statements via its open Ordinary Meeting.

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

The Annual Report is a statutory requirement. Failure to lodge the report would result in a significant risk to Council of being non-compliant under the Local Government Act 1993.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith
Chief Corporate Officer

Our Governance No. 84 Cont...

Prepared by staff member:	Erika Bursford, Manager Customer Service, Governance & Records	
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer	
Department:	Office of the Chief Corporate Officer	
Attachments:	1 Attachment 9 (Booklet 5) - Annual Report Document	56 Pages
	2 Attachment 10 (Booklet 5) - Appendix 1 - Achievements in Implementing the Delivery Program & Operational Plan - to 30 June 2018	38 Pages
	3 Attachment 11 (Booklet 5) - Appendix 2 - State of the Environment Report	42 Pages
	4 Attachment 12 (Booklet 6) - Appendix 3 - Audited Financial Statements for 2017/2018	129 Pages

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Customer Service, Governance & Records
Reference:	ITEM GOV85/18
Subject:	AMENDED POLICY - CONFERENCE/SEMINAR/TRAINING EXPENSES - POLICY NO 4.031

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	Deliver continuous improvements in Council's business, processes and systems.

SUMMARY

The purpose of this report is to seek Council's adoption of the amended Conference/Seminar/Training Expenses Policy No 4.031.

OFFICER'S RECOMMENDATION:

That Council adopt the amended policy - Conference/Seminar/Training Expenses Policy No. 4.031.

BACKGROUND

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

REPORT:

Council's existing Conference/Seminar/Training Expenses sets a defined threshold amount for the payment of accommodation costs in Capital Cities and regional locations, which are associated with travel for Council training or business purposes. The threshold amount defined for capital cities is \$350 per night, and for regional locations is \$180 per night. On two recent occasions, attempts by Council staff to secure suitable accommodation in city and regional locations, for Councillors and staff, within these thresholds has identified that there are occasional peak periods when it is not possible to book accommodation within the monetary limits defined. The policy has, therefore, been amended to allow for these periodic, seasonal fluctuations, but retains the thresholds for non-peak periods.

The policy has also been amended to update position name changes in Council's organisational structure and has been inserted into the current policy template.

COUNCIL IMPLICATIONS:

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

Our Governance No. 85 Cont...

2. Policy and Regulation

- Local Government (State) Award
- Councillor Expenses & Facilities Policy

3. Financial (Annual Budget & LTFFP)

Any periodic additional accommodation expenditure is not expected to have a material impact on the annual budget and so no additional funds are requested.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Erika Bursford, Manager Customer Service, Governance & Records	
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer	
Department:	Office of the Chief Corporate Officer	
Attachments:	1 Amended Policy - Conferenc/Seminar/Training Expenses	3 Pages



Conference/Seminar/Training Expenses Policy

Summary:

The purpose of this policy is to provide clear direction on the payment for, or reimbursement of, conference, seminar and training expenses.

Policy Number	4.031
File Number	
Document version	V3.0
Adoption Date	28 November 2018
Approved By	Council
Endorsed By	Executive Management Team
Minute Number	XXX/18
Consultation Period	Not applicable.
Review Due Date	August 2020 – 2 years
Department	Human Resources & Workforce Development
Policy Custodian	Manager Human Resources & Workforce Development
Superseded Documents	19 December 2012 536/12
	24 June 2015 197/15
Related Legislation	Local Government (State) Award Councillor Expenses & Facilities Policy
Delegations of Authority	Manager Human Resources & Workforce Development

1. Overview

Council encourages staff to participate in training and courses to improve their skills and knowledge that will assist them in effectively carrying out their roles. This includes attendance at relevant seminars and conferences, as approved by relevant **Managers/Chief Officers or the Chief Executive (General Manager)**.

2. Policy Statement

This Policy outlines those costs which Council will reimburse to employees when they are required to attend conferences, training, seminars and other work related functions outside the Tenterfield area. This Policy applies to all employees and expenses must be within the approved budget each year.

Due to the mutual benefit that training provides, it is considered reasonable that employees will not claim overtime or time in lieu for travelling to and from training. The same applies for time after training when over-night accommodation is provided.

3. Scope

Approvals:

Approval to attend conferences, seminars and training will be granted within the adopted budget and according to the training plan. Miscellaneous relevant training may also be approved provided funds are available. Approval will be conducted by recording the details on the appropriate form and have it signed by the relevant supervisor.

Staff Training – Payment of expenses

Registration Fees

Council will meet the cost of registration fees for staff that have been granted approval to attend conferences, seminars and training, including any conference dinner / entertainment that forms part of the registration, and other functions that are in line with training plans and/or Council's organisational goals.

Accommodation

Accommodation costs will be limited to a maximum of \$350.00 per night in Capital City locations and \$180.00 per night in other locations. **Where accommodation is not available in a Capital City or other location for these threshold amounts, approval for accommodation to be paid for at a higher rate per night may be sought from the relevant Manager/Chief Officer, the Chief Executive or the Mayor.**

Council will book accommodation prior to attendance unless not possible. All bookings should consider best price value for Council, location to training/seminar/conference venue and access to transport.

Travel

All reasonable travel costs will be met by the Council. Where appropriate, travel will be provided by air (economy class). Depending upon the circumstances, it may be more appropriate for travel to be undertaken by car or train.

Travel by motor vehicle should be undertaken by council vehicle and only by prior approval by the **Chief Executive** for the use of private vehicle. If approval is granted, reimbursement will be on the basis of the current kilometre rate as set out in the **2017** Award.

Costs of vehicle hire, parking station fees and or taxi fares which are reasonable incurred while attending conferences will be reimbursed by Council upon receipt.

Meals and beverages

Part-day: *Meals will not be reimbursed for part-day training.*

One (1) full day:

A limit of \$60.00 will apply for any one meal, or where more than one meal is involved, a daily limit of \$125.00 will apply.

More than one (1) day:

Wherever possible, the cost of meals is to be incorporated within the training and accommodation otherwise reimbursement of actual cost will be paid upon the production of receipts subject to a daily limit of \$125.00.

Council will not pay for Mini bar expenses.

Miscellaneous expenses for senior management

Miscellaneous expenses responsibly incurred by senior management may be paid for by Council. These may relate to expenses to facilitate travel/meals/beverages for meetings with Government Officials, consultants or contractors. Any such expenses must be approved by the **Chief Executive** and on production of receipts.

Reporting

Staff are required to provide a brief report to their respective **Manager/Chief Officer** or the **Chief Executive** outlining the nature of the training, conference, seminar attended. The **Chief Executive** will report to Council on Conferences attended that may be of interest to the Council.

Recording

All training and attendance at seminars/conferences shall be recorded and filed on the staff member's personnel file.

4. Accountability, Roles & Responsibility

Approval will be required by the relevant supervisor as follows:

- General staff by **Section/Service Managers or Chief Officers**;
- Managers (where more than one (1) day is involved) by **Chief Officers**;
- **Chief Officers** (where more than two (2) days are involved) by the **Chief Executive**, and
- The **Chief Executive** (where more than two (2) days are involved) by the Mayor.

5. Related Documents, Standards & Guidelines

Local Government (State) Award
Councillor Expenses & Facilities Policy

6. Version Control & Change History

Version	Date	Modified by	Details
V1.0	19/12/2012	Council	Adoption of Original Policy
V2.0	24/06/2015	Council	Adoption of changes to Policy
V3.0	28/11/2018	Council	Amendment to Policy

Department:	Office of the Chief Corporate Officer
Submitted by:	Property Specialist (P/T)
Reference:	ITEM GOV86/18
Subject:	NOMINATION OF NATIVE TITLE MANAGER

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - LEAD 13 - Council recognises the diversity of the communities that make up the Tenterfield Shire Council Local Government Area.
CSP Strategy:	Continue to support and partner with the local Aboriginal communities for improved and inclusive outcomes.
CSP Delivery Program	Maintain collaborative partnerships with the local Aboriginal communities.

SUMMARY

Council is required to give notice to the Minister for Lands and Forestry of the name and contact details of Council's nominated Native Title Manager.

OFFICER'S RECOMMENDATION:

- (1) That Council nominate the Engineering Officer, Jessica Gibbons as its Native Title Manager; and further**
- (2) That Council give notice to the Minister for Lands and Forestry of contact details of Council's Engineering Officer as required under Section 8.8 of the Crown Land Management Act 2016.**

BACKGROUND

The Crown Land Management Act 2016 (CLM 2106) commenced from 1 July 2018. The practice of managing Crown Lands in the shire will be changing significantly to comply with the requirements under the CLM 2016. One of the changes relates to a need for each Council to nominate its qualified Native Title Manager.

REPORT:

To be qualified as a Native Title Manager, a person must attend training provided by the Crown Solicitors Office. The Engineering Officer, Jessica Gibbons, and the former Manager Property & Environmental Services, David Stewart, attended this training last year and attained the Native Title Manager qualification.

It is intended that both the Property Buildings & Landscape Co-Ordinator and the Property Specialist will attend Native Title Manager training early in 2019. This is a very complicated area and comprehensive training will be required.

However in the meantime, the Engineering Officer is considered the most suitable person to be appointed as Council's Native Title Manager. Once Council has appointed its Native Title Manager, notice can be given to the Minister accordingly.

COUNCIL IMPLICATIONS:

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

Our Governance No. 86 Cont...

2. Policy and Regulation

- Crown Land Management Act 2016
- Local Government Act 1993
- Native Title Act 1993

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

The Crown Land Management Act 2016 requires Council give notice to the Minister of the Native Title Manager name and contact details each year.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Jennifer Donadel, Property Specialist (P/T); Heidi K Ford, Property, Buildings and Landscape Co-ordinator (Part-time)
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	There are no attachments for this report.

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV87/18
Subject:	NEW DRAFT POLICY - CONCEALED WATER LEAKAGE CONCESSION - POLICY NO 1.037

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

The purpose of this report is to adopt a new policy in relation to Concessions for Water Leakages caused by concealed leaks.

OFFICER'S RECOMMENDATION:

That Council adopt the attached new draft policy - Concealed Water Leakage Concession Policy No 1.037.

BACKGROUND

This policy arose following numerous requests from ratepayers for relief from excessive water consumption charges as a result of concealed leaks.

Investigations into practices adopted by other Council's to deal with this situation found it to be common practice to provide a level of relief where a large water consumption charge is generated as a result of a concealed water leak.

It is acknowledged that some water leaks may be undetectable and it is these concealed leaks that this policy relates to, not leaks caused by appliances which should be able to be readily detected and rectified.

REPORT:

A policy has been developed (please refer to the attachment) to provide some relief to water consumers that receive an excessively high water bill as a result of a concealed water leak.

To quote from the draft policy:

"Council policy is to grant a "one-off" financial relief, in the form of an account adjustment and/or extended repayment period, to customers with substantially higher than usual water consumption charges and sewer discharge charges (applicable for non-residential ratepayers only) caused as a result of concealed water leaks."

The Policy goes on to outline the Application Criteria, namely that:

- *The property was occupied at the time the leak occurred.*

Our Governance No. 87 Cont...

- *The property is not currently under water restrictions and / or legal proceedings for the non-payment of previous water accounts.*
- *The concealed water service leak was in a location that was not readily visible or apparent (e.g. below ground, under a concrete slab, in a wall cavity, etc.).*
- *The increase in water consumption due to the concealed leak must be substantial. An increase in excess of 100% of the normal water consumption is considered to be substantial.*
- *Normal consumption will be determined by historical consumption data for the occupant/s (if relevant) or alternative methods at the discretion of Council's Chief Executive or nominated delegate. (average water use will generally be determined using three (3) previous equivalent billing periods).*
- *The Concealed Leak was repaired by a fully licensed plumber within **14 days** of an occupant/property owner or authorised representative being notified by a Council Officer of an increase in water usage. Notification may include the delivery of a 'High Water Consumption' letter to the owner of the property or verbal notification from Council Officers.*
- *Applications for water account adjustment must be made using Councils' "Application for Water Account Adjustment (Concealed Leak)" with a licensed plumber certifying:*
 - *The date the water service leak was repaired.*
 - *The location of the concealed water leak and the reason why the leak was not readily detectable (providing photographic evidence to Council if requested).*
 - *The repair was completed to meet AS 3500 standards.*
 - *The entire water service at the property was inspected and meets AS 3500 standards. Specifically, this means that a pressure test was conducted on the water service with no further leaks found at the property, as per AS 3500.1 (16.3.1) "Water services shall not show any leakage when subjected to hydrostatic pressure of 1500 kPa for a period of not less than 30 minutes".*
 - *The likely cause of the water leak.*
 - *The water meter reading immediately after the repair had been completed.*
- *The application must be completed and lodged with Council within 21 days of the repair being completed. Late applications may be accepted at the discretion of the Chief Executive or authorised delegate.*
- *Customers must lodge a completed "Application for Water Account Adjustment (Concealed Leak)" to Council within 21 days of the repairs being completed, stating:*

The date the occupier (or property owner/managing agent) of the property became aware, or was notified, of a possible water leak at the property.
- *The date a licensed plumber was engaged to locate and repair the leak.*

Our Governance No. 87 Cont...

- *The applicant understands and accepts that no further requests for account adjustment will be considered for the property for a minimum period of either five (5) years (if the property is residential) or ten (10) years (if the property is non-residential).*
- *The applicant grants permission for Council Officers to conduct an inspection of the property to verify that the water service leak was of a concealed nature and that repairs meet required standards (if Council requests such an inspection).*
- *If the application is not approved, the property owner (or authorised representative) will be advised in writing and granted 30 days from the date of this advice to either pay the Water Account in full or enter into a suitable payment arrangement with Council.*
- *If the application is approved, the property owner (or authorised representative) will be advised in writing that payment of the adjusted Water Account is required in full within 30 days of the date of this advice.*
- *No water account adjustment will be considered if the "Application for Water Account Adjustment (Concealed Leak)" or any other required documentation is found to be incomplete or false.*
- *No water account adjustment will be considered for leaking fixtures or water using appliances, such as:*
 - *Taps*
 - *Toilets*
 - *Hot water systems (including solar)*
 - *Irrigation systems*
 - *Rainwater tanks or associated valves*
 - *Air conditioners*
 - *Dishwashers*
 - *Washing machines*
 - *Fridges*
 - *Water features*
 - *Swimming pools or spas*
- *No water account adjustments will be considered for a leak caused by wilful, accidental or negligent damage to a water service.*
- *Council will not reimburse or make any contribution towards associated plumbing costs for either the location or repair of a concealed water service leak.*
- *Full discretionary decision-making authority to approve a water account adjustment which does not meet the requirements of this policy remains with the Chief Executive noting that the threshold at which a request for approval needs to be referred to Council is as per Councils Writing off of Debts Policy.*

The policy then goes on to discuss the way the concession is to be calculated:

Our Governance No. 87 Cont...

**Calculation of Concession – Water Consumption only
Residential & Non-Residential:**

Step1 - Determine Average Water Use (KL)

Average water usage will be determined using two (2) previous equivalent billing periods). Eg $250 \text{ KL} + 230 \text{ KL} = 480 \text{ KL} / 2 = 240 \text{ KL}$

Step 2 - Deduct the above from the total Water use amount subject to the leakage

Eg If the bill including the leak was 900KL then the amount of KL a concession would be applied to equals $900 \text{ KL} - 240 \text{ KL} = 660 \text{ KL}$. This is the amount of KL to be written off not the amount to be charged. The amount to be charged is the average of 240KL

Step 3 - Multiply the amount of consumption subject to a concession by the appropriate rate

Eg $660 \text{ KL} \times$ either the tier 1 or tier 2 amount depending on where total consumption for the year is at the time of applying the concession. This is the amount written off the consumers account.

Assuming this is in the first billing period 660KL is the concession amount.

In other words, the new bill will be for 240KL at the appropriate tier level.

2.2.2 SDF & Trade Waste –Non residential

a) Water Loss not entering Council's Sewerage System

For non-residential properties where a concealed water leak has also increased sewer and trade waste usage charges, but where the water loss was not deemed to be entering Council's sewer system, the adjustment to sewer and trade waste usage charges will be 100% of the difference between the charges recorded on the water account issued immediately prior to the concealed water leak being repaired and the average of these charges (average sewer and trade waste usage will generally be determined using two (2) previous equivalent billing periods).

b) Water Loss entering Councils Sewerage

For non-residential properties where a concealed water leak has also increased sewer and trade waste usage charges and the water loss was deemed to be entering Council's sewer system, the adjustment to sewer and trade waste usage charges will be 50% of the difference between these charges recorded on the water account issued immediately prior to the concealed water leak being repaired and the average of these charges (average sewer and trade waste usage will generally be determined using two (2) previous equivalent billing periods).

2.2.3 If the property that an adjustment is being provided for is not occupied by the owner then separate correspondence, including information on how to check for water leaks, will be sent to the occupant/s of the property.

Our Governance No. 87 Cont...

COUNCIL IMPLICATIONS:

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

2. Policy and Regulation
The draft new Policy No. 1.037 is attached.

3. Financial (Annual Budget & LTFP)
To be monitored and adjustments if required to be made to the QBR's and/ or 2019/20 budget

4. Asset Management (AMS)
Not applicable.

5. Workforce (WMS)
Not applicable.

6. Legal and Risk Management
Not applicable.

7. Performance Measures
Not applicable.

8. Project Management
Not applicable.

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Paul Della, Manager Finance & Technology						
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer						
Department:	Office of the Chief Corporate Officer						
Attachments:	<table><tbody><tr><td>1</td><td>Draft New Policy - Concealed Water Leak Concession - Policy No. 1.-037</td><td>6 Pages</td></tr><tr><td>2</td><td>Application for Concealed Water Leak Concession Form</td><td>2 Pages</td></tr></tbody></table>	1	Draft New Policy - Concealed Water Leak Concession - Policy No. 1.-037	6 Pages	2	Application for Concealed Water Leak Concession Form	2 Pages
1	Draft New Policy - Concealed Water Leak Concession - Policy No. 1.-037	6 Pages					
2	Application for Concealed Water Leak Concession Form	2 Pages					



Concealed Water Leakage Concession Policy

Summary:

The purpose of this policy is to outline Council's requirements for allowing a concession for excessive water use caused by a concealed leak and the methodology for calculating the amount of the concession Council will provide if the application for a concession is approved.

Policy Number	(Insert)
File Number	(Insert)
Document version	1.0
Adoption Date	(Insert)
Approved By	Council; (Insert Committee if applicable)
Endorsed By	Executive Management Team
Minute Number	(Insert)
Consultation Period	(Insert dates) – 14 days unless statutory period
Review Due Date	(Insert date) – X years
Department	(Insert)
Policy Custodian	Manager, finance & Technology
Superseded Documents	Nil
Related Legislation	Local Government Act 1993; Tenterfield Shire Council Fees & Charges; Writing Off of Debts Policy; AS 3500 - Australian Standards 3500.1: Plumbing and Drainage.
Delegations of Authority	(Insert)

1. Overview

This policy arose following numerous requests from ratepayers for relief from excessive water consumption charges as a result of concealed leaks.

Investigations into practices adopted by other Council's to deal with this situation found it to be common practice to provide a level of relief where a large water consumption charge is generated as a result of a concealed water leak.

It is acknowledged that some water leaks may be undetectable and it is these concealed leaks that this policy relates to, not leaks caused by appliances which should be able to be readily detected and rectified.

2. Policy Principles

Council policy is to grant a "one-off" financial relief, in the form of an account adjustment and/or extended repayment period, to customers with substantially higher than usual water consumption charges and sewer discharge charges (applicable for non-residential ratepayers only) caused as a result of concealed water leaks.

2.1 Application Criteria

- 2.1.1** The property was occupied at the time the leak occurred.
- 2.1.2** The property is not currently under water restrictions and / or legal proceedings for the non-payment of previous water accounts.
- 2.1.3** The concealed water service leak was in a location that was not readily visible or apparent (e.g. below ground, under a concrete slab, in a wall cavity, etc.).
- 2.1.4** The increase in water consumption due to the concealed leak must be substantial. An increase in excess of 100% of the normal water consumption is considered to be substantial.
- 2.1.5** Normal consumption will be determined by historical consumption data for the occupant/s (if relevant) or alternative methods at the discretion of Council's Chief Executive or nominated delegate. (average water use will generally be determined using three (3) previous equivalent billing periods).
- 2.1.6** The Concealed Leak was repaired by a fully licensed plumber within **14 days** of an occupant/property owner or authorised representative being notified by a Council Officer of an increase in water usage. Notification may include the delivery of a 'High Water Consumption' letter to the owner of the property or verbal notification from Council Officers.
- 2.1.7** Applications for water account adjustment must be made using Councils' "Application for Water Account Adjustment (Concealed Leak)" with a licensed plumber certifying:
 - a) The date the water service leak was repaired.
 - b) The location of the concealed water leak and the reason why the leak was not readily detectable (providing photographic evidence to Council if requested).
 - c) The repair was completed to meet AS 3500 standards.
 - d) The entire water service at the property was inspected and meets AS 3500 standards. Specifically, this means that a pressure test was conducted on the water service with no further leaks found at the property, as per AS 3500.1 (16.3.1) "Water services shall not show any leakage when subjected to

hydrostatic pressure of 1500 kPa for a period of not less than 30 minutes”.

- e) The likely cause of the water leak.
- f) The water meter reading immediately after the repair had been completed. The application must be completed and lodged with Council within 21 days of the repair being completed. Late applications may be accepted at the discretion of the Chief Executive or authorised delegate.

2.1.8 Customers must lodge a completed “Application for Water Account Adjustment (Concealed Leak)” to Council within 21 days of the repairs being completed, stating:

- a) The date the occupier (or property owner/managing agent) of the property became aware, or was notified, of a possible water leak at the property.
- b) The date a licensed plumber was engaged to locate and repair the leak.
- c) The applicant understands and accepts that no further requests for account adjustment will be considered for the property for a minimum period of either five (5) years (if the property is residential) or ten (10) years (if the property is non-residential).
- d) The applicant grants permission for Council Officers to conduct an inspection of the property to verify that the water service leak was of a concealed nature and that repairs meet required standards (if Council requests such an inspection).

2.1.9 If the application is not approved, the property owner (or authorised representative) will be advised in writing and granted 30 days from the date of this advice to either pay the Water Account in full or enter into a suitable payment arrangement with Council.

2.1.10 If the application is approved, the property owner (or authorised representative) will be advised in writing that payment of the adjusted Water Account is required in full within 30 days of the date of this advice.

2.1.11 No water account adjustment will be considered if the “Application for Water Account Adjustment (Concealed Leak)” or any other required documentation is found to be incomplete or false.

2.1.12 No water account adjustment will be considered for leaking fixtures or water using appliances, such as:

- Taps
- Toilets
- Hot water systems (including solar)
- Irrigation systems
- Rainwater tanks or associated valves
- Air conditioners
- Dishwashers

- Washing machines
- Fridges
- Water features
- Swimming pools or spas

2.1.13 No water account adjustments will be considered for a leak caused by wilful, accidental or negligent damage to a water service.

2.1.14 Council will not reimburse or make any contribution towards associated plumbing costs for either the location or repair of a concealed water service leak.

2.1.15 Full discretionary decision-making authority to approve a water account adjustment which does not meet the requirements of this policy remains with the Chief Executive noting that the threshold at which a request for approval needs to be referred to Council is as per Councils Writing off of Debts Policy.

2.2 Adjustment Guidelines – providing application criteria has been met

2.2.1 Calculation of Concession – Water Consumption only Residential & Non-Residential:

Step1 - Determine Average Water Use (KL)

Average water usage will be determined using two (2) previous equivalent billing periods). Eg $250 \text{ KL} + 230 \text{ KL} = 480 \text{ KL} / 2 = 240 \text{ KL}$

Step 2 - Deduct the above from the total Water use amount subject to the leakage

Eg If the bill including the leak was 900KL then the amount of KL a concession would be applied to equals $900 \text{ KL} - 240 \text{ KL} = 660 \text{ KL}$. This is the amount of KL to be written off not the amount to be charged. The amount to be charged is the average of 240KL

Step 3 - Multiply the amount of consumption subject to a concession by the appropriate rate

Eg $660 \text{ KL} \times$ either the tier 1 or tier 2 amount depending on where total consumption for the year is at the time of applying the concession. This is the amount written off the consumers account.

Assuming this is in the first billing period 660KL is the concession amount.

In other words, the new bill will be for 240KL at the appropriate tier level.

2.2.2 SDF & Trade Waste –Non residential

a) Water Loss not entering Council's Sewerage System

For non-residential properties where a concealed water leak has also increased sewer and trade waste usage charges, but where the water loss was not deemed to be entering Council's sewer system, the adjustment to sewer and trade waste usage charges will be 100% of the difference between the charges recorded on the water account issued immediately prior to the concealed water leak being repaired and the average of these charges (average sewer and trade waste usage will generally be determined using two (2) previous equivalent billing periods).

b) Water Loss entering Councils Sewerage

For non-residential properties where a concealed water leak has also increased sewer and trade waste usage charges and the water loss was deemed to be entering Council's sewer system, the adjustment to sewer and trade waste usage charges will be 50% of the difference between these charges recorded on the water account issued immediately prior to the concealed water leak being repaired and the average of these charges (average sewer and trade waste usage will generally be determined using two (2) previous equivalent billing periods).

- 2.2.3** If the property that an adjustment is being provided for is not occupied by the owner then separate correspondence, including information on how to check for water leaks, will be sent to the occupant/s of the property.

3. Policy Objectives

This objective is to provide guidelines for managing accounts adjustments and / or payment extensions for the payment of excessive water consumption generated as a result of concealed water leaks.

4. Policy Statement

This Policy provides some relief to excessive water bills that may arise as a result of concealed water leakages.

5. Scope

This policy applies to all water customers of Tenterfield Shire Council in Tenterfield, Jennings and Urbenville.

6. Accountability, Roles & Responsibility

Elected Council

To approve Council Policies

Chief Executive, Executive and Management Teams

To determine relevant sub delegations.

Management Oversight Group

Not Applicable

Individual Managers

Manager Finance & Technology is responsible for this Policy.

7. Definitions

Concealed Water Leak – Water leaking from plumbing, on private property, that is hidden from view and generally underground. Water leaks in paddocks, yards and gardens are generally detectable by finding lush grass or saturated ground.

Loss of water from faulty fixtures and fittings such as taps and toilet cisterns or appliances such as dishwashers are not considered to be concealed water leaks.

Water Account – an account issued by Council for water related usage charges. Non-Residential properties are also charged for sewer and trade waste usage charges via the Water Account where these services are applicable.

8. Related Documents, Standards & Guidelines

Local Government Act 1993
Tenterfield Shire Council Fees & Charges
Writing Off of Debts Policy
AS 3500 - Australian Standards 3500.1: Plumbing and Drainage

9. Appendices

Application for Water Account Adjustment (Concealed Leak)

10. Version Control & Change History

Version	Date	Modified by	Details
V1.0	(Insert)	Council	Adoption of Original Policy

To the General Manager, Tenterfield Shire Council

APPLICATION FOR WATER ACCOUNT ADJUSTMENT (Concealed Leak)

Local Government Act 1993, Section 539

Local Government (General) Regulations 2005 (Part 6)

PO Box 214, TENTERFIELD NSW 2372

247 Rouse Street, TENTERFIELD NSW 2372

EMAIL: council@tenterfield.nsw.gov.au PHONE: 02 6736 6000 FAX: 02 6736 6005

WEBSITE: www.tenterfield.nsw.gov.au ABN: 85 010 810 083



1. Applicant Details (being a Property Owner or Authorised Representative)

It is important that Council is able to contact you if more information is required. Please give as much detail as possible.

Mr ☐ Ms ☐ Mrs ☐ Dr ☐ Other:

Given name/s and/or Company/organisation

Surname

Postal address

Suburb or town

State

Postcode

Contact daytime telephone

Email Address

Property address for which a Water Account adjustment is requested

Water meter number

Date leak noticed/advised

Date plumber engaged

2. Terms and Conditions (Important Information)

This application will only be considered under the following Terms and Conditions:

- The property was occupied at the time the leak occurred.
- The property is not currently under water restriction for the non-payment of previous water accounts.
- An increase in water usage (on average) of at least 100% caused by a concealed water leak in a plumbed water pipe.
- The concealed leak was repaired by a **fully licensed plumber within 14 days** of an occupant / property owner or authorised representative being notified by Council of an increase in water usage. Notification may include the delivery of a 'High Water Consumption Letter' to the property address or verbal notification from Council Officers.
- This application must be completed and lodged to Council **within 21 days of the repair being completed**.
- If this application is approved no further water account adjustments due to concealed water leaks will be considered for the above mentioned property for a minimum period of either 5 years (for a residential property) or 10 years for a non-residential property.
- If this application is approved the water account credit adjustment will be calculated as per Council's Concealed Water Leakage Concession policy.
- If this Application is not approved, the property owner (or authorised representative) will be advised in writing and granted 30 days from the date of this advice to either pay the Water Account in full or enter into a suitable payment arrangement with Council.
- If this Application is approved, the property owner (or authorised representative) will be advised (in writing) that payment of the adjusted water account is required in full within 30 days of the date of this advice.

Please Note: No water account adjustments will be considered for leaking fixtures or water using appliances.

3. Privacy and Personal Information Protection Notice

- This information is voluntarily required to process your request and will not be used for any other purpose without seeking your consent, or as required by law;
- Your information may comprise part of a public register related to this purpose;
- Your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- Your personal information can be accessed and corrected at any time by contacting this Council.

4. Applicant's Declaration

I declare that I have **read and accept the Terms and Conditions** (see Section 2 on the previous page) of this application and confirm all particulars supplied in this application are correct. I understand that inaccurate or false statements may cause my application to be delayed or rescinded and I give consent for Council to conduct an inspection of the above mentioned property to verify the details of this application should Council request such an inspection.

Signature/s: Date: / /

5. Leak Repair Details

This Section to be completed by Licensed Plumber repairing concealed water pipe leak

Date Leak Repaired:...../...../..... Did plumbing comply with AS 3500 prior to leak? ☐ Yes ☐ No

Photographic evidence of leak PRIOR to repair may be required.

Service leak from: ☐ Pipe ☐ Valve ☐ Fitting ☐ Other (e.g. appliance)

Leak location:

Leaking water drained to: ☐ Ground ☐ Sewer ☐ Stormwater ☐ Other:

Was the leak readily visible or apparent to the occupant? ☐ Yes ☐ No

Cause of leak: ☐ Wear ☐ Break ☐ Tree Root ☐ Other (e.g. faulty)

Water meter reading immediately after repairs complete (for all properties):

(KL) (BLACK NUMBERS ONLY)

What repairs did you make?: ☐ Cut out & install new pipe ☐ Install / Repair fitting type:

☐ Other repairs (provide details – attach additional paperwork if additional space required)

Do you certify that the repairs you have made comply with Australian Standard 3500.1? ☐ Yes ☐ No

Do you certify that you have inspected and pressure tested the entire water service at this property as per Australian Standard 3500.1 requirements? ☐ Yes ☐ No

6. Licensed Plumber Declaration

I understand that the repairs made to the water service may be subject to verification by Tenterfield Shire Council.
I certify that the information provided in this application is complete, truthful and correct.

Licensed Plumber Name

Current License Number

Plumbing Business Name

ABN

Signature/s:

Date:/...../.....

For further information in regards to this application please see Council's 'Water Account Adjustment (Concealed Leaks) Policy' found on Council's website www.tenterfield.nsw.gov.au/policies or contact Council on 02 6736 6000 during business hours.



Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV88/18
Subject:	REVISED POLICY - WRITING OFF OF DEBTS - POLICY NO 1.230

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

The purpose of this report is to provide a minor update to the Writing Off of Debts Policy 1.230 to complement the new Concealed Water Leakage Concession policy of Council.

OFFICER'S RECOMMENDATION:

That Council adopt the revised Writing Off of Debts Policy No 1.230 and note that the threshold for which the write off of debts be referred to Council be increased from \$1,000 to \$5,000.

BACKGROUND

In developing Council's new Concealed Water Leakage Concession Policy it was determined that the staff threshold for approving the write off of debts is too low.

It is both inefficient and unnecessary for a council report to be written every time there is a need to write off a debt over \$1,000 in the case of a water concession to do with a concealed leak. A \$5,000 limit should cover most of the requests that Council receives in relation to debt write offs for this purpose.

REPORT:

Council currently has a number of requests for the writing off of amounts of water consumption bills in relation to concealed water leaks. Most of these are over the \$1,000 threshold for Council staff to approve the write off and in all of the current cases are less than \$5,000.

The minor change to the Policy increasing the threshold rectifies this and gives Council staff to deal with these matters in an expedient manner.

COUNCIL IMPLICATIONS:

- 1. Community Engagement / Communication (per engagement strategy)**
Will improve response times to Customers' requests for relief from concealed water leakages.
- 2. Policy and Regulation**
The new threshold represents a minor change to the existing Policy.

Our Governance No. 88 Cont...

3. Financial (Annual Budget & LTFP)

The financial impact will depend on the number of approved requests. This will need to be monitored and recorded for use in determining the 2019/20 budget.

4. Asset Management (AMS)

Not applicable.

5. Workforce (WMS)

Not applicable.

6. Legal and Risk Management

Not applicable.

7. Performance Measures

Not applicable.

8. Project Management

Not applicable.

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Paul Della, Manager Finance & Technology												
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer												
Department:	Office of the Chief Corporate Officer												
Attachments:	<table><tbody><tr><td>1</td><td>Revised Writing Off of Debts Policy</td><td>3</td></tr><tr><td></td><td>No 1.230</td><td>Pages</td></tr><tr><td>2</td><td>Current Writing Off of Debts Policy</td><td>2</td></tr><tr><td></td><td></td><td>Pages</td></tr></tbody></table>	1	Revised Writing Off of Debts Policy	3		No 1.230	Pages	2	Current Writing Off of Debts Policy	2			Pages
1	Revised Writing Off of Debts Policy	3											
	No 1.230	Pages											
2	Current Writing Off of Debts Policy	2											
		Pages											



WRITING OFF OF DEBTS

Summary:

The purpose of this policy is to provide clear direction on the write off of rates or charges, debts other than rates or charges, non-business fees, and also to fix amounts above which debts may only be written off by resolution of Council.

Policy Number	(Insert)						
File Number	(Insert)						
Document version	(Insert)						
Adoption Date	(Insert)						
Approved By	Council; (Insert Committee if applicable)						
Endorsed By	Executive Management Team						
Minute Number	(Insert)						
Consultation Period	(Insert dates) – 14 days unless statutory period						
Review Due Date	(Insert date) – X years						
Department	Finance						
Policy Custodian	Manager, Finance & Technology						
Superseded Documents	<table> <tr> <td>23 August 2017</td><td>168/17</td></tr> <tr> <td>27 February 2013</td><td>23/13</td></tr> <tr> <td>24 June 2015</td><td>189/15</td></tr> </table>	23 August 2017	168/17	27 February 2013	23/13	24 June 2015	189/15
23 August 2017	168/17						
27 February 2013	23/13						
24 June 2015	189/15						
Related Legislation	Local Government Act 1993 Local Government (General) Regulation 2005						
Delegations of Authority	Manager, Finance & Technology						

1. Overview

The provisions of the Local Government Act 1993 and Local Government (General) Regulation 2005 allow Councils in certain circumstances to write off, waive or reduce debts owing to Council. The purpose of this policy is to provide guidelines for the write off of rates or charges, debts other than rates or charges, non-business fees, and also to fix amounts above which debts may only be written off by resolution of Council.

2. Policy Principles

3. Policy Objectives

To ensure the writing off of debts is consistent with the Local Government Act and Regulations.

4. Policy Statement

Rates or Charges

Rates or charges may only be written off in accordance with the provisions of Clause 131 of the Local Government (General) Regulation 2005.

In accordance with Clause 131(1) of the Local Government (General) Regulation 2005 Council fixes an amount of \$5,000 as the amount above which any individual rate or charge may be written off only by resolution of the Council.

Debts owing to a Council other than Rates or Charges

Debts owing to Council other than for rates or other charges may only be written off in accordance with the provisions of Clause 213 of the Local Government (General) Regulation 2005 or where the Act or any regulation in force under the Act, make specific provision for writing off those amounts in specified circumstances.

In accordance with Clause 213(2) of the Local Government (General) Regulation 2005 Council fixes an amount of \$5,000 as the amount above which debts to the Council may be written off only by resolution of the Council.

Debts in relation to Concealed Water Leaks are the subject of a separate Policy, but, to be clear, the above limits apply to write offs approved under that Policy.

Non Business Fees

Council may waive payment of, or reduce a non-business fee in a particular case if Council is satisfied that the case falls within a category of hardship or any other category in respect of which Council has determined payment should be so waived or reduced in accordance with Section 610E of the Local Government Act (Division 3 Council fees for non-business activities).

Council determines the following categories

1. Demonstrated financial hardship; or
2. As recompense for poor customer service or other error on the part of Council; or
3. The circumstances of a particular case, where full fee payment would be unreasonable or inequitable.

A Non Business Fee is any fee other than a fee for business activities defined in Section 610A of the Local Government Act, 1993 (Division 2 Council fees for business activities).

5. Scope

This policy relates to all Council staff.

6. Accountability, Roles & Responsibility

Elected Council

Council is responsible for approving Council Policies.

Chief Executive Officer, Executive and Management Teams

The Chief Executive Officer has the power to sub-delegate certain functions to other staff members. In this case, the CEO delegates responsibility for approving write-off's for the purposes and limits specified to the Manager, Finance & Technology.

Management Oversight Group

Not Applicable.

Individual Managers

Not Applicable.

7. Definitions

Not Applicable.

8. Related Documents, Standards & Guidelines

Concealed Water Leakage Concession Policy

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	24 June 2015	Council	Adoption of Original Policy
V2.0	27 February 2013	Council	Revised Policy
V3.0	23 August 2017	Council	Revised Policy

TENTERFIELD SHIRE COUNCIL

POLICY STATEMENT

Writing Off of Debts

23 August 2017

168/17

HEADING:

MEETING ADOPTED
AND RESOLUTION NO.:

HISTORY OF DOCUMENT
PREVIOUSLY ADOPTED:

27 February 2013

23/13

24 June 2015

189/15

Introduction:

The provisions of the Local Government Act 1993 and Local Government (General) Regulation 2005 allow Councils in certain circumstances to write off, waive or reduce debts owing to Council. The purpose of this policy is to provide guidelines for the write off of rates or charges, debts other than rates or charges, non-business fees, and also to fix amounts above which debts may only be written off by resolution of Council.

Policy:

Rates or Charges

Rates or charges may only be written off in accordance with the provisions of Clause 131 of the Local Government (General) Regulation 2005.

In accordance with Clause 131(1) of the Local Government (General) Regulation 2005 Council fixes an amount of \$1,000 as the amount above which any individual rate or charge may be written off only by resolution of the Council.

Debts owing to a Council other than Rates or Charges

Debts owing to Council other than for rates or other charges may only be written off in accordance with the provisions of Clause 213 of the Local Government (General) Regulation 2005 or where the Act or any regulation in force under the Act, make specific provision for writing off those amounts in specified circumstances.

In accordance with Clause 213(2) of the Local Government (General) Regulation 2005 Council fixes an amount of \$1,000 as the amount above which debts to the Council may be written off only by resolution of the Council.

Non Business Fees

Council may waive payment of, or reduce a non-business fee in a particular case if Council is satisfied that the case falls within a category of hardship or any other category in respect of which Council has determined payment should be so waived or reduced in accordance

Policy Statement No. 1.230
Date of Effect: 23 August 2017
Name of Policy: Writing Off of Debts

Review Date:
August 2020

Responsible Officer:
Chief Corporate Officer

with Section 610E of the Local Government Act (Division 3 Council fees for non-business activities).

Council determines the following categories

1. Demonstrated financial hardship; or
2. As recompense for poor customer service or other error on the part of Council; or
3. The circumstances of a particular case, where full fee payment would be unreasonable or inequitable.

A Non Business Fee is any fee other than a fee for business activities defined in Section 610A of the Local Government Act, 1993 (Division 2 Council fees for business activities).

Policy Statement No. 1.230
Date of Effect: 23 August 2017
Name of Policy: Writing Off of Debts

Review Date:
August 2020

Responsible Officer:
Chief Corporate Officer

Page 2 of 2

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV89/18
Subject:	FINANCE & ACCOUNTS - PERIOD ENDED 31 OCTOBER 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 31 October 2018.

BACKGROUND

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

REPORT:

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

(a) Reconciliation of Accounts

A reconciliation of the cash books of all funds have been carried out with the appropriate bank statements as at 31 October 2018.

Cash Book Balances on this date were as follows:-

General (Consolidated)	\$	3,667,749.65	Credit
General Trust	\$	321,533.93	Credit

Our Governance No. 89 Cont...

(b) Summary of Investments

The attachment to this report is a certified schedule of all Council's investments as at 31 October 2018 showing the various invested amounts and applicable interest rates.

As Council transitions to its new Investment Policy and also as it redeems investments under the old policy, there may be brief periods where investments with one financial institution exceed the 45% limit of total investments. This is the case this month where investments with CBA total 66.15% of the total portfolio. This will be rectified throughout this Financial Year.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

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

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith

Chief Corporate Officer

Prepared by staff member:

Paul Della, Manager Finance & Technology

Approved/Reviewed by Manager:

Kylie Smith, Chief Corporate Officer

Department:

Office of the Chief Corporate Officer

Attachments:

1 Investment Report 31 October 2018

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 OCTOBER 2018

Financial Institution	Issuer Rating	Investment Term	Maturity Date	Interest Rate	Amount	Percentage Exposure
National Australia Bank	AA-	90 Days	27/Dec/18	2.65%	1,000,000.00	8.46%
<u>TOTAL NAB INVESTMENTS</u>					<u>1,000,000.00</u>	<u>8.46%</u>
Commonwealth Bank	AA-	At Call	31/Jan/19	1.50%	7,815,549.95	66.15%
<u>TOTAL CBA INVESTMENTS</u>					<u>7,815,549.95</u>	<u>66.15%</u>
Bankwest	AA-	60 Days	25/Nov/18	2.45%	3,000,000.00	25.39%
<u>TOTAL BANKWEST INVESTMENTS</u>					<u>3,000,000.00</u>	<u>25.39%</u>
INVESTMENTS TOTAL					11,815,549.95	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.*

Responsible Accounting Officer

By:

P. Della

* Except as highlighted in the associated Council Report.

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV90/18
Subject:	CAPITAL EXPENDITURE REPORT AS AT 31 OCTOBER 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council receive and note the Capital Expenditure Report for the period ended 31 October 2018.

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.

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 major capital item to highlight in this report relates to the Dam Wall Project and a separate report on the Dam Wall Project will be presented in confidential by the Chief Operating Officer.

However it suffices to say the project is now finished and Council now has the final status of extra project works (i.e. trunnion full replacement, valves, outlet structures and other design related additions to the contract). The extra requirements may be funded, or partly funded, by NSW DPI Water.

Our Governance No. 90 Cont...

At the time of report writing, reimbursement consideration has not be sought. Until this occurs the maximum financial charge required (i.e. \$1.03M) will need to be allowed for in future finance planning.

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.

To-date Council has in place loans totaling \$3.45M relating to the dam wall project with approval for an additional \$2M loan this Financial Year.

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 to cover a combination of insufficient loan funding being taken out to start with coupled with additional costs relating to extra works needed to complete the project.

A separate confidential report on the dam wall project is provided elsewhere in the agenda which details the extra work required along with recommendation to seek additional grant funding to help cover additional work.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith
Chief Corporate Officer

Our Governance No. 90 Cont...

Prepared by staff member:	Paul Della, Manager Finance & Technology	
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer	
Department:	Office of the Chief Corporate Officer	
Attachments:	1 Attachment 13 (Booklet 7) - Capital Expenditure Report - October 2018	2 Pages

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV91/18
Subject:	PRESENTATION OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

The purpose of this report is to present to Council the audited Financial Statements for the year ended 30 June 2018, in accordance with the provisions of Section 418 of the *Local Government Act 1993*.

OFFICER'S RECOMMENDATION:

That Council notes the audited Annual Financial Statements for the year ended 30 June 2018, attached as an Annexure to this report.

BACKGROUND

The Local Government Act 1993 contains specific requirements to be followed in relation to the presentation of Council's statutory Financial Statements. In summary the procedures are listed below:

1. The prepared Financial Statements are required to contain certificates to be signed in accordance with a resolution of Council. Council authorised the signing of the certificates by resolution at the Ordinary Meeting held on 26 September 2018.
2. The Financial Statements and certificates referred to in item one (1) are then referred to Council's Auditor.
3. As soon as practical after receiving the Auditor's Report, Council must forward a copy of the audited Financial Statements to the Office of Local Government (OLG). These documents were forwarded to the OLG on Sunday 28th October 2018. Tenterfield Shire Council was the 41st Council to submit their Statements to the OLG out of all Councils in NSW. Glen Innes Severn Council was the last Council to submit their Audited Financial Statements by the 31 October deadline and were the 101st Council to submit. Some Councils sought extensions.
4. A public notice must be provided of Council's intention to present its audited Financial Statements. Council provided a public notice which was published in in the Tenterfield Star on 31 October 2018.

Our Governance No. 91 Cont...

5. Anyone can make written submissions to Council regarding its audited Financial Statements or Auditor's Reports for a period of 7 (seven) days after the reports have been presented to Council.

It should be noted that Council's Auditors attended the October Audit Committee meeting where they were presented with a report on the Conduct of the Audit by representatives from the State Audit Office and Forsyths.

REPORT:

The Auditor's Report states that Council's accounting records have been kept in accordance with relevant legislation and accounting policies.

Council's Financial Statements and Key Performance Indicators for the year ended 30 June 2018 reveal that Council's financial position continues to be healthy. This is highlighted by the various operating and capital ratios highlighted below.

Council is currently in a sound and stable financial position. However, Council should endeavor to seek additional untied revenue sources to address the infrastructure backlog.

A summary of the key figures are listed as follows:

Overall Result:

The Income Statement identified a profit of \$7.295M (\$7.419M in 2016/17).

Council's operating position excluding capital income and capital contributions is also favourable, with an operating position after these items of \$2.117M (\$3.167M in 2016/17).

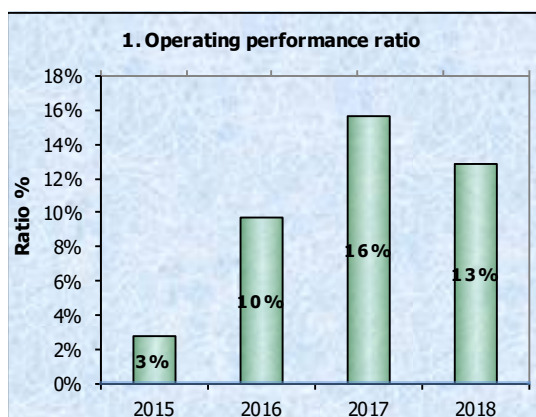
Results by Fund

As per Note 25 of the General Purpose Financial Statements, the Water Fund made a surplus of \$2.779M (\$2.045M in 2016/17); the Sewer Fund made a surplus of \$1.012M (\$92K in 2016/17) and the General Fund made a surplus of \$3.504M (\$5.265M in 2016/17).

Financial Graphs and Ratios

Council's financial performance can also be seen in the following graphs of the operating financial ratios:

Our Governance No. 91 Cont...

**Purpose of operating performance ratio**

This ratio measures Council's achievement of containing operating expenditure within operating revenue.

2017/18 ratio 12.81%

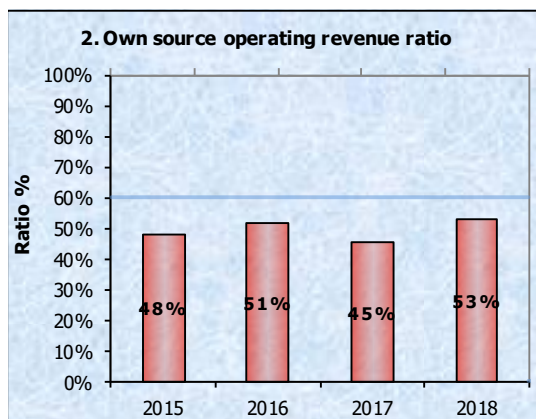
Benchmark: — Minimum $\geq 0.00\%$

Source for benchmark: Code of Accounting Practice and Financial Reporting #26



Ratio achieves benchmark

Ratio is outside benchmark

**Purpose of own source operating revenue ratio**

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.

2017/18 ratio 52.87%

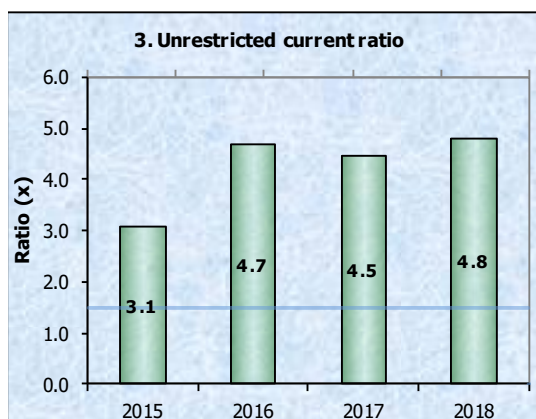
Benchmark: — Minimum $\geq 60.00\%$

Source for benchmark: Code of Accounting Practice and Financial Reporting #26



Ratio achieves benchmark

Ratio is outside benchmark

**Purpose of unrestricted current ratio**

To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

2017/18 ratio 4.81x

Benchmark: — Minimum ≥ 1.50

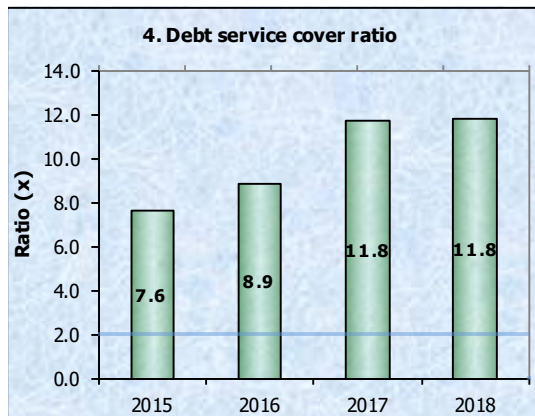
Source for benchmark: Code of Accounting Practice and Financial Reporting #26



Ratio achieves benchmark

Ratio is outside benchmark

Our Governance No. 91 Cont...



Benchmark: — Minimum ≥ 2.00

Source for benchmark: Code of Accounting Practice and Financial Reporting #26

Purpose of debt service cover ratio

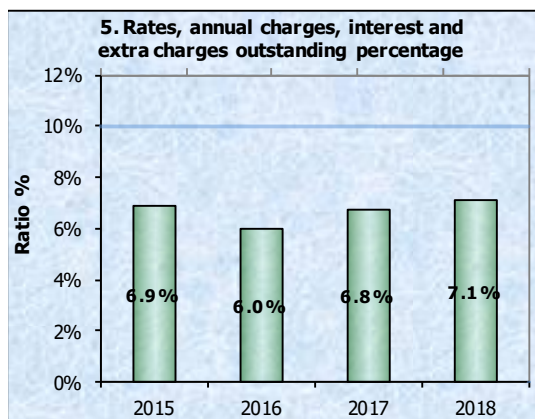
This ratio measures the availability of operating cash to service debt including interest, principal and lease payments

2017/18 ratio 11.83x



Ratio achieves benchmark

Ratio is outside benchmark



Benchmark: — Maximum $< 10.00\%$

Source for Benchmark: Code of Accounting Practice and Financial Reporting #26

Purpose of rates and annual charges outstanding ratio

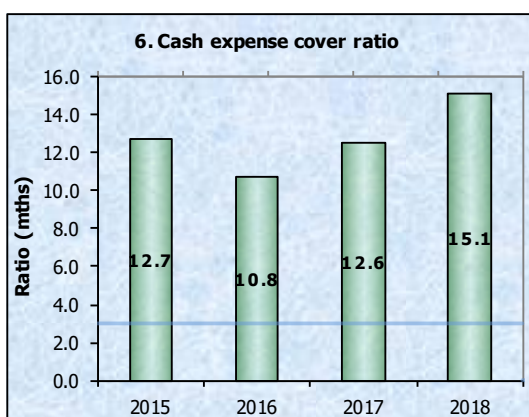
To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.

2017/18 ratio 7.12%



Ratio is within Benchmark

Ratio is outside Benchmark



Benchmark: — Minimum ≥ 3.00

Source for benchmark: Code of Accounting Practice and Financial Reporting #26

Purpose of cash expense cover ratio

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.

2017/18 ratio 15.08 mths

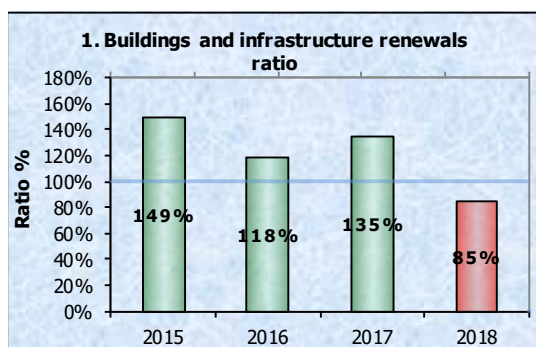


Ratio achieves benchmark

Ratio is outside benchmark

Our Governance No. 91 Cont...

As well as in the following graphs of the capital financial ratios, it should be noted that the following information comes from Special Schedule 7 of the Financial Statements which is unaudited:



Benchmark: — Minimum $\geq 100.00\%$

Source for benchmark: Code of Accounting Practice and Financial Reporting #26

Purpose of asset renewals ratio

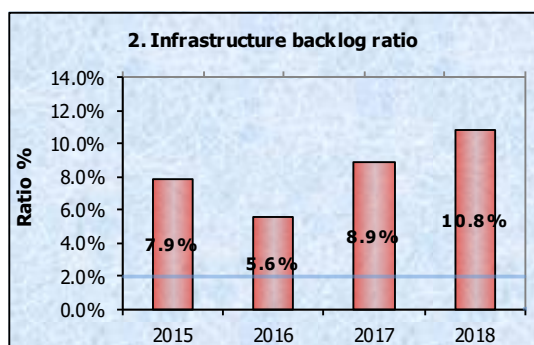
To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.

2017/18 Ratio 84.67%



Ratio achieves benchmark

Ratio is outside benchmark



Benchmark: — Maximum $< 2.00\%$

Source for benchmark: Code of Accounting Practice and Financial Reporting #26

Purpose of infrastructure backlog ratio

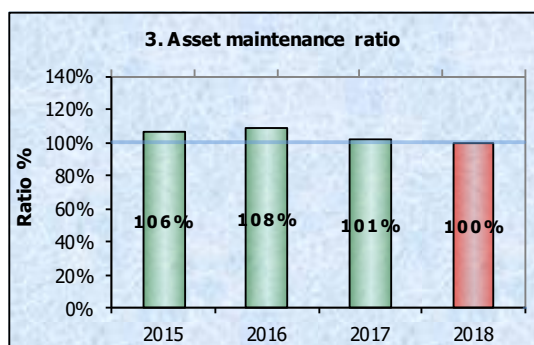
This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.

2017/18 Ratio 10.83%



Ratio achieves benchmark

Ratio is outside benchmark



Benchmark: — Minimum $> 100.00\%$

Source for benchmark: Code of Accounting Practice and Financial Reporting #26

Purpose of asset maintenance ratio

Compares actual vs. required annual asset maintenance. A ratio above 100% indicates Council is investing enough funds to stop the infrastructure

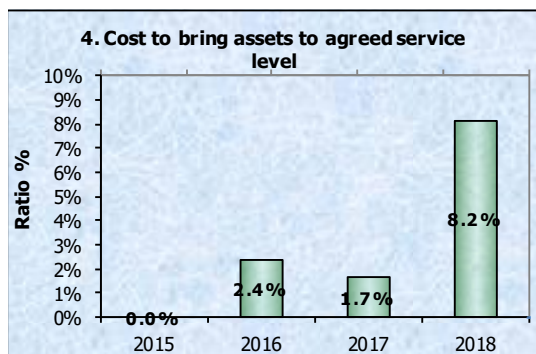
2017/18 Ratio 100.00%



Ratio achieves benchmark

Ratio is outside benchmark

Our Governance No. 91 Cont...

**Purpose of agreed service level ratio**

This ratio provides a snapshot of the proportion of outstanding renewal works compared to the total value of assets under Council's care and stewardship.

2017/18 Ratio	8.16%
----------------------	--------------

The infrastructure renewal ratio was not met in the 2017/18 financial year due to the mix of infrastructure works moving from renewal to new assets.

Representatives of the State Audit Office of NSW and Forsyths have confirmed their presence at the November Ordinary Council Meeting in order to provide an overview of Council's financial position and to answer any questions that Councillors may have in regard to the Audited Financial Statements.

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

The Audited Financial Statements form part of Council's Annual Report and therefore represents an integral part of the Integrated Planning and Reporting Framework. The Audited Financial Statements provide an important avenue for the review of Council's progress by any interested stakeholders including the Community and Council is required to exhibit the audited Financial Statements.

It is a requirement that as soon as practicable after receiving a copy of the Auditor's report, that the Statements must be placed on public exhibition and notice given of a meeting at which Council proposes to present its Audited Financial Statements, together with the Auditor's report.

2. Policy and Regulation

There are no Policy issues arising out of this report.

3. Financial (Annual Budget & LTFP)

The Financial Statements are Council's primary form of review on Council's sustainability and the financial performance of Council throughout the reporting period. For this reason, they remain a crucial part of the performance measurement framework and the financial performance as disclosed should be a serious consideration in any future decision making.

4. Asset Management (AMS)

There are no specific asset management issues arising out of this report but Council is aware of a number of issues in relation to Timber Bridges, Waste Management and the Water Filtration Plant.

5. Workforce (WMS)

There are no workforce issues arising out of this report.

Our Governance No. 91 Cont...

6. Legal and Risk Management

The preparation, audit and review of Council's Financial Statements ensure compliance with:

- The Local Government Act 1993, (as amended) and the Regulations made there under;
- The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board;
- The Local Government Code of Accounting Practice and Financial Reporting.

7. Performance Measures

There are no performance measure issues arising out of this report.

8. Project Management

There are no project management issues arising out of this report.

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Paul Della, Manager Finance & Technology
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	1 Attachment 12 (Booklet 6) - Audited Financial Statements 2017/18 are included in the 2017/2018 Annual Report (Appendix 3)

(ITEM RC24/18) REPORTS OF COMMITTEES & DELEGATES - AUDIT & RISK COMMITTEE - 25 OCTOBER 2018

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

A meeting of the Audit & Risk Committee was held on Thursday, 25 October 2018. Minutes of the Meeting are attached.

RECOMMENDATION

That the report and actions of the Audit & Risk Committee Meeting of 25 October 2018 be received and noted.

ATTACHMENTS

1 Minutes of Meeting 6 Pages



**MINUTES OF
AUDIT & RISK COMMITTEE
THURSDAY, 25 OCTOBER 2018**

MINUTES OF THE **Audit & Risk Committee** OF TENTERFIELD SHIRE held at the Tenterfield Shire Council Chamber on Thursday, 25 October 2018 commencing at 2.40 pm.

ATTENDANCE

Mr Peter Sheville – Independent External Member & Chair - *By telephone*
Mr Geoff King - Independent External Member
Mayor Peter Petty – Tenterfield Shire Council
Councillor Don Forbes – Tenterfield Shire Council

ALSO IN ATTENDANCE

Chief Executive (Terry Dodds)
Chief Operating Officer (Kylie Smith)
Executive Assistant & Media (Noelene Hyde)
Manager Finance & Technology (Paul Della)
Manager Customer Service, Governance & Records (Erika Bursford)
WHS Risk Management Officer (Wes Hoffman)
Financial Consultant (Igor Ivannikov) - *By telephone*
Audit Office of NSW (James Sugumar & Marco Monarco) – *By telephone*
Forsyths Accounting (Paul Cornall) – *By telephone*

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

This is page 1 of the Minutes of the Audit & Risk Committee held on Thursday, 25 October 2018

MINUTES OF AUDIT & RISK COMMITTEE

25 OCTOBER 2018

DISCLOSURE OF INTERESTS

Nil.

APOLOGIES

Apology received from Mr Andrew Page (Independent External Member).

CONFIRMATION OF MINUTES

Resolved that the Minutes of the Audit & Risk Committee meeting held on Thursday, 21 June 2018, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

(Don Forbes/Peter Petty)

MATTERS ARISING FROM THE MINUTES

Action Items arising from the previous Minutes are covered in the reports to this meeting.

(ITEM CEO17/18) AUDIT & RISK COMMITTEE ANNUAL PLAN 2018

SUMMARY

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

Resolved that the Audit & Risk Committee:

- (1) Receive and note the Audit & Risk Committee Annual Plan 2018 items for October 2018;
- (2) Recommend that Council adopt the updated Audit & Risk Committee Charter 2018, and
- (3) Approve the Audit & Risk Committee Meeting dates for 2019, these being:
 - 6 March 2019
 - 9 June 2019
 - 24 October 2019
 - 4 December 2019

(Peter Petty/ Geoff King)

MINUTES OF AUDIT & RISK COMMITTEE

25 OCTOBER 2018

(ITEM CEO18/18) UPDATE ON THE STATUS OF THE AUDIT OF THE 2017-18 FINANCIAL STATEMENTS

SUMMARY

The purpose of this report is to provide an update on the status of the Audit of the 2017-18 Financial Statements.

Manager Finance & Information Technology Paul Della advised that the report to the Ordinary Council Meeting in September 2018 met statutory requirements under the Act. Draft Financial Statements were presented for audit with the Engagement Closing Report dated 22 October 2018.

The Audit shows a good result and favourable ratios for Council's finances.

Mayor Peter Petty left the meeting at 2.45 pm, returning at 2.48 pm.

The Audit noted 2 errors, these being:

- Expenditure not accrued at year end of \$34,000
- \$2.5m judgemental error relating to the non inclusion of RFS Assets (Office of Local Government is currently reviewing this matter and LGNSW are arguing that these assets should not sit on Councils books).

Councillor Don Forbes left the meeting and did not return, the time being 2.53 pm.

Manager Finance & Information Technology Paul Della Paul expressed his appreciation to Egor Ivannikov and the whole of Council's Finance team for their assistance in preparing the financial statements.

Further, he expressed his thanks to Belinda Savins who is leaving Council after 12 years service.

Resolved that the Audit & Risk Committee note this report.

(Geoff King/Peter Petty)

Financial Consultant Igor Ivannikov, Audit Office of NSW Officers James Sugumar and Marco Monarco, and Forsyths' Paul Cornall left the meeting, the time being 2.55 pm.

(ITEM CEO19/18) WORKPLACE HEALTH & SAFETY

SUMMARY

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

ACTION:

Wes Hoffman – to provide figures for medically treated, lost time injuries.

MINUTES OF AUDIT & RISK COMMITTEE

25 OCTOBER 2018

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

(Geoff King/Peter Petty)

(ITEM CEO20/18) ENTERPRISE RISK MANAGEMENT SUMMARY

SUMMARY

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

ACTION:

Wes Hoffman – To report on the implementation and training expected to take place early December 2018.

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

(Geoff King/Peter Petty)

(ITEM CEO21/18) BUSINESS CONTINUITY PLAN

SUMMARY

Echelon Australia Pty Ltd has been formerly engaged to assist Council with the provision of Business Continuity Plan Development Services.

ACTION:

Wes Hoffman – Manuals and Division Plans to be issued to Audit & Risk Committee members for discussion at the next meeting.

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

(Peter Petty/Geoff King)

**(ITEM CEO22/18) FRAUD, MISCONDUCT AND COMPLIANCE BREACHES
- 22 JUNE 2018 TO 24 OCTOBER 2018**

SUMMARY

The purpose of this report is to provide details of any Fraud, Misconduct and Compliance breaches identified or allegations made, during the period 22 June 2018 to 24 October 2018.

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

(Geoff King/Peter Petty)

MINUTES OF AUDIT & RISK COMMITTEE

25 OCTOBER 2018

(ITEM CEO23/18) INTERNAL AUDIT PLAN UPDATE - OCTOBER 2018

SUMMARY

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

Concern was expressed by Committee members with respect to Council voting to over-ride the processes of it's appointed Audit & Risk Committee.

ACTION:

Erika Bursford – Develop protocol to ensure Council and the Audit & Risk Committee work together to manage this risk.

ACTION:

Terry Dodds – Recruitment and Selection Processes – Audit available for March 2019 meeting.

Resolved that the Audit and Risk Committee:

- (1) Receive and note the Internal Audit Plan Update for October 2018; and
- (2) Do not hold the meeting scheduled for 5 December 2018; and
- (3) Request that the audit of Council's Recruitment and Selection Processes be completed in time for presentation to the March 2019 meeting; and
- (4) Request that a Protocol for how Council and the Audit & Risk Committee work together be presented to the March 2019 meeting; and
- (5) Request that the audit on Fraud Control be undertaken prior to the end of 2018 if funds are available.

(Geoff King/Peter Petty)

(ITEM CEO24/18) PERFORMANCE MANAGEMENT REPORTING - 2017/18

SUMMARY

The purpose of this report is to provide information to the Audit & Risk Committee of actions in the Operational Plan 2017/2018 to 30 June 2018, as reported to Council.

Resolved that the Audit & Risk Committee note the achievements against the Performance Management Framework, as described in the summary Operational Plan Report for 2017/18.

(Peter Petty/Geoff King)

MINUTES OF AUDIT & RISK COMMITTEE

25 OCTOBER 2018

GENERAL BUSINESS

LEGISLATIVE COMPLIANCE FRAMEWORK

Manager Customer Service, Governance and Records Erika Bursford advised that Council is currently a subscriber to the Hunter Councils Legal and Delegations Database.

Delegations for all current staff have been completed.

Resolved that the Audit & Risk Committee note this information.

(Geoff King/Peter Petty)

NEXT MEETING

Wednesday, 6 March 2019

There being no further business the Chairperson declared the meeting closed at 4.03 pm.

.....
Peter Sheville
Chairperson

(ITEM RC25/18) REPORTS OF COMMITTEES & DELEGATES - ARTSTATE BATHURST - 1 TO 4 NOVEMBER 2018

REPORT BY: Gary Verri, Councillor

Artstate Bathurst was held at the Bathurst Memorial Entertainment Centre from Thursday, 1 November to Sunday, 4 November 2018 and was attended by Council's Arts Northwest delegate, Cr Gary Verri.

ARTSTATE BATHURST

Thursday, 1 November 2018

The opening on Thursday night was well attended by visitors and locals. Traditional Aboriginal ceremonies were performed.

We were told the Mt Panorama story - it goes like this:

Two brothers were fighting over a woman. The larger brother was beaten by the smaller brother and out of jealousy the bigger brother killed the smaller brother. The ground opened up and swallowed the smaller brother and the earth mounded up to form Mount Panorama. These days when the Aborigines tell the story of the brothers fighting, the brothers are called Holden and Ford.

Friday, 2 November 2018

Sense of Place – regional arts practice that responds to culture and landscape.

In line with the previous Conferences, the morning was taken up by two key note speakers and two panels. The afternoons had two presentations and two panels and a workshop, all running in parallel.

The theme of Artstate Bathurst was about the creative industry's improving regional economies. All presenters that spoke on transforming an area be it a waterfront, old flour mill, abandoned cement works, or rural towns, pointed out that they all had a vision for the area.

The emphasis was on the art economy and how the arts are being used to revitalise rural towns. J Jones (award winning artist) talked on the local area and the Aboriginal history, pointing out the significant archaeological sites in the area including the world's oldest ceremonial burial sites, the site of the world's first bread-makers, and the World Heritage Listed eel traps.

We were given an insight into how the Aboriginal language works. Also, the difficulties young Aboriginal artists face and how they overcame them with perseverance and help from the wider community.

Frith Walker, Manager, Place Making for Panuku, Waterfront Auckland NZ, talked on how the water front in Auckland was transformed into a public place using green spaces food courts. One interesting feature is that there is a piano left in a sheltered place, unlocked so any one can use it. It has never been vandalised.

Frith also pointed out how society is making itself sick. Zoo Managers have learnt that animals kept in unnatural environment of tar and cement develop *Zoochosis*. How different is this to parts of our cities and some of our new suburbs. That is why green spaces, parks, gardens and other public art works become so important.

Report of Committee No. 25 Cont...

Saturday, 3 November 2018

Saturday's program was *Robust Regions – Exploring the Contributions of the Arts to Regional Communities*.

Country Towns Building Economies Around the Arts

Ali Dent, Artist and Street Beautification Consultant from Gulargambone was not able to be present so Micaela Hambrett, Journalist ABC Central West gave the presentation.

We were told about Tremains Mill, an old flour mill in the heart of Bathurst that is being transformed into town houses, a museum, food court and theatre. All of this while leaving the Mill in working condition with none of the buildings are being removed, just redesignated. Local artists and architects are being employed to achieve this. One of the interesting features is that in one of the old storage buildings which is being used as a theatre, lighting will be arranged depicting the Constellations.

The villages of Bland, Gulargambone and Weethalle were all in serious decline due to corporate farming which meant less workers and less farmers which impacted on the local businesses. Bland's Cultural Officers were given the job of fixing the problem. Artists were engaged and NSW's first silo art was put on a silo at Weethalle which then featured on the \$1 postage stamp. The decline in the town's businesses has halted and recently a coffee shop has opened.

This has been repeated in the other villages where public art has been utilized. One unusual piece of public art was a large football featuring a famous local AFL family who received private sponsorship to build it. A new caravan park was established at Gulargambone and is the top-rated park in NSW.

When the cement works closed at Portland, the town was left in limbo with virtually no employment opportunities and 70 acres of abandon buildings. Art was used to mask the harshness of the bare cement walls. Murals were painted on suitable sites, green spaces were established. Portland went from the industrial town that literally built Sydney and where no one wanted to be, to a fashionable place where Sydney wants to be.

Kresanna Aigner Director, Findhorn Bay Arts, Scotland, spoke on how various artisans worked to transform the rural areas of Moray in North East Scotland.

The district had lost its industry including the fishing industry, there was little employment, and the young people were drifting to the larger centres. Kresanna and several other concerned parents wanted to stop this exodus of young people. The strategies worked as Kresanna showed the audience a photo of her twin baby girls who are now teenagers working in the home town.

The artists established a Local Art Board with the view of transforming the local area socially and physically. The Board worked with young artists and helped landscape the area to make it more people friendly. The Board had the philosophy that it is ok to fail and initially the artists were able to attract a small grant but then due to budgetary constraints all funding was stopped. When the artists gained enough momentum they staged a festival at Findhorn Bay which netted them 400,000 Pounds. The success of the festival renewed interest in the area and combined with the other initiatives, young people began to return to the area. Kresanna also mentioned the importance of establishing partnerships, a new incentive scheme for young artists, and helping with professional development.

Report of Committee No. 25 Cont...

Creative Industries in Regional Economies, Tracey Callinan, gave a presentation on her findings for her PhD.

Tracey is trying to establish how important the creative industries are to the economy. There is a lot of information but unfortunately there is no one single source of information which makes it very difficult for the creative industries to present a case to Governments for consideration.

Some regional centres have up to 8% of the population employed in the creative industries with the average being around 4%. Some country towns are actively trying to build an economy around the arts. The Bureau of Commerce & Arts Research released data from 2016–2017 showing the creative industries contributed \$111.7 billion to the economy.

The NSW Government have appointed several advisors to assist any one in the creative economy to establish their business. The advisors are set up similar to the Biz Connect for small businesses.

One panel gave a presentation on how various artists helped with healing after the Lismore floods. Unfortunately the presentation was more about the art content rather than results.

At the Conference Dinner on Saturday evening, The Hon Don Harwin MLC announced that the Government was giving \$674,00.00 to the Arts. He also announced that the next Artstate event would be held in Tamworth in 2019.

RECOMMENDATION

That the delegate's Report on the Artstate Bathurst event held 1 to 4 November 2018 be received and noted.

ATTACHMENTS

There are no attachments for this report.

**(ITEM RC26/18) REPORTS OF COMMITTEES & DELEGATES - TENTERFIELD SHIRE
LOCAL TRAFFIC COMMITTEE - 14 NOVEMBER 2018**

REPORT BY: Peter Petty, Chairperson, Mayor

A meeting of the Tenterfield Shire Local Traffic Committee was held on Wednesday, 14 November 2018. Minutes of the meeting are attached.

RECOMMENDATION

That the report and actions of the Tenterfield Shire Local Traffic Committee meeting of 14 November 2018 be received and noted.

ATTACHMENTS

- 1** Minutes of Meeting 10 Pages



MINUTES OF
TENTERFIELD SHIRE LOCAL TRAFFIC
COMMITTEE MEETING
WEDNESDAY 14 NOVEMBER 2018

MINUTES OF THE **Tenterfield Shire Local Traffic Committee Meeting** OF
TENTERFIELD SHIRE held at the Council Chambers on Wednesday 14 November
2018 commencing at 11.15am

ATTENDANCE

Councillor Peter Petty (Mayor - TSC)
Glen Lamb (Representative for The Hon Thomas
George)
Councillor Gary Verri (TSC)
Councillor Tom Peters (TSC)
Jessica Healey (RMS)
Peter Kennedy (NSW Police)

ALSO IN ATTENDANCE

Andre Kompler (TSC Chief Operating Officer)
James Paynter (TSC Works Manager)
Jess Gibbins (TSC Engineering Officer)
Harry Bolton (TSC Manager Economic Development &
Community Engagement)

*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 Tenterfield Shire Local Traffic Committee Meeting held
on Wednesday, 14 November 2018

MINUTES OF TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING
14 NOVEMBER 2018

DISCLOSURE OF INTERESTS

Nil.

APOLOGIES

The Hon Thomas George, MP
Robert Clark (NSW Police)

GL/TP

CONFIRMATION OF MINUTES

Resolved that the Minutes of the Tenterfield Shire Local Traffic Committee held on 30 August 2018, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

GL/GV

BUSINESS ARISING FROM PREVIOUS MINUTES

1. PETER ALLEN FESTIVAL

Jess Gibbins provided a summary of the post event meeting that involved the Event Organisers and Council staff that were involved in the event. The Peter Allen Festival was conducted on 8th September 2018. Road Occupation Licence (ROL) for New England Highway and High Street (Bruxner Highway) received. Police approval was received. Council staff in conjunction with Event Organisers advised all businesses regarding the road closure. A risk assessment was conducted and Council provided a letter to RMS indemnifying RMS for road damage.

No Further Action.

2. BEAURY CREEK BRIDGE UPDATE

Andre advised the Committee that Council is still pursuing funding sources for bridge replacement, with grant applications submitted under Fixing Country Roads & Growing Economies.

Ongoing.

3. RILEY STREET, TENTERFIELD

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

This is page 2 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Wednesday, 14 November 2018

MINUTES OF TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING
14 NOVEMBER 2018

ACTION:

James P advised that this item is to remain as Business Arising. Funding for any works will need to be considered in next years budget. Formal investigation is required as the issues around Petrie Street are complicated.

Ongoing.

4. BRUXNER WAY, ROAD TRAIN REQUEST

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

ACTION:

Peter P advised that this matter was discussed recently at the BROCC Meeting and again at the Bruxner Way Road Alliance Meeting which has four Councils involved. The first step in the process is to try & get the Bruxner Way reclassified back to a Highway. Preparation of a business case is required for pursuing funding next year. Cotton industry is growing and Freight companies should be supported.

Ongoing.

5. DISABLED PARKING, ROUSE STREET TENTERFIELD

James P advised that Council has installed a bitumen ramp in the Disabled Parking Bay in Rouse Street, however would like to meet RMS onsite, conduct a risk assessment & discuss options.

ACTION:

James P to liaise with RMS onsite after the meeting.

6. SIGNAGE REQUEST

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

Glen mentioned that tourists ask him all the time where to go if traveling to Casino or Kyogle as lack of directional signage. Andre commented that the Mount Lindesay Road project may struggle with costs in terms of money allocated. Peter P advised the Committee that there was a recent announcement of funding under the Fixing Country Communities Grants which is targeted at revitalising villages and provided a brief summary of the Project. There may be some funding available to upgrade the sign as part of this Project. Andre mentioned that reconfiguration of the intersection is part of the scope of works for the Mount Lindesay Road upgrade and may capture destination signage and regular signage.

This is page 3 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Wednesday, 14 November 2018

MINUTES OF TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING
14 NOVEMBER 2018

ACTION:

Council to investigate the installation of signage at this location as part of the recent Fixing Communities Grant funding allocated to Council which was targeted to revitalise villages.

Ongoing.

7. LINEMARKING NEW ENGLAND HIGHWAY/BRUXNER WAY INTERSECTION

Council has received concerns over recent line marking at the intersection of New England Highway/Bruxner Way intersection. This matter has been discussed at previous LTC Meetings.

Peter P commended RMS for recent works carried out at this intersection in terms of trees & vegetation being removed which has improved visibility. Peter reiterated that Council will not change its view until it's fixed. James explained the past design to Peter K and commented that on a personal level, he has experienced issues with traffic using the right hand lane, particularly trucks.

Peter K commented that it sounds like driver behaviour. Jess H has requested traffic counts to assist in understanding issues. Jess H mentioned that in discussions with Stefan, the treatment is better than what was there previously. Temporary signage wasn't pursued further than the initial discussions held.

Jess H commented that there may be a couple of cost effective options available; maybe additional shoulder width, signage or linemarking. Jess H suggested that RMS conduct a safety investigation which is then considered by a review panel of relevant parties to present options.

Peter K suggested conducting driver education and awareness until issues are rectified. Also commented that high visibility police or VMS would assist. Police can target the intersection and enforce.

ACTION:

RMS to conduct a safety investigation to be considered by RMS safety investigation review panel and report back to LTC Meeting. Police to target intersection and enforce incidents. Any data collected from the traffic counts or incidents to be collated and forwarded between Police & RMS.

Item 21 was brought forward to be discussed with invited guest, Mr Harry Bolton (Council's Manager Economic Development & Community Engagement).

21. URBENVILLE SIGNAGE REQUEST

This was discussed at the last LTC Meeting. A request was tabled for signage depicting Urbenville on the Mount Lindesay Road.

This is page 4 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Wednesday, 14 November 2018

MINUTES OF TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING
14 NOVEMBER 2018

Harry provided comment from a tourism perspective. Tourist Route 11 terminates in Stanthorpe. The Tourism sign at the Pool indicating to Woodenbong doesn't include Urbenville. Suggest to have Urbenville added to this sign and apply to have Route 11 extended to encompass Urbenville. Another option is to create an additional tourist route to Urbenville. Peter P asked if extending Route 11 is something that can be considered by Council? Harry advised that it would require an application to TASAC, highlighting this as a tourist route. There are many places of interest along the route. RMS commented that they would be in support of extending Route 11 subject to investigation undertaken by TASAC.

ACTION:

Council to investigate the extension of Route 11 to include Urbenville or creation of a new tourist route in an application to TASAC.

8. TENTERFIELD SADDLER SIGNAGE, HIGH STREET TENTERFIELD

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

ACTION:

Harry Bolton advised the Committee that he had held discussions with the Senior Volunteer at the Tenterfield Saddler and it was suggested that an application be forwarded to Council from the Business for Council to consider. Perhaps a hard stand type arrangement for ease of taking photos in front of the Building. LTC would have to consider any application if it removes a car space on the State road network.

9. INTERSECTION OF URBEN AND BEAURY STREETS, URBENVILLE

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

ACTION:

James P advised that preparation work has not been completed yet. It was going to be resealed however there are pavement failures. It does need rehabilitation, however there are budget restraints. A PMB reseal will be carried out in this year's Council budget.

10. ROUSE STREET – NORTHERN END

James P advised the Committee that the traffic count data indicated speeding vehicles. Gary asked if there was a logical reason why vehicles are speeding through here? Jess H & Peter K asked for the traffic count data.

ACTION:

RMS to investigate as may require improvement to signage and delineation & infrastructure. Jess G to email the traffic count data again to RMS & Police.

This is page 5 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Wednesday, 14 November 2018

MINUTES OF TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING
14 NOVEMBER 2018

11. PADDYS FLAT ROAD/BRUXNER HIGHWAY INTERSECTION

This item dealt with Item 12.

12. SANDY FLAT ROAD/NEW ENGLAND HIGHWAY INTERSECTION

Signage has been investigated at these locations and it does warrant installation of sight boards. Jess H mentioned that all signage designs are processed through the RMS Guidance & Delineation Unit. Jess H will progress the signs. Jess H also suggested sending the pamphlet of general road rules with rates notice to residents and businesses that use the roads in question.

ACTION: RMS to arrange required sight board signage at these intersections with New England Highway & Bruxner Highway. Council to provide pamphlets to businesses and residents that use Sandy Flat Road and Paddys Flat Road.

13. SPEED LIMIT/ZONE IN AMOSFIELD

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

ACTION:

Traffic counter data will be emailed to the Committee.

14. BRUXNER WAY/HYNES BRIDGE ROAD INTERSECTION

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

Peter P advised that this is in conjunction with Item 4. This intersection is part of the building of the Business case to pursue funding which is currently being discussed with the Bruxner Way Alliance Group.

15. LOADING BAY REQUEST BEHIND SCHOOL OF ARTS BUILDING

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

James P advised that a continuous yellow line had been installed at the loading bay however, the yellow line was removed and only remains within the "No Stopping" signs. An additional "loading zone" sign will be erected by Council at the loading zone area with no pavement markings within the loading zone itself as per standards.

No further Action.

This is page 6 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Wednesday, 14 November 2018

MINUTES OF TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING
14 NOVEMBER 2018

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

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

Jess H advised that a Road Safety Audit was completed as part of the upgrade of Rouse Street 40km/hr high pedestrian project and signed off by Council. Therefore it was difficult to justify an additional audit given there has been no significant change to the road environment since the 40HPA Stage 3 Audit identifies lighting as a safety concern however it was signed off as no further action. A copy of the audit was provided to TSC.

Jess G is currently seeking quotations for a level 3 ASP to provided lighting and electrical design.

Ongoing.

17. "NO STOPPING" SIGN IN FRONT OF 124 HIGH STREET, TENTERFIELD

This was tabled at the last LTC Meeting and Jess G advised the photo had been emailed through to RMS. The shop located at 124 High Street is currently under refurbishment & the owners believe the sign may have been placed there as there was a historic layback in the kerb allowing access by vehicles into the front of the shop. James commented that we have dealt with a similar issue in the past through LTC. Suggested that Jess H & James P inspect after the LTC Meeting and advise Committee of outcome.

ACTION: *Jess H & James P to inspect at conclusion of the LTC Meeting and provide outcome to the Committee.*

18. HOFFMANS PARK (BETWEEN LEGUME & WOODENBONG)

This was tabled at last LTC Meeting. A resident has advised Council that the corner north of Hoffmans Park, between Legume and Woodenbong) has been the scene of multiple car accidents. Requested signage at this location.

Council advised there is rehabilitation funding for Legume to Woodenbong which will improve alignment of the road. Council will install chevron signage in line with current standards. James suggested vegetation may require clearing on the curve.

No Further Action.

This is page 7 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Wednesday, 14 November 2018

MINUTES OF TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING
14 NOVEMBER 2018

18.A ROVER PARK, TEMPORARY EVENT

This event was tabled at the last LTC Meeting. Jess G advised the Committee that a post event meeting was held with Council staff involved in the approval for the event, event organisers and Police representative. Council's Senior Planner and Open Spaces, Regulatory & Utilities Supervisor attended the event on the Saturday and were given a tour of the site. Feedback was that overall the event was run generally in accordance with the approved plans and appeared to operate without any issues – security, medical facilities, potable water and all waste facilities were onsite. Police had been in attendance with no obvious traffic issues however, the operators indicated some minor issues on Rover Park Road due to the dry & dusty conditions although no Motor Vehicle Accidents were reported. From a Police perspective the comment was made that the internal traffic management be reviewed to deal with pedestrians and cars. There was drug and alcohol testing Highway Patrol at Drake which did lead to some incidents and it was suggested that next time more Police enforcement be put in place. Peter K added that there were no incidents from Glen Innes way however there were some upon leaving the event heading towards the coast. But overall the event was run well and was family oriented. It is suggested that for future events more traffic signs and traffic control be required at the intersection of Rover Park Road and Bruxner Highway. The Police feedback was that the event was well organised and event organisers were good to deal with. Council staff involved in the event have resolved to send all future events to the Local Emergency Management Committee which will target emergency services on a local level as well as the Local Traffic Committee. One point of contact for processing of the event and development approval would be beneficial for Council staff as it was difficult at times during the process dealing with multiple parties in the one organisation.

No further action.

19. SUNNYSIDE LOOP ROAD – REQUEST FOR LINEMARKING

James P advised the Committee that there is both a curve and crest sign erected at this location, however, visibility is not the best.

ACTION: James P will investigate standards and install raised pavement markers if suitable.

20. ROUSE STREET, TENTERFIELD, ZIG ZAG LINEMARKING

This was discussed at the last LTC meeting. Jess H commented that the zig zag pavement marking on approach to the most northern pedestrian crossing in Rouse Street (New England Highway) warrants the zig zag pavement marking and will forward the request to the RMS team to install.

No further action.

This is page 8 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Wednesday, 14 November 2018

MINUTES OF TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING
14 NOVEMBER 2018

GENERAL BUSINESS

1. HAZARD REDUCTION BURN, REQUEST

Correspondence received from concerned residents regarding

Peter P tabled correspondence on behalf of concerned residents conducting hazard reduction burns along Bruxner Highway and various roads at Tabulam. The families are seeking direction from the LTC & in particular RMS as the Bruxner Highway is a State Road. Peter P advised the Committee that in this fire alone, a fire truck was lost and potential lives could've been lost. Jess H commented that this is not a matter for LTC however the correct process would be to forward these concerns to RMS regional office for consideration and response. Jess G commented that Council when issuing approvals requested a TCP for protection of people conducting the burn within the road reserve of which Jess H agreed that there would be necessary approvals for access required to conduct work within the road reserve.

2. SIGNAGE REQUEST, OLD KOREELAH

James P advised that a request was received from Southern Downs Regional Council. Request that the Sign post at Old Koreelah have Killarney added to it as this road is on Promotional Material as a round trip via Queen Mary Falls.

ACTION: James P to advise Southern Downs Regional Council to install the sign indicating 'Killarney'.

3. TENTERFIELD PRESCHOOL PEDESTRIAN ROAD SAFETY, WOOD STREET

RMS has received concerns for pedestrian safety at the Tenterfield Preschool.

An email received from RMS Network & Safety Services advised that warning signs are not a regulatory matter, however RMS would have no objection should Council wish to install pedestrian warning signs or if as an informal discussion item for LTC.

ACTION: James P to investigate to ascertain if it warrants pedestrian warning signage & install if necessary.

4. NEAGLES LANE/SUNNYSIDE LOOP ROAD INTERSECTION

Jess G tabled the complaint from a resident on Neagles Lane regarding vehicles travelling east towards Tenterfield speeding around the corner and veering across the road.

This is an 80km/h zone with 'raised pavement markers' on centreline. Photos were circulated to the LTC Committee via email. James P advised that vegetation removal may achieve more visibility. Traffic counters need to be installed at this location.

This is page 9 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Wednesday, 14 November 2018

MINUTES OF TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING
14 NOVEMBER 2018

ACTION: James P to investigate vegetation removal and install traffic counters to ascertain speed of vehicles at this location.

5. BILLIRIMBA ROAD, TENTERFIELD

Council has received a request for linemarking on Billirimba Road approximately 1.05kms from Scrub Road intersection. This is a 100km/hr zone with 'raised pavement markers on centreline.

ACTION: James P to investigate whether a Chevron sign or curve advisory sign is required to be erected at this location. Also to look at traffic count data.

NEXT MEETING

Future meeting dates will need to be discussed with the Committee by email.

There being no further business the Chairperson declared the meeting closed at 1.15 PM.

.....
Councillor Peter Petty
Mayor/Chairperson

This is page 10 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Wednesday, 14 November 2018

Department:	Office of the Chief Executive
Submitted by:	Councillor Gary Verri
Reference:	ITEM NM8/18
Subject:	NOTICE OF MOTION - DROUGHT PROOFING FARMS

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 motion is to drought proof Australian at the farming level by using tax incentives to store more water, using water more efficiently and storing more fodder on farms.

COUNCILLOR'S RECOMMENDATION:

That Council request the Hon Barnaby Joyce MP to pursue the following items to help drought proof farms by giving a 125% tax write off for the following items. The tax incentive should be in addition to any Federal Government scheme and that the taxation measures remain in place for at least ten (10) years.

First Priority Items:

- **Making new dams, enlarging and deepening existing dams;**
- **Installing stock watering troughs and associated tanks and piping;**
- **Installing solar pumps for stock and domestic purposes;**
- **Construction of contour banks (swales) to retain water in the paddocks;**
- **Restoring natural waterholes that have been silted up and the removal of this material out of the flood plain, plus the stabilization of any material to prevent the removed material re-entering the waterways.**

Second Priority Items

- **Construction of hay sheds, silos and silage pits;**
- **Use of contractors to make pit silage;**
- **Purchase of molasses tanks;**
- **Purchase of grain, hay, molasses and any fodder that can be stored for a considerable period – any fodder stored under this programme cannot be used without a drought declaration.**

BACKGROUND

"A land of sweeping plains, of ragged mountain ranges, of drought and flooding rains."

Notice of Motion No. 8 Cont...

So wrote Dorothea Mackellar in 1904 just after the devastating Federation Drought which was preceded by the 1897 drought. In fact there was at least eleven (11) serious droughts from 1829 to 1897.

In the winter of 1827, explorer Allan Cunningham found it advisable to change direction "to higher ground away from the arid level patches he had so often found destitute of water".

Since the Federation Drought there has been at least fifteen (15) major droughts and probably that many again if you count localised droughts. Sediments in coral reefs using core samples in the ocean where the Fitzroy River discharges show a period of around 400 years where there was very little evidence of sediments, which would generally indicate widespread drought in the Fitzroy catchment.

In the past, various tax incentives, in conjunction with subsidies, have been used by Governments to achieve goals, eg building contour banks to prevent erosion.

REPORT:

This drought has been so wide spread and has been going on for such a long period that extra measures need to be taken to ensure that future droughts won't have such a devastating impact on rural Australia.

Tax incentives, in conjunction with any subsidy the Federal Government sees fit to offer primary producers, may help those primary producers be prepared for the next drought.

Rural Australia has always had a boom and bust economy so it is essential tax incentives remain in place for a number of years. Giving tax incentives on the items mentioned in the proposed motion will help primary producers at least have water and fodder on hand, so the next drought won't have as large an impact on State and Federal budgets. All that these measures will mean is that the Federal Government would miss out on a small amount of taxation revenue.

Gary Verri
Councillor

Prepared by Councillor:

Gary Verri, Councillor

Attachments:

There are no attachments for this report.

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM RES10/18
Subject:	COUNCIL RESOLUTION REGISTER - NOVEMBER 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

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

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 14 (Booklet 7) - Resolution Register - November 2018 35 Pages